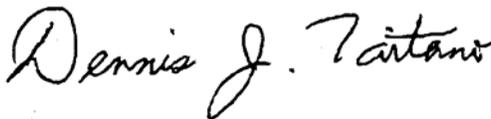


For: FSA Offices

**Resetting FedTraveler EDS Passwords and Acquiring Member ID's**

Approved by: Acting Deputy Administrator, Management



**1 FedTraveler EDS Passwords and Member ID's**

**A Background**

The FMD, Debt Management and Travel Policy Office (DMTPO) **does not** have the ability to reset FedTraveler EDS passwords.

**B Purpose**

This notice provides instructions on how to reset a FedTraveler password and acquire a member ID.

**C Action**

To reset the FedTraveler EDS password, FSA employees shall:

- logon to the FedTraveler web site at <http://fedtraveler.com/>
- type in the member ID
- CLICK "Forgot your PIN?".

The traveler should be able to establish a new password. If the traveler still cannot reset their password, they should call FedTraveler at 1-866-876-8020.

**Note:** To get a FedTraveler member ID, send an e-mail to [POC\\_Travel@wdc.usda.gov](mailto:POC_Travel@wdc.usda.gov). In the e-mail, provide the traveler's name, e-mail address, and last 4 digits of the Social Security number. If there are any questions, employees should contact DMTPO at 703-305-1408, leaving their name, telephone number, and question. The next available staffer will return the call.

<p><b>Disposal Date</b></p> <p>December 1, 2008</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices</p>
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**Notice FI-2800**

**1 FedTraveler EDS Passwords and Member ID's (Continued)**

**D Labor Management Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**E Contact**

If there are questions about this notice, contact the appropriate office according to this table.

<b>Office</b>	<b>Contact</b>
County Offices	State Office
State Offices	For: <ul style="list-style-type: none"><li>• interpretation of the policy, contact FMD, DMTPO by e-mail at <b>poc_travel@wdc.usda.gov</b></li><li>• controversial issues related to this policy, contact Star Bryant, DAFO at 202-720-0183.</li></ul>
National and Field Offices	FMD, DMTPO by e-mail at <b>poc_travel@wdc.usda.gov</b> .