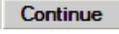
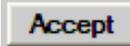


Abbreviated Instructions for the Traveler Signing/Verifying Travel Vouchers in TM 9.0

Step	Action	Results
1a	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the following URL: https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w 	Brings up the ITM 9.0 Production Login Page
1b	From the <i>Travel Manager 9.0 Login</i> page <ul style="list-style-type: none"> ➤ Enter <i>Username</i> ➤ Enter <i>Password</i> 	<i>Note: If you press ENTER the system will automatically take you to the Document Preparation module.</i>
2	Click on <i>Document Preparation</i>	The Home page appears with up to 5 documents in the Review area. You may click on the Open Document icon there or go to Open/Copy Documents in the <i>Document Toolbar</i> to find the document.
3	Click on the Open Document icon	The <i>Document Summary</i> page appears.
4	Click on <i>Document Status</i> either in <i>Document Toolbar</i> or within the <i>Document Summary</i> page when ready to stamp the document.	The <i>Status</i> page appears.
5	On the <i>Status</i> page do the following: <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> in the <i>Signature PIN</i> field ➤ Click the  and <i>Submit Document</i> button 	
6	The <i>Pre-Audit Results</i> page appears. If the Status is PASS: <ul style="list-style-type: none"> ➤ Click  (<i>Stamping the Document</i>) 	<i>Note: If the status says fail, click CANCEL and logout. Inform the person who created the document and have them figure out the error and fix it.</i>
7	The <i>Signature</i> page appears: <ul style="list-style-type: none"> ➤ Click the  (<i>Signature Text</i>) 	The Home page appears. Click on Logout on the <i>Menu Toolbar</i> .