

How To Amend Authorization

- 1 click on pencil icon (amend)
- 2 click on Create New Amendment
- 3 verify Document Information and Trip Information
- 4 click on Create Document

TA will be re-numbered (TAxxxxx-1)

- 5 Make adjustments as needed
- 6 Confirmation
- 7 Verify Authorization Signed
- 8 Stamp and Submit Document
- 9 Continue Stamping the Document
- 10 Accept Signature Text
- 11 Close Post Stamping Document Closure Screen

The original TA number will be replaced with the new TA number-1 after the new TA is approved