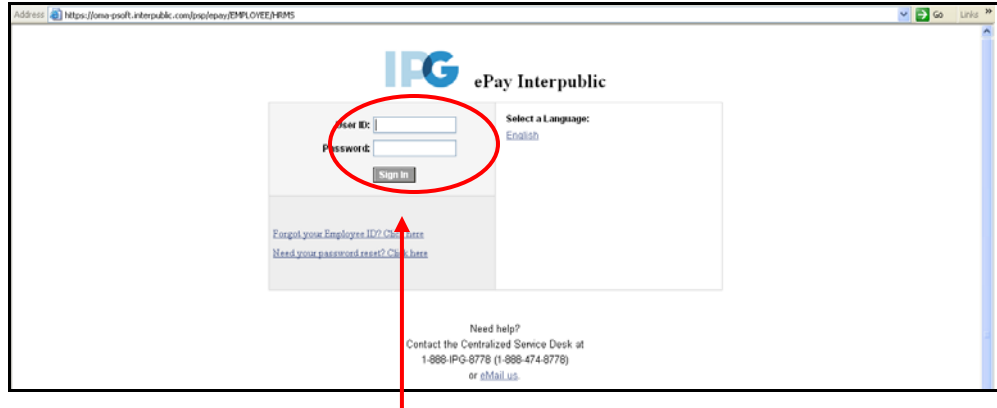


HOW TO REQUEST A NEW TRAVEL PROFILE

Step 1 Travel Profiles are requested through PeopleSoft ePay at <https://oma-psoft.interpublic.com/psp/epay/?cmd=login>

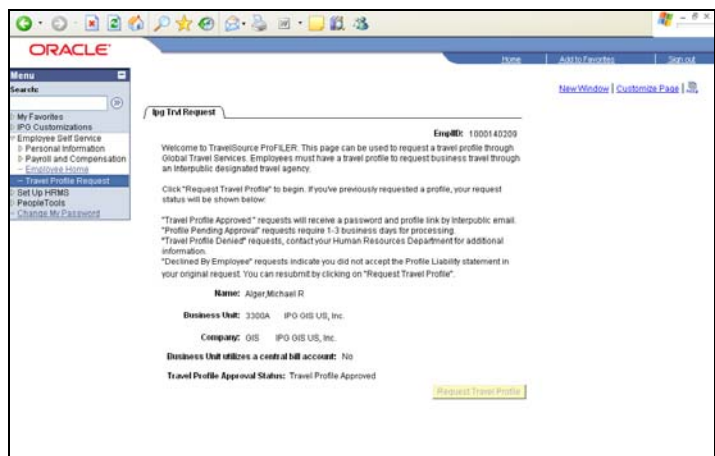
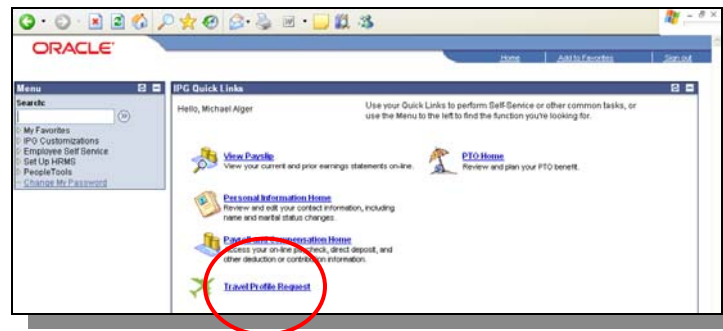


Step 2 Enter your 10-digit IPG [Employee ID](#) and [ePay/PeopleSoft Password](#).

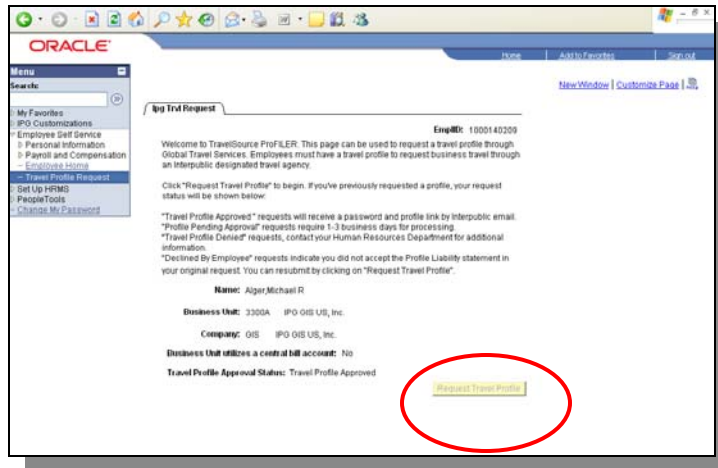
If you DON'T REMEMBER your Employee ID, use the [Forgot your Employee ID? Click Here](#) feature - your ID will be sent by return email within a few minutes.

If you DON'T REMEMBER your password, use the [Need your Password Reset? Click Here](#) feature - you will receive a 'reset' password by return email within a few minutes.

Step 3 Select [Travel Profile Request](#) under IPG QUICK LINKS



Step 4



Read and Accept The "Disclaimer"

This action will send a profile request along with your employee information from PeopleSoft in an overnight feed to Trondent.

You will receive a PROFILE NOTIFICATION from ipg@trondent.com the following morning with a link to <https://direct.interpublic.com>.

Follow the "First Time User" directions to request a Temporary Password and Log-in.

See **ACCESSING YOUR PROFILE** for step-by-step instruction on obtaining a password and accessing your profile.

Need Assistance, Call Central Services at 1-888-474-8778 (Option 3)
tashelp@interpublic.com