

Creating a Guest Profile

Follow these steps to create a guest profile for reimbursement in both Express and PAC.

Please note that the Express profile is immediately available. The vendor profile in the payment system takes one business day to create.

For new guests, wait to submit reports until one business day has elapsed from the time in which you created the guest profile.

Start here

- 1) Log in to the UCLA VPN
 - Please ensure you are logged in to the UCLA VPN (ssl.vpn.ucla.edu), **not your department VPN**
 - Med Center should be able to access the site through the Med Center VPN. If you are unable to, please contact your local IT department
 - If you do not have VPN set up on your system, click here for [UCLA VPN Instructions](#)
 - If you are on campus and connected through a campus internet connection, you should be able to access the Guest Profile without logging in to VPN
- 2) Open a browser (Google Chrome or Firefox is recommended)
- 3) Go to: <https://fsw.ais.ucla.edu/guestprofile/>
- 4) Select UC Los Angeles Campus
- 5) Login to your UCLA Shibboleth Account (SSO)

Guest Profile Creation

To create the guest profile, enter the **Guest Information** and select the **Preferred Method of Payment**: Check or Zelle.

UCLA Guest Profile Log Off

Create a Guest Profile

Guest Information

First Name * Middle Name Last Name *

First Name Middle Name Last Name

Email Address *

Email

Phone Number *

Phone

Select Preferred Method of Payment *

* Required Field

Creating a Guest Profile

Zelle Payments

Select whether the guest's Zelle account is linked to Email or Phone

Enter the required information

Click **Submit**

Receive confirmation that the profile was created*+

Check Payments

Enter the guest's address

Click **Submit**

Receive confirmation that the profile was created*+

*If the profile matches one already in the system, the system will prevent you from creating a duplicate. Instead it will prompt you to use the existing profile in Express.

+If you proceed to creating a report for the guest, remember that you must wait one business day before submitting the report to allow time for the vendor profile to be created in the payment system.