

U.S. State Department's STEP Program Guide

1. First, head to the website <https://step.state.gov> to start STEP

U.S. Department of State (.gov)
<https://step.state.gov>

Smart Traveler Enrollment Program (STEP)

Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can ...

2. Click **Start** on the bottom right of the Smart Traveler Enrollment Program:

Home > Smart Traveler Enrollment Program

Smart Traveler Enrollment Program

About the service

Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can accurately and quickly contact them in case of emergency.

Benefits

- Get real time updates about health, weather, safety, and security in the country.
- Plan ahead using information from the local U.S. embassy.
- Help the embassy or consulate contact you if there's an emergency like a natural disaster, civil unrest, or a family emergency.

Time to complete: 20 minutes
OMB Control No. 1405-0152 | Expiration Date: 06/30/2026

[Start](#)

3. Next: Create an Account

Sign in or create an account

Sign into your Login.gov account to use the full benefits of the Smart Traveler Enrollment Program (STEP).

Making an account allows you to:

- Share your travel plans so the Department of State can contact or locate you if there's an emergency.
- Get real-time updates about health, weather, safety, and security in the country.
- Manage trip information and message preferences.

If you used a previous version of STEP.

- You will need to use Login.gov to access this version, rather than your previous STEP username and password.
- You will need to re-enroll any trips you have and re-subscribe to travel messages that were made from your previous account.

[Sign in or create account](#)

4. Enter your email address and select your preferred language. Read and accept the Login.gov Rules of Use.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)

Español


Français

中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

5. After you submit, a confirmation email will be sent to the email address you entered where you can continue the next steps for the program. [Confirm your email address.](#)

 **LOGIN.GOV**

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

6. Then create your password.

You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.


Password


Confirm password


Show password


Continue


7. Set up a two-factor authentication. It is recommended to select at least two of the options.

 **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

 **Text or voice message**
Receive a secure code by (SMS) text or phone call.

 **Security key**
Connect your physical security key to your device. You won't need to enter a code.

 **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

 **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

8. Then, continue to MyTravelGov



Continue to MyTravelGov

9. Start filling out your personal information:

Welcome to MyTravelGov!

To best serve you and reduce your time in submitting requests, please complete your Personal Information now.

[Complete Personal Information](#)

10. Fill out the basic details of your personal information:

Basic Details

*First Name

Middle Name

*Last Name

Current Address

Address

City

State / Province / District

Zip / Postal Code

Country / Location

11. Then select **Enroll Your Time Abroad and Subscribe to Travel Messages**

Smart Traveler Enrollment Program

Select a service

Subscribe to Travel Messages only

Subscribe to one or more countries and posts for the latest travel information.

Enroll Your Time Abroad and Subscribe to Travel Messages

12. Read through and Acknowledge the Policy Review, then Click NEXT:

Travel Plans

Step 1: Read and Acknowledge the Policy Review

13. Continue entering personal details: First and Last Name, Date of Birth and Citizenship, then Click: NEXT

Step 2: Provide personal details

Basic Details

The fields below are populated from your personal information.

*First Name

Complete this field.

Middle Name

*Last Name

Complete this field.

Suffix

*Date of Birth

Gender

*Citizenship

Comments (e.g., health concerns, accessibility issues, other important travel information)

14. Optional, but **highly recommended** to provide emergency contact information.

Step 3: Provide emergency contact information

Providing an emergency contact is optional but can be extremely important if something unexpected happens while you are traveling. Your emergency contact should be someone who is not usually traveling with you.

First Name

Last Name

Relationship to You

Address 1

Address 2

City

Country / Location

Emergency Phone Number


Select country code to enter phone number

Country Code

Email Address

State / Province

15. Click Add Travel Plans:



Travel Plans

Step 4: Enroll travel plans with Consular Affairs

To best assist you, we recommend adding each travel destination. That way, we can connect you with consular staff at each location.

[Add Travel Plans](#)

[Back](#) [Next](#)

16. Fill out this page with the date you arrive in your program's country and expected departure date. Select the country where your program takes place.

Step 4: Enroll travel plans with Consular Affairs

To best assist you, we recommend adding each travel destination. That way, we can connect you with consular staff at each location.

Duration of Stay

This information will help us know when you are abroad in the event of an emergency.

* Arrival Date

Format: Dec 31, 2024

* Departure Date

Indefinite stay

Destination

This information will help us locate you in an emergency.

* Country / Location

Location Name (e.g., hotel, convention, facility, neighborhood, area)

17. Add a point-of-contact for the location of your program. This would be the emergency contact person listed for your study abroad program. Include their full name and phone number.

***Do you want to add a point-of-contact for this location?**

Yes
 No

If there is an emergency and we cannot reach you, we can get in touch with your point of contact.

***Full Name**

Point-of-Contact Phone Number
Select country code to enter phone number
Country Code

Email Address

18. Complete questions

- Select YES to subscribe to travel messages for the country of your study abroad program.
- Select the U.S. Embassy or Consulate nearest to your program's location.
- Select Specific End Date and enter the date of departure from your program's country or after.

*Do you want to subscribe to travel messages for this country/location?

Yes
 No

If you aren't sure, select all available cities on the list.

Location	Email
<input type="checkbox"/> U.S. Consulate Fukuoka	
<input type="checkbox"/> U.S. Consulate General Naha, Okinawa	
<input type="checkbox"/> U.S. Consulate General Sapporo	
<input type="checkbox"/> U.S. Consulate Osaka-Kobe	aok@state.gov
<input checked="" type="checkbox"/> U.S. Embassy Tokyo	tokyoppt@state.gov


*Select the duration

End in 30 days
 Specific end date (cannot exceed one year)

*End Date

19. Click Next and you have finished setting up your STEP travel plan!

20. Head to your email and make sure you receive a confirmation email of your STEP plan with the country you selected.



Confirmation

You have successfully enrolled your travel plans with Consular Affairs.

[Enroll more travel plans](#)

[Subscribe to travel messages](#)

[Manage Travel Plans](#)