



How to use VIOS (Visual Information Order Site) and fill out a DA FORM How to use VIOS

Start your Internet Explorer
In the address bar, type “www.vios.army.mil”

EM
ENTERPRISE MULTIMEDIA CENTER

V.I.O.S.
Visual Information Ordering site

ASIA

HAWAII

ALASKA

EUROPE

AKO EAST

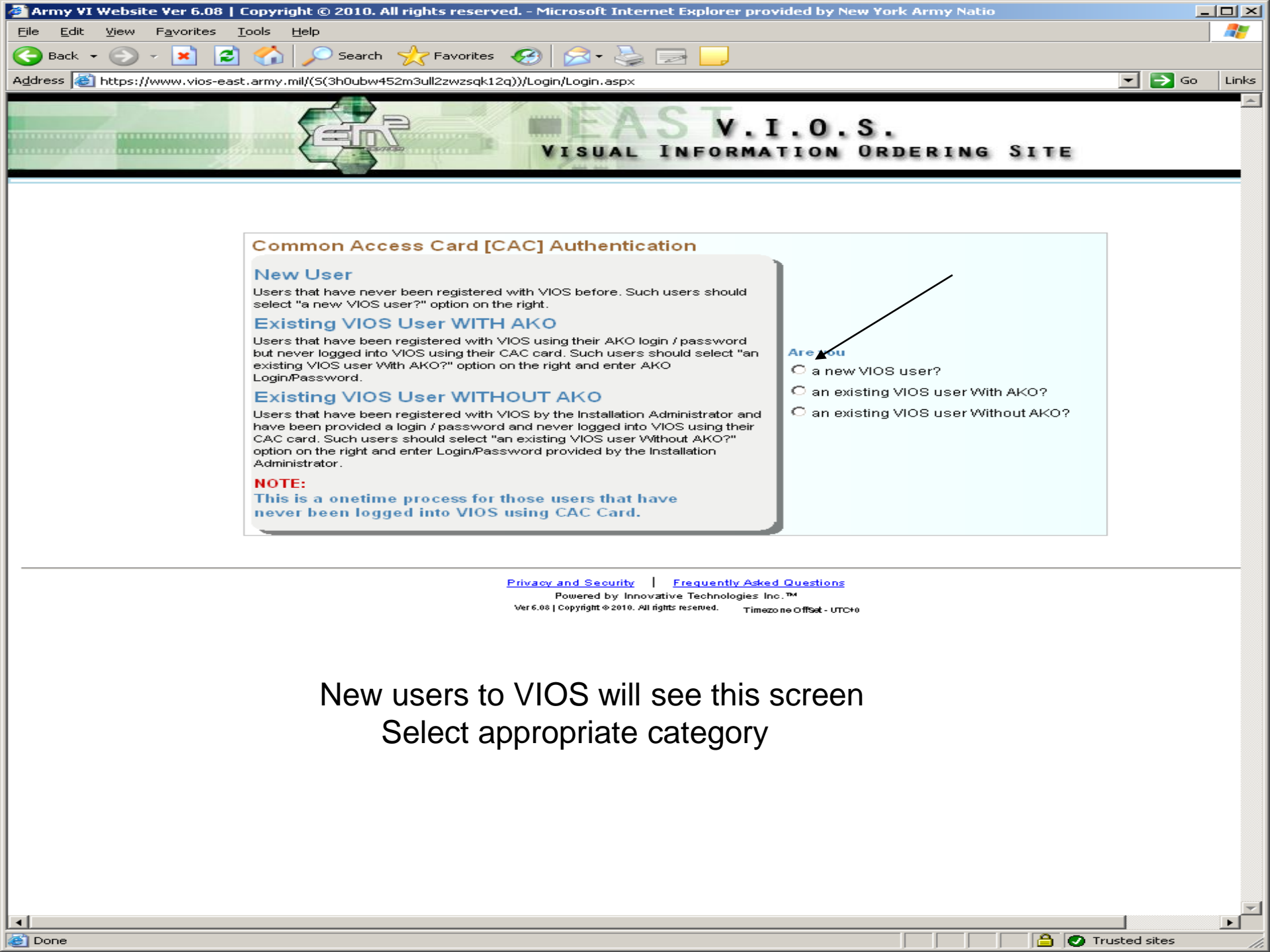
AKO WEST

EM
ENTERPRISE MULTIMEDIA CENTER

Goto the following AKO Address, locate and find FBCA_Crosscert_Remover_V105beta3.zip in the downloads section of that page to fix the Certificate issues you may have with accessing vios

<https://www.us.army.mil/suite/page/474113>

Click on the eastern side of the United States for CAC access
Click on "AKO EAST" for AKO user name and password login



Common Access Card [CAC] Authentication

New User

Users that have never been registered with VIOS before. Such users should select "a new VIOS user?" option on the right.

Existing VIOS User WITH AKO

Users that have been registered with VIOS using their AKO login / password but never logged into VIOS using their CAC card. Such users should select "an existing VIOS user With AKO?" option on the right and enter AKO Login/Password.

Existing VIOS User WITHOUT AKO

Users that have been registered with VIOS by the Installation Administrator and have been provided a login / password and never logged into VIOS using their CAC card. Such users should select "an existing VIOS user Without AKO?" option on the right and enter Login/Password provided by the Installation Administrator.

NOTE:

This is a onetime process for those users that have never been logged into VIOS using CAC Card.

Are you

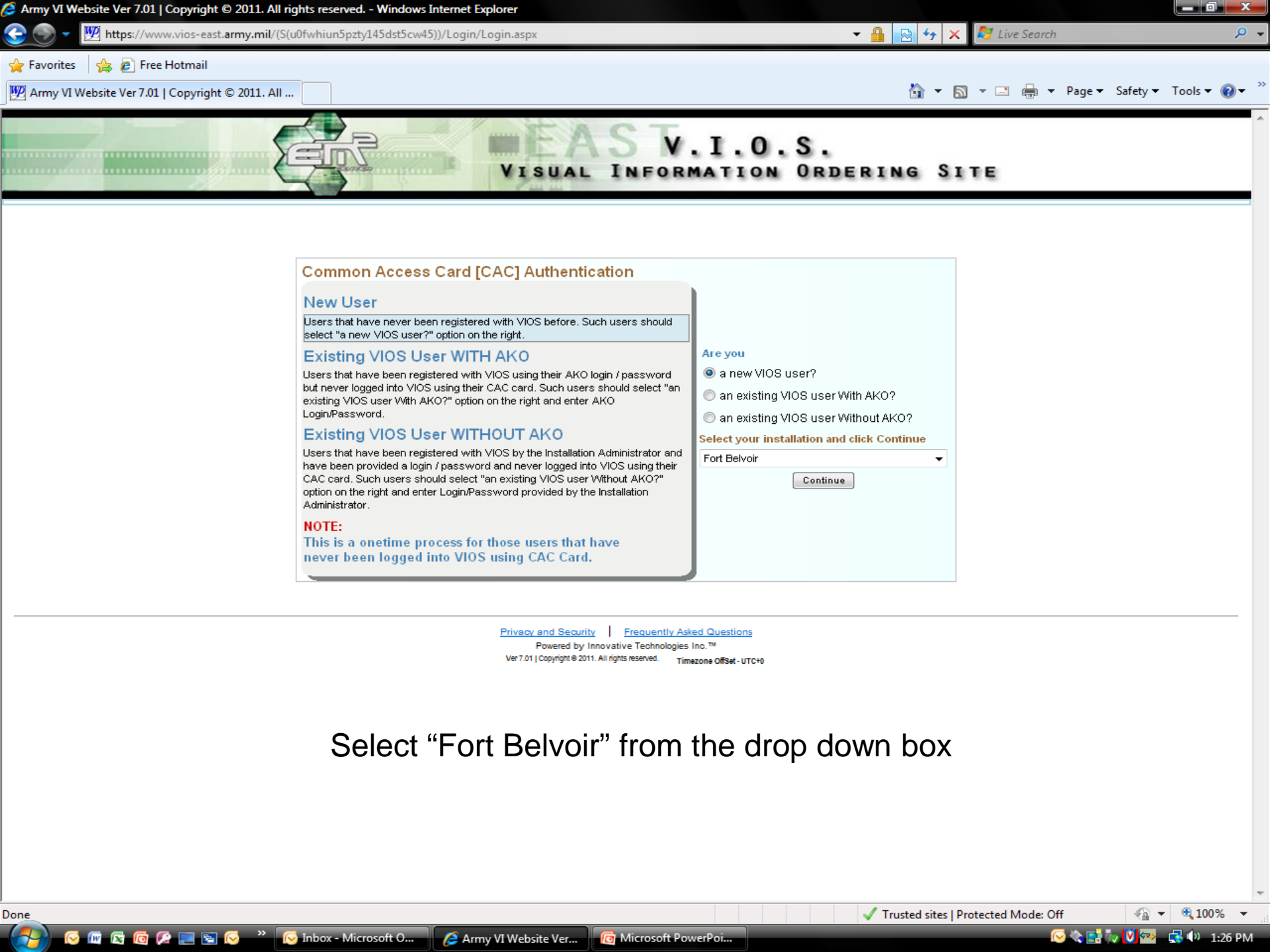
- a new VIOS user?
- an existing VIOS user With AKO?
- an existing VIOS user Without AKO?

[Privacy and Security](#) | [Frequently Asked Questions](#)

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New users to VIOS will see this screen
Select appropriate category



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Are you

- a new VIOS user?
- an existing VIOS user With AKO?
- an existing VIOS user Without AKO?

Select your installation and click Continue

Fort Belvoir

Continue

[Privacy and Security](#) | [Frequently Asked Questions](#)

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Select "Fort Belvoir" from the drop down box



Session Times out in 80 Min Other Related Links: Help

Welcome To Fort Belvoir Visual Information Website

Work Request



Work Request

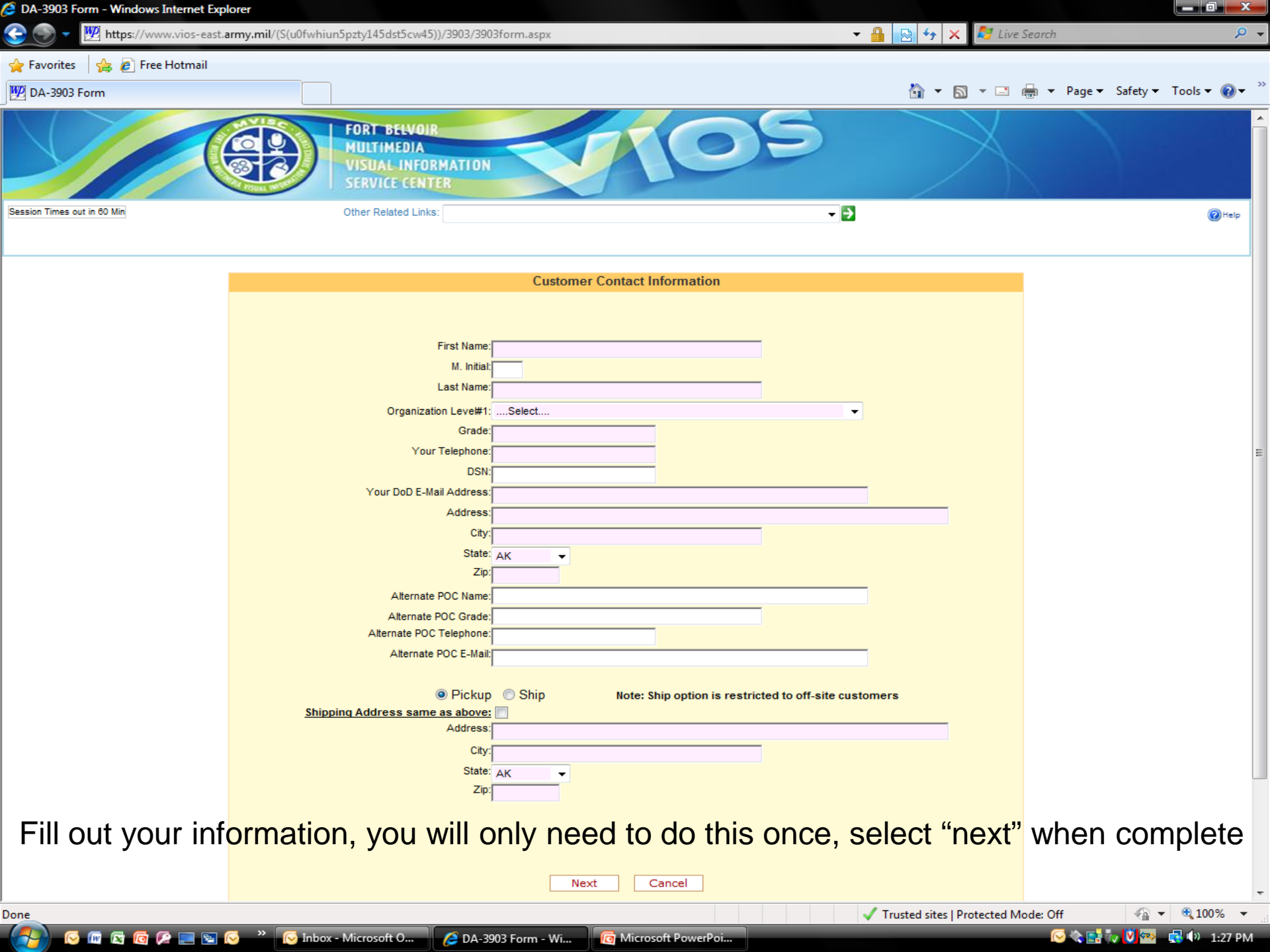
[Back to Login Page](#)

Contact us for help
Phone: 703-805-2731

[Privacy and Security](#) | [Frequently Asked Questions](#)

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Your screen will be similar to this, select the 3903 icon



Customer Contact Information

First Name:

M. Initial:

Last Name:

Organization Level#1:

Grade:

Your Telephone:

DSN:

Your DoD E-Mail Address:

Address:

City:

State:

Zip:

Alternate POC Name:

Alternate POC Grade:

Alternate POC Telephone:

Alternate POC E-Mail:

Pickup Ship **Note: Ship option is restricted to off-site customers**

Shipping Address same as above:

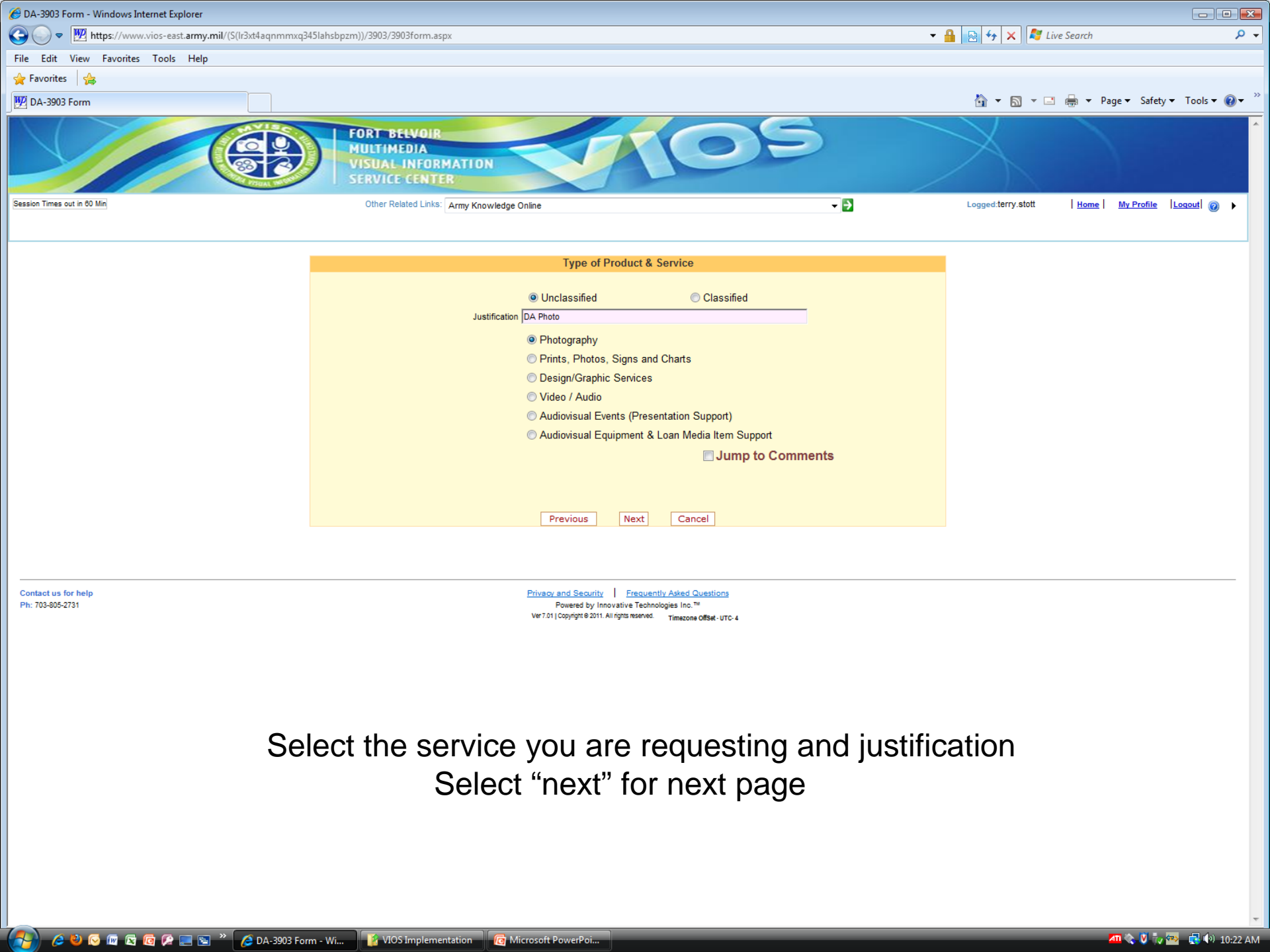
Address:

City:

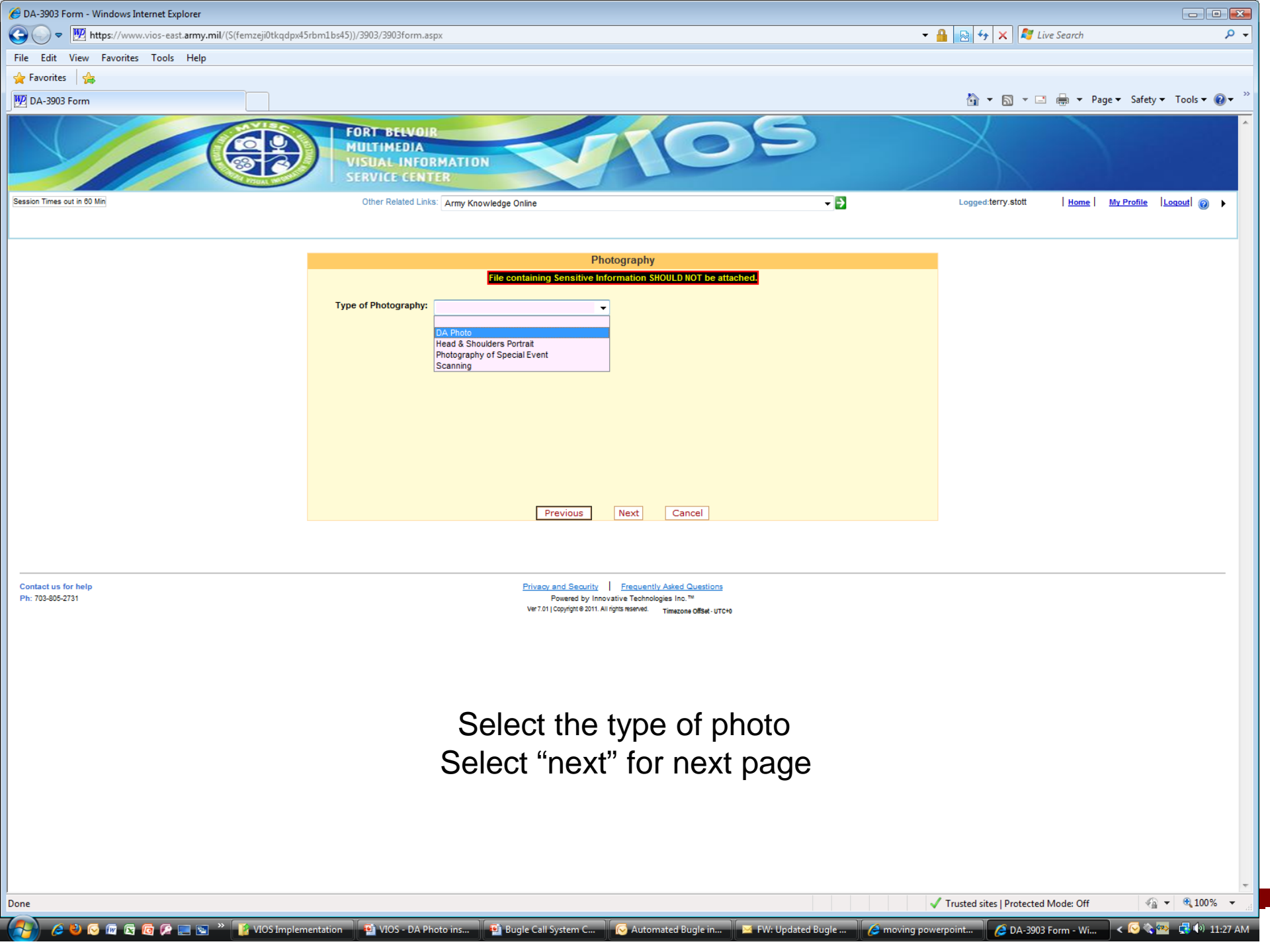
State:

Zip:

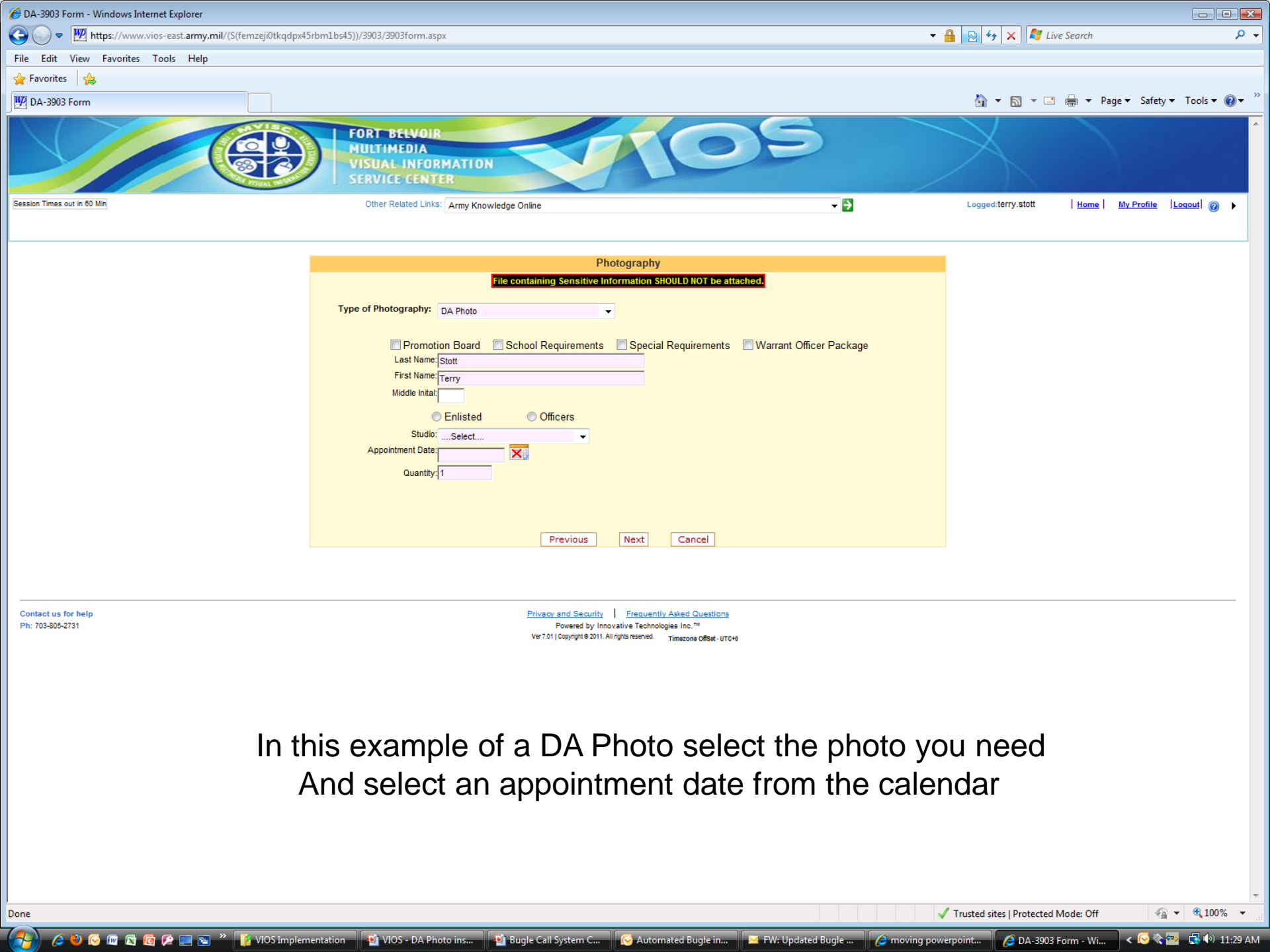
Fill out your information, you will only need to do this once, select "next" when complete



Select the service you are requesting and justification
Select "next" for next page



Select the type of photo
Select "next" for next page



In this example of a DA Photo select the photo you need
And select an appointment date from the calendar



Type of Product & Service

Unclassified Classified

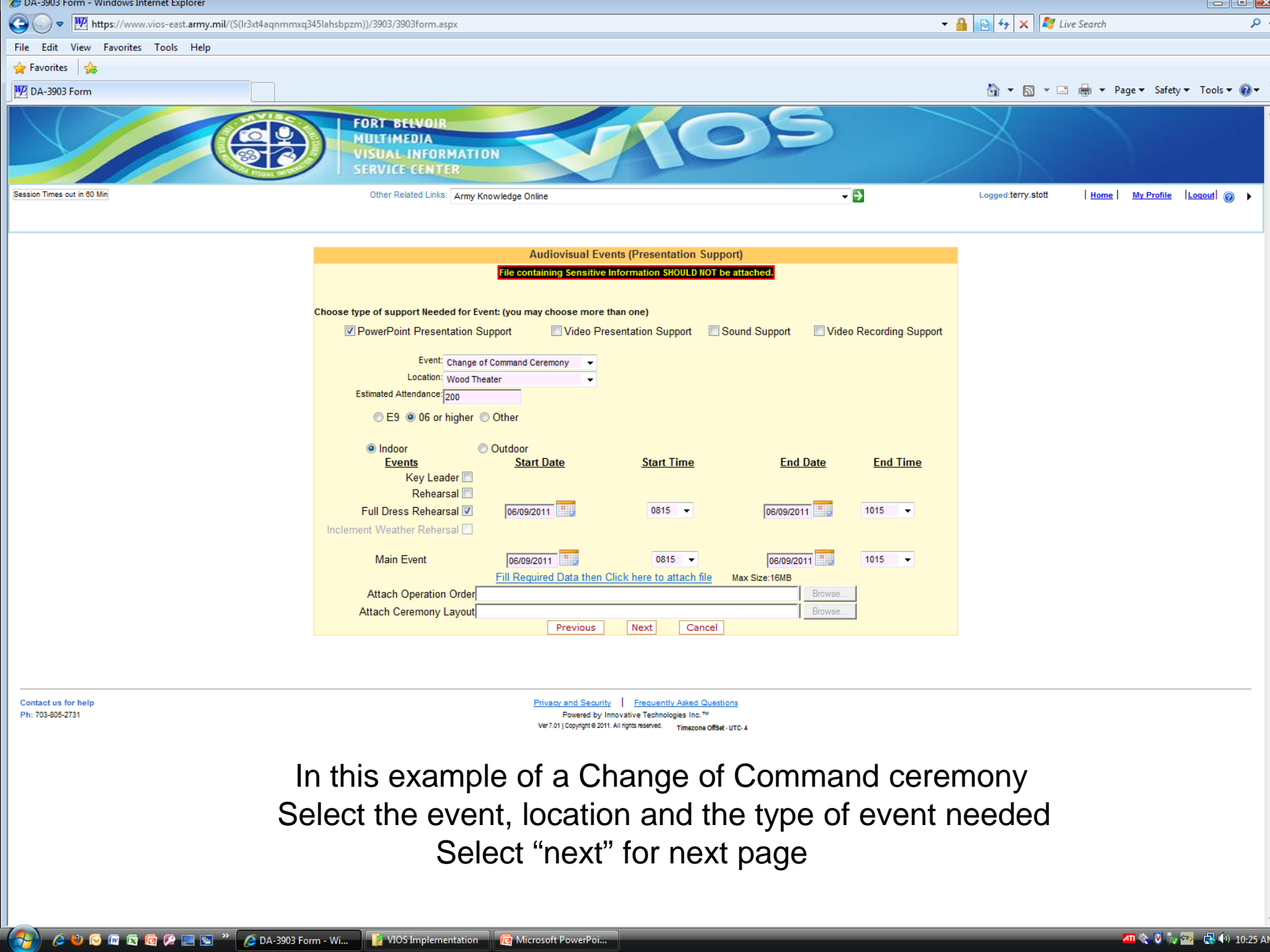
Justification

- Photography
- Prints, Photos, Signs and Charts
- Design/Graphic Services
- Video / Audio
- Audiovisual Events (Presentation Support)
- Audiovisual Equipment & Loan Media Item Support

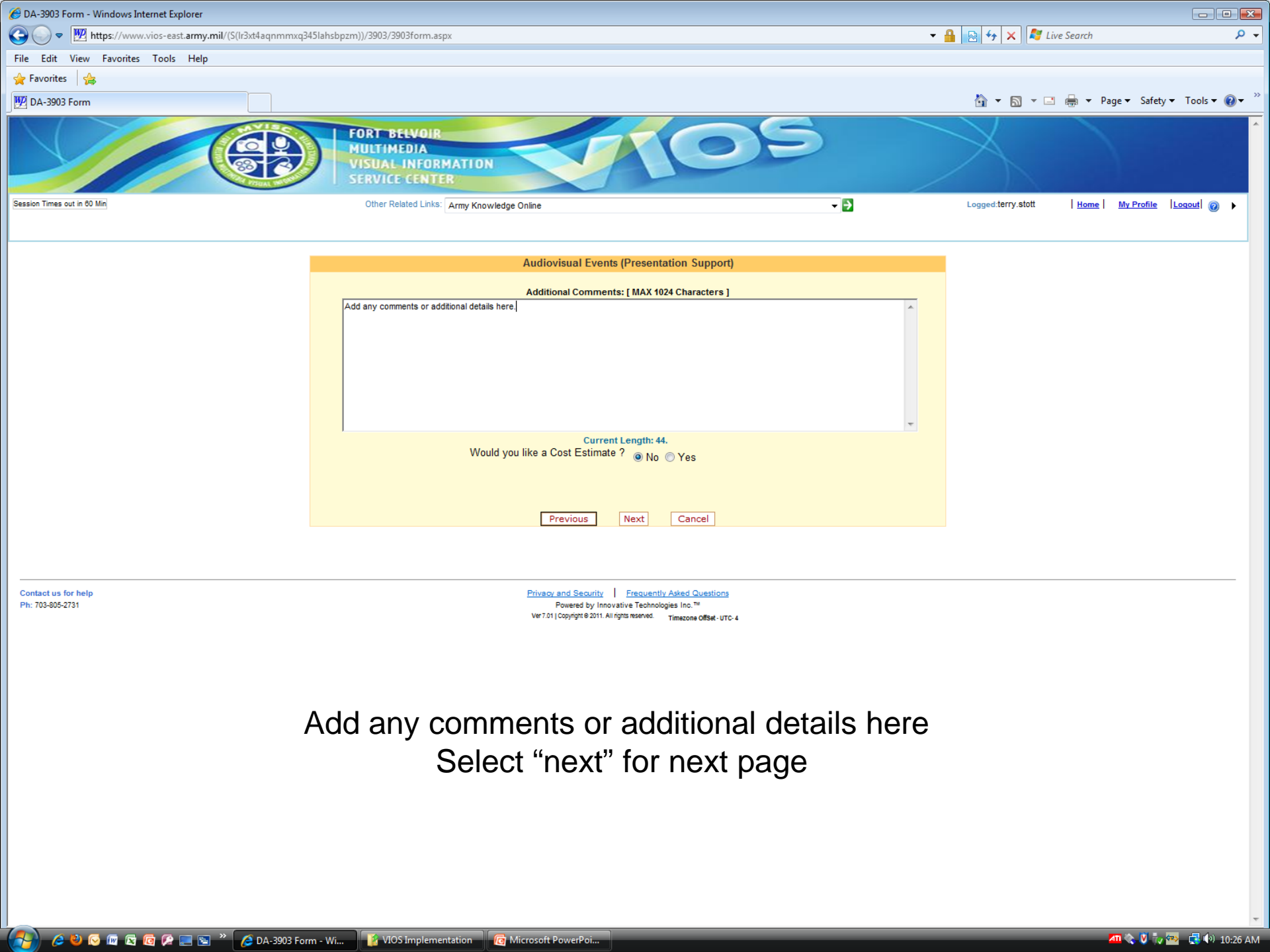
Jump to Comments

Contact us for help
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In this example of a Change of Command ceremony
Select the event, location and the type of event needed
Select "next" for next page



Audiovisual Events (Presentation Support)

Additional Comments: [MAX 1024 Characters]

Add any comments or additional details here.

Current Length: 44.

Would you like a Cost Estimate ? No Yes

Previous Next Cancel

Add any comments or additional details here
Select "next" for next page

Summary

Customer Contact Information
Name: Terry Stott Organization: Fort Belvoir Multimedia Visual Information Alt. POC Name: Pickup Address: 10105 Gridley Road, Suite 100
Grade: Civ Address: 10105 Gridley Road, Suite 100 Grade: City: Fort Belvoir
Phone: 703-805-2177 City: Fort Belvoir Phone: State: VA
DSN: State: VA Email: Zip Code: 22060
Email: terry.stott@us.army.mil Zip Code: 22060 Delivery Type: Pickup
Charge#: 999999

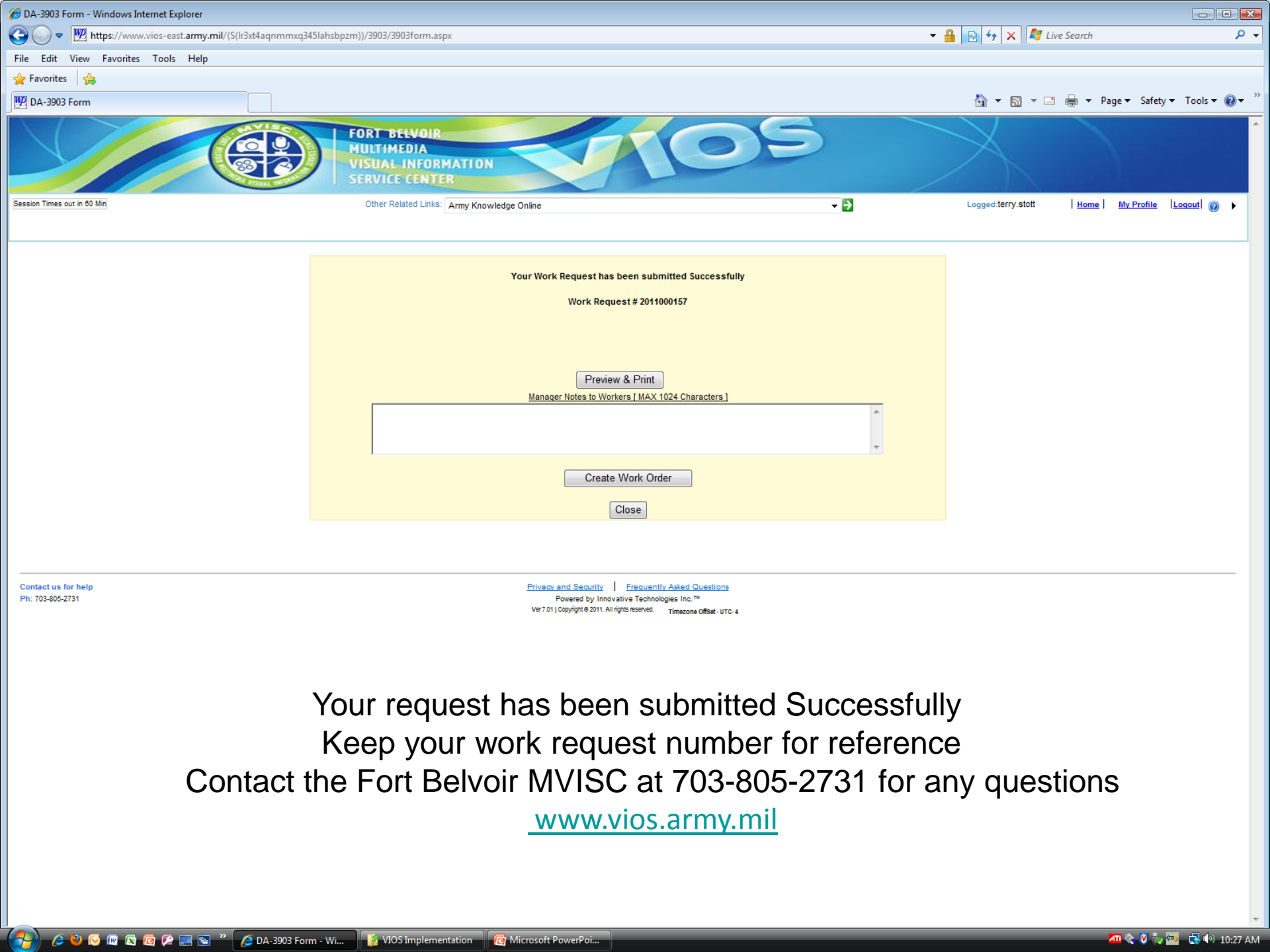
Justification
Justification: DA Photo Security Classification: Unclassified

Service - Audiovisual Events (Presentation Support)
AV Support: PowerPoint Presentation Support=Yes
AV Event: Change of Command Ceremony Location: Wood Theater Attendance: 200 EventType:

Events
Full Dress Rehearsal Start: 06/09/2011 0815 End: 06/09/2011 1015
Main Event Start: 06/09/2011 0815 End: 06/09/2011 1015

Additional Comments
Add any comments or additional details here.

Confirm your request is correct and select submit when done



Your Work Request has been submitted Successfully

Work Request # 2011000157

[Preview & Print](#)

[Manager Notes to Workers \[MAX 1024 Characters \]](#)

[Create Work Order](#)

[Close](#)

Your request has been submitted Successfully
 Keep your work request number for reference
 Contact the Fort Belvoir MVISC at 703-805-2731 for any questions
www.vios.army.mil