

PASSPORT, SOGGIORNO & VISA

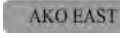
In order for you to save time requesting passport, "soggiorno" and Visa pictures directly from home, as well as looking at available days and time, you will have to register to:

www.vios.army.mil



There are two ways a user can login into the VIOS web site. One is using AKO authenticated login and the other one is using CAC (Common Access Card) authenticated login.

If you want to enter by CAC you have to click on Europe and after click **ok** for authorization.

Instead if you want to enter by AKO you have to click the button marked AKO EAST 

The main Log In field will open on the screen.



Once logged in, please select a new VIOS and after **VICENZA 7JMTC ITALY** for your installation.

Now for submitting a work order on VIOS, using above described procedures, you can click on **Work Request (3903)**



Fill in all pink fields (white fields optional). Ensure that you put your government E-mail address and then click **Next**.

A screenshot of a form titled "Customer Contact Information". The form contains several input fields: First Name, M. Initial, Last Name, Organization Level (a dropdown menu), Grade, Your Telephone, DSK, Your E-Mail Address, Address, City, State (a dropdown menu), Zip, Alternate POC Name, Alternate POC Grade, Alternate POC Telephone, and Alternate POC E-Mail. There are also radio buttons for "Pickup" and "Ship", and a checkbox for "Shipping Address same as above". A note states "Note: ship option is restricted to off-site customers". At the bottom, there are "Next" and "Cancel" buttons.

The **Justification** field is mandatory. Select **Photography** and click **Next**.

A screenshot of a form titled "Type of Product & Service". It features two radio buttons: "Unclassified" (selected) and "Classified". Below this is a "Justification" field. A blue link says "Please click on Service for Description". There are four radio button options: "Photography", "Design/Graphic Services", "Fabrication", and "Training Equipment & Support". A checkbox labeled "Jump to Comments" is also present. At the bottom, there are "Previous", "Next", and "Cancel" buttons.

Select Source from **Passport, Soggiorno or Visa**. After, you have to select other step and fill all information. (After you selected the studio, you can go to the calendar and take the appointment)

Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography:

Type of Portrait:

Portrait Size:

Studio:

Appointment Date:

Quantity:

Add any additional comments here (optional). Click **Next**.

Special Instructions

Additional Comments: [MAX 1024 Characters]

Would you like a Cost Estimate ? No Yes

Verify all information and click **Submit**.

Summary

Customer Contact Information

Name: Aaron Whitney	Organization: DAHT, USAALS	Alt. POC Name: Freedy, Jason	Pickup Address: 2716-C McAlahan Street
Grade: E-6	Address: 2715-C McAlahan Street	Grade: SFC	City: Fort Eustis
Phone: 878-0110	City: Fort Eustis	Phone: 878-0110	State: VA
DSN: 520-0110	State: VA	Email: vliveportal@si-corp.com	Zip Code: 23004
Email: customer@si-corp.com	Zip Code: 23004		Delivery Type: Pickup
Charge#: A0441 (expired 3 Nov 07)			

Justification

Justification: Photo - Scanning Security Classification: Unclassified

Service - Scanning

Original: Film - Aut

Output

Product: Event Photography	Use: Indoor	Required: 10/02/2009
Quantity: 12	Est. Cost: \$0.00	

For any assistance or **cancellations** please contact: Photo Studio at 634-7508 or 0444-717508. We are located behind the Dining Facility.