

SPOT-ES

**OMB Control Number
0704-0460 Package**

ADD PERSON

~

SCREENS with DROPDOWNS

ADD PERSON SCREENS (1 of 2)

Add Person

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

Is this person a:

U.S. Citizen

Foreign National

Cancel Save and Continue

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:


Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth:  (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

ADD PERSON SCREENS (2 of 2)

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 **Step 3** Step 4

First Name:	Address 1:
Middle Name:	Address 2:
Last Name:	City:
Suffix:	State: <input type="text" value="Select a State"/>
SSN:	Zip:
Date of Birth:	Country: <input type="text" value="Select a Country"/>
Gender:	Home Phone:
Personnel Category: Company Contractor Personnel	Work Phone:
Place of Birth: <input type="text"/>	* Primary Email: <input type="text"/>
CAC Expiration:	

Cancel Save and Continue

Add Person - Organization Affiliation

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Personnel Category: Company Contractor Personnel

Does the person work for your company or a subcontractor? Subcontractor Company

Supervisor/Non-Supervisor: Supervisor/Manager Non-Supervisor/Non-Manager

Cancel Back Save and Add Person

EXAMPLE RESPONSES TO "SUFFIX"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "GENDER"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category: category

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "PERSONNEL CATEGORY"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

Company Contractor Personnel
U.S. Government Personnel
U.S. Military Personnel

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "STATE"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1

Step 2

Step 3

Step 4

First Name: David

Middle Name:

Last Name: Smith

Suffix:

SSN: xxx-xx-0021

Date of Birth: 06/01/1977

Gender: Male

Personnel Category: Company Contractor Personnel

Place of Birth:

CAC Expiration:

Address 1:

Select a State

Address 2: Alabama

City: Alaska

State: American Samoa

Zip: Arizona

Country: Arkansas

Home Phone: Armed Forces Africa

Work Phone: Armed Forces Americas

*** Primary Email:** Armed Forces Canada

Armed Forces Europe

Armed Forces Middle East

Armed Forces Pacific

California

Colorado

Connecticut

Delaware

District of Columbia

Federated States of Micronesia

Florida

Georgia

Guam

Hawaii

Idaho

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

and Continue

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SPOT Version 8.6.0.9

EXAMPLE RESPONSES TO "COUNTRY"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1

Step 2

Step 3

Step 4

First Name: David

Middle Name:

Last Name: Smith

Suffix:

SSN: xxx-xx-0021

Date of Birth: 06/01/1977

Gender: Male

Personnel Category: Company Contractor Personnel

Place of Birth:

CAC Expiration:

Address 1:

Select a Country

Address 2: Afghanistan

City: Akrotiri

State: Albania

Zip: Algeria

Country: American Samoa

Home Phone: Andorra

Work Phone: Angola

*** Primary Email:** Anguilla

Antarctica

Antigua and Barbuda

Argentina

Armenia

Aruba

Ashmore and Cartier Islands

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Baker Island

Bangladesh

Barbados

Bassas Da India

Belarus

Belgium

Belize

Benin

Bermuda

and Continue

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6.0.9