

# AIE Registration Process

1. The Registrant enters SSN using number pad. Registrar scans visitor credential such as driver's license using scanner, or enters information manually on the screen



Number Pad




Barcode Scanner



New Card

### Scan Card or Provide Identity

If you have a Driver License, CAC Card, or existing Local Card, please scan that now.  
Otherwise, please supply the following information manually.

SSN	<input type="text"/>	 Read Smart Card
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Sex	<input type="text"/>	
Birth Date	<input type="text" value="2017-10-17"/>	

Cancel Previous Next

# AIE Registration Process

2. The Registrar submits visitor information for vetting to authoritative databases to ensure compliance with Army standards for entry on the Installation.

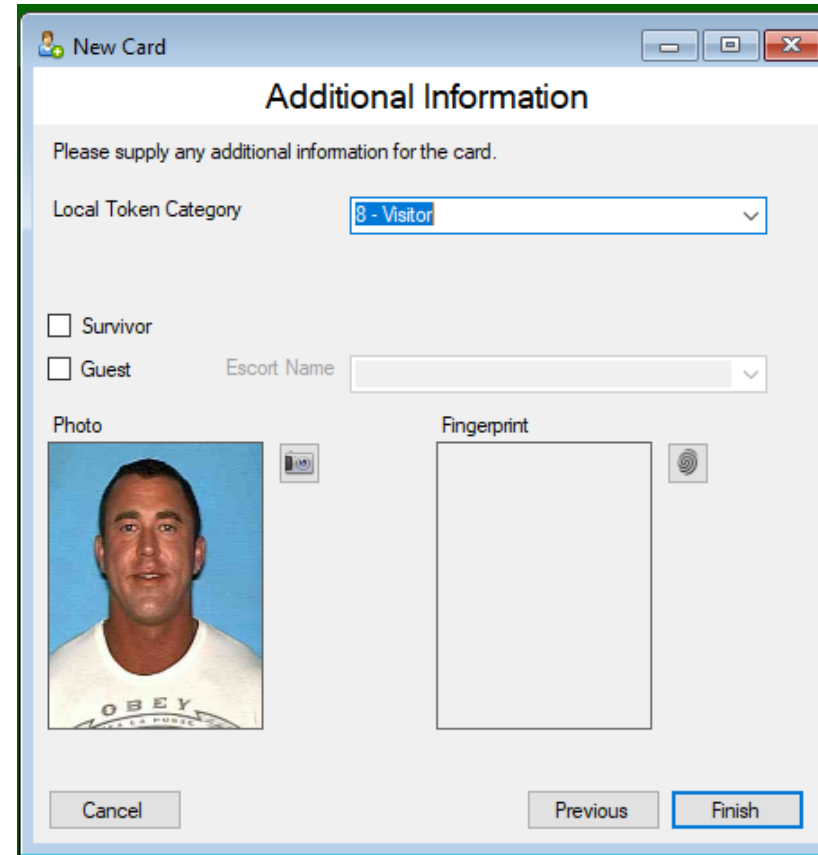


# AIE Registration Process

3. The Registrar captures visitor photo using camera and displays on the screen



Camera

A screenshot of a software window titled "New Card" with a standard Windows-style title bar (minimize, maximize, close buttons). The window content is titled "Additional Information" and contains the following elements:

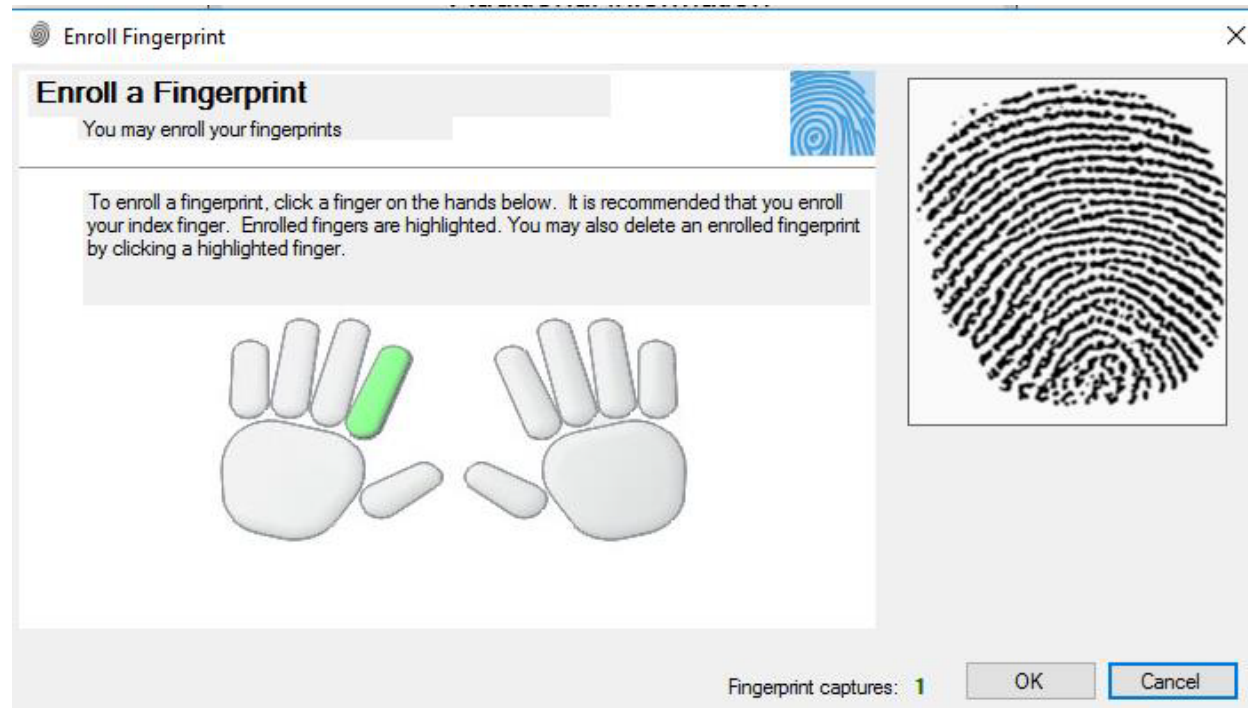
- A prompt: "Please supply any additional information for the card."
- A dropdown menu for "Local Token Category" with "8 - Visitor" selected.
- Two checkboxes: "Survivor" (unchecked) and "Guest" (unchecked).
- An "Escort Name" dropdown menu.
- A "Photo" section with a thumbnail image of a man in a white t-shirt that says "OBEY". To the right of the photo is a small icon of a camera.
- A "Fingerprint" section with a large empty rectangular box and a small fingerprint icon to its right.
- At the bottom, there are three buttons: "Cancel", "Previous", and "Finish".

# AIE Registration Process

4. The Registrar captures visitor fingerprint using scanner, and displays on the screen

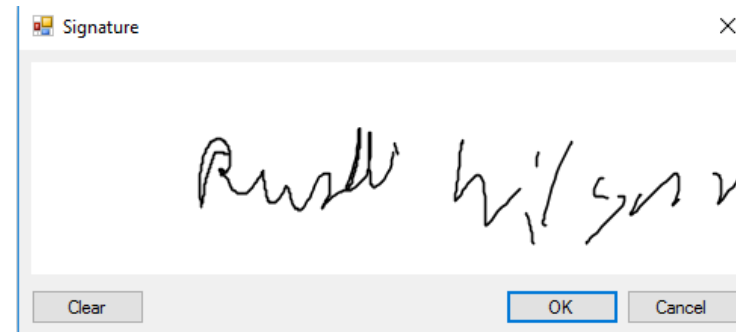


Fingerprint Sensor



# AIE Registration Process

5. The Registrar collects the signature for Policy Acknowledgement by having the Registrant sign, and when finished, displays on the screen



# AIE Registration Process

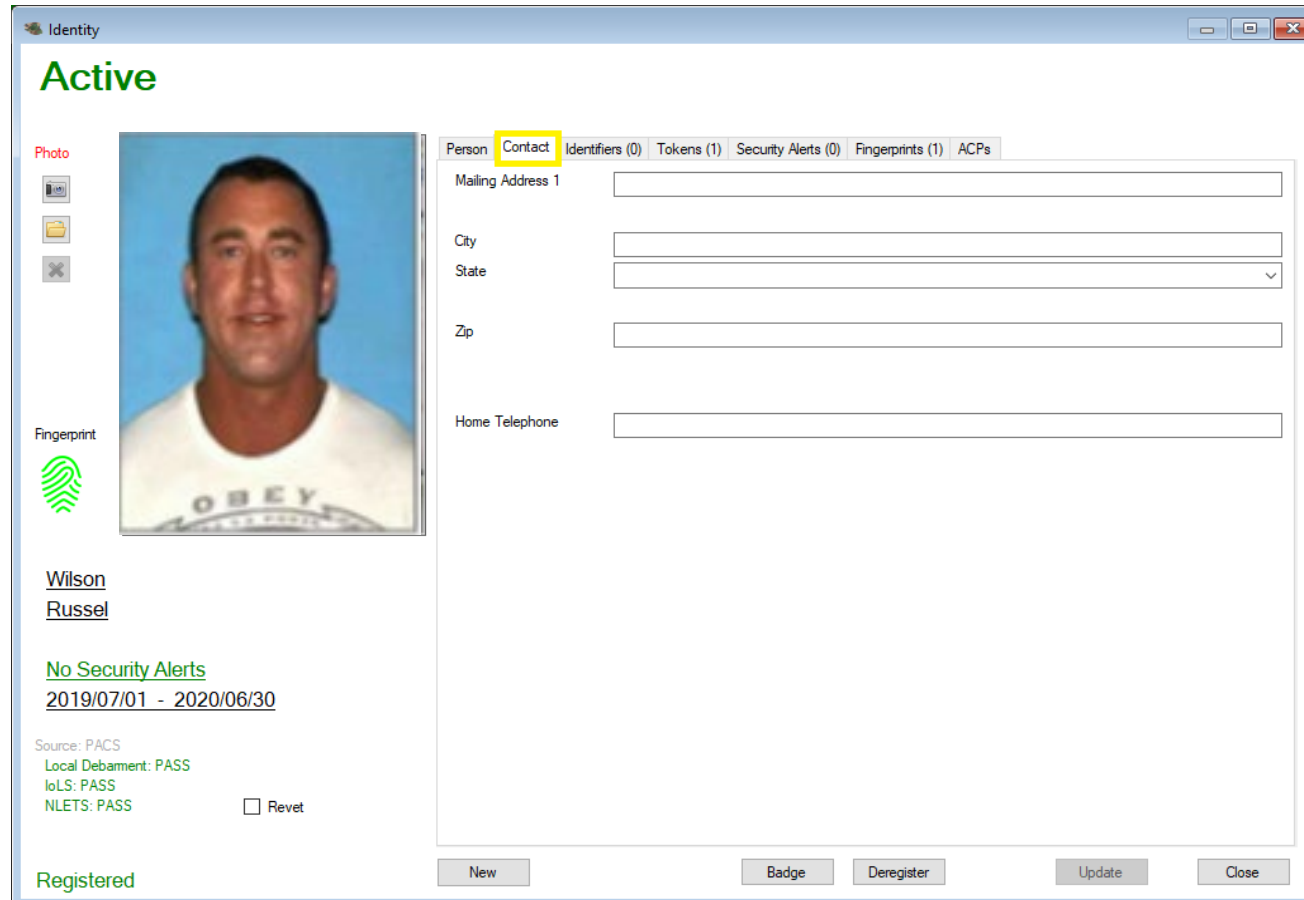
## 6. The Registrar reviews and enters information as needed

The screenshot displays the 'Identity' registration window. The status is 'Active'. The person's photo is shown, and their name is 'Wilson Russel'. The birth date is 1989-12-08. The system type is 'L - Local Person EDIPI'. The local category is 'Visitor'. The EDIPI number is L705840390. The system also shows security alerts, with 'No Security Alerts' from 2019/07/01 to 2020/06/30. The person is registered, and the status is highlighted in yellow. The interface includes tabs for Person, Contact, Identifiers (0), Tokens (1), Security Alerts (0), Fingerprints (1), and ACPs. The 'Person' tab is active, showing fields for EDIPI, System Type, Local Category, DoD Category, Last Name, First Name, Middle Name, Cadency, Sex, Birth Date, ID, ID Type, Email, PIN, Rank, Branch, and Signature. The 'Security Alerts' section shows 'No Security Alerts' from 2019/07/01 to 2020/06/30. The 'Fingerprints' section shows 'Fingerprint' and 'Registered' status. The 'ACPs' section shows 'Deactivate at FPCON' and 'Charle'. The 'Local Debarment' section shows 'Local Debarment' and 'Global Debarment (Across Bases)'. The 'Mobile Operator' section shows 'Mobile Operator' and 'CJIS Expiration'. The 'CJIS Login' section shows 'CJIS Login'. The 'Revet' checkbox is present. The 'New', 'Badge', 'Deregister', 'Update', and 'Close' buttons are at the bottom.

Field	Value
EDIPI	L705840390
System Type	L - Local Person EDIPI
Local Category	Visitor
DoD Category	
Last Name	Wilson
First Name	Russel
Middle Name	
Cadency	
Sex	M
Birth Date	1989-12-08
ID	***-**-****
ID Type	S - SSN
Email	
PIN	
Rank	
Branch	
Signature	Russel Wilson

# AIE Registration Process

## 7. The Registrar reviews and enters information as needed



The screenshot displays a web application window titled "Identity". The status is "Active". The profile is for a person named Wilson Russel, with a photo and a fingerprint icon. The "Contact" tab is selected, showing fields for Mailing Address 1, City, State, Zip, and Home Telephone. The person's name is Wilson Russel. There are no security alerts, with a date range of 2019/07/01 - 2020/06/30. The source is PACS, and the status for Local Debarment, loLS, and NLETS is PASS. A "Revet" checkbox is present. The "Registered" status is shown at the bottom left. Buttons for "New", "Badge", "Deregister", "Update", and "Close" are at the bottom.

Identity

**Active**

Photo

Fingerprint

Wilson  
Russel

[No Security Alerts](#)  
2019/07/01 - 2020/06/30

Source: PACS  
Local Debarment: PASS  
loLS: PASS  
NLETS: PASS  Revet

Registered

Person **Contact** Identifiers (0) Tokens (1) Security Alerts (0) Fingerprints (1) ACPs

Mailing Address 1

City

State

Zip

Home Telephone

New Badge Deregister Update Close

# AIE Registration Process

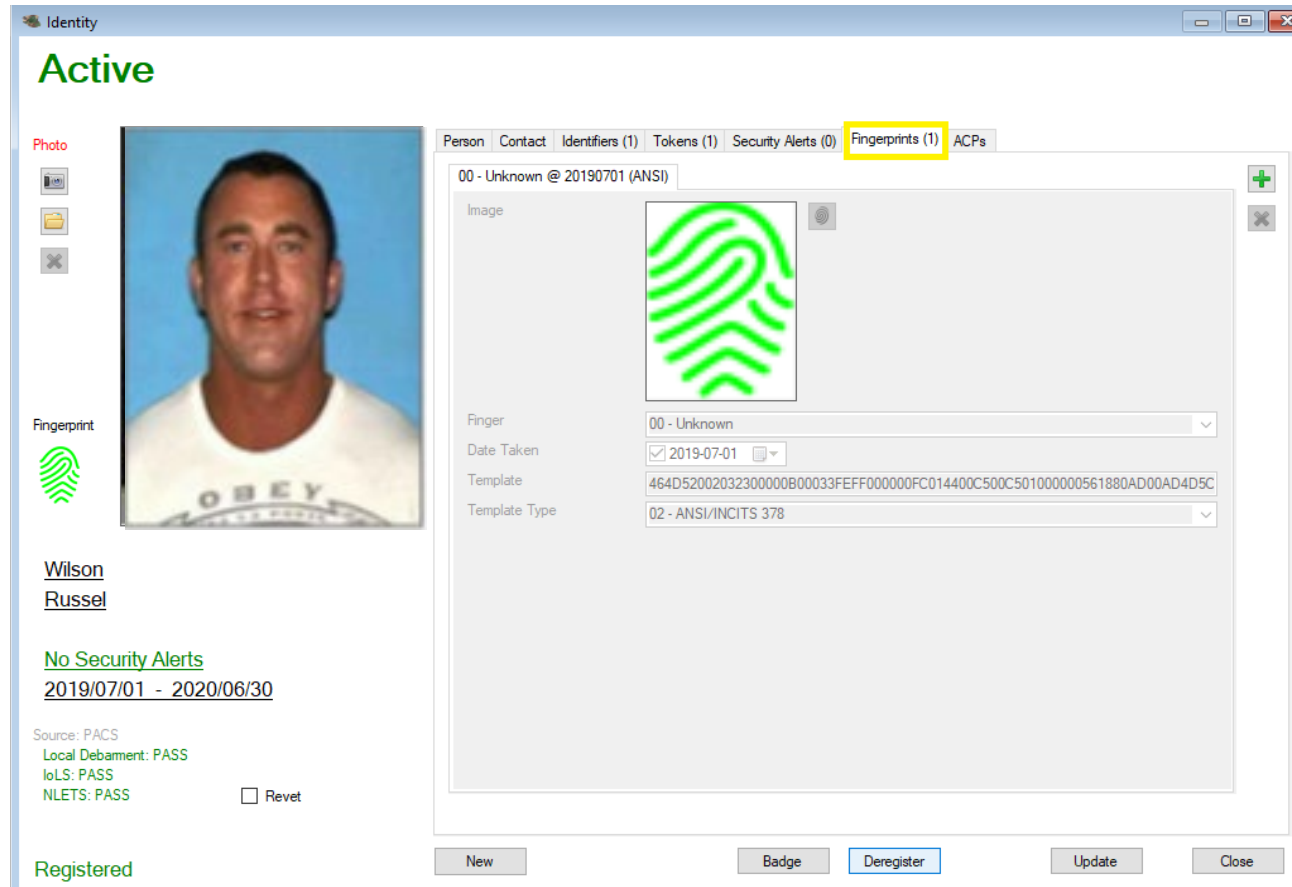
## 8. The Registrar reviews and enters information as needed

The screenshot displays the 'Identity' management software interface. The main window is titled 'Identity' and shows a profile for an individual. The status is 'Active' in green. The profile includes a photo of a man with short dark hair wearing a white t-shirt with 'OBEY' printed on it. To the left of the photo are icons for 'Photo', 'Fingerprint', and 'Security Alerts'. Below the photo, the name 'Wilson Russel' is displayed. Underneath the name, it says 'No Security Alerts' and '2019/07/01 - 2020/06/30'. At the bottom left, there are status indicators: 'Source: PACS', 'Local Debarment: PASS', 'loLS: PASS', and 'NLETS: PASS'. A 'Revet' checkbox is also present. The bottom left corner of the window shows the status 'Registered' in green. On the right side, there is a 'New Identifier' form with the following fields: ID (525525525), ID Type (D - Drivers License), Issue Date (2018-07-02), Expiration Date (2029-07-02), State (WA - Washington), and Country (US - United States). The 'Identifiers (1)' tab is highlighted in yellow. At the bottom of the window, there are buttons for 'New', 'Badge', 'Deregister', 'Update', and 'Close'.



# AIE Registration Process

## 11. The Registrar reviews and enters information as needed



The screenshot displays the 'Identity' management interface. On the left, a profile card for 'Wilson Russel' is shown, including a photo, a fingerprint icon, and status information such as 'Active', 'No Security Alerts', and 'Registered'. The main area features a tabbed interface with 'Fingerprints (1)' selected. A form for editing a fingerprint entry is visible, containing fields for 'Image', 'Finger', 'Date Taken', 'Template', and 'Template Type'. The 'Fingerprints (1)' tab is highlighted in yellow.

**Identity**

**Active**

Photo

Fingerprint

Wilson  
Russel

**No Security Alerts**  
2019/07/01 - 2020/06/30

Source: PACS  
Local Debarment: PASS  
IoLS: PASS  
NLETS: PASS  Revert

**Registered**

Person | Contact | Identifiers (1) | Tokens (1) | Security Alerts (0) | **Fingerprints (1)** | ACPs

00 - Unknown @ 20190701 (ANSI)

Image

Finger: 00 - Unknown

Date Taken:  2019-07-01

Template: 464D52002032300000B00033FEFF000000FC014400C500C501000000561880AD00AD4D5C

Template Type: 02 - ANSI/INCITS 378

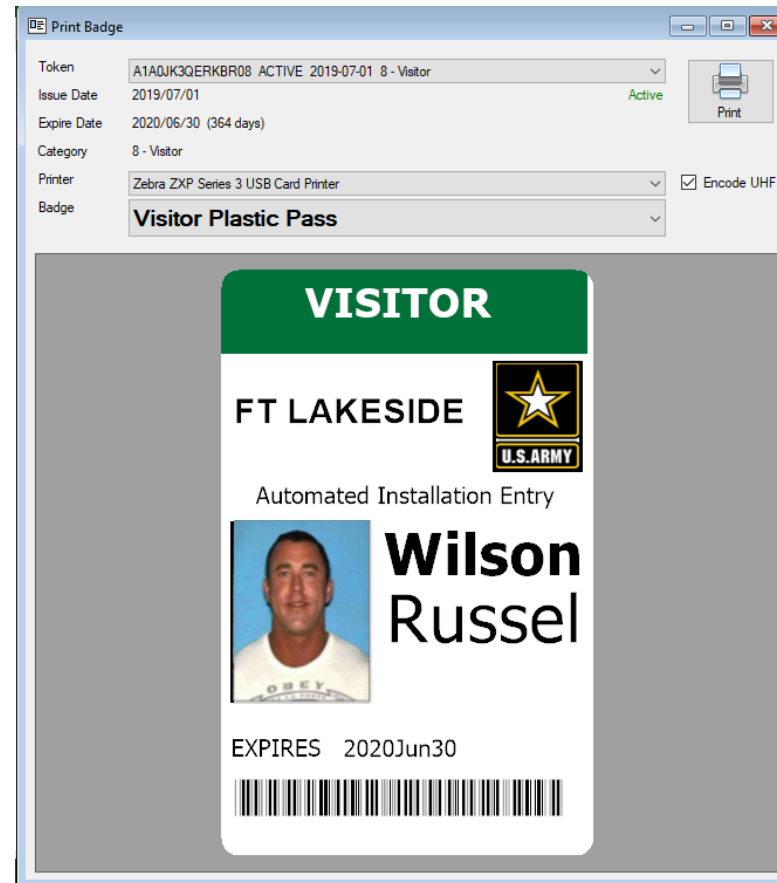
New | Badge | **Deregister** | Update | Close

# AIE Registration Process

13. After saving the user profile information, the Registrar prints the visitor badge using a badge printer



Badge Printer



Badge