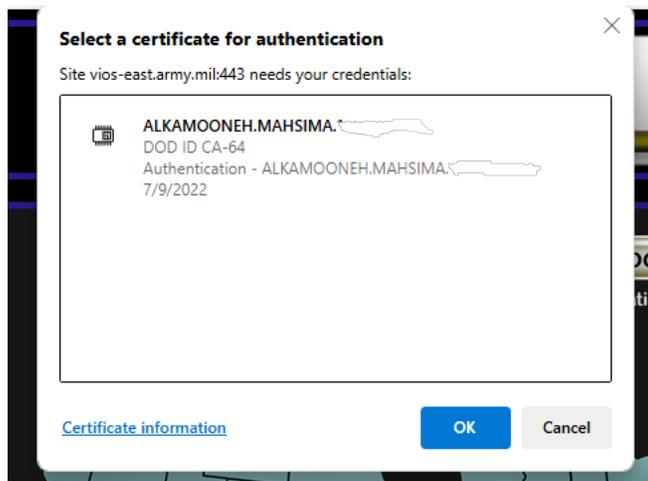


VIOS: how-to request photo prints

1. Navigate to <https://vios.army.mil>



2. Select 'US East' and log in using your CAC for authentication and type in your pin



3. Select 'OK' USG warning and Consent Banner

USG Warning and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

4. Select 'Continue'

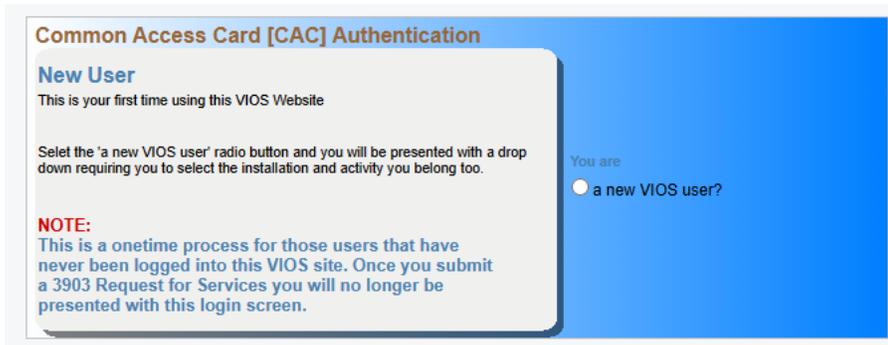
VIOS Privacy Act Notice

As directed by the Visual Information Ordering Site (VIOS) Directive, dtd Jan 14, 2009. The information collected by this system is used solely for identification and tracking of work request/orders. This is necessary in order to provide you with services.

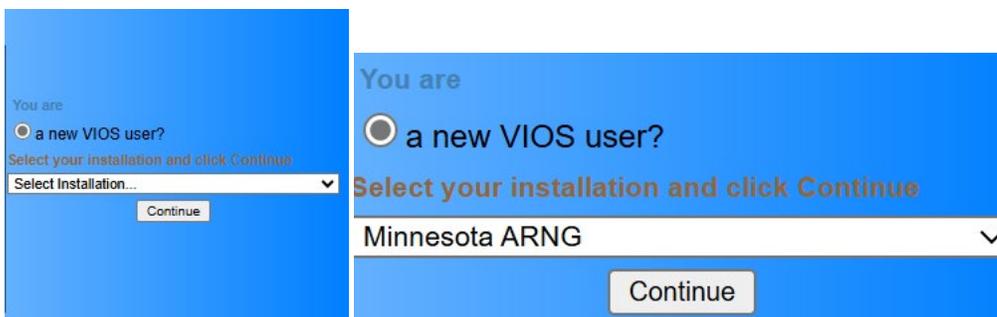
- This information is voluntary, however failure to provide this information will result in a denial of services.
- The PII information that is collected is your EDIPI, Name, Organization, Grade/Rank, Telephone Number(s).
- All but your EDIPI is voluntarily collected. Your EDIPI is recorded only upon submission of a 3903 and that information is obtained from your CAC card.

or

5. New users will need to register, select the “a new VIOS user?” bullet on the right.



6. Choose your installation (Minnesota ARNG) and select ‘Continue’



7. New users will sign up
8. On the welcome page select “Work Request” to create a new request using the 3903 form



9. Complete the form and select next at the bottom of the page

Customer Contact Information

First Name: John
M. Initial:
Last Name: Doe
Organization Level#1: MN National Guard
Organization Level#2: JFHQ (-)
Organization Level#3: JFHQ (-) Personnel / Admin Section
Grade: E6
Your Telephone: 555-555-5555
DSN:
Army Component: Active National Guard Reserve
Your DoD E-Mail Address: mahsima.alkamooneh.mil@army.mil
Address: xxx street
City: St. Paul
State: MN
Zip: 55104
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: AK
Zip:

10. Provide justification and select what type of product you need, select next

Type of Product & Service

Unclassified Classified

Justification: Command Photo for Command Board
[Please click on Service for Description](#)

Photography
 Prints, Photos, Signs and Charts
 Design/Graphic Services
 Video / Audio
 Audiovisual Events (Presentation Support)

11. Select either (1) From HardCopy Original or (2) From Computer File. The screen will auto-populate the next portion of the form after you make your selection.

12. If you chose (1) From HardCopy Original, please continue the steps below. **If you chose (2) Computer File, please skip to step 16**

13. Complete the form including quantity and description. If you do not have the digital file and we took it, please make note of that in the other section. Please also state who took the photo or where the photo was taken. Select next at the bottom of the window.

Select Product	Use	Quantity	Cost
other Other: MG Manke Command Photo	<input checked="" type="radio"/> Indoor <input type="radio"/> Outdoor	5	\$0.00

14. In the special instructions window please provide a description of where it was taken and if possible, who took the photo, so that we can attempt to locate it. If it is a true hard copy file, please include information about how you will deliver the photo to us.

Special Instructions

Additional Comments: [MAX 1024 Characters]

This photo was taken at the Cottage Grove Armory photo studio by Mr. Bob Brown in January 2025

-OR-

I have a hard copy file and will be able to drop off next week. Please contact me to coordinate details. Ext ####

Current Length: 285.

Would you like a Cost Estimate ? No Yes

15. Select next at the bottom of the window. **Skip to Step 19.**

16. If you chose (2) Computer File, complete the form, including quantity, description and upload digital file by clicking choose file. *(Only ai, aif, avi, bmp, cdr, doc, docx, dxf, eps, gif, jpg, mp3, mpeg, mpg, pdf, png, ppt, pptx, ps, psd, pub, rtf, tif, wav, wma, wmf, wmv, xls, xlsx are allowed)*

Prints, Photos, Signs and Charts

File containing Sensitive Information SHOULD NOT be attached.

From HardCopy Original
 From Computer File

Select Product	Use	Quantity	Cost
other Other: Please print 5 photos for our command board ComputerFile: 2020-10-28 MG Manke Command Photo.jpg <small>Max Size: 100MB</small>	<input checked="" type="radio"/> Indoor <input type="radio"/> Outdoor	5	\$0.00

Note: Wait for file upload before clicking Add Product(s)

17. Click “add products” in the center of the screen. Once you have uploaded your file, you can repeat these steps to add as many files as you want. Once you are satisfied with the request, select ‘next’ at the bottom of the window.

20. Save your work request number.

