



**IMCOM**  
SOLDIERS • FAMILIES • CIVILIANS

# Visual Information Ordering System (VIOS) Instructions



To request Visual Information services  
or to schedule a photo appointment,  
go to [www.vios.army.mil](http://www.vios.army.mil)



**Multimedia Visual Information Service Center**  
**437 Cramer Ave.**  
**Bldg 136**  
**Ft. Stewart, Ga. 31314**  
**912.767.2656**

**EM** ENTERPRISE MULTIMEDIA CENTER  
**V.I.O.S.**  
Visual Information Ordering site

The map displays the United States and its territories, including Alaska, Hawaii, and parts of Asia and Europe. Numerous military installations are marked with stars and labeled. A red box highlights the eastern half of the United States, with a red arrow pointing to it from the text 'Click Eastern half of the map or AKO EAST'. Below the map are two buttons: 'AKO EAST' and 'AKO WEST'. The 'EM' logo is also present in the bottom right corner of the map area.

**Click Eastern half of the map  
or AKO EAST**

AKO EAST  
AKO WEST



# EAST V.I.O.S.

## VISUAL INFORMATION ORDERING SITE

### 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?

Select your installation and click Continue

Fort Stewart

Continue

Select your status and choose Fort Stewart





Welcome To Fort Stewart Visual Information Website

**Work Request**

*Click the 3903 Box*

Work Request

A large yellow box with a green border containing a "Work Request" section. It features a thumbnail of a form with a red arrow pointing to a box labeled "3903".

[Back to Login Page](#)

Multimedia  
Visual Information  
Service Center



\* Fort Stewart \*  
\* Hunter Army Airfield \*  
\* Kelley Hill \*

**Customer Contact Information**

First Name: [text box]  
M. Initial: [text box]  
Last Name: [text box]  
Organization Level#1: [dropdown menu: ....Select....]  
Grade: [text box]  
Your Telephone: [text box]  
DSN: [text box]  
Your DoD E-Mail Address: [text box]  
Address: [text box]  
City: [text box]  
State: AK [dropdown menu]  
Zip: [text box]  
Alternate POC Name: [text box]  
Alternate POC Grade: [text box]  
Alternate POC Telephone: [text box]  
Alternate POC E-Mail: [text box]

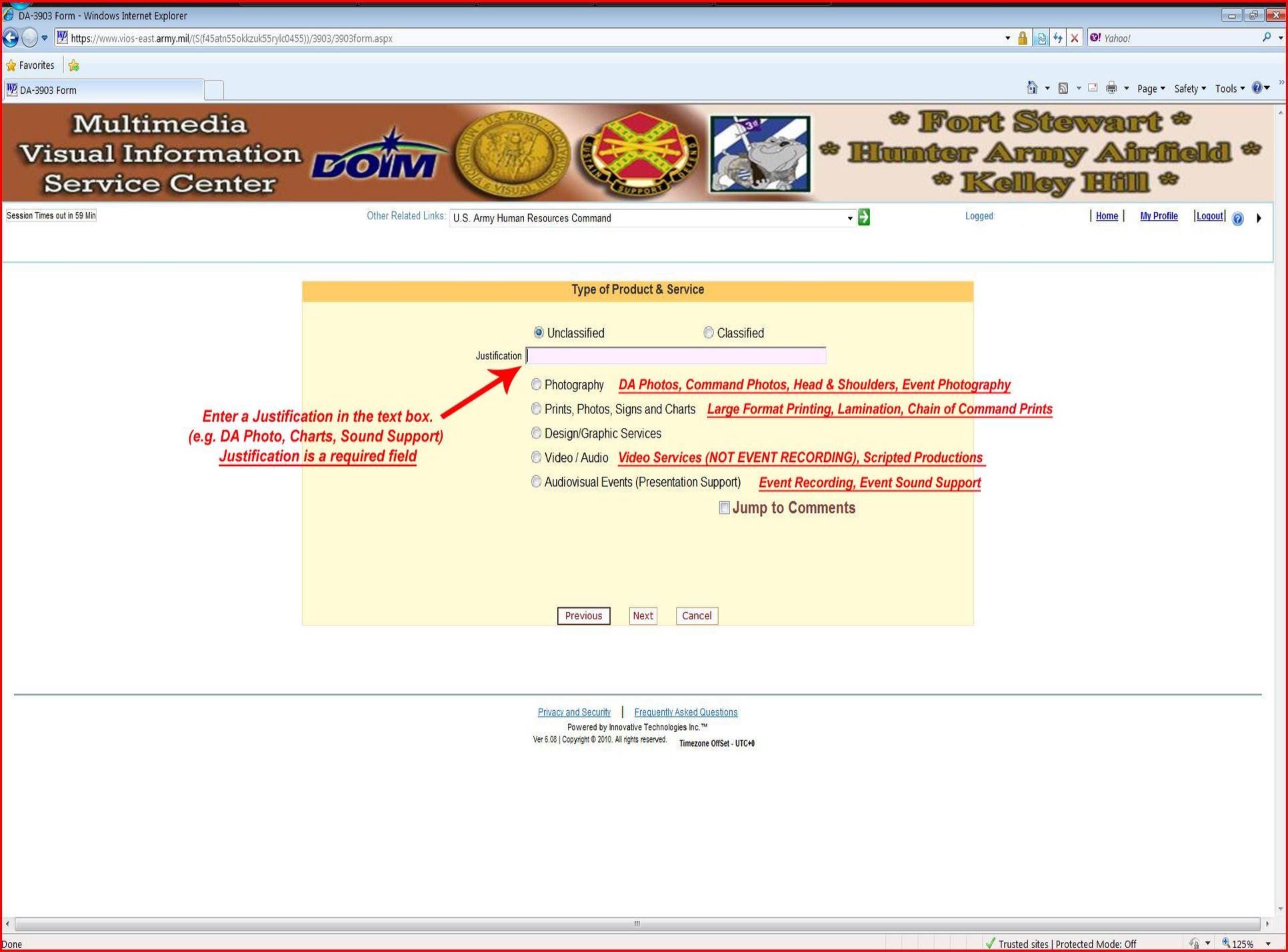
Pickup  Ship Note: Ship option is restricted to off-site customers

Shipping Address same as above:  [checkbox]  
[text box]  
City: [text box]  
State: AK [dropdown menu]  
Zip: [text box]

Next Cancel

Fill in required fields.  
(Shaded fields are required)

Check this box



**Enter a Justification in the text box.  
(e.g. DA Photo, Charts, Sound Support)  
Justification is a required field**

Type of Product & Service

Unclassified       Classified

Justification

- Photography **DA Photos, Command Photos, Head & Shoulders, Event Photography**
- Prints, Photos, Signs and Charts **Large Format Printing, Lamination, Chain of Command Prints**
- Design/Graphic Services
- Video / Audio **Video Services (NOT EVENT RECORDING), Scripted Productions**
- Audiovisual Events (Presentation Support) **Event Recording, Event Sound Support**

Jump to Comments



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# Special Instructions for attaching files



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# Multimedia Visual Information Service Center



# \* Fort Stewart \* \* Hunter Army Airfield \* \* Kelley Hill \*

Session Times out in 60 Min

Other Related Links: U.S. Army Human Resources Command

Logged: Home Profile Logout

**Prints, Photos, Signs and Charts**

**File containing Sensitive Information SHOULD NOT be attached.**

From HardCopy Original  From Computer File

Select Product	Use	Quantity	Cost
18 x 24	<input type="radio"/> Indoor <input type="radio"/> Outdoor		

ComputerFile: FrontlineOnline04-20-06Patriot.pdf

Max Size:16MB

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

Required Date: 08/30/2010

If you do not see the "Browse" button,

Click the compatibility button beside the address bar.

After you browse and attach your file, click "Add Product(s)"