



Keep this checklist by your Enrollment Workstation to guide you through the Enrollment process. If you have questions about the Enrollment Procedures during the day, refer to the detailed procedures in the *Registrar Quick Reference Guide* before you call the Help Desk.

1.	Greet and welcome Applicant.	
2.	Ensure Applicant has the appropriate source identity documentation.	
3.	Check in Applicant using GSA Scheduler on the <b>Manage Appointments</b> page.	
4.	Open the Assured Identity™ application; search for Applicant's record.	
5.	Ask Applicant if the data entered by the Sponsor is correct.	
6.	Scan driver's license in the AssureTec scanner. (If you receive an error message, click <b>OK</b> , cancel the <b>Data Difference Report</b> , and rescan the license up to three more times.)	
7.	Review the <b>Data Difference Report</b> and add missing biographical data before clicking <b>OK</b> .	
8.	Complete the remaining fields on the <b>Biographic Data</b> page and ensure all data is correct. Click <b>Next</b> .	
9.	If the license failed the scan, clear it and rescan up to 10 times. If it continues to fail, move on to the next document. (Only check the <b>More Validation Required</b> box beneath a document if you think the document needs more validation from a Security Officer. If you check the <b>More Validation Required</b> box, include a comment.)	
10.	Scan the remaining source identity documents using the flatbed scanner.	
11.	Capture Applicant's photo.	
12.	Capture rolled fingerprints.	
13.	Capture slap fingerprints.	
14.	Verify Applicant's primary and secondary fingerprints.	
15.	On the <b>Enrollment Status</b> screen, verify <b>Registered</b> status.	
16.	Save Applicant's record.	
17.	Enter your PIN to digitally sign the enrollment record.	
18.	Review the Card Pick-up e-mail with Applicant.	
19.	Check out Applicant on GSA Scheduler.	
20.	Return all identity documents to Applicant.	