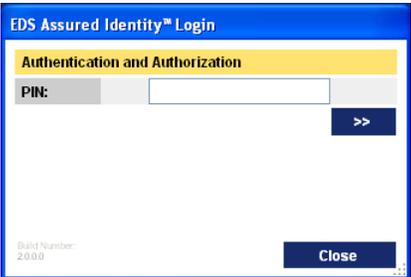
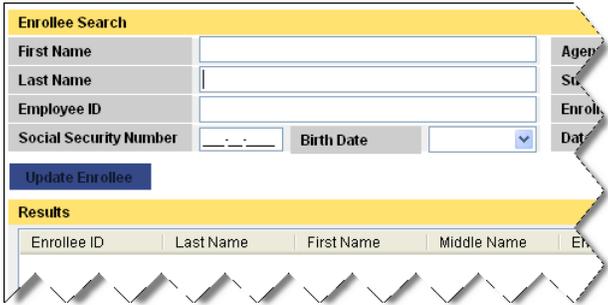




Registrars mark documents for more validation when a driver's license fails to scan or when a source identity document looks fraudulent or tampered with. The Registrar may also flag the record if the Applicant indicates in some way that they are not who they say they are. This system flag is in place so the Applicant cannot receive a PIV Credential or continue through the process without Security Officer approval once they are flagged for review. You will receive notification of enrollees needing further validation. Currently you must go to a Credentialing Center Enrollment Workstation and perform the validation there. This guide walks you through the steps to validate flagged PIV enrollment records.

1.	Start by ensuring the Registrar is logged in to the enrollment station and that the workstation is not locked. Only the Registrar can log in to the workstation.	
2.	Log in to the EDS Assured Identity application by double clicking the EDS AI icon on the desktop.	
3.	Insert your PIV Card into the smart card reader. When the Authentication and Authorization popup window displays, enter your PIN and then click the >> button.	
4.	You are now authorized. Click the Close button.	
5.	The Enrollee Search page displays. Enter search terms to find the enrollee needing validation. You must enter either the enrollee's Last Name and Birth Date or Social Security Number and Birth Date .	
6.	Click the Search button.	
7.	The search results display in the lower portion of the Enrollee Search page. Click the Applicant's record to highlight it.	
8.	Click the Update Enrollee button located at the top of the Results list. The Biographic Data page displays.	



9.	Click the Next > button in the lower-right corner of the page. The Documents page displays.																						
10.	The document requiring more validation is flagged with an orange field beneath it that contains the phrase " MORE VALIDATION REQUIRED " and the More Validation Required checkbox is checked.																						
11.	<p>Use the Front and Back tabs in the document window to view both sides of the document. Use the magnifying glass icon in the lower right corner of the document window to enlarge the image.</p> <p>After inspecting the document in question, you may either validate or reject it.</p> <ul style="list-style-type: none"> To mark the document as valid, click the More Validation Required checkbox to remove the check. Proceed to <u>Step 11a</u> of this table. To reject the document, leave the More Validation Required checkbox checked. Skip to <u>Step 12</u> of this table. 																						
11a.	A confirmation window displays indicating you have determined this document to be valid identification. Click the Yes button on the confirmation dialog box.																						
11b.	The document is now flagged with a yellow field beneath it that contains the word " OVERRIDDEN ", meaning you have validated the document. Proceed to <u>Step 12</u> of this table.																						
12.	In order to save changes, you must proceed through the few remaining screens of the record. Click the Next > button.																						
13.	On the Photo Capture page, click the Next > button.																						
14.	On the Ten Print Capture page, click the Next > button.																						
15.	On the Fingerprint Verification page, click the Next > button.																						
16.	The Enrollment Status page displays. Note that the Registration Status block shows all green checkmarks except for Fingerprint Verification , which has a red "X" because the Applicant was not present to verify the fingerprint biometric on the previous page. This is normal and acceptable in this case. Click the Save button in the lower-right corner of the page.	 <table border="1"> <thead> <tr> <th colspan="3">Registration Status</th> </tr> </thead> <tbody> <tr> <td>Biographic Data Capture</td> <td></td> <td>✓</td> </tr> <tr> <td>Document Collection</td> <td></td> <td>✓</td> </tr> <tr> <td>Photo Capture</td> <td></td> <td>✓</td> </tr> <tr> <td>Fingerprint (10 Print) Capture</td> <td></td> <td>✓</td> </tr> <tr> <td>Fingerprint Verification</td> <td></td> <td>✗</td> </tr> <tr> <td>Enrollee Status</td> <td>REGISTERED</td> <td>▼</td> </tr> </tbody> </table>	Registration Status			Biographic Data Capture		✓	Document Collection		✓	Photo Capture		✓	Fingerprint (10 Print) Capture		✓	Fingerprint Verification		✗	Enrollee Status	REGISTERED	▼
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Enrollee Status	REGISTERED	▼																					
17.	The ActivClient window displays so you can verify your identity to save the changes you made. Enter your PIN then click the OK button.																						
18.	The system returns you to the Enrollee Search page. The task is completed.																						
19.	If you have further validations to perform, return to <u>Step 5</u> to search for the next enrollee. Otherwise, proceed to the next step.																						
20.	Click the Logoff button.																						
21.	You have been logged out of the system. Remove your PIV Card from the smart card reader.																						