



1. Once login, please select **VIOS Wiesbaden** for your Installation.

2. Click on **Work Request (3903)**



3. Fill in all pink fields (white fields optional). Ensure that you input only your government E-mail address, then click **Next**.

4. The **Justification** field is mandatory. For graphic and photo requests select the bubble tab. **Photography**: DA, Command or Passport Photos or **Graphics**: Signs, or Charts, Then click **Next**

5. Once you select photo's like in the above screen, then you will select the type of **photo** you request. Then click **Next**

6. Click on the **Required Date** calendar icon and from the pop up screen (calendar), click on the required date and then click **Add Item**. Then click **Next**.

7. Add any additional comments here (Optional). Then click **Next**.