

eFP Enrollment (SWFT+) User
Guide Supplement

Fingerprint Device Test and Authorization Process

STEP-BY-STEP Procedure

WARNING: Failure to adhere to critical requirements for fingerprint test transactions may result in suspension of user privileges.

1. Make sure that your Live Scan or Card Scan device is connected to your workstation.
2. **Log into** SWFT at swft.nbis.mil and navigate to “**SWFT+**”.
3. **Navigate to WebEnroll** under the hamburger/menu options under transaction manager.
4. **Enter the Last/First Name: Test, Test** <= CRITICAL REQUIREMENT
5. Enter the Address (any valid address).
6. Enter the Date of Birth (any valid date).
7. Enter the Place of Birth (select any from the dropdown list).
8. Enter the Citizenship (select any from the dropdown list).
9. Enter the Gender, Race, Height, Weight, Eyes, and Hair (select any from the dropdown list or type any valid entry) **NOTE:** Height is in the format Feet Inch. I.E. 6’ 2” is 602 and 5’ 11” is 511.
10. **Enter a SSN that** is all 9's: 999x99x9999 <= CRITICAL REQUIREMENT
11. **Enter the Reason Fingerprinted: Test.** <= CRITICAL REQUIREMENT
12. Enter the SON (leave default system value or provide any valid entry).
13. Enter the SOI (leave default system value or provide any valid entry).
14. Enter the IPAC (leave default system value or provide any valid entry).
15. Review all entries and correct as needed.
16. Click the **button Next**.
17. Provide all fingerprint images (can be anyone’s including yours as these prints do not complete)
18. Click the **button Next**.
19. Review all data presented on the page.
20. Click the **button Enroll Transaction**.
 - a **NOTE:** TEST prints will STALL
21. **Send email notification to the FTS Team:**

TO: DCSAFTSTeam@mail.mil
SUBJECT: Web Enroll Test (UNCLASSIFIED)
MESSAGE: Test submission was completed by: <enter your SWFT+ User ID>.
22. FTS reviews the Test submission and any errors in the Test submission must be corrected, and the test may have to be repeated.
23. SWFT Coordinator promotes the device to Production status.