

eFP Enrollment (WebEnroll)
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 <https://swft.nbis.mil> and navigate to “WebEnroll”.
3. Click on WebEnroll from the dropdown menu.
4. Click on New Enrollment, the Biographic Information screen is displayed.
5. Enter Last/First Name: Test, Test <= CRITICAL REQUIREMENT
6. Enter the Date of Birth (must be minimum 18 yrs old).
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).
10. Enter an SSN that begins with 9. <= CRITICAL REQUIREMENT
Example: 9 + date of birth of the test subject => 9MMDDYYYY
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/ALC (leave default system value or provide any valid entry).
15. Review all entries and correct as needed.
16. Click the Save and Continue button.
17. Provide all fingerprint images.
18. Click the Save and Continue button.
19. Review all data presented on the page.
20. Click the Complete Enrollment button.
21. Send email notification to the SWFT Coordinator:
TO: dcsa.ncr.nbis.mbx.swft@mail.mil
SUBJECT: Web Enroll Test (UNCLASSIFIED)
MESSAGE: Test submission was completed by: <enter your WebEnroll User ID>.
Test SSN: <enter the test SSN >
22. SWFT Coordinator reviews the Test submission and email back results for production approval.