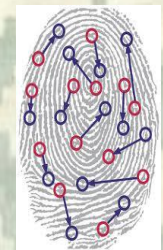


**MULTILINGUAL AUTOMATED  
REGISTRATION SYSTEM**

**SEEK II  
MARS  
SMARTCARD**



**Key Features**

- Collect biographic data, fingerprints, iris images, photographs
- Run watchlist checks for access control
- Share biometric data with the Department of Defense Automated Biometric Identification System (DoD ABIS) and the Tactical Rapid Exploitation Portal (TREX Portal)

**Step 1 Log Into MARS**

1. Double click MARS icon to launch application

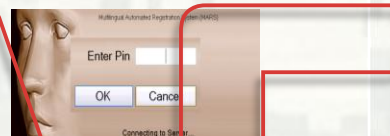


MARS Client

2. Enter server information and login credentials

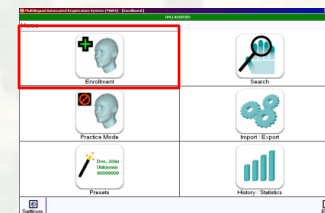


3. Click Connect button
4. Enter Pin



**Step 2 Begin Enrollment**

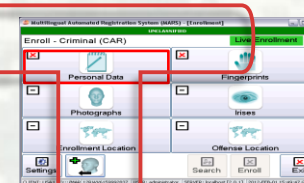
1. Select Enrollment from the Home Menu



2. Select enrollment type

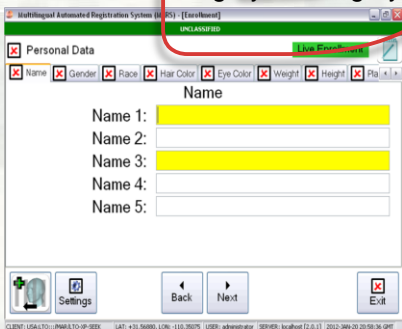


3. Click Personal Data button



**Step 3 Collect Personal Data**

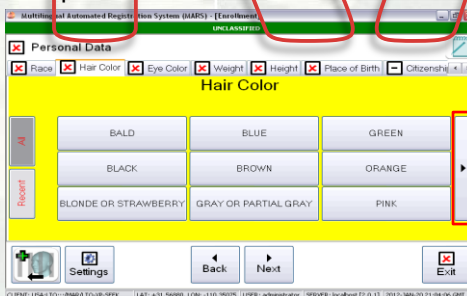
1. Click tab on top or Next button to move from category to category



2. Red X's mark mandatory categories
3. Black dashes mark optional categories
4. Green check marks on a tab mark category complete

**Step 4 Collect Personal Data, cont'd.**

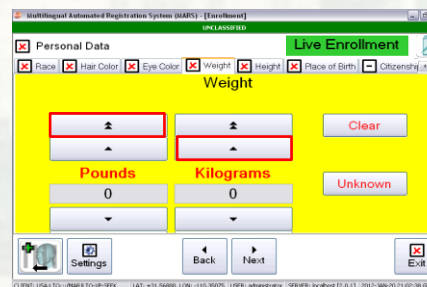
1. Click the button for categories with option buttons



2. Click the right arrow button to see the next set of options for categories with more than 9 possible answers
3. Click Next button

**Step 5 Collect Personal Data, cont'd.**

1. Click double up arrow button to move up in increments of 10 for categories with arrows for making entries



2. Click the single up arrow to move up in increments of 1 for categories with arrows for making entries.
3. Click the down arrow to move down in increments of 1 for categories with arrows for making entries.

**Step 6 Review Personal Data**

1. Check that Personal Data box has a green check mark
2. Look for green areas along top and bottom of Personal Data screen



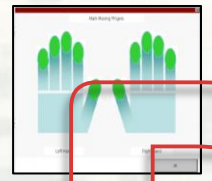
3. Click the head with the plus sign
4. Click the Fingerprints button

## Step 7 Capture Subject's Fingerprints

1. Click Acquire button



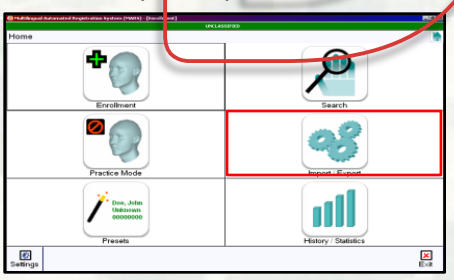
2. Mark any bandaged or amputated fingers



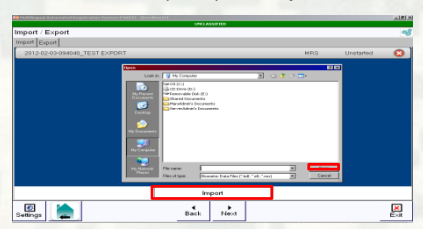
3. Collect fingerprints
4. Click the head with the plus sign
5. Click the Photographs button

### Import BAT, EFT, or MARS Files

1. Click Import/Export button



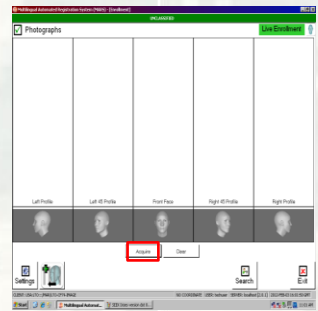
2. Select a BAT file (bdf), electronic fingerprint transaction file (eft), or MARS file (mrs) to import



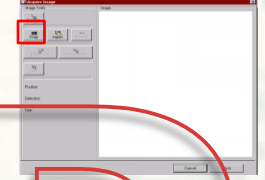
3. Click Open button
4. Click Import button

## Step 8 Capture Subject's Facial Photos

1. Click Acquire button



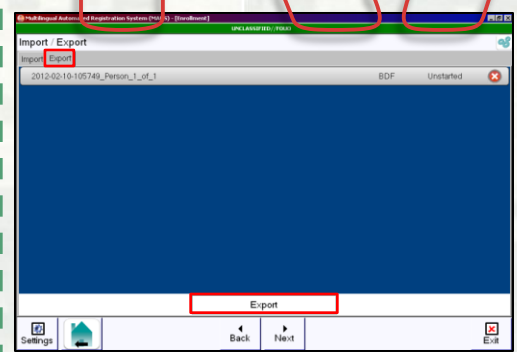
2. Click Snap button to take photo



3. Collect subject's facial images
4. Click the Finish button
5. Click the head with the plus sign
6. Click the Irises button

### Export BAT, EFT, or MARS Files

1. Click Import/Export button
2. Click Export tab

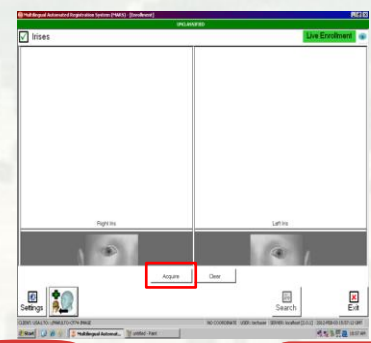


3. Watch for any new enrollments to be listed on screen\*
4. Load a blank CD/DVD into external DVD drive
5. Click Export button

\* If there are no files listed here, your MARS SEEK II has no new enrollments to export

## Step 9 Capture Subject's Irises

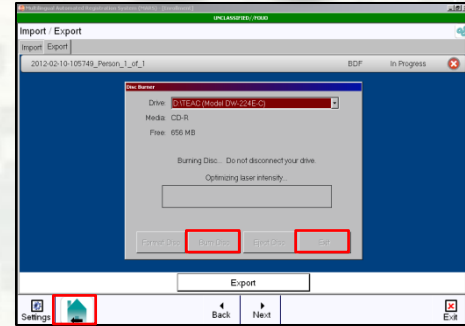
1. For a single-eyed subject, click the left or right iris to match available eye.
2. Click Acquire button



2. Collect iris images
3. Click the head with the plus sign

### Export BAT, EFT, or MARS Files, cont'd

6. Click Burn Disc button
7. Wait for disc to finish writing



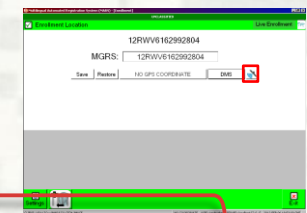
8. Click Exit button
9. Click Home button

## Step 10 Capture Subject's Location

1. Click Enrollment Location button to add where subject enrolled



2. Click the Satellite icon to capture MGRS coordinates



3. Click Save
4. Click the head with the plus sign
5. Click Enroll button

### ENROLLMENT COMPLETE

Language and Technology Office (LTO)  
Ft. Huachuca AZ 85613

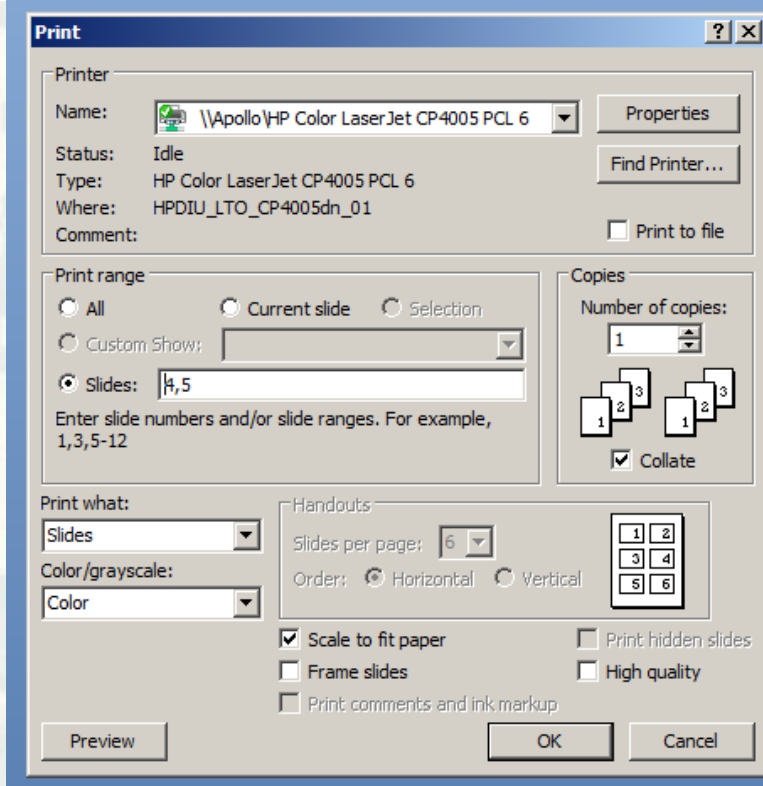


### Government Representative

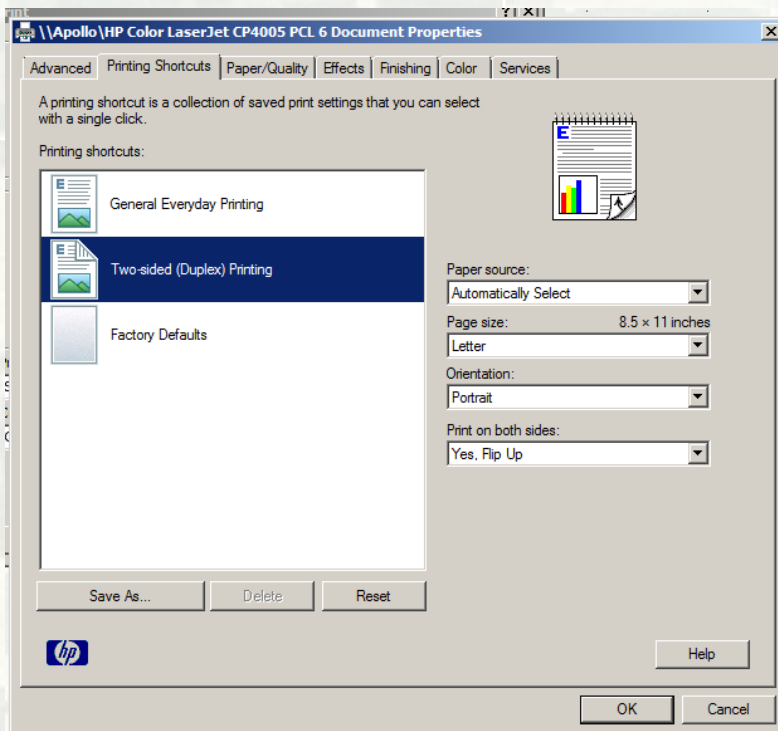
Gary A. Jones  
gary.a.jones25.civ@mail.mil  
520-533-4651  
312-821-4651 (DSN)

### TF Biometrics

Contact MARS FSE or  
Call 24-hr support hotline



Check on Scale to fit paper



In Printer | Properties | Set the print options to Flip Up instead of Flip Over