

To All:

This message was written to explain the login process for the new Contractor Verification System (CVS) for completing your SOFA ID registration.

Print screens are provided in the CVS instruction submenu. The print screens show each step of the process.

- 1) First, you will receive a User ID and Initial Password from the Logistical Support Specialist or your supervisor/coordinator. You will go to the CVS website and use your User ID and Initial Password that was provided to create your new password in CVS. You have 7 days in which to complete this process.
- 2) After creating your "new" Password, you will need to complete your application (see sample screens below). You must use the same US and Korean resident addresses that are in your USFK 700-19A-E.
- 3) When you complete your registration application, you will receive an email telling you that your application for a common Access Card was approved. A notification to J1 that you completed the registration process will be sent automatically.
- 4) You must take your entire SOFA packet that will include the following documents:

-“red stamp” USFK 700-19A-E; Immigration Letter; Accreditation Letter; Hiring Authorization form; DD Form 2842 and two pieces of identification are attachments provided in submenus-

to the nearest SOFA ID office to receive your new SOFA ID card. Be sure to bring your passport and your dependents with their passports to obtain Dependent SOFA IDs.

Send a copy of your new SOFA ID card (front & back); new A3 Visa stamp from your passport to Logistical Support Specialist, info.pfec@ctcd.edu. Give your original "red stamped" USFK 700-19A-E form to your supervisor after processing is completed.

If you have any questions contact, Floyd E. Sandoval, Logistical Support Specialist, DSN 722-3814 or info.pfec@ctcd.edu.

Best Wishes,

Floyd E. Sandoval
Logistical Support Specialist