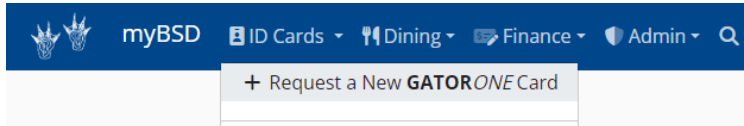


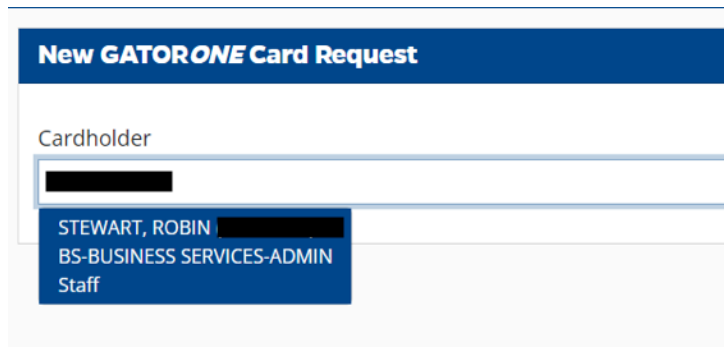
## How Authorizers Can Create and Order an Overlay Badge

If you need to request an overlay badge and do not see that option, please contact the **GATORONE** office.

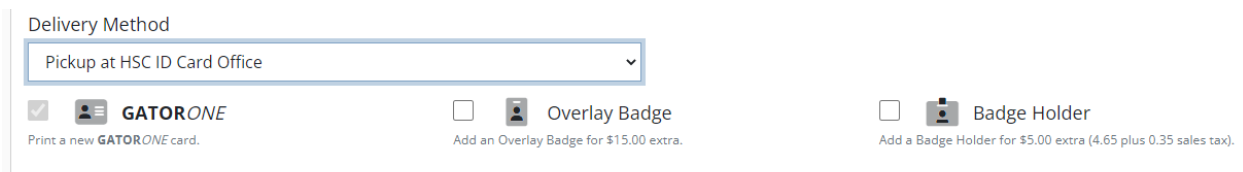
1. From the [Business Services portal](#), choose ID Cards, + Request a New **GATORONE** Card



2. Enter the UFID for the person who is receiving the overlay badge. (DO NOT press “Enter” after typing the UFID. Rather, wait for the name to populate below the text box). Click the name in the dark blue box when it appears.



3. On the **GATORONE** Card Request form, first choose the Delivery Method. Once selected, you’ll notice an option for Overlay Badge. Select Overlay Badge. If you do not need a **GATORONE** card, unselect **GATORONE**.



4. After you select Overlay Badge, choose “Charge my Department” as the Payment Method. Select your “Chartfield.”

5. Next, complete the fields in the green “Overlay Details” box. You’ll notice a preview of your Overlay Badge on the right side of the screen as well as the order total for \$15.00.

Delivery Method: Pickup at HSC ID Card Office

Payment Method: Charge my Department

Chartfield: ID Card - 68011000-149-9100 793300 CRRNT

GATORONE  
Print a new GATORONE card.

Overlay Badge  
Add an Overlay Badge for \$15.00 extra.


Badge Holder  
Add a Badge Holder for \$5.00 extra (4.65 plus 0.35 sales tax).

[+ Add Department](#)


### Overlay Details

Department	Title
College of Medicine	Director
Entity	Role
University of Florida	FINANCE

Cardholder Photo  
Please upload a photo for your GATORONE Card.



**Robin Stewart**  
Director  
College of Medicine  
University of Florida



**FINANCE**


**Order Summary**

OVERLAY BADGE \$15.00

**Total: \$15.00**

6. Next, add a photo and any “Notes” for the GATORONE office.

Cardholder Photo  
Please upload a photo for your GATORONE Card.



**Drag and drop file/s here**  
or

[Browse File](#)

[Upload an Image](#)[Capture an Image](#)

Notes

Include any notes you'd like to pass along to the ID Card Office Staff.

7. Finally, click “Submit” in the bottom right corner.