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.

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

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