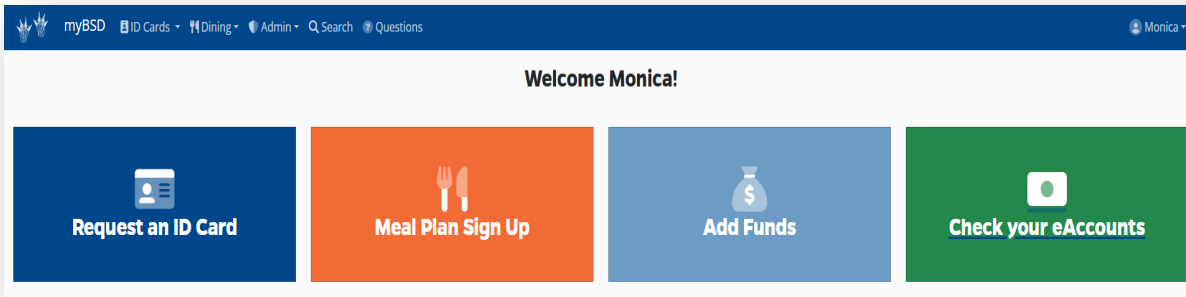


How Can Staff Submit an ID Card Request for Authorizer Approval?

1. From the [Business Services portal](#), click “Request an ID Card.”



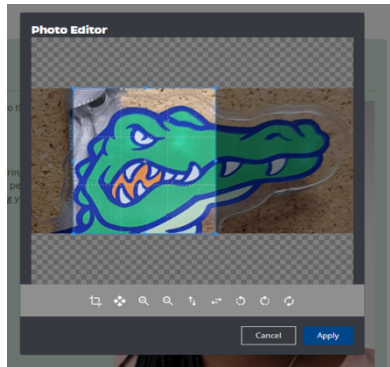
2. Verify your name, add credentials (if needed) and select delivery method from the drop-down box:

A screenshot of the "New GATORONE Card Request" form. The form includes a "NEW" badge in the top right corner. It has two input fields: "Cardholder" with the value "COX, MONICA" and "Credentials" with the value "PhD, MD, etc." and a note "8 characters limit". Below these, it shows "Chosen Name (front): Monica Cox" with a "Name Update" link and "Legal Name (back): Cox, Monica W". At the bottom, there is a "Delivery Method" dropdown menu.

3. Review the photo requirements and upload your photo

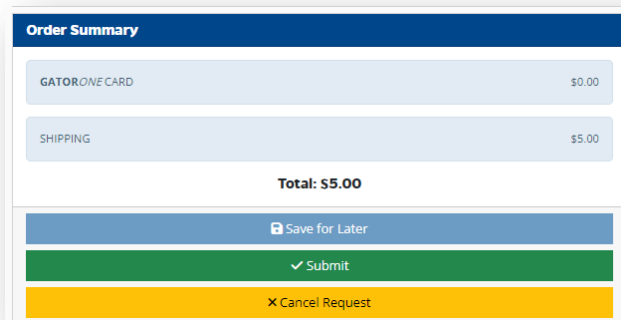
A screenshot of the "Cardholder Photo" upload section. It contains the text "Please upload a photo for your GATORONE Card." and a blue button labeled "Upload an Image".

Adjust photo as needed.
Click Apply to save changes. A preview is available for review.



4. Add any notes you'd like to pass along to the ID Card Office Staff in the "Notes" box.

5. If satisfied with your ID Card, select "Submit."



7. Your department authorizer(s) will be notified by email to approve your request.
You will also receive a copy of this email.

8. Watch for additional email notifications on the status of your card request.