

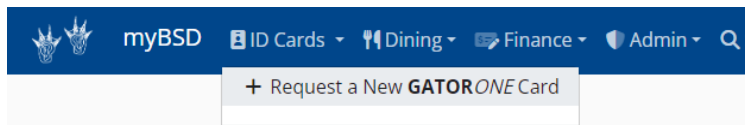
How Authorizers Can Create and Order a Vendor Card

Vendors and other UF affiliates will be issued a card that is oriented vertical instead of horizontal and will have a green stripe as compared to blue.



In order to request a vendor card, the vendor has to be in the system first. The identity officer for the department needs to create the UFID first (where can they do this?).

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



2. Enter the vendor's UFID.
(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.

New GATORONE Card Request

Cardholder

[Redacted]


STEWART, ROBIN [Redacted]
BS-BUSINESS SERVICES-ADMIN
Staff


3. On the **GATORONE** Card Request form, verify the correct name displays, review credentials.


4. Then choose the Delivery Method, Department (display on the ID Card)

Delivery Method

Pickup at Main ID Card Office

 **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 pl)


Department

Business Services

5. 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

[Empty text area]

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

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