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.
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)

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

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