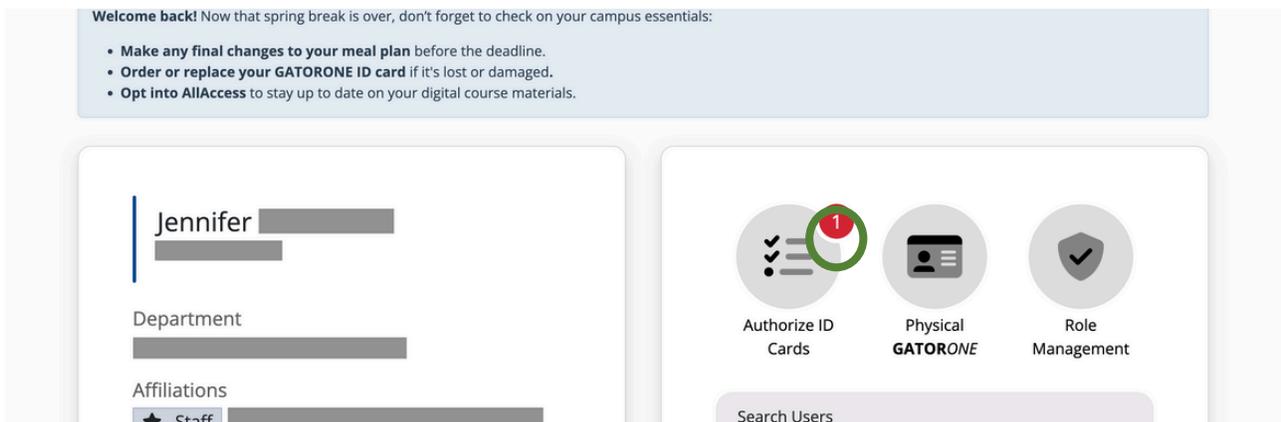


Authorizer Approving Card Requests Submitted by Employee

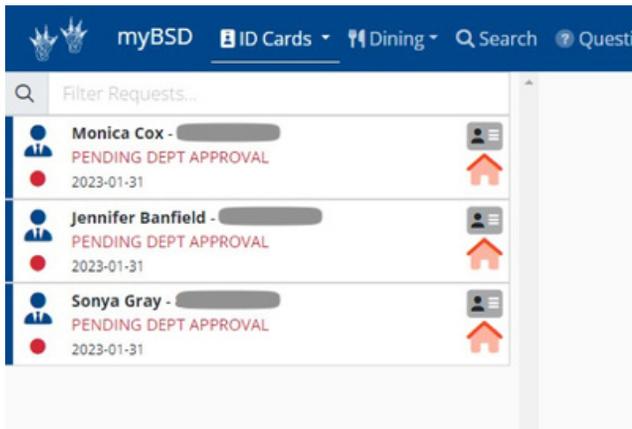
As an authorizer, you may approve, deny, or cancel **GATORONE** card requests. You'll be notified of pending requests via email.

You may click the direct link in the email or visit the [myBSD portal](#).

1. From the [myBSD portal](#), click "Authorize ID Cards." The red box in the corner indicates the number of requests pending approval.



2. The pending requests will display on the left side of the screen.



3. Select a request to display the information submitted by the employee. Verify the Cardholder Name, Credentials, and Photo. You'll notice "Department Name" is blank. Choose the appropriate selection from the drop-down menu. Remember, only Authorizers can add department name.

The screenshot displays the 'New GATORONE Card Request' interface. On the left, a sidebar lists pending requests for Monica Cox, Jennifer Bandfield, and Sonya Gray. The main form area includes fields for Cardholder Name (COX, MONICA), Credentials (PRO, MD, etc.), Chosen Name (Monica Cox), Delivery Method (Pickup at Main ID Card Office), and Department (currently blank). A cardholder photo is shown at the bottom left. On the right, an 'Order Summary' shows a total of \$0.00 and buttons for 'Save for Later', 'Approve', 'Deny', and 'Cancel Request'.

4. If anything on the request is not correct, click "Deny."

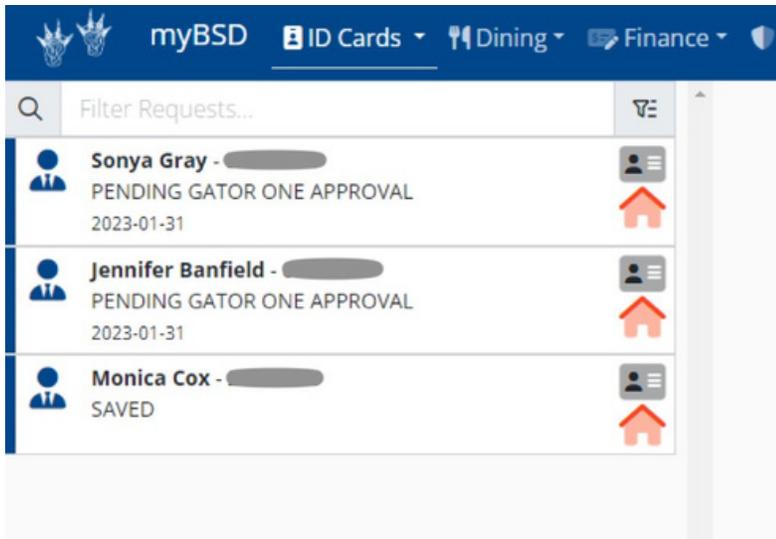
A "Notes" window will appear – you'll add a "Quick Response" from the right or add your own customized note to the employee as to why you denied the request.

If all information is correct, click "Approve" to submit to the **GATORONE** office.

The 'Deny ID Card Request' dialog box is shown. It includes an information icon and a message: 'The cardholder will be e-mailed with your comments below included. They'll have the opportunity to make changes and re-submit their request.' Below this is a 'Notes' section with a text area containing the note: 'Photo needs to be solely of the individual with no evidence of others.' To the right is a 'Quick Responses' section with several pre-defined denial reasons: 'No hands should be visible.', 'Background needs to be solid with no items shown.', 'Photos should not include sunglasses, headphones, ear pods, hats, caps, bandannas, face coverings, veils, scarves on the head or other accessories. However, Hijabs or head coverings for religious purposes are permitted.', 'Photo needs to be solely of the individual with no evidence of others.', 'Photo should not be cropped from group shot.', and 'Photo must be in focus and with appropriate lighting.' At the bottom are buttons for 'Deny Request' and 'Close'.

5. Repeat steps 3 – 4 for each pending request.

6. When you've handled all requests, you'll see the status of each request on the left side. "SAVED" indicates that it was denied by the Authorizer and is waiting for the employee to make the noted corrections.



7. Watch for emails from the **GATORONE** office on the status of each card request.