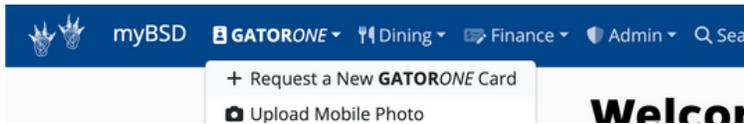


How Authorizers Can Create and Order an Overlay Badge

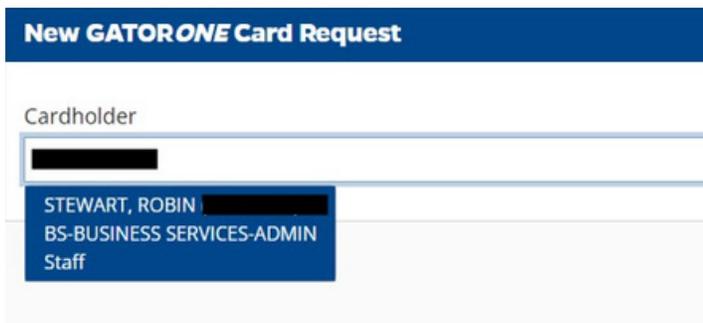
If you need to request an overlay badge and do not see that option, please contact the **GATORONE** office.

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



2. Enter the UFID for the person who is receiving the overlay badge.

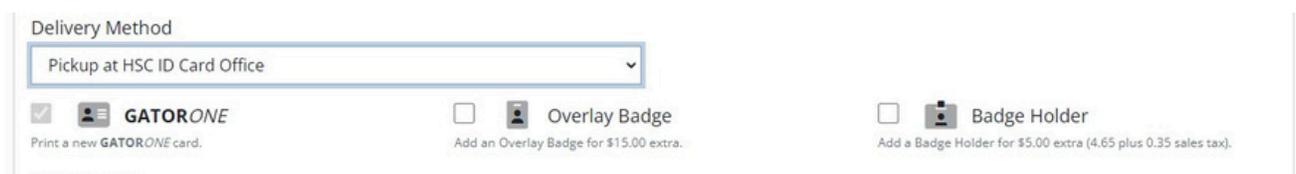
(DO NOT press “Enter” after typing the UFID. Rather, wait for the name to populate below the text box). Click the name in the dark blue box when it appears.



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.

The screenshot shows a web form for ordering an ID card. At the top, there are three dropdown menus: 'Delivery Method' (set to 'Pickup at HSC ID Card Office'), 'Payment Method' (set to 'Charge my Department'), and 'Chartfield' (set to 'ID Card - 68011000-149-9100 793300 CRRNT'). Below these are three checkboxes: 'GATORONE' (unchecked), 'Overlay Badge' (checked), and 'Badge Holder' (unchecked). A green box titled 'Overlay Details' contains two rows of input fields: 'Department' (College of Medicine) and 'Title' (Director) in the first row; 'Entity' (University of Florida) and 'Role' (FINANCE) in the second row. To the right is a preview of the 'Overlay Badge' for Robin Stewart, Director of the College of Medicine at UFHealth, with a 'FINANCE' bar at the bottom. Below the preview is an 'Order Summary' table showing 'OVERLAY BADGE' for \$15.00 and a 'Total: \$15.00'.

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

This screenshot shows the 'Cardholder Photo' section. It includes a dashed box for photo upload with an upward arrow icon and the text 'Drag and drop file/'s here or Browse File'. Below this are two buttons: 'Upload an Image' and 'Capture an Image'. Below the photo section is a 'Notes' section with a large text area and a small note at the bottom: 'Include any notes you'd like to pass along to the ID Card Office Staff.'

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