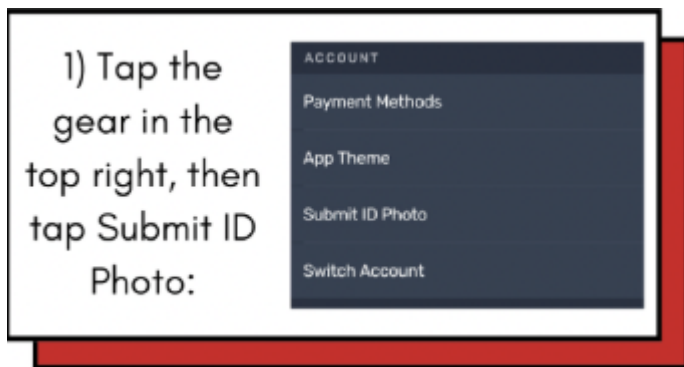


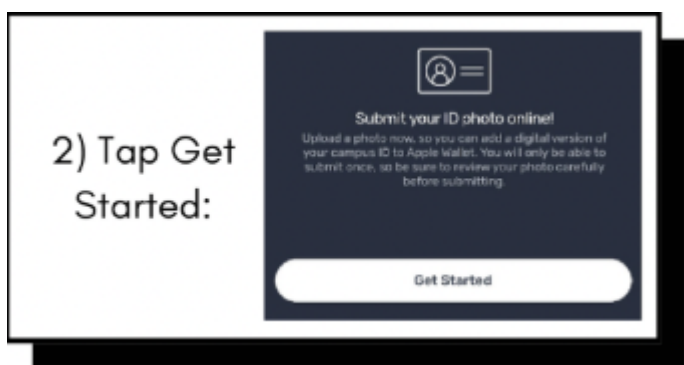
How to submit your Mobile ID Photo or Change Banner ID Photo

How to Submit a Photo or Change Banner ID Photo

1. Tap the gear icon in the top right corner of the app. Then tap **“Submit ID Photo.”**

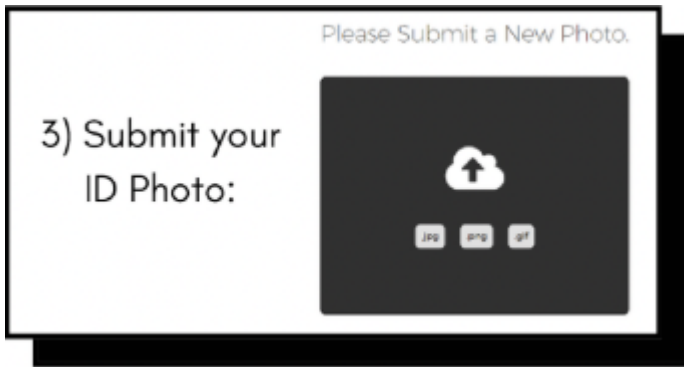


2. Tap **“Get Started.”**

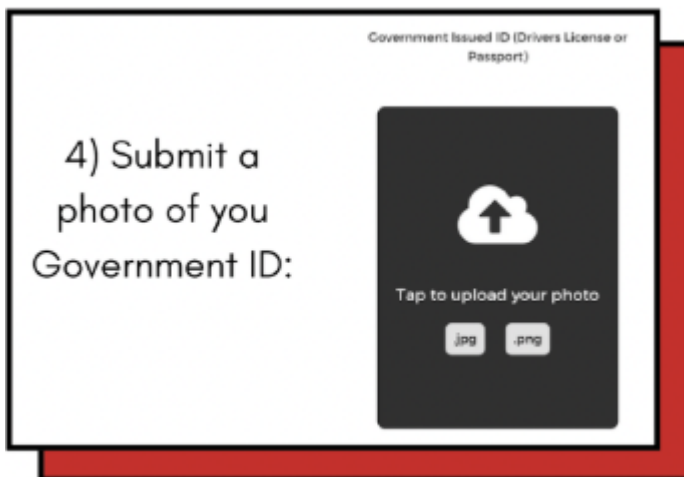


3. Submit your **ID photo**.

File formats accepted: JPG or PNG.



4. Submit a photo of your **government-issued ID** (e.g., Driver's License or Passport). It must be clear and readable, in JPG or PNG format.



5. Choose the card design for your physical ID. There are four options to pick from:



1. Red Wolf head on black
2. Red Wolf head with ASU text
3. Scenic campus design
4. ASU State University red text graphic

Remember:

Remember:

- White background
- Head and shoulders
- Color Photo
- No sunglasses
- No hats
- No other people
- Directly face the camera

When submitting your photo:

- Use a **white background**
- Show **head and shoulders**
- Submit a **color photo**
- **Directly face the camera**
- **No hats**
- **No sunglasses**
- **No other people** in the photo

For Your Government ID Submission:

Must Be Able to Read:

- Name
- Issue Date
- Expiration Date
- Picture

The following must be clearly visible and readable:

- **Name**
- **Issue Date**
- **Expiration Date**
- **Picture**

Final Note:

Congratulations! You've submitted your ID photo.

You will receive an email letting you know if your photo is **approved** or **denied**.

If denied, the email will include the **reason** for the denial.

For questions, email: access@astate.edu

Revision #2

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