How to make and order a provider badge

[www.easyidcard.com](http://www.easyidcard.com)

login with [transformationsllc@yahoo.com](mailto:transformationsllc@yahoo.com) and password \*\*\*\*\*\*\*\*

Go to the Management Panel

Select an existing badge and click edit

Select the dropdown box with horizontal written on it and change to vertical

Begin editing the card:

1. Click on the provider photo on the card
2. Then on the Photo/logo editor select “replace image”.
3. Upload the image you previously saved on the computer. I recommend obtaining the photo from the provider’s Bamboohr account.
4. Next click on the provider name on the card.
5. Then edit the name in the Text Editor
6. Next edit the provider title if needed and save with the new provider’s name.
7. Review the card for accuracy

To purchase the card click on the button by the provider name that says Add to Cart

Then review the cards in the shopping box and click check out.

Select standard processing, Select payment option, enter credit card data and submit order.