

How To: Complete Photo ID Request

1. To begin the process, **scan** the QR Code or **visit CSUB Photo ID Form**



The screenshot shows the 'Photo ID Request - Online Submission' page. It includes a navigation bar with 'Service Center' and a search bar. The main heading is 'Photo ID Request - Online Submission' with a sub-heading 'Request a new RunnerCard online'. There is an 'IMPORTANT - READ' section with a 'RunnerCard' image and text explaining its benefits and eligibility. Below this is a 'Photo Upload Guidelines' section. The 'Requester Information' section contains a dropdown for 'Requested for', a text field for 'Phone Number', and a 'Card Type' dropdown. A red error message at the bottom states: 'Uploading a photo is mandatory for processing your replacement ID. Failure to upload a photo to your eAccounts Portal here will halt the ID replacement process.'

2. When prompted, please **sign in** with your CSUB **NetID & Password**

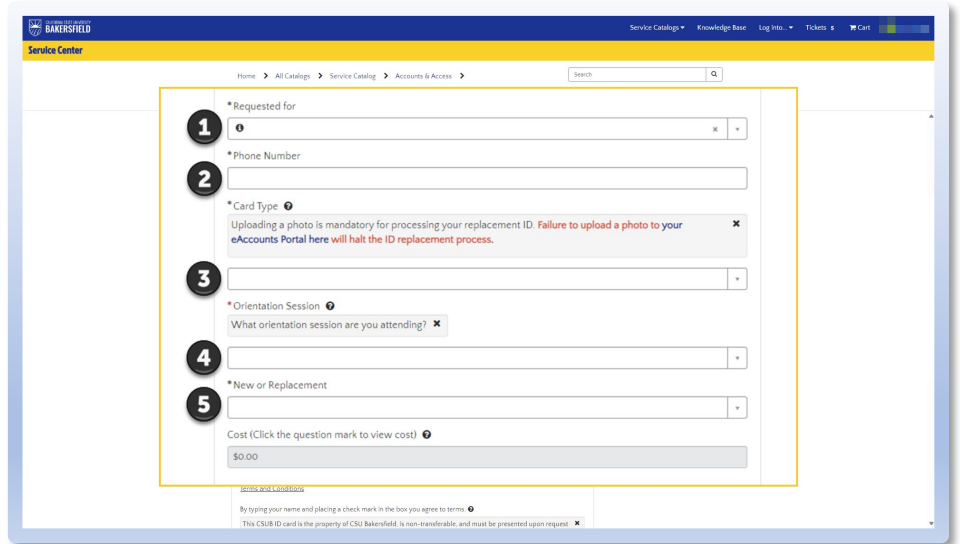
The screenshot shows the 'Sign in' page. It features the CSUB logo and the text 'Sign in'. Below is a text input field containing 'netid@csub.edu'. There is a link for 'Can't access your account?' and a blue 'Next' button. At the bottom, a grey box contains the text: 'Please use your CSUB Email and Password to login.'

The screenshot shows the 'Enter password' page. It features the CSUB logo and the text 'Enter password'. Below is a text input field for the password. There is a link for 'Forgot my password' and a link for 'Sign in with another account'. A blue 'Sign in' button is at the bottom right. At the bottom, a grey box contains the text: 'Please use your CSUB Email and Password to login.'

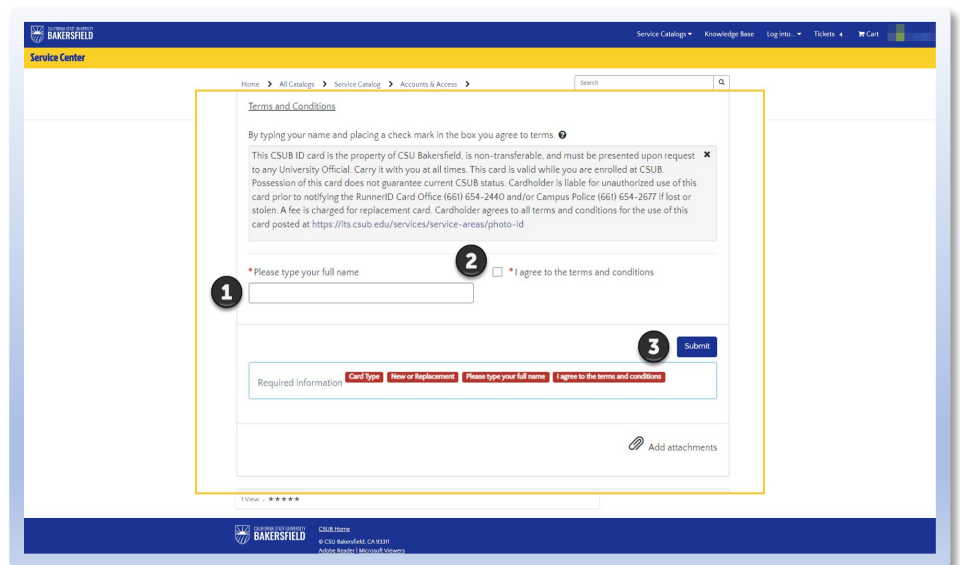
How To: Complete Photo ID Request

3. Please **complete** the form. You will be asked for the following:

1. **Name**
2. **Phone Number**
3. **Card Type**
4. **Orientation Session**
5. **New or Replacement**



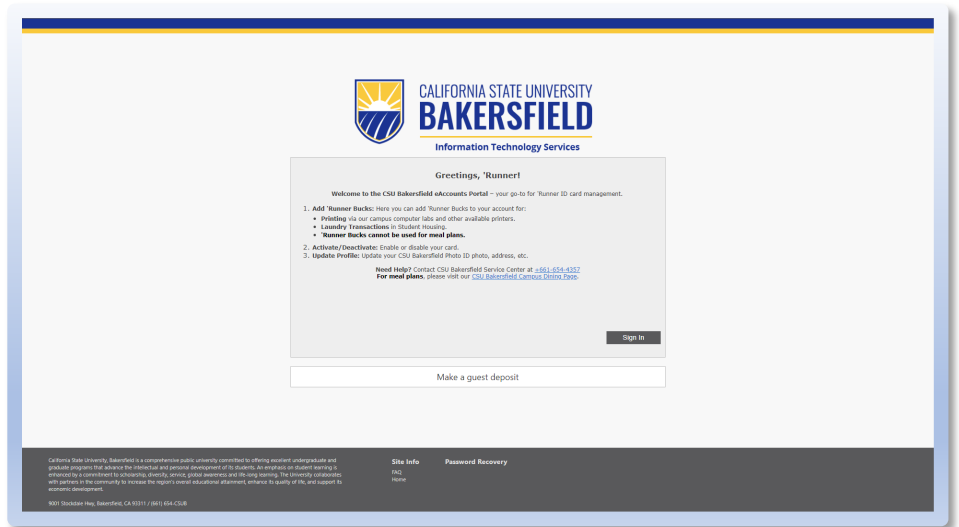
4. Please confirm the information you provided, then **sign and agree** to the Terms and Conditions. Click **"Submit"** to complete the form.



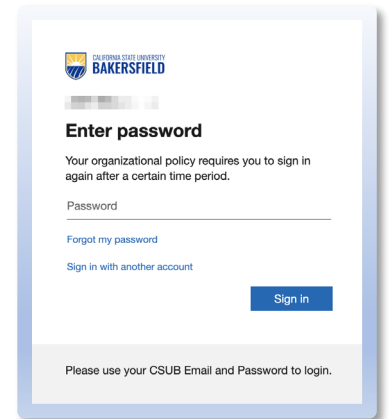
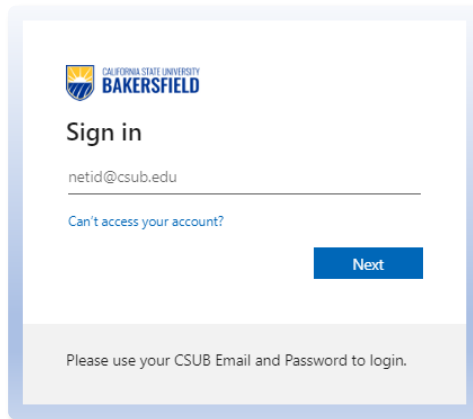


How To: Upload Your Photo

- To begin uploading your photo, please scan the QR Code or visit: **eAccounts Portal**

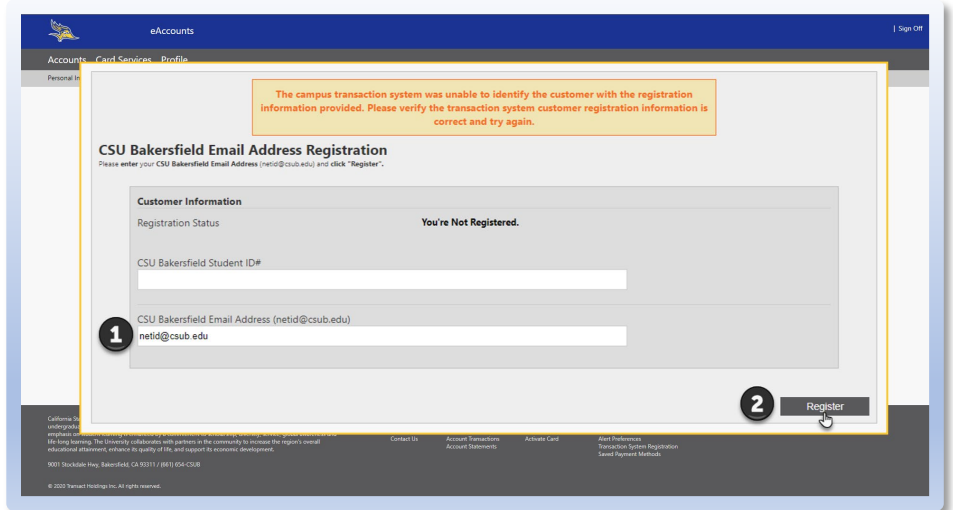


- When prompted, please **sign in** with your **CSUB Email & Password** (**netid@csub.edu**)



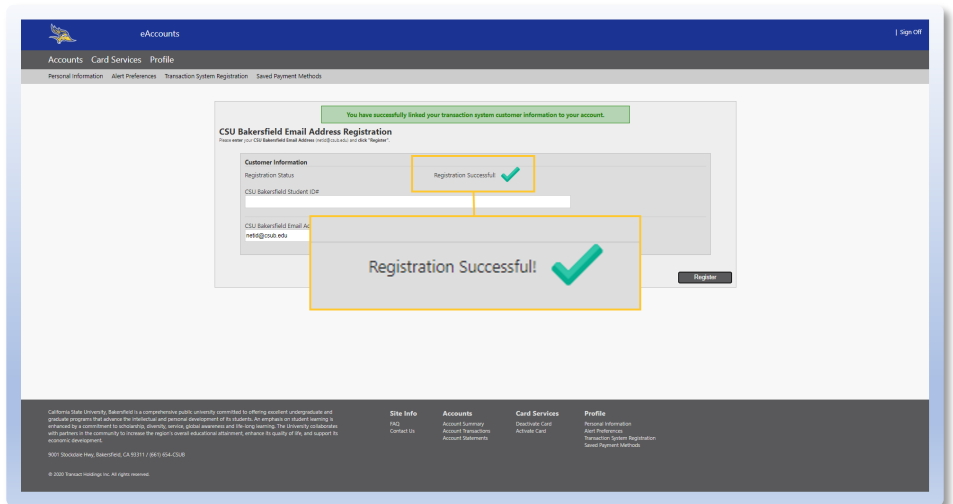
How To: Upload Your Photo

- Please **enter** your CSUB Email Address, **click “Register”** to proceed.



The screenshot shows the 'eAccounts' interface with a navigation bar (Accounts, Card Services, Profile) and a 'Sign Off' link. A yellow error box at the top states: 'The campus transaction system was unable to identify the customer with the registration information provided. Please verify the transaction system customer registration information is correct and try again.' Below this is the 'CSU Bakersfield Email Address Registration' form. The form includes a 'Registration Status' field with the text 'You're Not Registered.' and two input fields: 'CSU Bakersfield Student ID#' and 'CSU Bakersfield Email Address (netid@csub.edu)'. A red circle with the number '1' highlights the email address field, which contains 'netid@csub.edu'. A red circle with the number '2' highlights the 'Register' button at the bottom right of the form. The footer contains contact information for CSU Bakersfield and copyright information for Transact Holdings Inc.

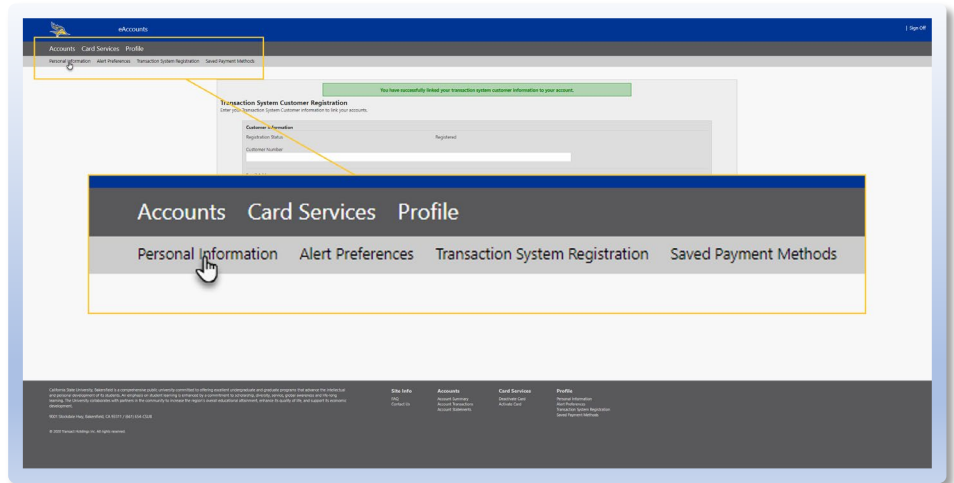
- You will see **confirmation** that your account is registered.



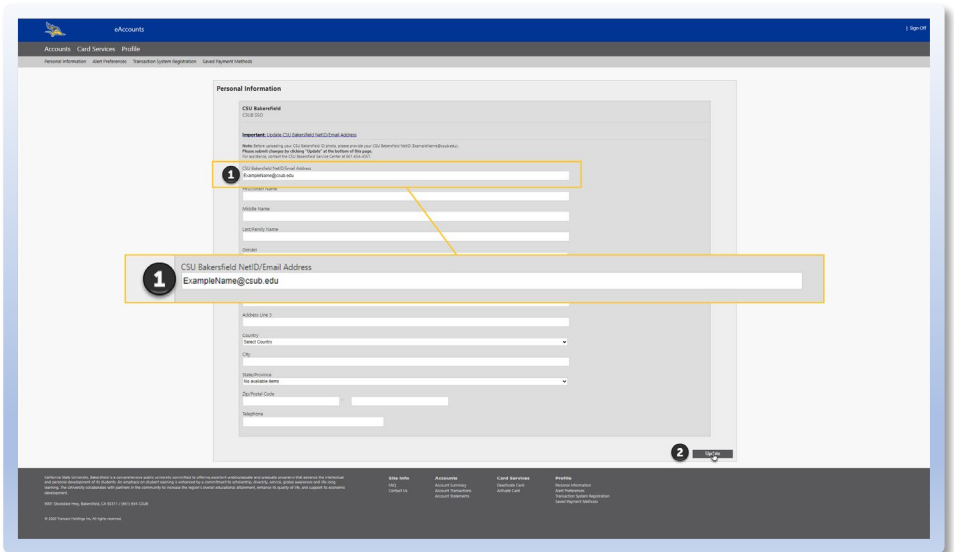
The screenshot shows the 'eAccounts' interface after successful registration. A green success message at the top states: 'You have successfully linked your transaction system customer information to your account.' Below this is the 'CSU Bakersfield Email Address Registration' form. The 'Registration Status' field now shows 'Registration Successful' with a green checkmark. The 'CSU Bakersfield Email Address' field contains 'netid@csub.edu'. A large green success message box with a checkmark and the text 'Registration Successful!' is overlaid on the form. A 'Register' button is visible at the bottom right. The footer contains the same contact information as the previous screenshot.

How To: Upload Your Photo

- From *here*, navigate to **“Personal Information”** to access your eAccounts Profile.



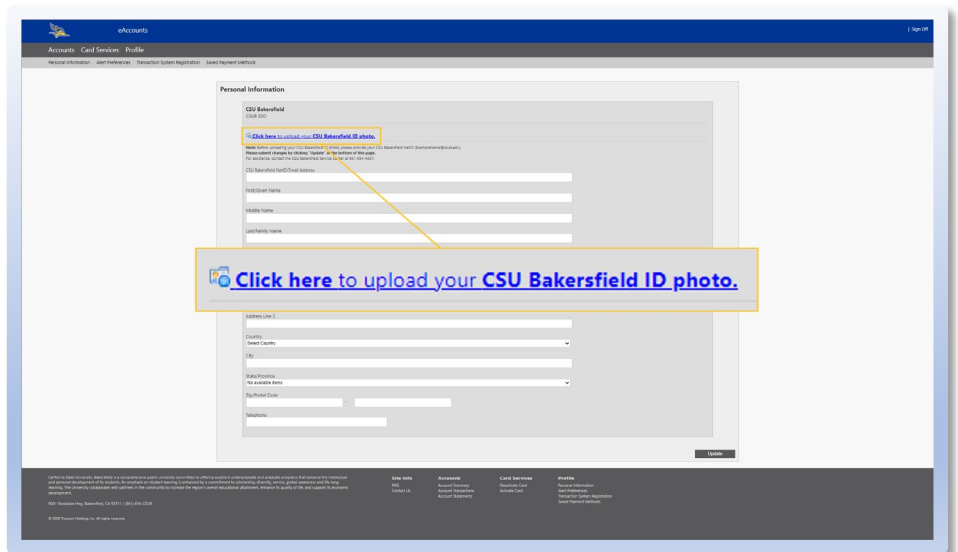
- Please **enter** your CSUB Email Address, then **click “Update”** at the bottom of the page.



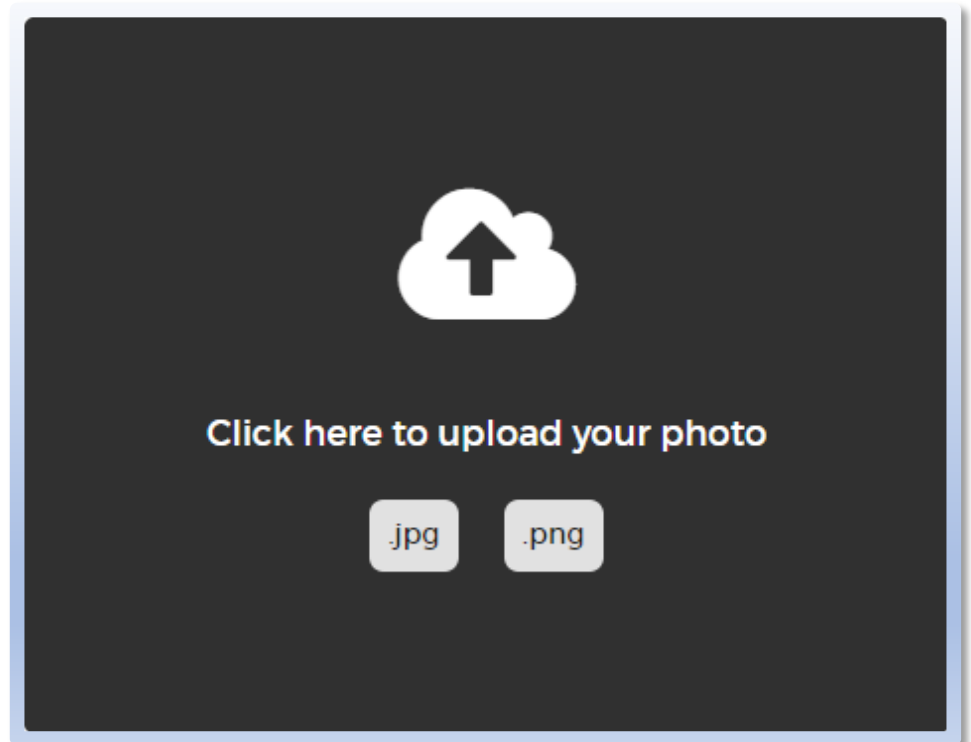
How To: Upload Your Photo

7. Please **click** *this* link to upload your CSUB ID Photo. You will be redirected to a new page.

(Note: This link will not be shown until you update you CSUB Email Address).



8. Once you are redirected, please **upload** a photo from your Phone or Computer. Once the photo has been submitted for approval, please **click "Submit & Sign Out"**





How To: Upload Your Photo

- 9. Congratulations!** You have completed the process. No further action is required until you come and pick up your photo ID. **Thank you!**

