

# 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 on the CSUB Service Center. The page includes a search bar, navigation links, and a form with the following sections:

- Photo Upload Guidelines (Expand to view)**
- Requester Information**
  - \* Requested for: [Dropdown menu]
  - \* Phone Number: [Text input field]
  - \* Card Type: [Dropdown menu]
- IMPORTANT - READ**
  - The RunnerCard is more than just an ID card - it's your key to security, savings, and convenience at CSUB, along with select community partners. All CSUB students, faculty, and staff are eligible to replace a RunnerCard. More information can be found on the RunnerCard Website.
  - Don't forget to submit your photo for your ID at the CSUB eAccounts Portal here.
  - After submitting this form, you will be emailed when your Photo ID is ready for pick-up with pick-up instructions.
- Card Type**
  - 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 with the following elements:

- CSUB Logo
- Text: **Sign in**
- Text input field: netid@csub.edu
- Link: [Can't access your account?](#)
- Button: **Next**
- Footer: Please use your CSUB Email and Password to login.

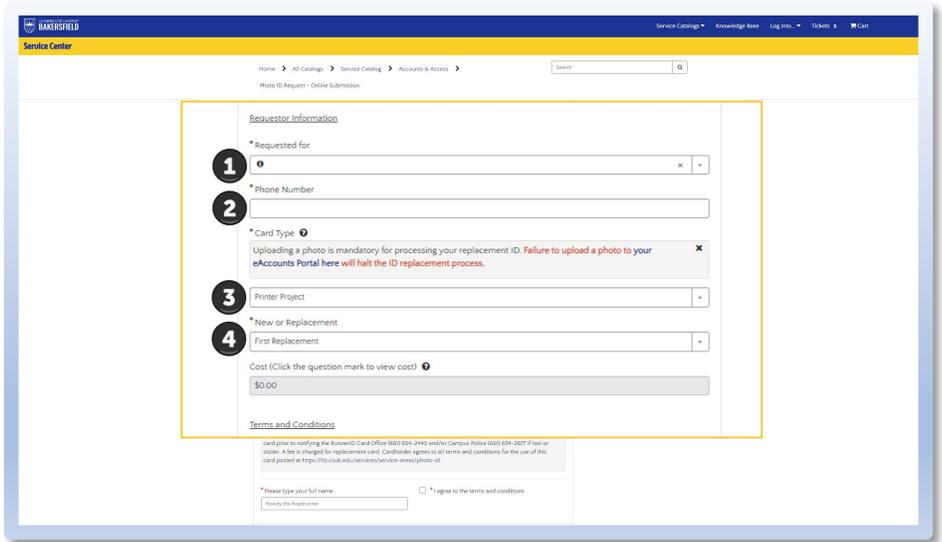
The screenshot shows the 'Enter password' page with the following elements:

- CSUB Logo
- Text: **Enter password**
- Text: Your organizational policy requires you to sign in again after a certain time period.
- Text input field: Password
- Link: [Forgot my password](#)
- Link: [Sign in with another account](#)
- Button: **Sign in**
- Footer: 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. **New or Replacement**

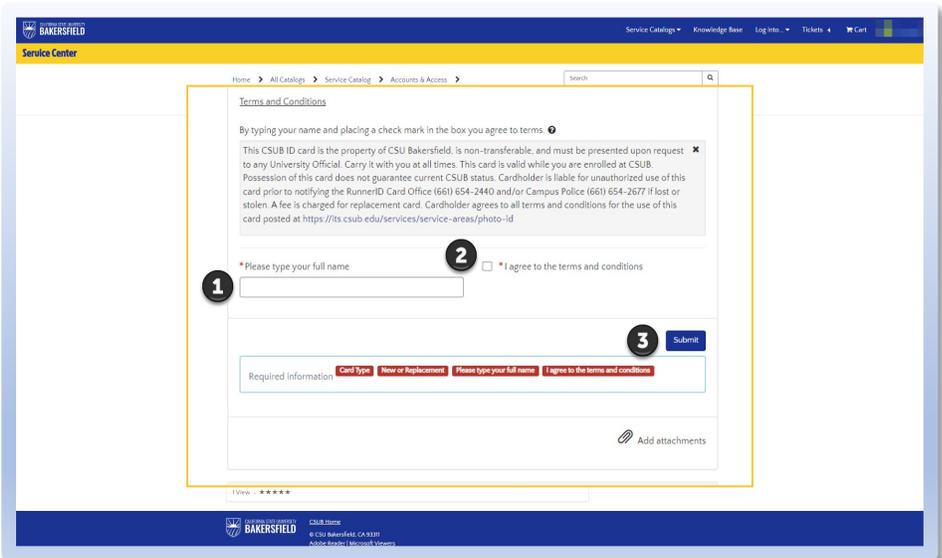


The screenshot shows the 'Requestor Information' section of the Photo ID Request form. It includes the following fields:

- 1** Requested for: A dropdown menu.
- 2** Phone Number: A text input field.
- 3** Card Type: A dropdown menu with a warning message: "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."
- 4** New or Replacement: A dropdown menu with "First Replacement" selected.
- Printer Project: A dropdown menu.
- Cost: A text input field showing "\$0.00".

Below the form is a "Terms and Conditions" section with a checkbox for "I agree to the terms and conditions" and a "Please type your full name" field.

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



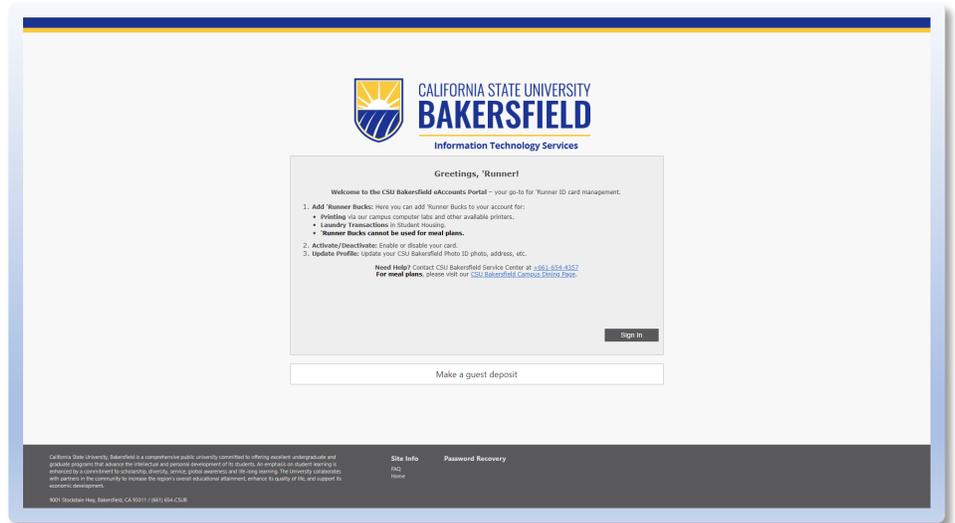
The screenshot shows the 'Terms and Conditions' section of the Photo ID Request form. It includes the following elements:

- 1** "Please type your full name" text input field.
- 2** "I agree to the terms and conditions" checkbox.
- 3** "Submit" button.

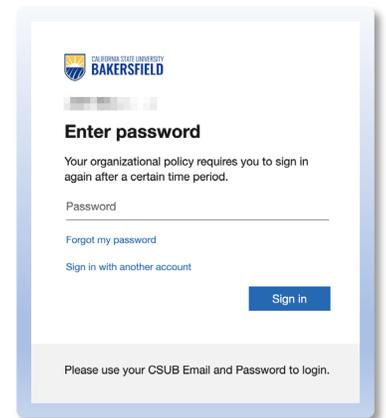
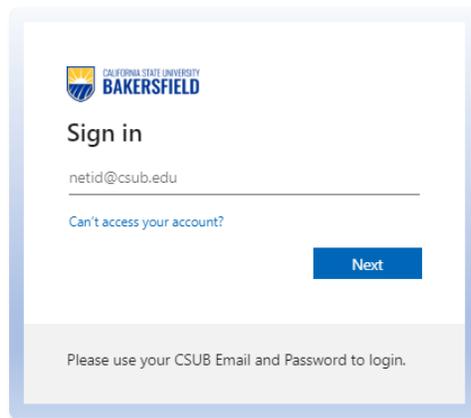
Below the form is a "Required information" section with links for "Card Type", "New or Replacement", "Please type your full name", and "I agree to the terms and conditions". There is also an "Add attachments" button.

# How To: Upload Your Photo

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

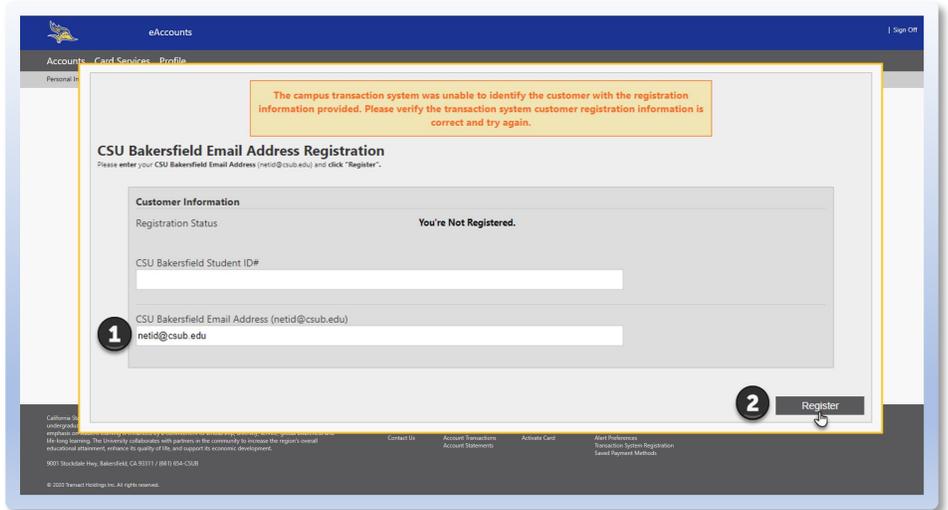


2. When prompted, please **sign in** with your **CSUB Email & Password** (**netid@csub.edu**)



## How To: Upload Your Photo

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



eAccounts | Sign Off

Accounts | Card Services | Profile

Personal Information

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.

### CSU Bakersfield Email Address Registration

Please enter your CSU Bakersfield Email Address (netid@csub.edu) and click "Register".

**Customer Information**

Registration Status: **You're Not Registered.**

CSU Bakersfield Student ID#

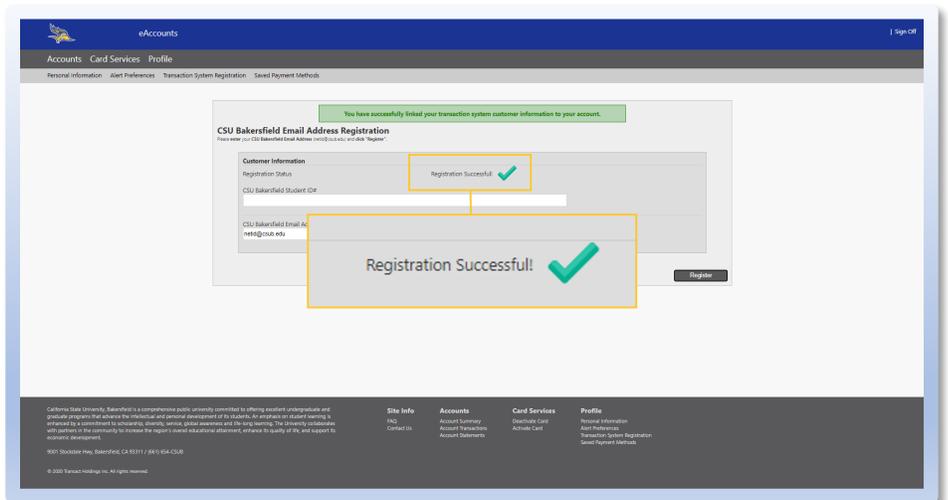
CSU Bakersfield Email Address (netid@csub.edu)

1 netid@csub.edu

2 Register

California State University Bakersfield  
Life-long learning. The University collaborates with partners in the community to increase the region's overall educational attainment, enhance its quality of life, and support its economic development.  
9001 Stockdale Hwy, Bakersfield, CA 93311 | 805.854.CSUB  
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4. You will see **confirmation** that your account is registered.



eAccounts | Sign Off

Accounts | Card Services | Profile

Personal Information | Alert Preferences | Transaction System Registration | Saved Payment Methods

You have successfully linked your transaction system customer information to your account.

### CSU Bakersfield Email Address Registration

Please enter your CSU Bakersfield Email Address (netid@csub.edu) and click "Register".

**Customer Information**

Registration Status: **Registration Successful** ✓

CSU Bakersfield Student ID#

CSU Bakersfield Email Address (netid@csub.edu)

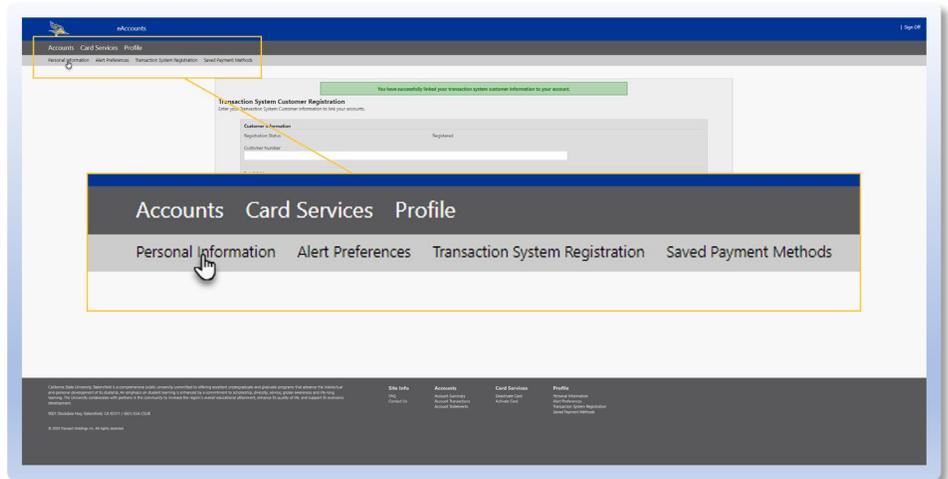
Registration Successful! ✓

Register

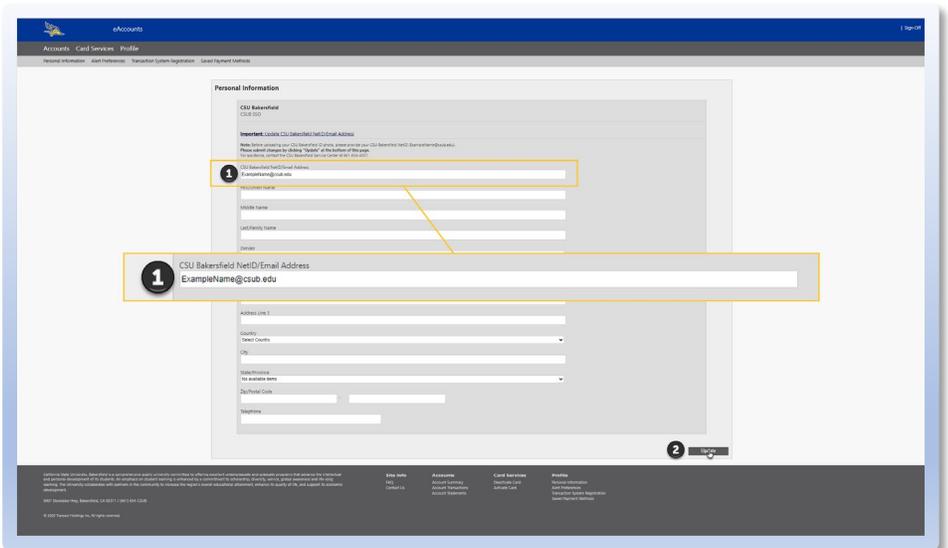
California State University Bakersfield is a comprehensive public university committed to offering excellent undergraduate and graduate programs that advance the intellectual and personal development of its students. An emphasis on student learning is reflected in its commitment to excellence in teaching, learning, global awareness and life-long learning. The University collaborates with partners in the community to increase the region's overall educational attainment, enhance its quality of life, and support its economic development.  
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# How To: Upload Your Photo

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



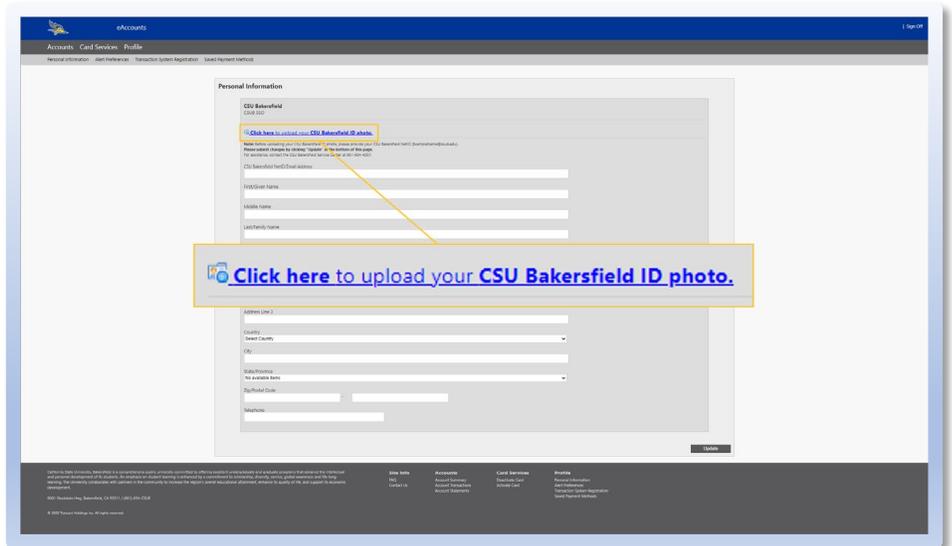
- Please **enter** your CSUB Email Address, then **click “Update”** at the bottom of the page.



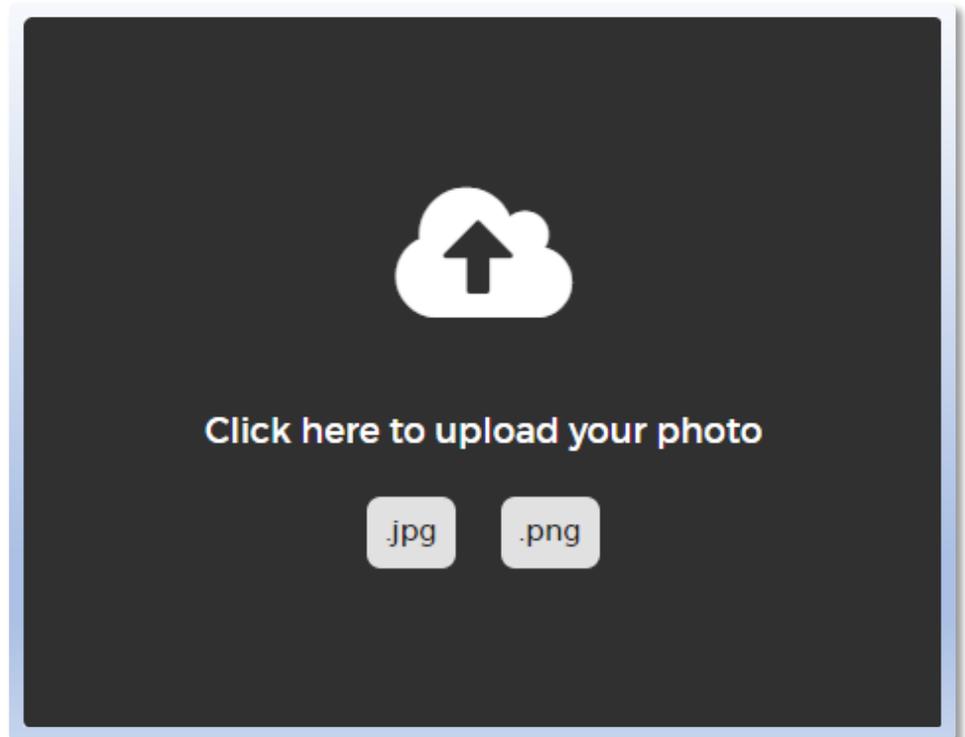
## How To: Upload Your Photo

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!**

