

Accessing Employee ID Cards

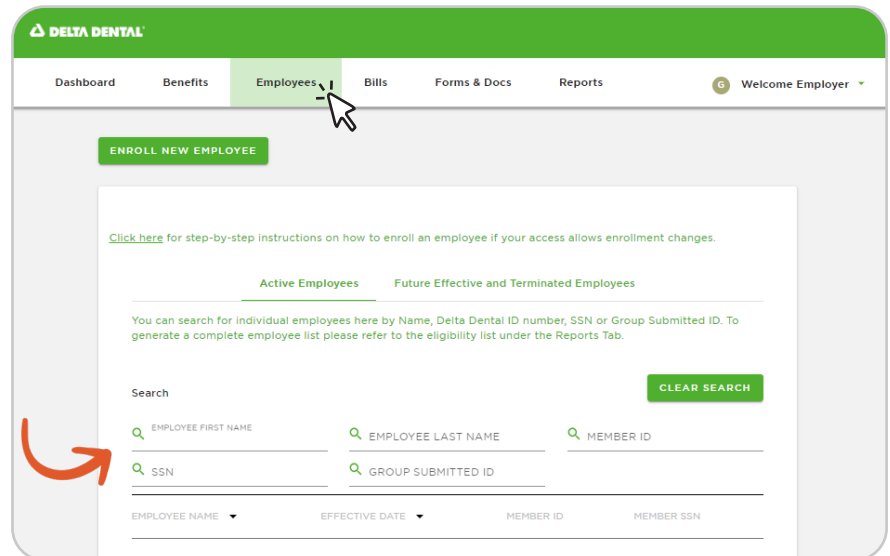
Online Employer Account

★ How to Access an Employee ID Card

1

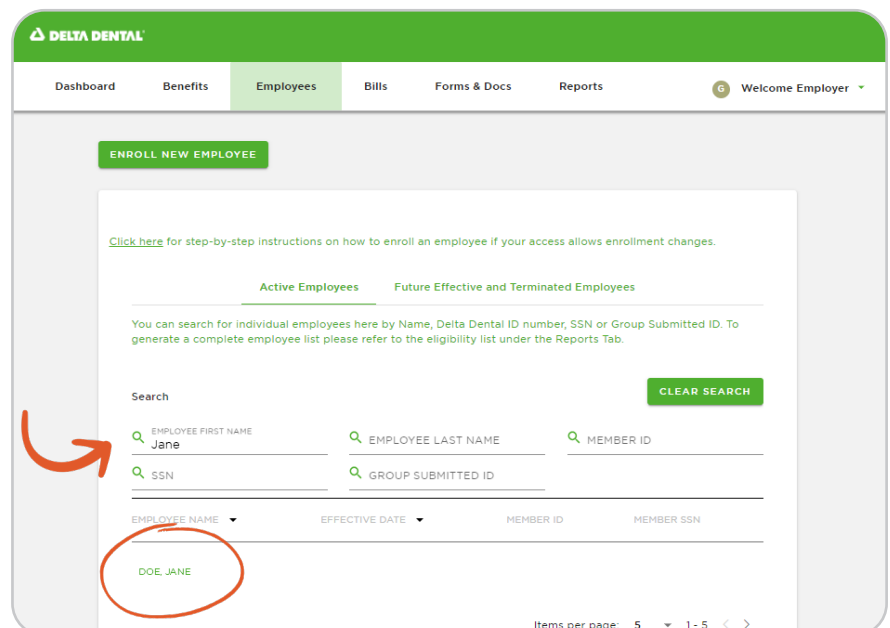
In the **Employees** tab you'll be able to quickly search for your employees by **First Name, Last Name, Member ID, Social Security Number or Group Submitted ID**.

You won't need all of these fields to search, you can simply type in their **First or Last Name** to search.



2

After finding the employee you are looking for, click **their name**.

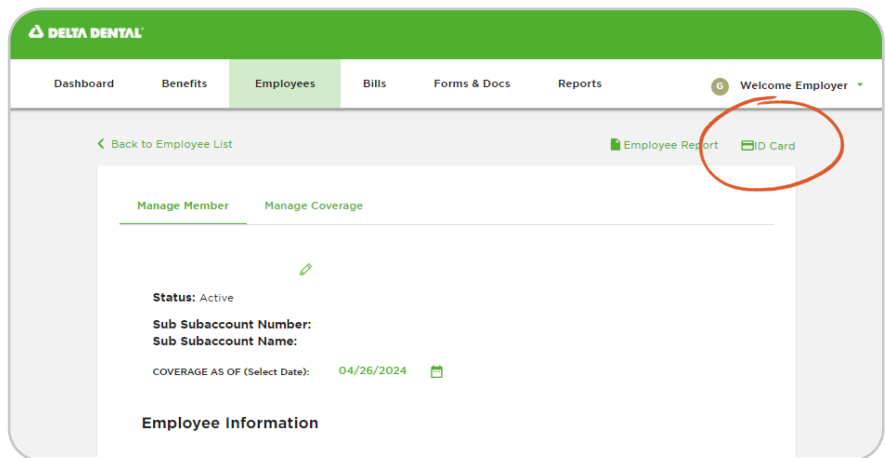


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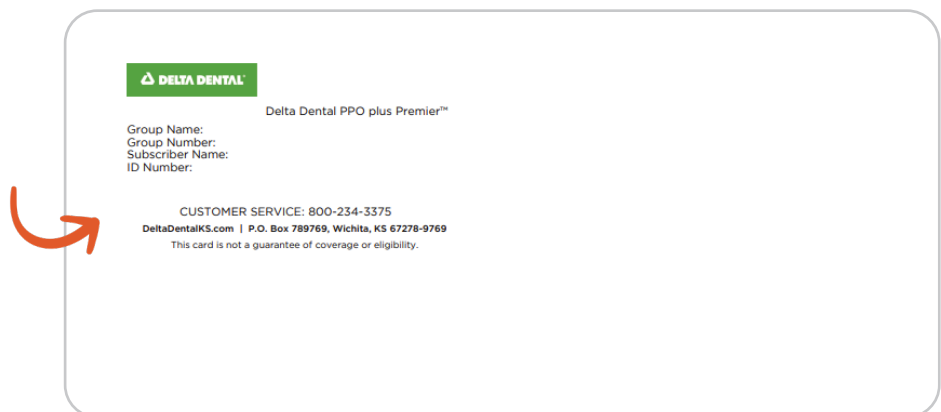
Online Employer Account

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3 Here you will see their ID card.



4 Once selected, a PDF will be generated that you can print or download and send to your employee.



▶ Accessing Employee ID Cards [Watch Video](#)

Watch this video to access ID cards for your employees on the new online Employer Account.