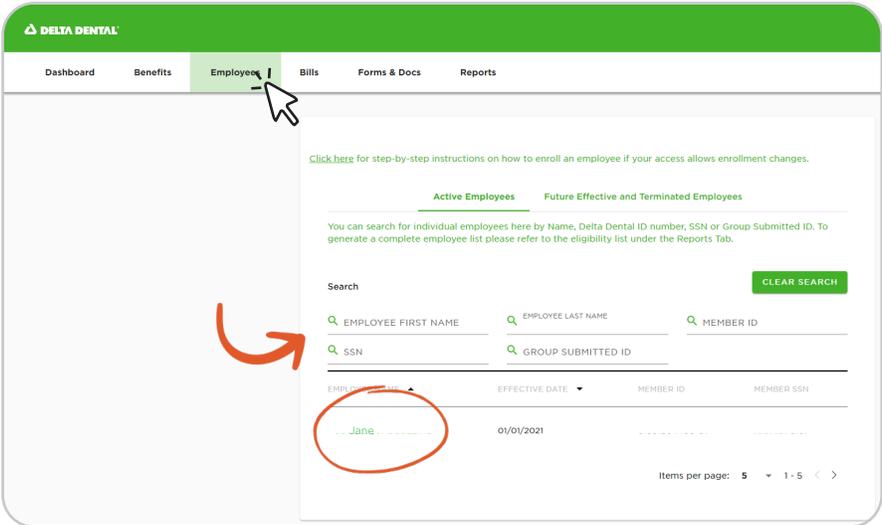


Request ID Cards

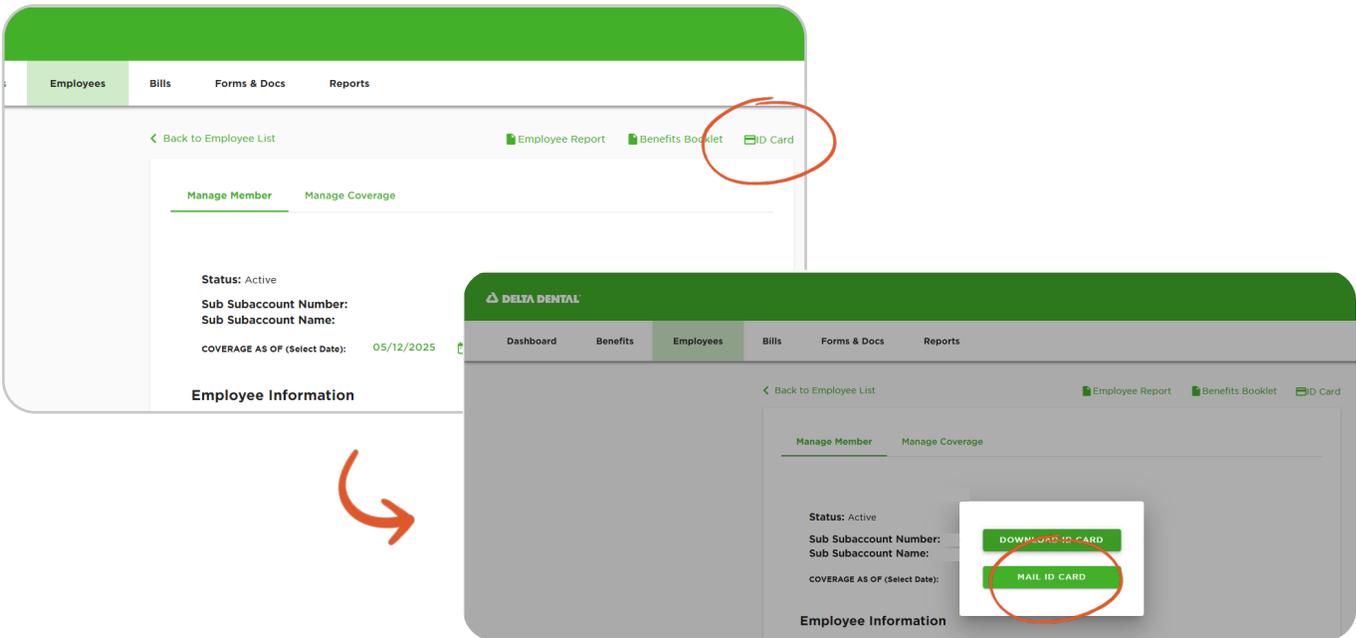
Online Employer Account

How to Request ID Cards to be Mailed to a Member

1 From the Dashboard, click the **Employees** tab. Search for the member by last name or other identifiers then click their name.



2 Click **ID Card** in the top right corner. When the pop up appears, select **Mail ID Card**.

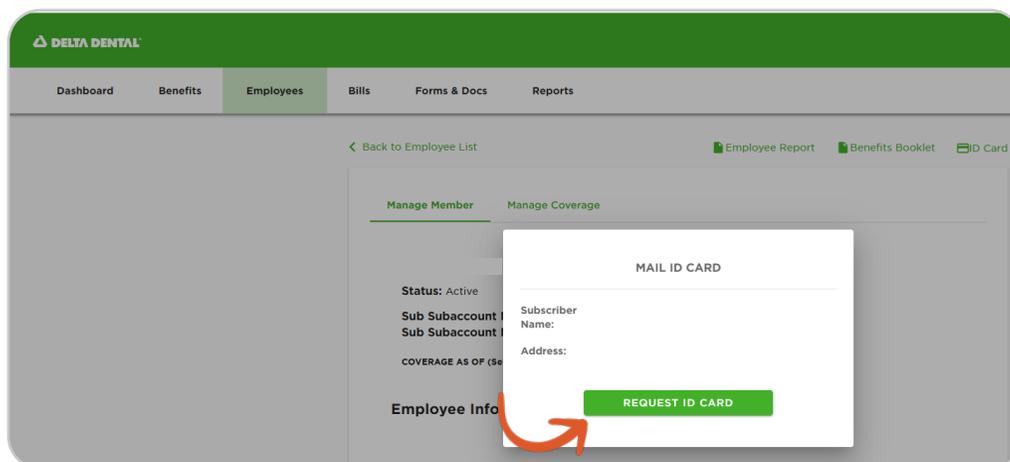


Request ID Cards

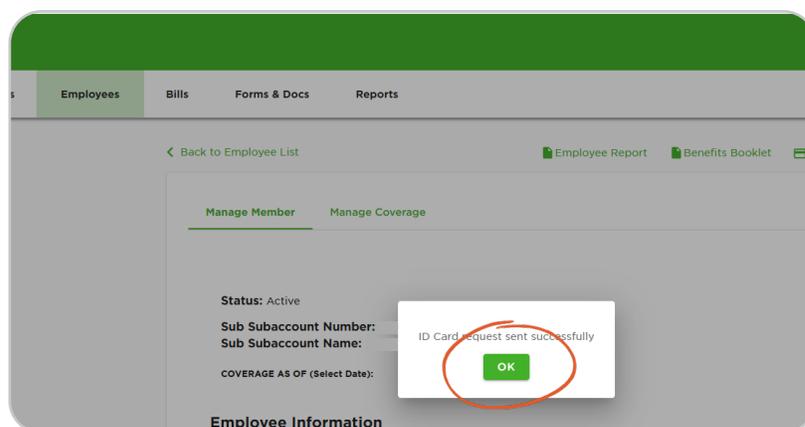
Online Employer Account

★ How to Request ID Cards to be Mailed to a Member

- 3 Review the member name and address then simply click **Request ID Card** to mail the new card.



- 4 You will see a pop up confirming that the ID Card request was sent successfully. To exit, select **OK**.



▶ Request ID Cards [Watch Video](#)

Watch this video to view how to request ID cards to be mailed to a member on the online Employer Account.