

MULTICARE BADGE/ID PHOTO REQUIREMENTS

- Photo must be taken from the chest up at a distance to allow cropping
- Photo must be on a neutral background (no white walls, living spaces, car interiors, ect.)
- Photo cannot be a selfie. Photo must be taken straight on, rather than at an angle.
- Photo cannot be taken too closely to face.
- Photo must be clear with proper exposure.
- Photo must be in JPEG format with a resolution of 600x800
- Photo cannot be a copy of a photo (No license/passport photos)

REASONS YOUR PHOTO MAY BE REJECTED:

- Photo is unclear, blurry or under/over exposed.
- Unprofessional/inappropriate attire, facial expressions, gestures or backgrounds
- Other people in photo
- Insufficient amount of space between face and frame- photo taken too close to face
- Background is distracting

INSTRUCTIONS FOR NAMING YOUR PHOTO FILE BEFORE IT IS UPLOADED:

- Please use this format: EmployeeIDNumberLastNameFirstname Example 36985DoeJane
- If you do not know, or do not have your employee ID, please omit and just use lastname,firstname
- Name must be the preferred name you requested to have on your badge

Once you have successfully submitted your photo, you will not be able to upload another photo unless your photo is rejected. All photos are subject to review by Security Administration. If your photo is rejected, you will receive an email notification asking you to upload another photo that meets the criteria mentioned above.

Please see below for examples of do's and don'ts:



Photo is composed well with adequate lighting and spacing.



Photo is a selfie with a distracting background taken at an angle.



Photo is taken too close and is underexposed.



Photo does not have space between face and frame to allow cropping.