OBTAINING A GATOR 1 CARD FOR EMPLOYEES

The following steps will be required by Business Services Division to setup an account and obtain Gator 1 ID Cards:

1. To set up an account for billing and authorization for employee cards:
   - Please send an email to idcardbilling@bsd.ufl.edu, with the following information;
   - Your contact info (email address and phone number);
   - If paying via unencumbered billing, your departments chartfield string;
   - P-Card and employee payment will be collected when the ID Card is issued;
   - A list of UFIDs who authorize employee cards for your department.

2. To authorize a new or replacement card for an employee:
   - Department authorizers will logon to http://www.gator1.ufl.edu and select the "Id Card Authorization" link;
   - The authorizer will need to enter the employee's UFID, and any additional information for the card;
   - Select the payment information: Either unencumbered billing, P-Card, or employee pays.

3. To get your new or replacement ID Card:
   - Employee just needs to bring their photo ID (e.g., drivers license or passport) to the Id Card office;

   If employee pays for new or replacement card, the cost is $15.00 - cash, check, debit card, Visa, MasterCard, American Express or Discover Card.

   For unencumbered billing, charges will continue to be processed monthly. Electronic invoices will be emailed to the departmental contact, and will also be available online at http://www.gator1.ufl.edu

OBTAINING A GATOR 1 CARD FOR PPD VENDORS/CONSULTANTS

Send an e-mail to Leslie Salas at llsalas@ufl.edu requesting the vendor/consultant be added to PeopleSoft. The e-mail should include the reason this vendor/consultant needs to be added to PeopleSoft as well as the following information:

Full name of the vendor/consultant
Date of birth
Name of the company they work for
Department ID that they need to affiliated with (63XXXXXX)
Was the vendor/consultant ever a student at UF? Have they ever been registered as a vendor/consultant with UF? If so, what was their UFID#?
Have they ever had a gatorlink account? If so, what is the username?

Leslie will add the vendor/consultant to PeopleSoft and UFID # will be issued. Your department admin support will then submit the Gator 1 Card Authorization form to the Gator 1 Card Services Department.