**CREATING PICTURE ID’S IN SERVICEPOINT**

* Navigate to a client record, then to the Client Profile tab
* Upload a photo of your client with the Change button; remove photo with the Clear button
* Hit the Issue ID Card button to set up the ID





* You can choose to have ServicePoint or your agency be the ID issuer
* I recommend having the system logo
* Include Photo and Date of Birth if you like
* Hit the Generate ID Cards button to print