

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

Client - (1) Peters, Amari 🔒

(1) Peters, Amari

Release of Information: **None** -Switch to Another Household Member- ▾ Submit

Client Information Service Transactions

Summary **Client Profile** Households ROI Entry / Exit Case Managers Case Plans Assessments

Client Record

Name	Peters, Amari
Name Data Quality	Full Name Reported
Alias	
Social Security	
SSN Data Quality	Client refused (HUD)
U.S. Military Veteran?	
Age	23

Issue ID Card  Change Clear

- 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

ID Card Print Options ✕

Paper Size	<input checked="" type="radio"/> Letter
Card Orientation	1 ▾
Issuer Name	<input checked="" type="radio"/> ServicePoint Training Site <input type="radio"/> Path Home Parent <input type="radio"/> None
Image to Display	<input checked="" type="radio"/>  <input type="radio"/> None
Include Client Photo, if available	<input checked="" type="checkbox"/>
Include Date Of Birth	<input checked="" type="checkbox"/>
Include Signature Line (ID-1 paper size required)	<input type="checkbox"/>

Generate ID Cards Cancel