

Quick Reference Guide: Requesting an ISN ID Card

To request an ISN ID Card, follow these steps:

1. Add the employee into ISN. (If the employee is already in ISN, please skip to the next section below.)
2. Select **1. Company Information** on the To-Do List
3. Select **Employees**
4. Select **Employee Information**
5. Click **+Add New Employee**
6. Enter the employee's first and last name and click **+Save**
7. Upload the employee's picture by selecting **+Upload Picture**. Please Note: Pictures need to be in JPEG or PNG format.
8. Name the file and click **Browse** to find and upload the file on your computer.
9. Ensure the **Generate ISN ID Card** box is checked and click **+Upload**
10. Confirm the mailing address and click **+Confirm**

If the employee is already in ISN, you may request an ISN ID Card by following these steps:

1. Select **1. Company Information** on the To-Do List
2. Select **Employees**
3. Select **Employee ISN ID Cards**
4. Enter the employee's name and click **Search**
5. Select the box to **Request Card** and **Print Temporary Card** (if needed) and select **+Submit Request**. Please Note: You will only have these options if a photo has been uploaded, which can be completed by clicking on the 'Image Not Available' next to the employee's name from this page.
6. Confirm the mailing address and click **+Confirm**

To print a temporary ISN ID Card, follow these steps:

1. Select **1. Company Information**
2. Select **Employees**
3. Select **Employee ISN ID Cards**
4. Select **Search** (**Note:** there are filters at the top of the page to assist in narrowing search results)
5. Check box in the **Print Temporary Card** column to the right of the employee's name
6. Click **+Submit Request**. Please Note: Your internet browser's pop-up blocker will need to be turned **off** in order to see the printable ID card.

Please ensure that all employees that are going offshore have an ISN ID Card that matches their current ISN ID number in your company's account. If the ISN ID numbers do not match, the system will not be able to check the employee in, and the employee will therefore not be allowed offshore.

*ISN ID Cards take 4-6 weeks to arrive after requesting.