STEP 1 – FIND A PHOTO

Photo Requirements

- Recent color photo of yourself only. NO other visible people or objects.
- Cropped from just above the top of the head to the collarbone.
- Centered, full-face view with a neutral facial expression or a natural smile.
- Facing straight ahead, no head tilts.
- Plain, solid white background ONLY (Flat white wall, white poster board or white screen. NO shadows, indentions, patterns, textured or scenic backgrounds.)
- Should NOT include hats, sunglasses or any other article that may obstruct the face with most smart phones/devices works well

DEADLINES:

The deadline to submit a photo is five (5) business days before move in. If your photo is not received in time, you will need to visit the card office on campus once you arrive. This may delay your access to essential campus services and facilities including your residence hall, meal plan and dining bucks.

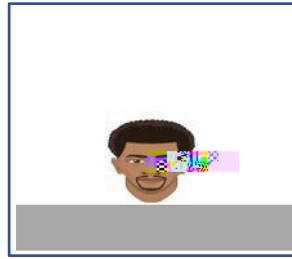## STEP 2 – PAWCARD E-ACCOUNTS PORTAL

Once you find the photo that you like, upload (1) your photo and (2) a photo of your driver's license or passport to the Profile tab via PAWCard eAccounts portal.

Please have the photo of your ID ready BEFORE starting the submit process so your browser does not time out. You will be required to resubmit the entire package if we do not receive both.

1. Enter the photo upload tool. Use your CAU email

2. Upload your photo

3. Submit and click "Next" to proceed

4. Submit your Govt. Issued Photo ID (e.g. Driver's License or Passport)

To get started, visit:

https://caupawcardcash-sp.transactcampus.com/eAccounts

Once your photo is submitted, the PAWCard Office will verify your information to ensure your security. You will receive an email when your identification photo is approved.

STEP 3 – CHECK YOUR E-MAIL

Please allow 3-5 business days for processing. You will receive an e-mail once the review process is complete. Follow any instructions in the e-mail.

Frequently Asked Questions

Can I submit a different photo after one has been approved?