Before You Begin:

- Know your UW-L student ID number. This is the nine-digit number issued upon admission to UW-L. The nine-digit number will begin with the number nine.
- Know your UW-L email address.
- Have an ID card photo that meets the photo requirements (see below on the right).
- Compress your photo. All photos must be submitted with all cropping and compression completed. For instructions for cropping and compressing ID photos, go to: www.uwlax.edu/ID
- View a short video demonstrating how to login to the GET program and upload an ID photo: www.uwlax.edu/ID

Submit your photo:

1. Go to www.uwlax.edu/ID
2. Select ‘Get Funds’ (look for the red rectangle).
3. Select ‘Sign up now!’ to create an account.
   To register, the student must provide their student ID number, birth date, name, UW-L email address, and phone number. The student will also be required to create a password for this site.
4. Complete the account registration.
   A confirmation email will be sent to the student after clicking the Register button. The confirmation email will include a hyperlink labeled “User Confirmation.” Click on this link to complete your registration.
5. Login to the GET Funds account, and select the Upload ID Photo link on the right side of the page. Students are able to upload a photo from a phone or computer file. Photos must meet the following requirements:

   **Photo Requirements (Acceptable photos must meet all the following criteria):**

   a) The photo needs to be current, taken within the week prior to submission. The photo must be taken in clothing that is normally worn. Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily. The background must be solid blue or white.

   b) The photo must be centered with a full-face view directly facing the camera. The photo must present the full head from the top of the hair to the bottom of the chin. Photos must be submitted with all cropping and compression completed. (For instructions on cropping and compression, please go to: www.uwlax.edu/ID

   c) The photo must not include obstructions to the head (ex., obscuring jewelry, headphones, wireless hands-free devises, sunglasses, hats, etc.). Hats and head coverings are only allowed if they are worn daily for religious purposes. The full face must be visible and the hat or head covering cannot obscure the hairline or cast shadows on the face.

   d) Prescription eye glasses worn on a daily basis can be worn for the photo. Tinted glasses may only be worn if they are prescribed for medical reasons. A medical certificate may be required. To avoid glare, tilt glasses downward slightly.

Questions?

Contact the ID Card/Meal Plan Office:
Phone: 608.785.8891
Email: uwcardoffice@uwlax.edu
Location: 223 Cartwright Center