PHOTO REQUIREMENTS (unable to be performed until Geisinger 9 Digit Non-Employee # is received):
1. Avoid wearing bright white or very dark clothing as it will affect the image quality and exposure.
2. Set up the blue background on a wall, avoiding windows and bright lights.
3. Complete the identification card (see below) and hold at chest height for the photo.
4. Remove your facemask, tinted glasses, sunglasses, earphones, hats, or hair coverings (unless for religious purposes).
5. Have someone take the photo—NO SELFIES.
6. The individual taking the photo should stand about 3 ft away.
7. The photo should be a full, clear, straight-on image of the face (Include, head, neck, and shoulders, allowing ample head room at the top of the frame as well as a clear view of the identification card).
8. The subject should have a neutral facial expression or a natural smile with both eyes open.
9. Be sure the photo is not blurry.
10. Email the following to idbadgeimage@geisinger.edu
   a. The digital photo (medium to large resolution)
   b. Vendor contact name
   c. Vendor phone number
   d. Vendor business address
11. Completed badges will be mailed directly to the vendor business address provided.
12. For questions, please contact Joe Mentrikoski, Biomedical Communications: jmentrikoski@geisinger.edu

Examples:

Good                               Bad

Vendors can either order the approved blue background for the photos from the Digital Print and Mail Center at 570-271-8153 or walk in / email the contacts listed below to set up an appointment to have photos taken at a Geisinger location.

<table>
<thead>
<tr>
<th>REGION/LOCATION</th>
<th>DEPARTMENT / CONTACT</th>
<th>HOURS / EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMC/GSACH/GBH</td>
<td>Biomedical Communications @ GMC*</td>
<td>Mon. – Fri. 7:45am -3:45pm</td>
</tr>
<tr>
<td>GWV/GSWB</td>
<td>Security Services @ GWV*</td>
<td>Mon, Wed, Thurs. 6a.m. - noon</td>
</tr>
<tr>
<td>GCMC</td>
<td>Security Services*</td>
<td>Mon. – Fri. 4am-10am; 4pm-7pm</td>
</tr>
<tr>
<td>GLH</td>
<td>Security Services*</td>
<td>Mon., Wed., Fri. 6am-10am;3pm-7pm</td>
</tr>
<tr>
<td>Centre Pointe</td>
<td>Security Services*</td>
<td>Mon. 7am-10am; Wed 1pm-3pm</td>
</tr>
<tr>
<td>State College</td>
<td>Jenna Stimer</td>
<td><a href="mailto:jstimer@geisinger.edu">jstimer@geisinger.edu</a></td>
</tr>
<tr>
<td>Jersey Shore</td>
<td>Emily Bryant</td>
<td><a href="mailto:ejbryant@geisinger.edu">ejbryant@geisinger.edu</a></td>
</tr>
<tr>
<td>Shamokin</td>
<td>Kimbera Dilliplace</td>
<td><a href="mailto:kldilliplace@geisinger.edu">kldilliplace@geisinger.edu</a></td>
</tr>
<tr>
<td>Bloomsburg</td>
<td>Becky Marks</td>
<td><a href="mailto:bmarks2@geisinger.edu">bmarks2@geisinger.edu</a></td>
</tr>
</tbody>
</table>

*Schedule a time to have a picture taken.

Any photos submitted to Biomedical Communications without the blue background will not be used.
IDENTIFICATION CARD
PLEASE PRINT CLEARLY

PRINTED VENDOR EMPLOYEE NAME (first & last):

__________________________________________________________

Geisinger 9 Digit Non-Employee #:

__________________________________________________________

Vendor (Company) Name:

__________________________________________________________

Vendor (Company) Address:

__________________________________________________________