



## Getting started on creating your ID Card

After we send your instructions, username and password click on the website: <https://idsnap.co.nz>

Sign in by entering your details on the welcome screen

**Step 1** Click 'Create an ID card'

**Step 2** Choose your template then click 'Next step'



## Choosing & editing your photo

### Step 3

Enter your details and the relevant photo from your saved files

Choose a photo from your files

Upload the file

What information would you like to appear on the card?

Card photo 

First Name

Family Name

Title

Expiry

ID NO:

Choose a photo

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Step 1 - Select a picture

No file chosen

Choose rotation (if necessary)

Adjust the crop box with the arrow

Choose a photo

Step 2 - Rotate

Rotate clockwise:

- Do not rotate
- 90 degrees
- 180 degrees
- 270 degrees

Choose a photo

Step 3 - Crop

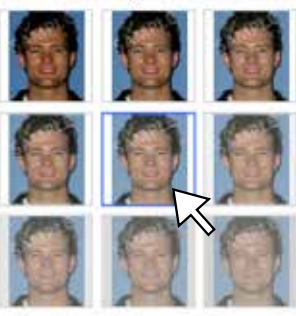


Choose brightness & contrast

Type your details into the fields

Choose a photo

Step 3 - Check Brightness and Contrast.



What information would you like to appear on the card?

Card photo 

First Name

Family Name

Title

Expiry

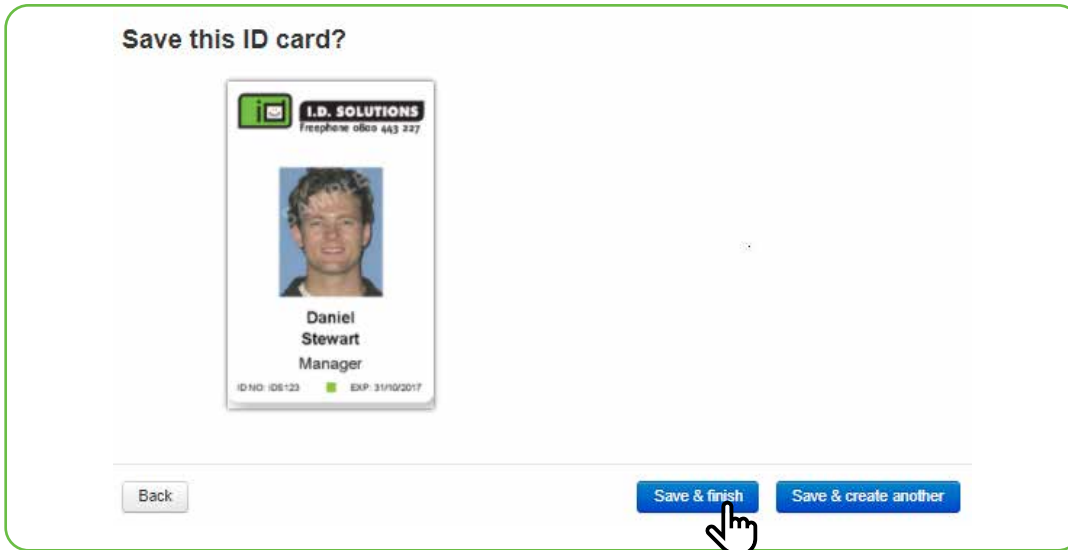
ID NO:



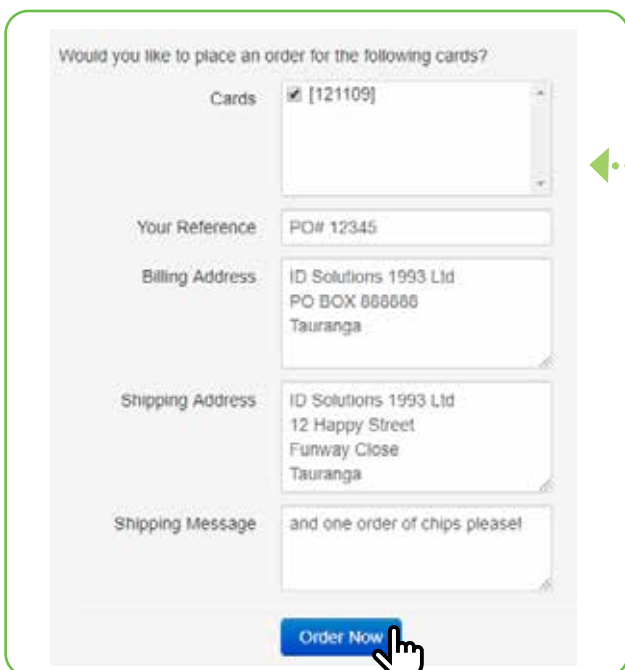
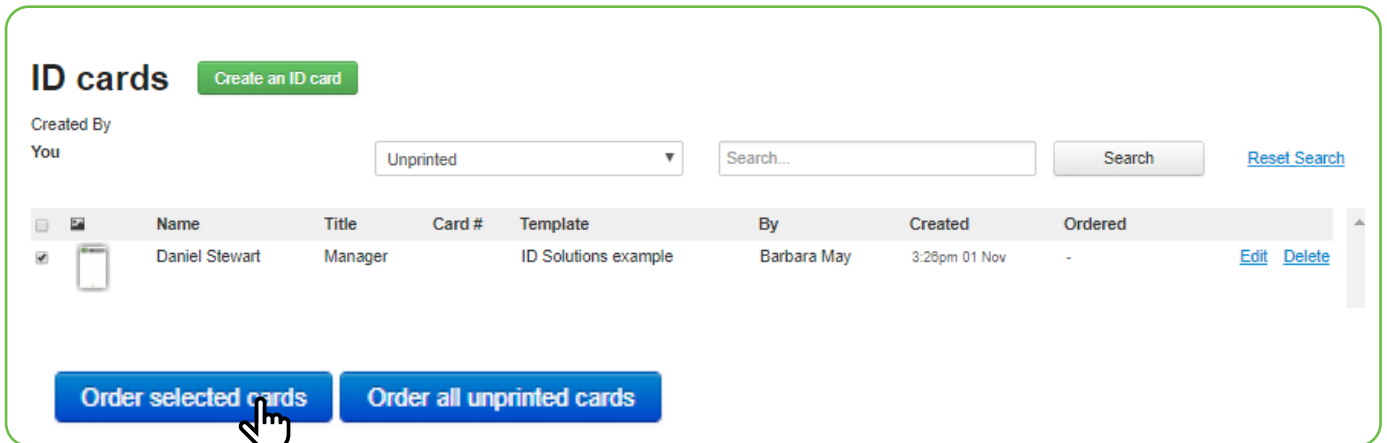
**Previewing, checking & ordering**

**Step 4**

The preview will show how your card will look- you can click 'back' to make any changes



After checking your details are correct, click 'Save & finish' or 'Save & create another'



You can edit, delete, hold for a bulk order

or send straight away to be printed

Your address details will already show and you can add a reference and/or comment in the Shipping Message box

**Finished!**

Your card/s will be couriered overnight