**ORDERING / PRINTING ID CARDS**

1. Go to “Manage Member Benefits” tab
2. Find employee ID number for member needing a card (listed to left of their name)
3. Copy the ID number
4. Click the “Order ID Card” link from the left-hand menu down the side of the page
5. Paste ID number in to the window and select whether you want to order one for mail delivery, or the printable version.