



# How to Upload Photo and Driver's License

January 9, 2015

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# Step 1

- Go to our website [www.symplr.com](http://www.symplr.com)



✉ [hello@symplr.com](mailto:hello@symplr.com)  
☎ (866) 373-9725  
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## NURSE CREDENTIALING

We have the key to **nurse credentialing**

LEARN MORE

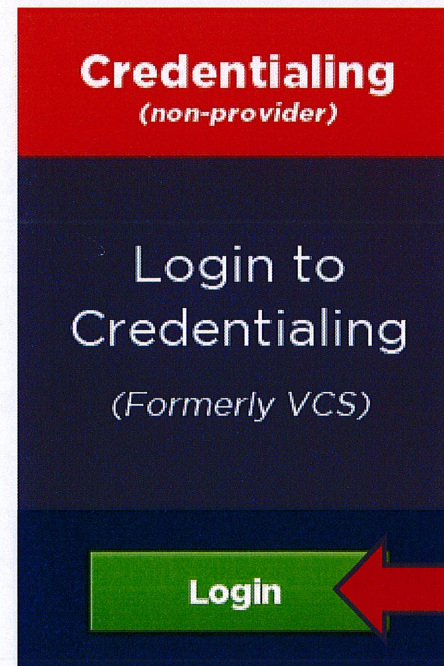
A photograph of a female nurse in blue scrubs standing against a light-colored wall. She is holding a large, green, stylized key above her head with both hands. The key has a white circle in the center of its head. Below the main text, there are five small black dots, with the first one being slightly larger, indicating a carousel of images.

# Step 2

- Select the “Login” button

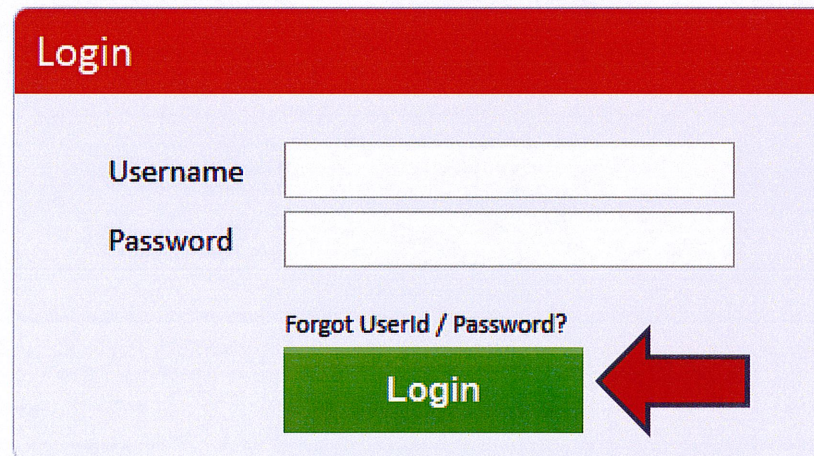


- Select the “Login” button under the credentialing



## Step 3

- Enter your Username and Password
- Select “Login”



Login

Username

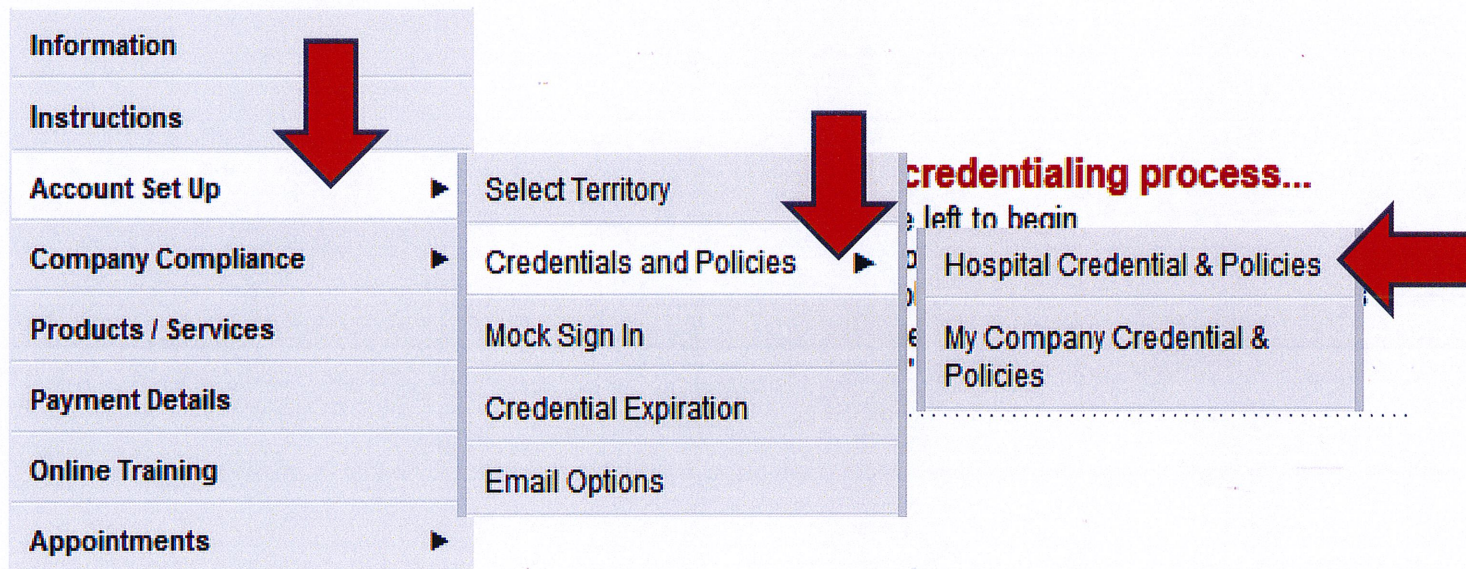
Password

[Forgot Userid / Password?](#)



# Step 4

- Select “Account Set Up”
- Select “Credentials and Policies”



# Upload Process

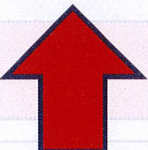
- Make sure all documents meet symplr requirements.
  - You can find all requirements under the Instructions Tab, Credential Guide.
- Driver's license needs to be in a PDF, JPEG, JPG or GIF format
- Name on license must match name in account
- Photo needs to be in a JPG, JPEG, or GIF format
- Must upload photo and driver's license together



## Step 5

- Scroll down the page until you see the Photo & Driver's License section
- Select "Upload Picture & Drivers License"

Picture	Upload	View	Status
<a href="#">Picture</a>	<b>UPLOAD PICTURE &amp; DRIVERS LICENSE</b>	<b>VIEW</b>	Incomplete
<a href="#">Driver's License</a>			Incomplete



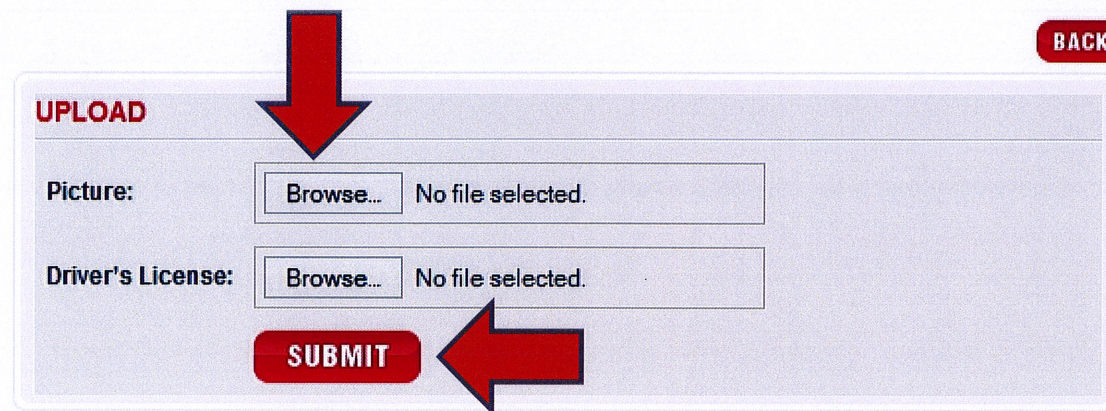
# Step 6

- Select “Browse”
- Find the file on your computer
- Click “Open”
- Select “Submit”

**File Format for Picture:** JPEG , JPG and GIF Images Only

**File Format for Driver's License:** PDF, JPEG , JPG and GIF Images Only

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The screenshot shows a web form titled "UPLOAD" with a "BACK" button in the top right corner. The form contains two rows of input fields. The first row is labeled "Picture:" and the second row is labeled "Driver's License:". Each row has a "Browse..." button and the text "No file selected." to its right. A red arrow points down to the "Browse..." button in the "Picture:" row. Another red arrow points left to the "SUBMIT" button at the bottom of the form.

**UPLOAD** BACK

Picture:  No file selected.

Driver's License:  No file selected.





# Upload Process Complete

- During this process if you have any problems please contact us at:
  - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
  - Online Chat
  - Email: [support@symplr.com](mailto:support@symplr.com)

