How to Upload Photo and Driver’s License

January 9, 2015
Step 1

• Go to our website www.symplr.com
Step 2

- Select the “Login” button

- Select the “Login” button under the credentialing
Step 3

- Enter your Username and Password
- Select “Login”
Step 4

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

- Make sure all documents meet symplir 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”
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
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@symplrr.com