

Quick Reference Guide

Creating an Alabama Photo Voter ID

1. Open the Alabama Voter ID Card System by double clicking on the icon on your desktop (Windows XP/ Windows 7) or tapping the tile in Window 8.
2. Enter your user name and password. Click on **Login**.
3. Click on **Issue New Voter ID**.
4. Enter all the information about the voter. Please follow these instructions to create the Voter ID properly:
 - a) The **TVIC (Temporary Voter Identification Card)** number is the receipt number that is printed in **red** on the **TVIC** forms that are furnished by Police & Sheriffs Press. Each **TVIC** form has a unique number.
 - b) Continue entering the voter information. Note that when you entered the voter's address, the mailing address was automatically filled in. If the mailing address is different, change the information in the mailing address section, otherwise please leave it as is.
 - c) When you are finished entering the voter information, you will need to capture their photo. Click on **Take Photo** on the left.
 - d) Click on Select **Another Digital Device**, and select **inPhoto ID Webcam**. (You don't have to do this step every time. Once entered, the system will remember your selection.)
 - e) Click on **Take Photo**.
 - f) Click on **Capture** to capture the photograph.
 - g) Move and resize the crop box around the face with the black boxes. To move/resize, **click and hold on one of the black boxes and move it**. If needed, change brightness and contrast. Click **OK**. The data entry is now complete.
5. Click **Preview ID**.
6. Verify that the information is correct. If all the information is correct, place the **TVIC** with the matching **TVIC** number into the printer according to the instructions on the form and click **Print Temporary Voter ID**. If you need to make changes, click on **Cancel Printing**, update the information and go back to step 5.
7. Hand the printed **TVIC** form to a voter and ask him/her to verify the information. Once the voter has verified their information is correct, click on **Information Confirmed – Submit for Card Printing** button.
8. If information is incorrect, click on **Error Found – Correct and Reprint Document button**. You will be given a way to correct the application, and reprint a **TVIC** form. Please note that **TVIC** number is now blank. You will need to enter the number of a new **TVIC**.
9. When you click on **Information Confirmed – Submit for Card Printing** button, the card will be automatically submitted to the server over the internet connection.