Photo Instructions

Use the Browse Button:

If you are familiar with uploading photos, select the BROWSE button located under the photo box on the Licensee Profile page and select your desired photo. Open the photo then select the SAVE CHANGES button for the photo to appear in the photo box.

OR

Use the Photo Tool:

1. Select the Photo Tool link in red under the photo box on the Licensee Profile page.
2. Follow the instruction on the screen. Choose a photo that is already saved on your computer and meets the passport style requirements.
3. Next CROP your photo to meet the specifications.
4. SAVE your cropped photo to a computer file of your choice.
5. Return to the Licensee Profile page and select the BROWSE button located below the photo box and select/open the photo you saved to your computer.
6. Select the SAVE CHANGES button at the top of the profile page for the photo to appear in the photo box.