Badge Photo Instructions:

- Please take a headshot of yourself with your smart phone:
  a. From the shoulder up, full color, with a plain background -- a plain wall works well.
  b. Please keep the picture professional, like you pose on your Driver’s License or US passport.
- **Send Photo to:** Badging@trinityhealthofne.org
- **Subject Line must include:**
  - First Name and Last Name, Start Date (EXAMPLE: John Smith, 3/7/22)

Parking Link Instructions:

*** Complete only if working at St. Francis Hospital or Mt. Sinai Rehabilitation Hospital ***

- Parking Registration Link -- [https://register.payce.io/?s=4](https://register.payce.io/?s=4)
  - **What you need to fill out:**
    - Personal Email Address
    - Vehicle information
  - **What you do not need to fill out:**
    - Badge#
    - Employee ID#
  - **Current Parking Location Field:**
    - “I haven’t been assigned yet”
  - **Desired Parking Location:**
    - DO NOT FILL THIS IN

**Please know that the parking department receives a copy of the orientation list from Talent Acquisition and will fill in any errors made, apart from your vehicle information.**