

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. Do not send a photo of a photo. No edits to photos.
- **Send Photo to:** Badging@trinityhealthofne.org
- **Subject Line must include:**
 - First Name and Last Name, Start Date (EXAMPLE: John Smith, 3/7/22)

Parking Instructions (St. Francis Hospital or Mt. Sinai Rehabilitation Hospital only):

- Parking Registration Link -- <https://register.payce.io/?s=4>**
 - What you will need to fill out:
 - Last Name
 - Employee (Workforce ID) or badge number (You will be sent your employee or badge number within 2 weeks of your start date)
 - Vehicle information (Make, Model, Plate, Color)
 - **If you do not fill out a parking registration, access to any lot on the Saint Francis or Mt. Sinai campus will NOT be added to your badge.**
- On your first day on campus please park at 95 Woodland, the lower lot.
 - There is a guard stationed there from 6am to 2pm – inform the guard that this is your first day and you do not have a badge yet.
 - If you arrive after 2pm please call 860.714.4492 (security) and inform them that this is your first day and you do not have a badge yet and they will open the gate for you.

**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. Also, your information will not be loaded into the database until 2 weeks before your start date so you will not be able to register before that time.