Double-click "DCIM folder".
Next, Double-click “101_01 folder”
Drag Portrait to the "Pictures" folder on the Desktop
Right click on Portrait to Rename as "FirstnameLastname_Portrait"
Capture Signature

- Have customer sign a signature card.
EIC Temporary

- Open "Temp Card Template" on Desktop
- Click "Options" button at the top of the spreadsheet.
Enable Content

Click "Enable this content"

Security Alert - Macros & AddIns

Warning! Important: This file contains macros which may pose a security risk. To enable this content, you must trust the source of this file.

Trust: Click "Trust" to trust the source of this file.

Distrust: Click "Distrust" to disallow macros from this source.

[Trust/Distrust button]
Complete fields:
- Name
- (LAST, FIRST)
- Date of Birth
- Mailing Address
Click cursor out of cells and select "Import Portrait" button.
Selecting Matching Photo

- Double Click on the "Pictures" folder
- Select customer photo and click "Open" to import photo
Note:
It is very important to select "SAVE AS" instead of "SAVE" so that the template remains blank to the next transaction.
"SAVE" will replace the template.
Naming Receipt

- Browse to the Desktop, locate and open Receipt folder.
- Save as "FirstnameLastname_Receipt".
Signatures

- Print EIC Receipt
- County Clerk signs temporary EIC on the employee line
- Customer signs temporary EIC on the signature line
Scanning Documents

- Place the following documents face up on scanner:
  - Application
  - Identification Documents
  - Citizenship Documents