

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.
- **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 ***

You will be sent your employee or badge number within 2 weeks of your start date

- Parking Registration Link -- <https://register.payce.io/?s=4>
 - **What you need to fill out:**
 - Last Name
 - Employee or badge number
 - Vehicle information
 - **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.*