

# Getting a New or Replacement EmoryCard

The EmoryCard team is currently offering physically distanced services but are working to provide employees with new and replacement EmoryCards as quickly as possible!

The first step is to complete the [EmoryCard Request Form](#).

**New employees** are asked to [upload their photo](#) and an image of their government issued photo identification if they have not done so during the onboarding process. **NOTE:** Photos should be similar to a standard US passport photo. Selfies in front of a blank white wall are acceptable; there should be no other plants, objects, or persons in the photo, and no sunglasses or hats should be worn.

Employees in need of a **replacement card** will be asked to authorize payment for their new EmoryCard with a departmental speed type or Eagle Dollars. Learn more about [uploading Eagle Dollars](#).

It is possible that an updated photo will be required before a replacement EmoryCard can be produced; if that is the case, we will be in touch as soon as possible.

Once you have completed the tasks above, EmoryCard will confirm your submission and provide you with a status update via email. Cards will be distributed from the Cashier's Office Window located on the first floor of the Boisfeuillet Jones Building at 200 Dowman Drive according to our current deadline and distribution schedule.

MEET THIS DEADLINE	FOR CARD DISTRIBUTION
Friday @ 12:00 Noon	Monday: 2:00 PM to 4:00 PM
Tuesday @ 12:00 Noon	Wednesday: 9:00 AM to 12:00 Noon
Thursday @ 12:00 Noon	Friday: 9:00 AM to 12:00 Noon

EmoryCards are only being distributed during these hours. If the first available card distribution window is missed, the employee will have to wait until the next card distribution window.

Additional questions can be directed to [emorycard@emory.edu](mailto:emorycard@emory.edu).