



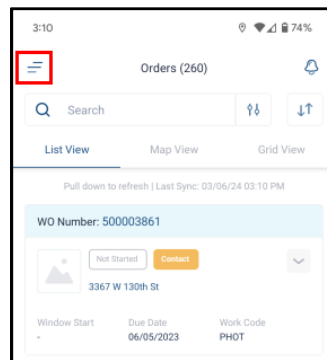
# Safeguard Mobile – Virtual Badge

This user guide details how to create a virtual badge using the Safeguard Mobile app.

## Virtual Badge

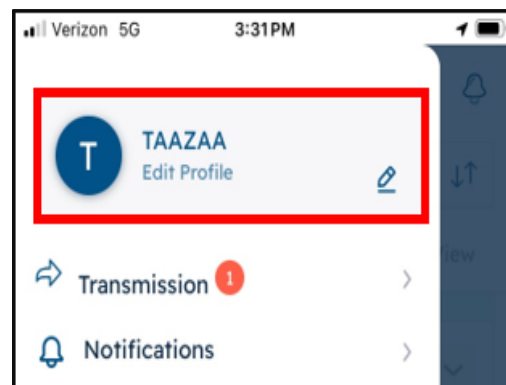
The Safeguard Mobile app allows you to create a virtual badge if for some reason you do not have your physical badge.

1. Tap the **Menu** icon from the **Orders** or **Transmission** page.



The Menu page displays.

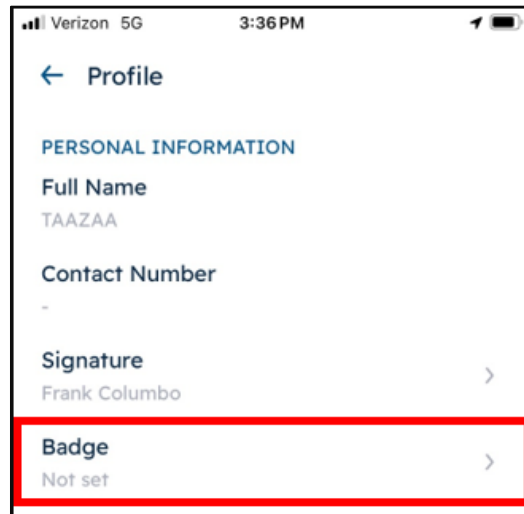
2. Tap **Edit Profile**.



The **Profile** page displays.

The **Badge** option initially shows as not set.

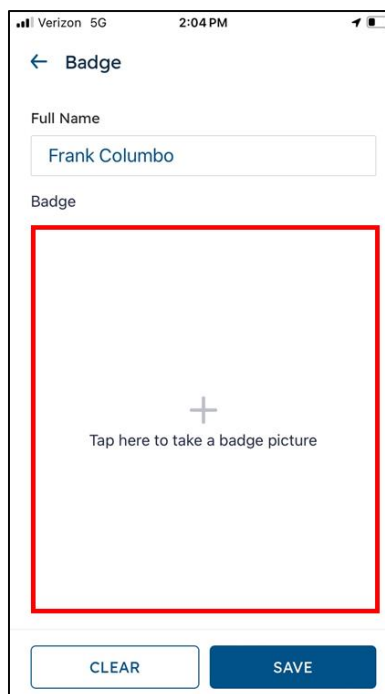
3. Tap **Badge**.



The Badge page displays.

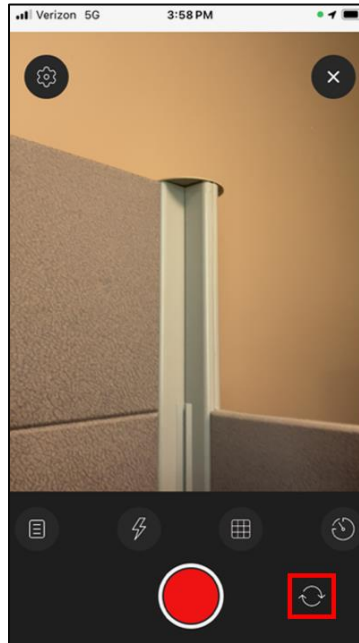
**Please note:** The **Full Name** field populates with the information provided when you set your signature in the Safeguard Mobile app.

4. Tap in the **Badge** field to engage the camera.



The camera on your phone opens.

5. Tap the reverse camera icon to switch to the front camera.

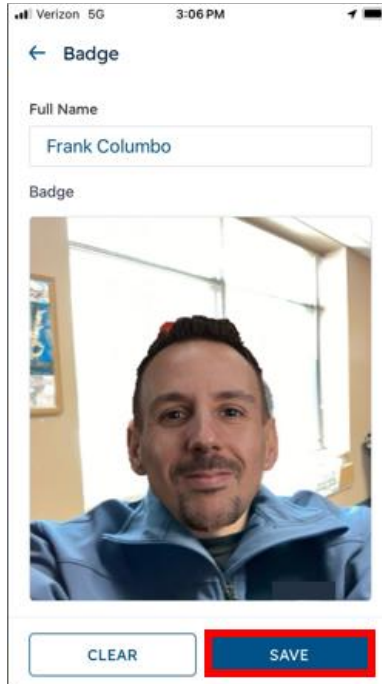


6. Tap the **Red Circle** to take the badge photo.

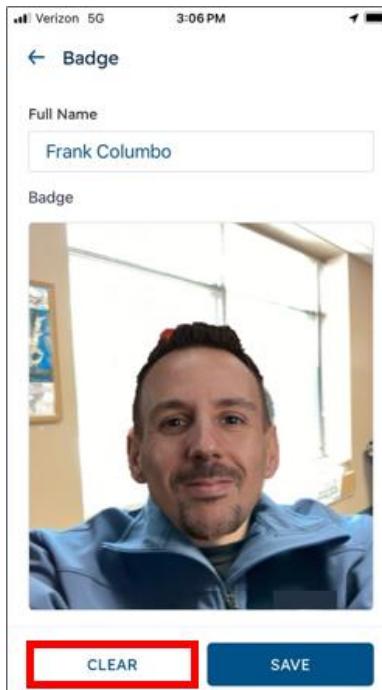


The photo displays in the Badge field.

7. Tap the **SAVE** button to set the photo for the virtual badge.

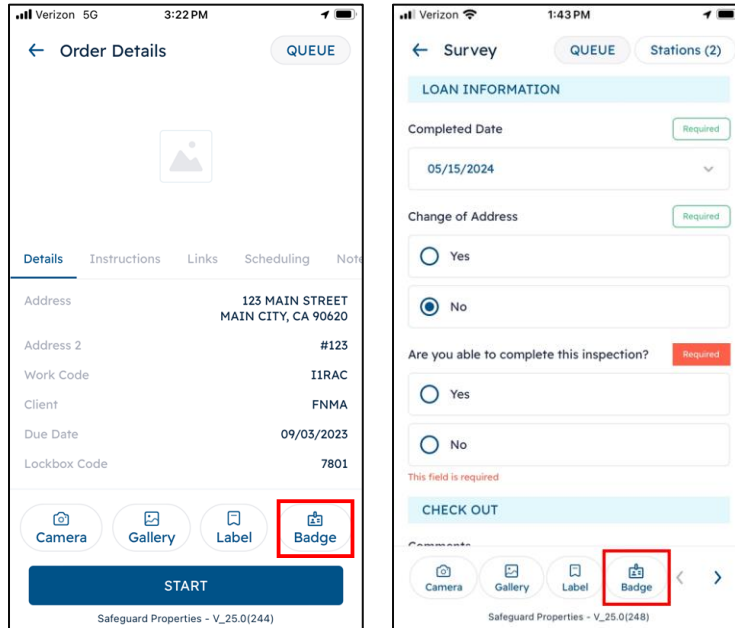


At any time, you can return to the Badge page, tap the **CLEAR** button, and remove the badge photo.



8. Close out of the Badge page and navigate to the **Order Details** or **Survey** page.

The Order Details and Survey pages have a **Badge** icon.



9. Tap the Badge icon to display the virtual badge.



# Confidentiality Statement

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