

Electronic Photo Submission Process

George Mason University is now accepting pictures electronically for the Mason ID. Pictures can be submitted to the Mason Card Office through the **Mason Money website** only.

1. Login to Mason Card Office Online

Login to the **Mason Money website**. Use the credentials set up in Patriot Pass. If not set up, go to www.password.gmu.edu.

Mason Money Website

Start by visiting the **Mason Money login page**. Log into the app using your Patriot Pass credentials. Follow the instructions at the top of the page. Select **Choose File** and then locate the photo (.jpg). Click on **Upload Photo**. Edit with the with the **Crop** button. This will require a new window, so make sure the pop-up blocker is disabled. Maximize this new window and choose the area of the photo that meets requirements. The photo should be from the shoulders above the head. Save the cropped photo and click on the **Upload** box. The picture will then be submitted for review.

2. Upload a Valid Government Photo ID (driver's license, state identification card, passport/visa, permanent residence card, or military ID).

- Once the terms have been agreed to under the Photo Upload tab, the government ID can be uploaded on the Proof of Identity page.
- The government ID is encrypted and stored on a secure server until it's compared to the photo that will be used on the Mason ID.

3. Upload Photo

The file format must be jpg and cannot exceed 2MB. It is **required** that the photo has:

- a neutral colored and smooth background
- proper lighting without shadows
- full face frontal view filling at least 80% of the frame
- face centered in the frame from just above the top of the head to the collarbone
- eyes should be open and visible - prescription glasses are allowed
- head coverings are acceptable when required by religious beliefs, tenants, traditions, or customs - may not cover any portion of the student's face – must also be shown on federal credential

Tips for Taking a Photo - avoid the following:

- wearing hats, sunglasses, or items that obscure the face
- closed eyes or glare on eyeglasses
- other people or objects visible in the photo
- inappropriate expressions or blurry photos | black and white or filtered photos
- photos with hands resting on face or side angles

4. Photo Review

An email will be sent to the gmu.edu email. If rejected, the reasons will be stated and another photo can be submitted.

5. Receive the Mason ID

Students must be registered for classes. Freshmen and transfer students will receive their Mason ID card at the end of their orientation sessions. All other students are welcome to visit the Mason Card Office. **You must have your G number and a valid form of government issued photo ID (passport/visa, military ID, driver's license, state identification card, permanent residence card).**