



How to Submit Your Photo with the Transact eAccounts App

Once you've downloaded the app and open it you will see the school selection screen:

← texas ×

WELCOME

Get started by adding your school.

T

Texas A & M University - Commerce

Texas AM University - Kingsville

Texas Southern University

Texas Tech University

← Texas A & M University - Commerce

EACCOUNTS

TAMUC SSO

Select Texas A&M University-Commerce

Select TAMUC SSO

Sign in +

TEXAS A&M UNIVERSITY
COMMERCE

Continue to Sign in

Select Continue to Sign in

This takes you to our single sign in page,
log in here with your university
credentials.

TEXAS A&M UNIVERSITY
COMMERCE

Single Sign On

Username

Password

[Forgot your password?](#)

[Forgot your CRED?](#)

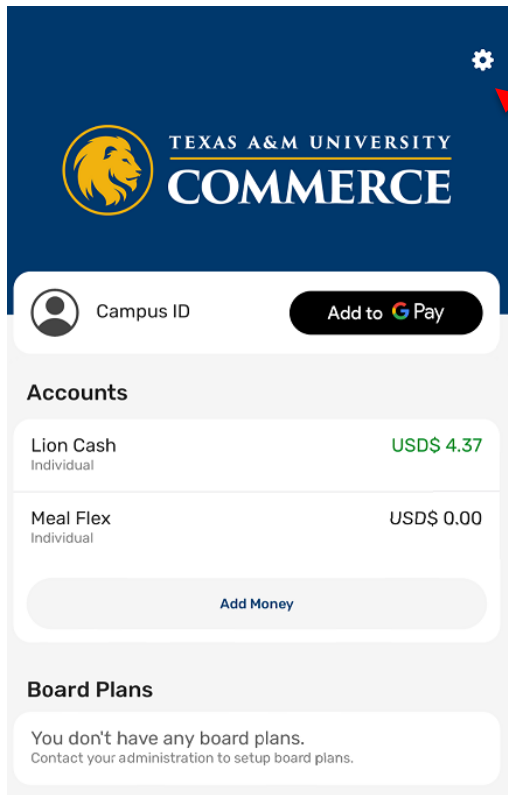
Login

If your phone has biometric capabilities
the app allows you the option to make
logging in even easier with biometrics!

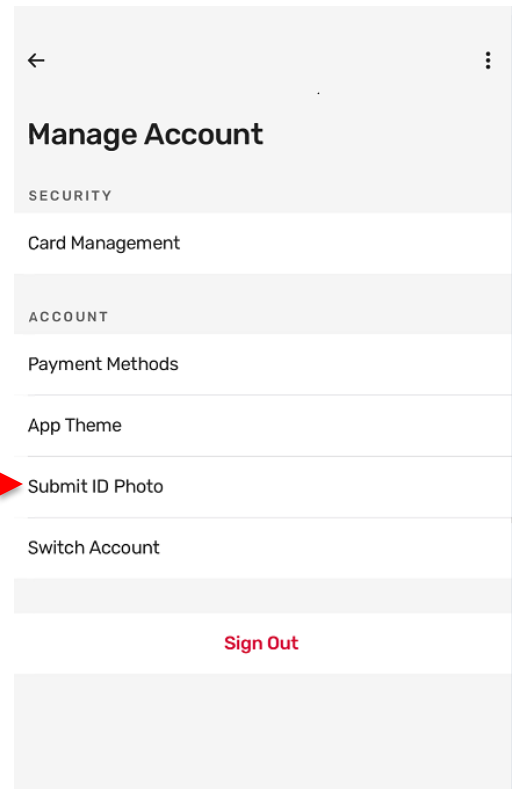
Biometric Login

Would you like to use your fingerprint to sign in next time?

NOT NOW YES



Select the options cog



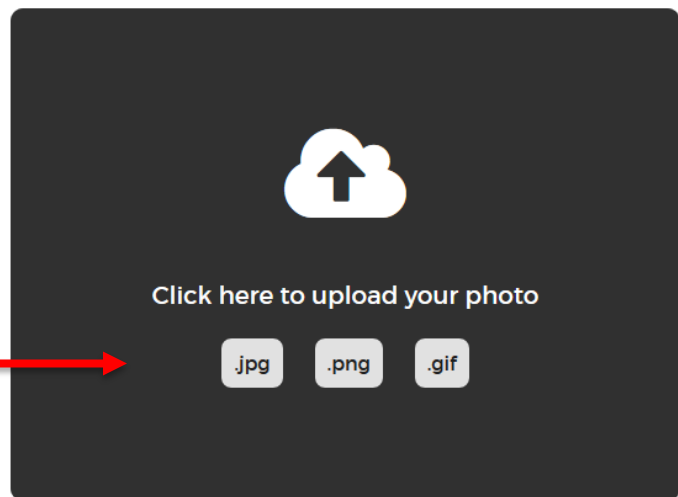
Select Submit ID Photo

Photo Requirements

- ▶ Submit current photo, should be cropped slightly above head to middle of chest
- ▶ Photograph should be taken against a plain, light background
- ▶ Must be a color photo
- ▶ Must not include sunglasses or hat
- ▶ Must be positioned directly facing the camera, you must be the only person in the image
- ▶ Eyes should be open and looking at the camera, image must clearly identify you
- ▶ Filtered photos will not be accepted
- ▶ Please do not submit an image of a previously taken photograph

Take or upload your ID photo.

Click here to upload your photo.



IMPORTANT!

When submitting your photograph be sure to consider these requirements, if your photo doesn't meet the requirements your photo will be rejected and you will receive an email explaining why the photo was rejected as well as a link to submit another photo!!!

Face in center of the
photo, natural
expression

No hat or
sunglasses

Good
contrast (not
too light or
too dark) and
no filters



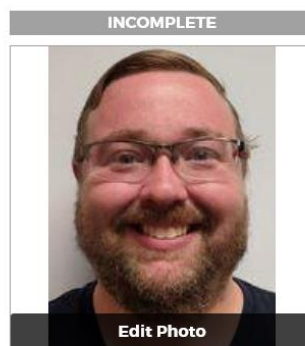
Plain, neutral
background

IMPORTANT!

Photographs must be in one of the
following formats: .jpg, .png, .gif
Please limit photo size to 1MB if
possible, file cannot exceed 3.5MB!!!

Almost Done

Once you have uploaded
your photo select Next,
you will need to answer
three quick questions to
help us know how to
process your request.



Your photo looks great We'll send you an email
if we need anything else

Just 3 more quick questions.

NEXT

IMPORTANT!

We have recently added the ability to add your Lion Card to your phone, you have the option to have your card printed or if you would like you can just add your credential to your phone and not have a card printed. The only exception to this is for students attending the Dallas campus, all students attending the Dallas location will need to have a Lion Card printed.

If you would like to have your Lion Card printed please select other and type:
international student, need lion card

If you would like to have your Lion Card added to your phone and not have a Lion Card printed select other and type:
international student, mobile credential only

Please let us know why you are submitting your photo.

Mobile Credential

Orientation

Other

international student, need lion card

BACK

NEXT

Please let us know why you are submitting your photo.

Mobile Credential

Orientation

Other

international student, mobile credential only

BACK

NEXT

Please let us know if you are an undergraduate or graduate student.

What is your affiliation with Texas A&M University-Commerce?

Undergraduate Student (Freshman, Sophomore, Junior, Senior)

Graduate Student (Post Bachelors Degree)

Staff

Faculty

Other

Please let us know which campus you will be attending.

Which campus are you attending?

Commerce (Main Campus)

Dallas (8750 Northpark Central)

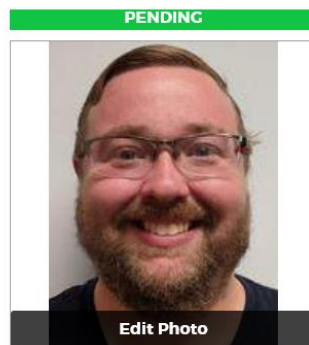
Frisco

Mesquite

McKinney (CHEC)

Online Only

After submitting your photo and answering all questions you have one last chance to edit or change your photo and answers. Once complete simply select Submit & Sign Out and you will have successfully submitted your photo. You will receive an email from the Lion Card Office letting you know if your photo was approved or denied and instructions for how to obtain your card.



This bar changes colors based on the odds your photo will be approved:

Green = Your photo should be approved

Yellow = Your photo meets some of the requirements but needs to be reviewed by Lion Card staff it may be rejected

Red = Your photo will most likely be rejected because it does not meet the requirements

Your photo looks great We'll send you an email if we need anything else

CHANGE PHOTO

SUBMIT & SIGN OUT

IMPORTANT!

Currently you are only allowed to upload one photo through this process!!! Once you have submitted a photo and it has been approved if you try to submit another photo you will receive an error stating that online photo submission is currently unavailable!!!



Thank You

Your photo has been submitted and will be reviewed soon We will let you know via email if there is anything else you need to do

If you have any questions, please contact **The Lion Card Office** at lioncard@tamuc.edu.

CONGRATULATIONS, you have successfully submitted your Lion Card photo!!!