

# How to Use the CEAS Placard Feature

1. Log in to your company CEAS account.
2. In the “Card Management” screen, you will see a new tab titled “Placards.” Click on that tab (see Figure 1, letter A).
3. In the Placards tab, you will see a list of your company employee cardholders. A checkbox in the left column indicates the employees who are eligible to receive a self-printed placard (see Figure 1, letter B).

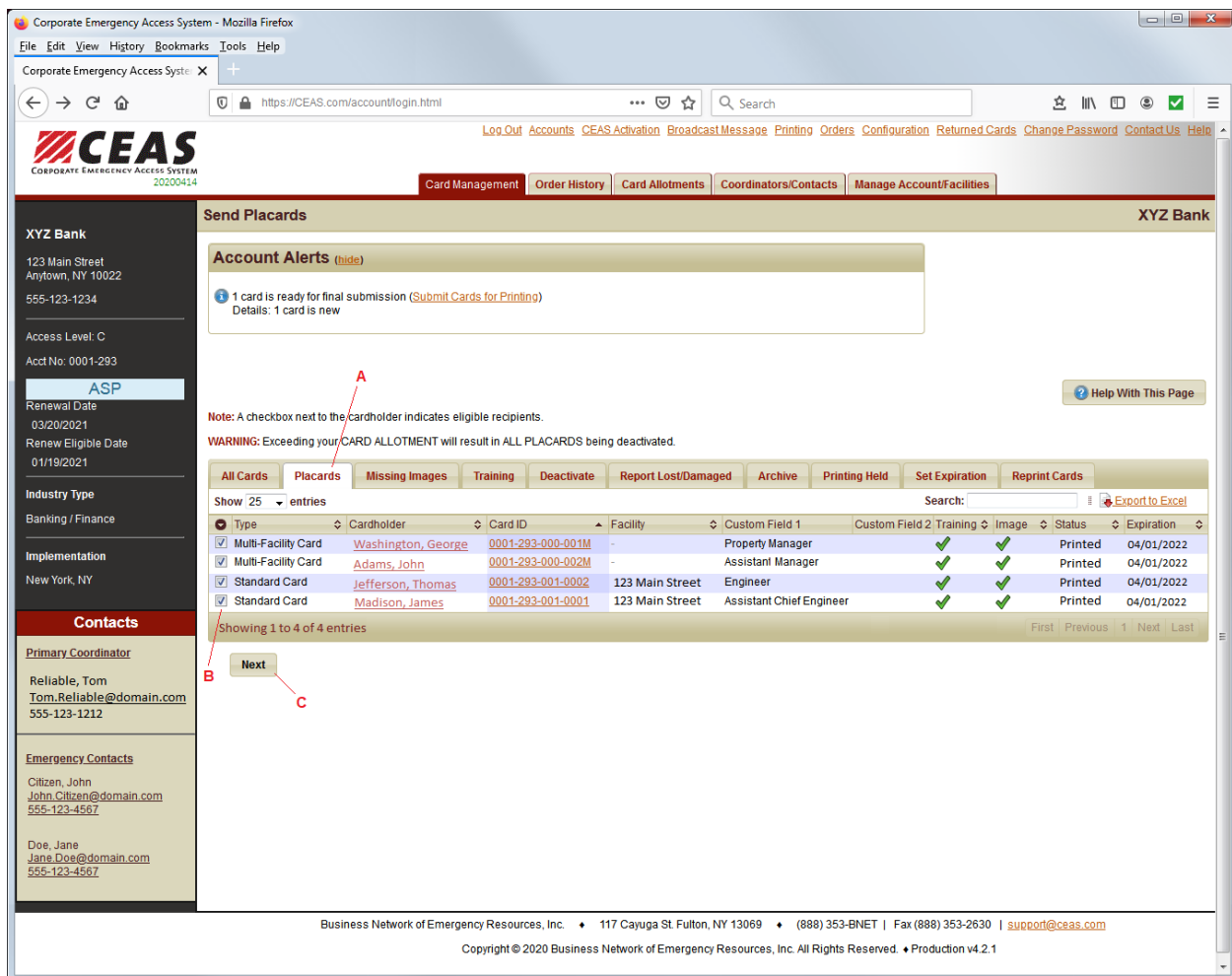


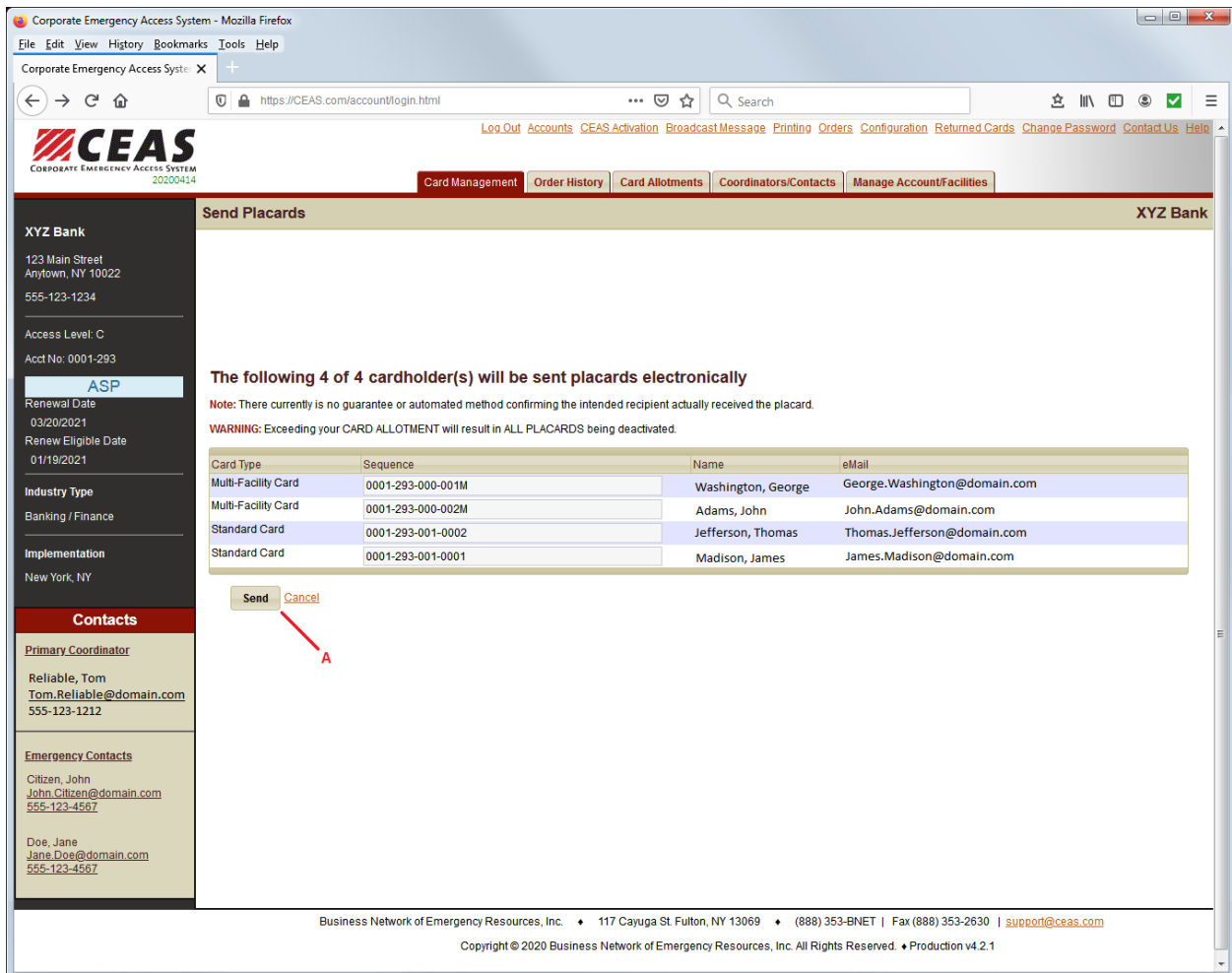
Figure 1.

4. For an employee to be eligible to receive a placard, his or her account must comply with the following conditions.
  - a. The company account must be in good standing.
  - b. The employee must have an image on file.
  - c. The employee must have completed CEAS training.
  - d. The cardholder’s email must conform to the standard email format.
  - e. The card type assigned to the individual must be one of the following.

- i. Standard Card
- ii. Multi-Facility Card
- iii. All Area Card

**Note: Flex Cards are currently ineligible for electronic, just-in-time placards.**

5. Select the intended recipients by clicking the checkboxes next to the cardholder's card type on the left side of the screen. To unselect an employee, click the box again.
6. Once you have selected the recipients, press the "Next" button located near the middle left of the screen (see Figure 1, letter C).
7. After clicking on "Next," you will be taken to the "Send Placards" screen (Figure 2), which will show a list of your placard recipients and the following information for each.
  - a. Card Type
  - b. ID Sequence Number
  - c. Name
  - d. Email Address



**Figure 2.**

8. Pressing “Send” (Figure 2, letter A) from the “Send Placards” screen will cause the CEAS application to automatically create and send placards to each recipient listed.
9. After clicking “Send,” if there is anything that causes a processing error or the input data provided is inaccurate, you will see a “Status Report” screen (Figure 3) identifying which cardholders received placards (green checkmark listed under “Status”) and which resulted in an error (red X listed under “Status”). The CEAS application attempts to provide a “Hint” in the far-right column (Figure 3, letter A) as to what went wrong. You can go back to the Card Management screen and from the “All Cards” tab, click the name of the employee whose information you want to repair. This will open the Manage Cardholder screen where you can review the data.

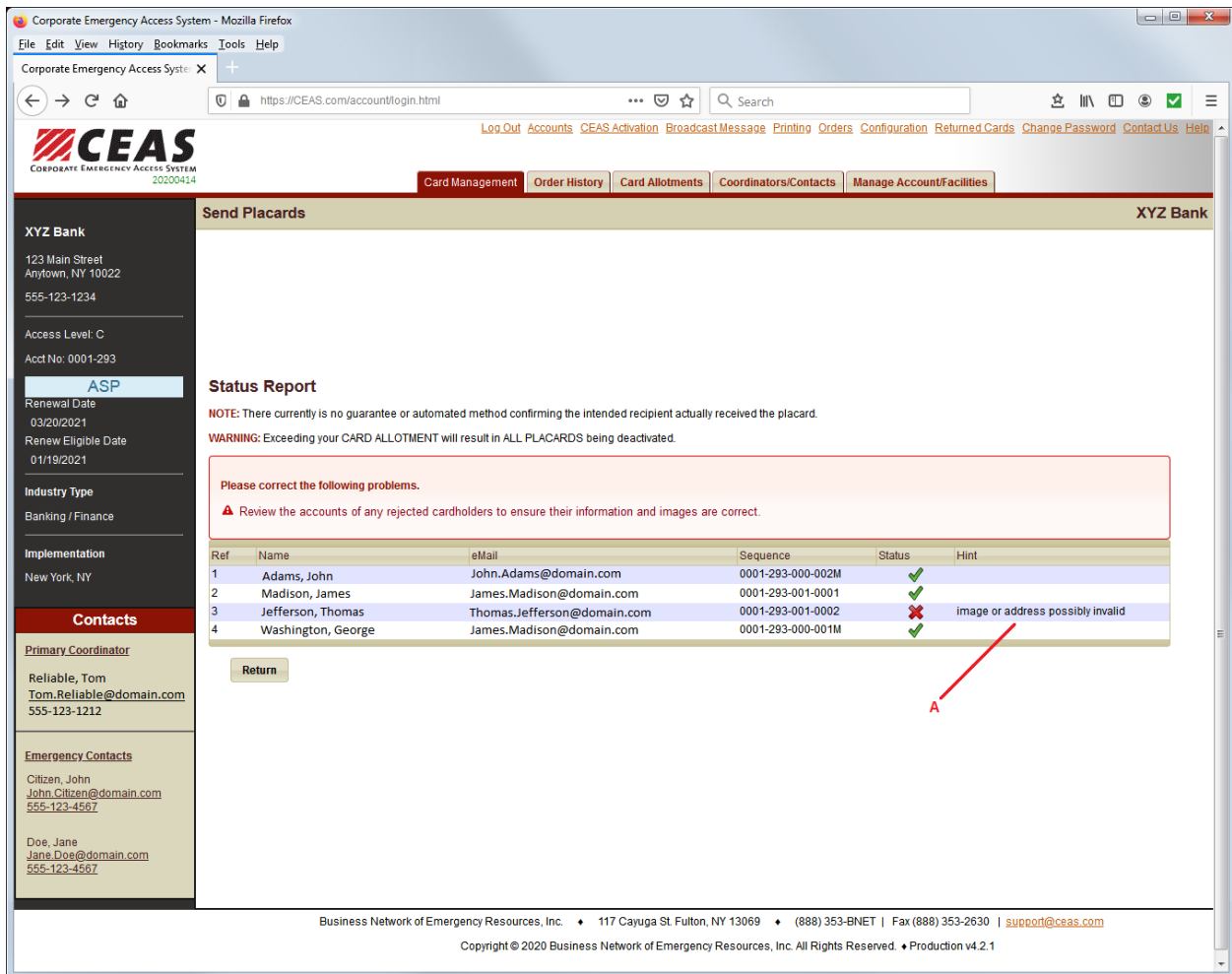


Figure 3.

10. On the “Send Placards” screen, pressing the “Return” button near the middle left of the screen (Figure 3) will return the user to the Account page.