How to Share a PDF Proof of Your Digital ID Card

Mobile Application · https://www.id123.io/knowledgebase/how-to-share-a-pdf-proof-of-your-digital-id-card/

If a cardholder needs to upload or share proof that a digital ID card is valid to someone who can't scan or view it in the ID123 App, they can now generate a ‘PDF Proof’. This is a shareable file you can upload, email, or print, created instantly in the ID123 Digital ID Card App so it's ready whenever you need it.

Note: The ‘Proof’ option only appears to cardholders in the app if your institution has enabled it. If you don’t see it, your institution may not have enabled it. If you are a card administrator, you can reference the ‘Enable the PDF Proof Feature in the IDMS’ Knowledge Base Article.

Step 1: Navigate to the ID123 App

Open the ID123 App and locate your digital ID card.

10:09

ID Cards

State University



Ian Dawkins

Major
Marketing

Email
I.dawkins@su.edu

STUDENT

Year
2024

Expiration
June 28, 2024

Aug 1, 2026 12:00:00

Additional card details

Step 2: Generate the PDF Proof

1. Click the 3 ‘dots’ in the bottom right hand corner.

10:09

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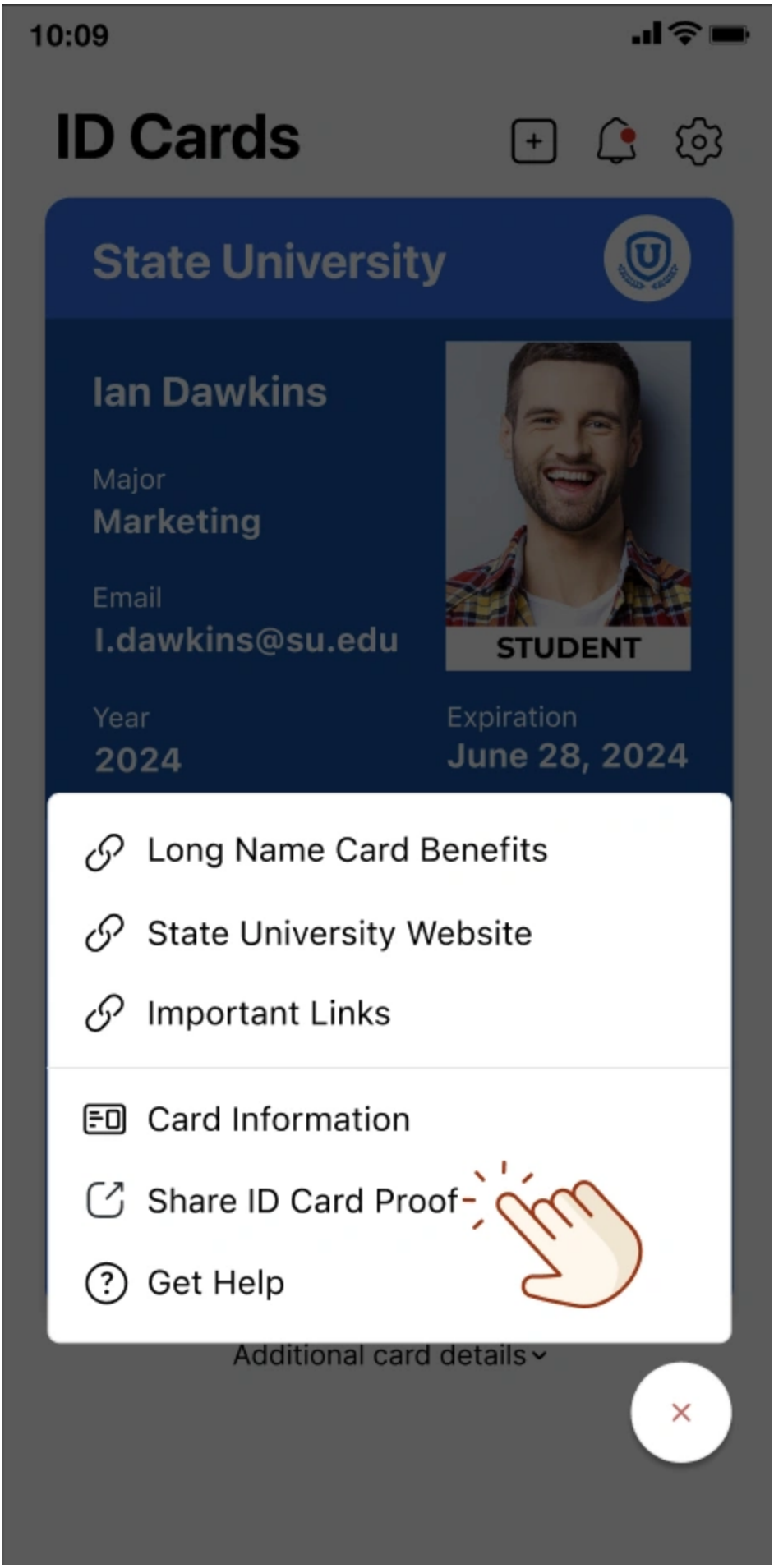
2. You should then see the option to ‘Share ID Card Proof.’ Select it.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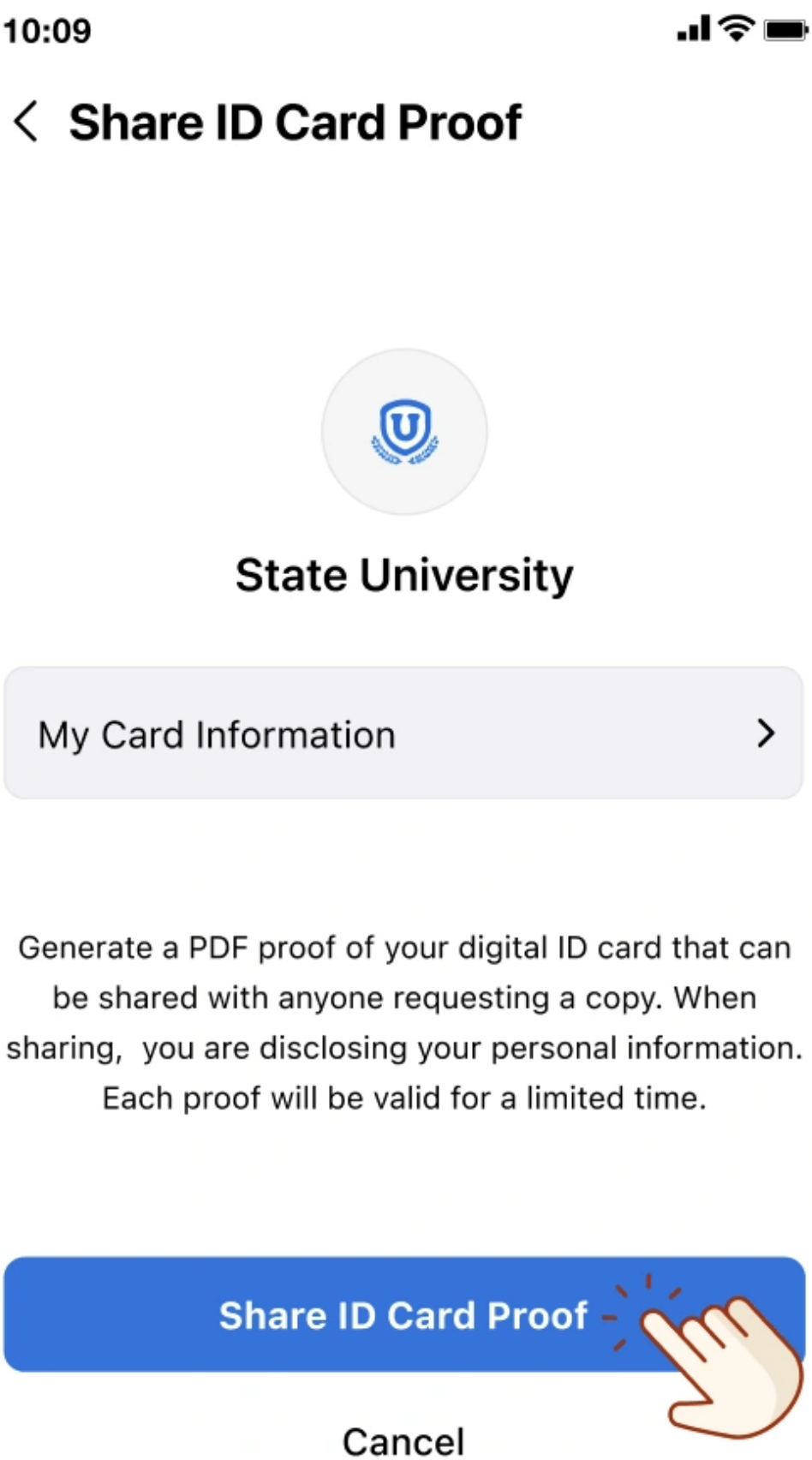
Long Name Card Benefits
State University Website
Important Links
Card Information
Share ID Card Proof
Get Help
Additional card details

3. The app generates the file instantly.


10:09
Share ID Card Proof
State University
My Card Information
Generate a PDF proof of your digital ID card that can be shared with anyone requesting a copy. When sharing, you are disclosing your personal information. Each proof will be valid for a limited time.
Share ID Card Proof
Cancel

Save, email, print, or upload the file wherever proof of ID is being requested. You can generate a new ‘Proof’ at any time; there’s no limit on how often you can create a fresh copy.

What's Included in the File:

Each ‘PDF Proof’ gives the person reviewing it a legible, complete record they can trust.

It includes:

- The cardholder's information as shown on the front of the card.
- Issuer information identifying the institution that issued the card.
- Validation status, showing whether the card is currently valid or expired.
- Verification status, confirming the card's data has been successfully checked against the issuer's record.
- Barcode, a scannable or clickable code containing the card’s verified credential.

When a Proof May be Needed:

Common Situations:

- Proof of student status for discounts, housing, or enrollment verification.
- First responder and other discount programs.
- Membership verification.
- HR and employment verification systems.
- Any online form or portal that asks you to ‘upload a copy of your organization’s ID card.’

Troubleshooting

If the Option to Generate a Shareable ‘Proof’ of an ID Card is not Visible:

- Confirm you are on the correct card screen for the specific ID that needs to be shared (the option is set per card, so it may be available on one of your cards but not another).
- Ensure the latest version of the ID123 App is installed.
- Contact your institution; the feature may not be enabled for your card.

Administrators may reference 'How to Enable the Share ID Card PDF Proof Feature in the IDMS' for further guidance.

Need Help?

Contact ID123 support if you have questions about rolling this out across your templates.