

LIV HOSPITALITY

CREATING YOUR ASSOCIATE ID?

ITEMS WE WILL NEED:

HEAD SHOT

PROPERTY OF EMPLOYMENT

FIRST AND LAST NAME

START DATE

Visit www.LivHotelGroup.com/AssociateDetails to fill out the Associate ID Form and receive your Associate ID.



Head Shot Requirements:

- Files must be less than 10 MB.
- Only .jpg or .bmp files accepted.
- Must be a colored photo.
- Taken in front of a plain white or off-white background.
- Sized such that the head is the main focus of the picture.
- If taking the photo with your cell phone, you must format it horizontally.
- Taken within the last 6 months to reflect your current appearance.
- Taken in full-face view directly facing the camera.
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for religious purpose. Your full face must be visible and the head-covering must not cast any shadows on your face.
- If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable.
- Glare on glasses is not acceptable on your photo. Glare can be avoided with a slight downward tilt of the glasses, by removing the glasses, or by turning off the camera flash.

Examples:



If photo does not meet the requirements above, it will be sent back and you will be asked to provide another photo meeting the requirements. All new employees can apply for their Associate ID after 30 days from their employment start date. Associate ID is required when redeeming any and all Associate Liv Rewards at Liv Hospitality Properties.

Email IDcard@livhotelgroup.com with any questions or concerns.

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