**INSTRUCTIONS:**

1. Save a headshot of yourself on your desktop
2. Right click on the square headshot pictured below and choose “Change Picture”
3. Find the picture you saved of yourself on your computer and choose that and click “Insert”
4. Change the text that says “Your Name” to your first and last name
5. Change the text that says “MM112233445” to your Drivers License Number
6. Print and cut out or fold your badge for display in your vehicle



**Your Name**

**MM112233445**