

Your 3 enrollment photos

One minute now — then you clock in with just a glance, every day.



1

Look straight

Face the camera directly, eyes at the lens, neutral or small smile.



2

Turn slightly left

Small turn only — both eyes must still be clearly visible.



3

Turn slightly right

Same small turn to the other side.
That's all three.

Good photos

- ✓ Bright, even light — face a window or lamp
- ✓ Plain background if possible
- ✓ Head and shoulders fill the frame
- ✓ Phone at eye level, held steady
- ✓ Glasses are fine if there's no glare
- ✓ JPG or PNG format

Will be rejected

- ✗ Sunglasses, cap pulled low, or mask on
- ✗ Dark, blurry, or backlit shots
- ✗ Anyone else visible in the frame
- ✗ Big head tilt — keep it slight
- ✗ Filters or beauty effects
- ✗ Old photos that no longer look like you



These fail: too dark · sunglasses on · another person in frame. The system checks every photo and will reject these with an error, so getting it right the first time saves everyone a resend.

How to send

Send all **3 photos** to your supervisor by WhatsApp (send as **photo**, not document). **iPhone users:** if your photo is HEIC, screenshot it and send the screenshot, or set Camera → Formats → **Most Compatible**. Your supervisor uploads them and you're ready to clock in.