



Instructions for Completing Emergency Identification Document (EID)

1. Place a passport-style photograph in the box on page 5. The photograph should be recent – ideally taken within the past year and renewed annually or when a significant change of appearance takes place. The photograph should be full-face, like a passport photograph, and preferably in colour. If you do not know how to place a photograph in the document, seek advice, or go to our website at www.flashid.org/photograph.
2. Please use your Tab key to move from one yellow shaded field to the next within the data boxes with the green borders, starting on page 6.
3. Complete information in yellow areas. These will expand as necessary, and if you need to go to another line just hit your Shift key. When completing phone numbers please include in the brackets the area code – Example Melbourne (03) 1234 5678.
4. If you are unsure of the details of any information requested, leave the answer field blank, as it is essential that information you provide in the document is accurate as well as being up-to-date.
5. If you are unsure of the requirements of any field, click function key 1 (F1) for help.
6. If you prefer not to provide information in any field, leave the answer field blank.
You should only provide such information as you feel comfortable providing.
7. Further information and downloads (including an illustrated and more detailed version of these instructions) are also available from our website at www.flashid.org/downloads.
8. If you have not already registered as an **Organ Donor**, may we suggest that you consider doing so? There are almost 2000 people in Australia on organ transplant waiting lists at any given time. Some of them will die waiting.

More information on the Australian Organ Donor Register is available at www.medicareaustralia.gov.au/yourhealth/our_services/aodr.htm

9. Please follow the elementary security instructions on the last page of the document before you save it.

Important: Once you have completed this document and saved it to your flashID[®] device, we strongly recommend that you check the device and its document for viruses and heed the warning on the next page.



Warning

Unplugging the flashID USB device

Before you unplug the flashID device from a computer you must first stop the device by double-clicking on the Safely Remove Hardware icon located on the right hand side of the taskbar.



When prompted make sure you click on the correct device (in this case Drive F:) – below



When you see the Safe To Remove Hardware message (below) you may safely remove the device from the computer.



This procedure is essential because Windows uses write caching features. Safely removing the hardware ensures that files are properly in place before Windows allows you to unplug the device.

Failure to follow this procedure can result in corruption of files and may invalidate your warranty.