E-Passfoto

REGISTRATION MANUAL AND SYSTEM DETAILS

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Step 1/4 – Getting an eID card (if applicable)

From May 1, 2025, every photo for German ID documents must be authorized by the photographer who prepared it (who has a legal, registered business in the photography industry in EU) – only then can the photo be sent to the server of the cloud operator (Ringfoto). Such authorization is done with a German ID card, and in the case of its absence:

- for EU citizens – with the eID card (more information: **Brochure on the eID card**),
- for non-EU citizens – with a residence permit card (Aufenthaltstitel-Karte).

Please note that only companies in the European Union area can join the new system.

The eID card* can be obtained at the German Embassy or Consulate corresponding to your place of residence.

Sample information from the German Embassy in Poland:

You must go to the Embassy/Consulate in person, with a valid ID card, after booking an appointment (e.g. online through their website).

Required documents:

- Completed application form -> **Download the blank form here**.

- Current certificate of residence in your country (not older than 3 months).

- On-time fee for issuing the document (€37) – payable by Visa, Mastercard or debit card.

Pixel-Tech does not mediate in the submission of eID card applications, nor does it provide advice in this regard. All information is provided by the respective Consulates.

Step 2/4 – E-Passfoto registration – Stage 1

The cloud operator for E-Passfoto is the German organization Ringfoto. To join the system, you need to register your business (a registration fee applies – Step 4 of the manual).

The created account will be linked to your serial number (license) of the ID Photos Pro software, allowing photos to be sent directly to the cloud operator.

*More info: [Fotografen-Information - alfo-Passbild](#)*

Registration is divided into two stages:

1. Filling out the application and waiting for approval.
2. Account activation.

Note! To complete registration, you must have a German ID card or an eID document already issued (Step 1 of the manual). Don't register if you don't already have one (you will have a certain amount of time to activate your account with the ID document - without the document, your registration will be lost).

To start registering your company, go to the site https://epassfoto.imagesign.link/ and click "Fotostudio registrieren". This is the first stage of registration:
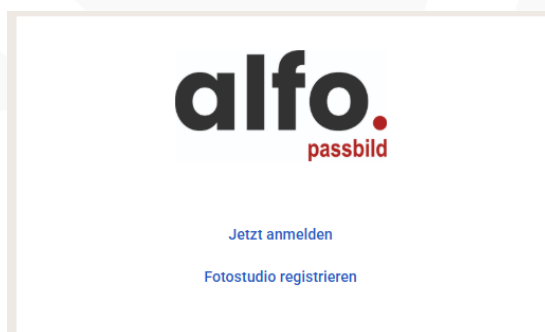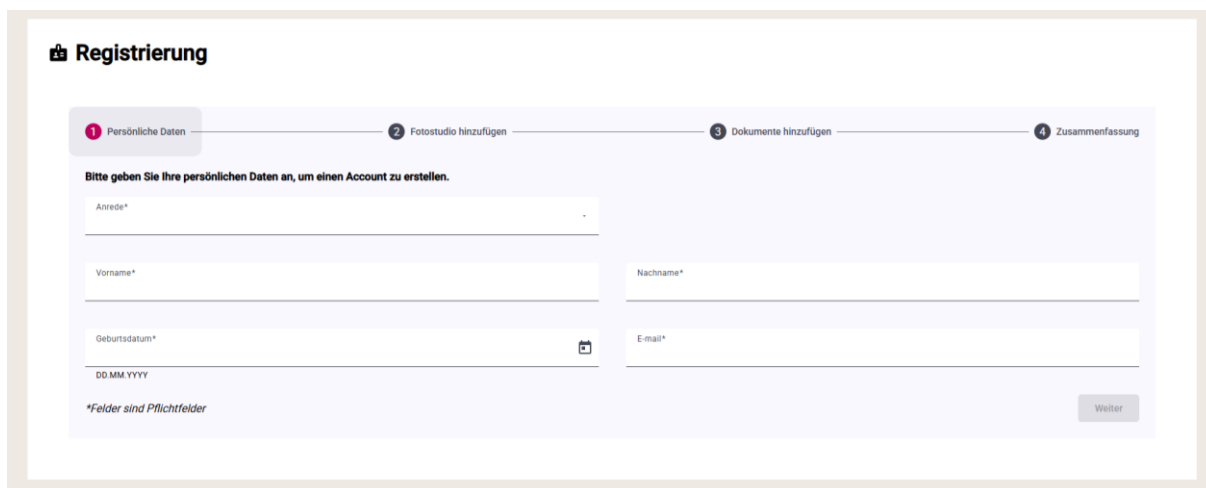

In step one of registration, enter your personal information.

Important:

- You must be **the owner** or **director** of the company.
- **Your name** must be **the same as on your ID card**.
- Check the **email** address you provide carefully - you **will need it for the login process** (the email address is your username).
- **You should always have access to your e-mail box** (you will receive future information at this address).

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⛶ Registrierung

| ① Persönliche Daten | ② Fotostudio hinzufügen | ③ Dokumente hinzufügen | ④ Zusammenfassung |

Bitte geben Sie Ihre persönlichen Daten an, um einen Account zu erstellen.

Anrede*

Vorname*   Nachname*

Geburtsdatum*   E-mail*

DD.MM.YYYY

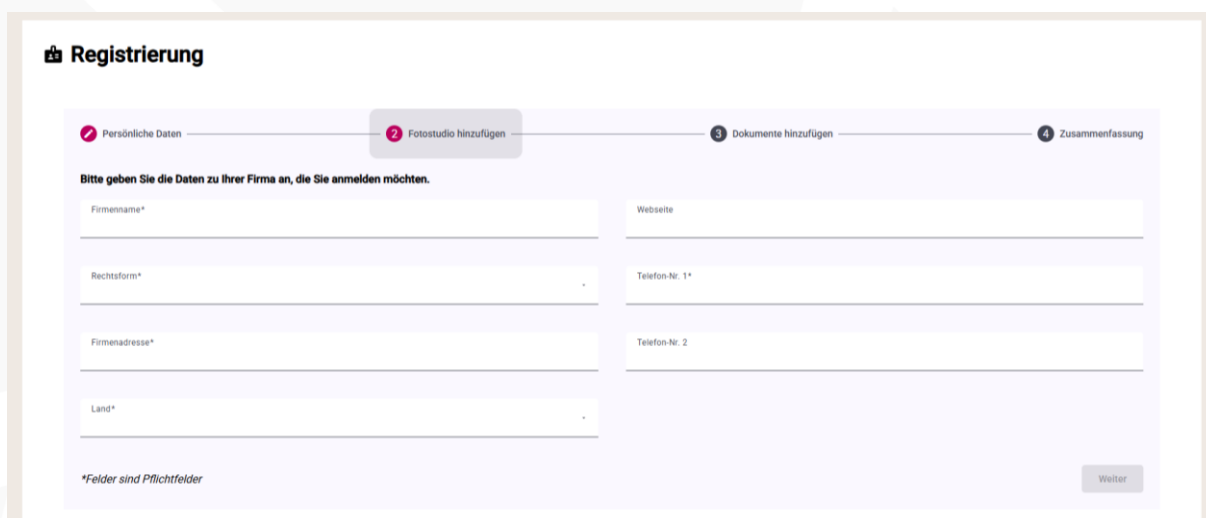*Felder sind Pflichtfelder   Weiter

In step two of registration, enter your company details.

📢 **Note:**

- Enter the data **as they are presented in the registration documents** of your company.

⛶ Registrierung

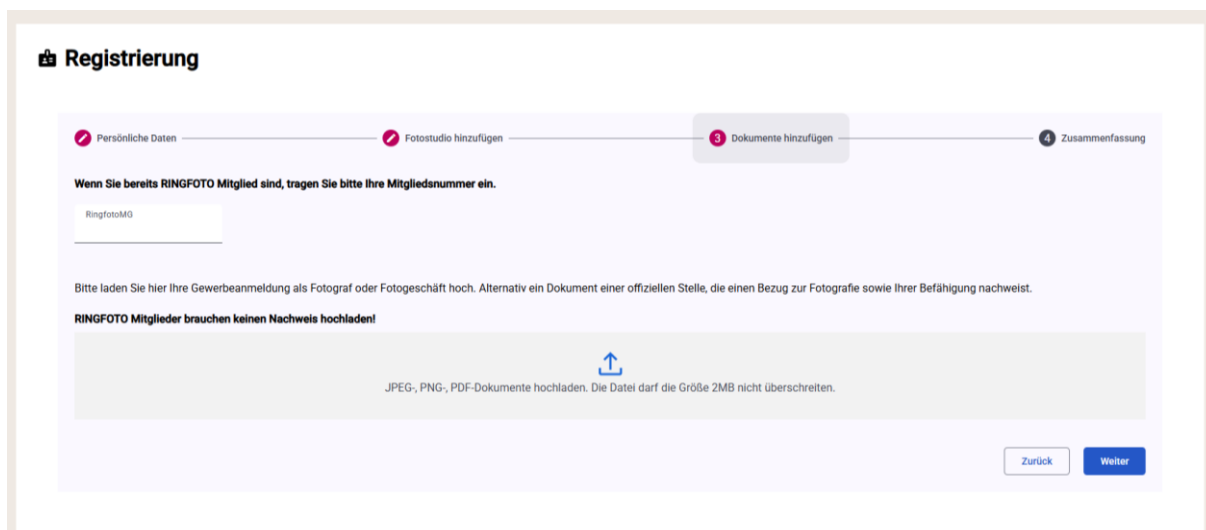| ② Persönliche Daten | ② Fotostudio hinzufügen | ③ Dokumente hinzufügen | ④ Zusammenfassung |

Bitte geben Sie die Daten zu Ihrer Firma an, die Sie anmelden möchten.

Firmenname*   Webseite

Rechtsform*   Telefon-Nr. 1*

Firmenadresse*   Telefon-Nr. 2

Land*

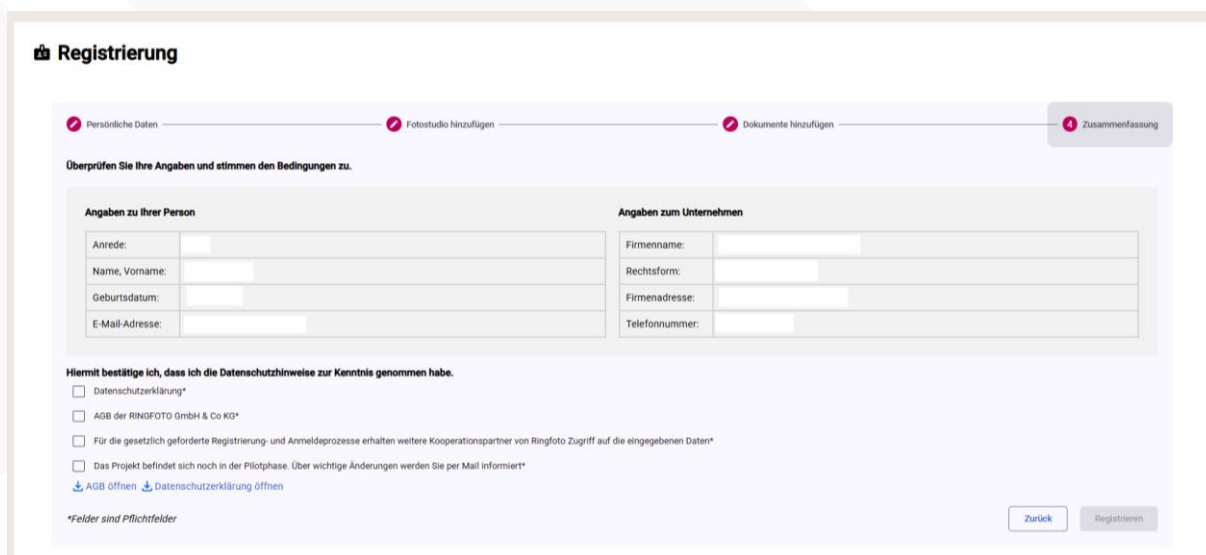*Felder sind Pflichtfelder   Weiter

In step 3, send confirmation of your business registration in the photography industry. Alternatively, it can be a document from an official body that confirms your connection to photography and qualifications (from current information, documents such as master craftsman certificate, etc. are not accepted).

Note: Ringfoto members do not need to send any documents, just enter their membership number.

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📋 Registrierung

| ✓ Persönliche Daten | ✓ Fotostudio hinzufügen | ③ Dokumente hinzufügen | ④ Zusammenfassung |

Wenn Sie bereits RINGFOTO Mitglied sind, tragen Sie bitte Ihre Mitgliedsnummer ein.

RingfotoMG

Bitte laden Sie hier Ihre Gewerbeanmeldung als Fotograf oder Fotogeschäft hoch. Alternativ ein Dokument einer offiziellen Stelle, die einen Bezug zur Fotografie sowie Ihrer Befähigung nachweist.

RINGFOTO Mitglieder brauchen keinen Nachweis hochladen!

⬆

JPEG-, PNG-, PDF-Dokumente hochladen. Die Datei darf die Größe 2MB nicht überschreiten.

Zurück   Weiter

In step four you will see a summary of the data you entered - check that everything is correct, mark the necessary consents and move on.

📋 Registrierung

| ✓ Persönliche Daten | ✓ Fotostudio hinzufügen | ✓ Dokumente hinzufügen | ④ Zusammenfassung |

Überprüfen Sie Ihre Angaben und stimmen den Bedingungen zu.

Angaben zu Ihrer Person

Anrede:	
Name, Vorname:	
Geburtsdatum:	
E-Mail-Adresse:	

Angaben zum Unternehmen

Firmenname:	
Rechtsform:	
Firmenadresse:	
Telefonnummer:	

Hiermit bestätige ich, dass ich die Datenschutzhinweise zur Kenntnis genommen habe.

☐ Datenschutzerklärung*

☐ AGB der RINGFOTO GmbH & Co KG*

☐ Für die gesetzlich geforderte Registrierung- und Anmeldeprozesse erhalten weitere Kooperationspartner von Ringfoto Zugriff auf die eingegebenen Daten*

☐ Das Projekt befindet sich noch in der Pilotphase. Über wichtige Änderungen werden Sie per Mail informiert*

⬇ AGB öffnen ⬇ Datenschutzerklärung öffnen

*Felder sind Pflichtfelder

Zurück   Registrieren

Stage one of registration has been completed.

Registrierung erfolgreich

Der Antrag wurde an die Ringfoto weitergeleitet, nach einer erfolgreichen Prüfung erhalten Sie eine E-Mail zur Aktivierung des Accounts.

Ok
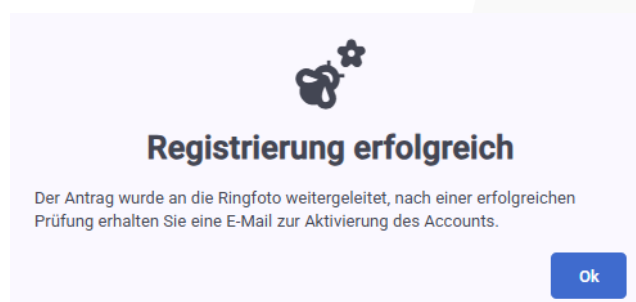
Your request has been forwarded to Ringfoto, and you will receive an email to confirm your account using the confirmation link.

Please confirm your company application. Link: https://epassfoto.imagesign.link/company-application/2

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After clicking on the link, you will see the message that after manually checking your data, you will receive another email to continue the registration process (step 2).

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Übersicht

Bestätigung erfolgreich

Nach der manuellen Prüfung Ihrer Angaben erhalten Sie eine Email in der die Anmeldung fortgesetzt werden kann.

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Step 3/4 – E-Passfoto registration – Stage 2

In an expected period of about 7 days, you will receive another email allowing you to continue the registration process. This is stage 2, which includes:

1. **Confirmation of the correctness of the e-mail address provided during registration.**

If the e-mail address is correct, click >> *Klicken Sie hier um fortzufahren.*

2. **Two-factor authentication** - you will need an app on your smartphone (**Google Authenticator** or **Microsoft Authenticator**). These apps are free - you can find them in the app store (Google Play or Apple AppStore).

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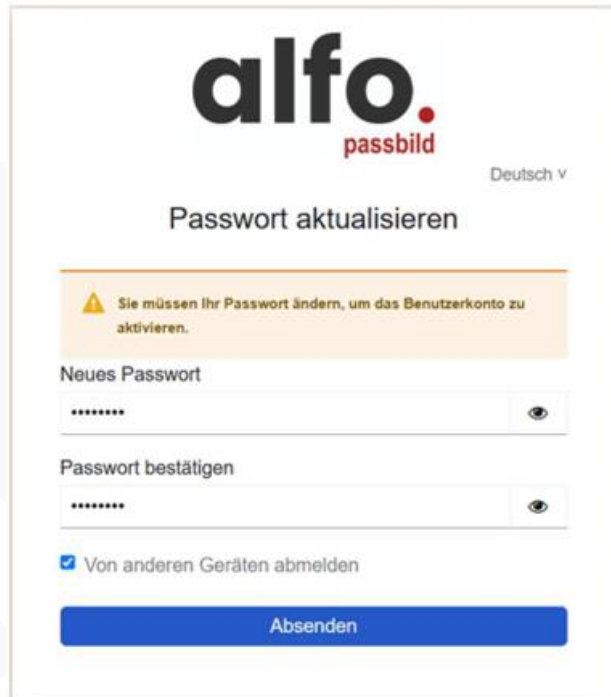
Open the installed app, **click the "+" sign and scan the QR code shown on the page**. The app will generate a six-digit code, which must be entered into the **"One-time Code"** field.

📢 **Please note!** Each code displayed by the app is only valid for 30 seconds. If necessary, wait for the next code.

3. **Set a new password** for your account. Confirm by clicking the button **„Absenden"**.

📢 **Please note!** Keep your password - it will be necessary for future logins using your email address as your username. Two-factor authentication will also be necessary later - leave the authentication app installed on your device.

After following the steps above, you will see a confirmation that your account has been updated. From now on, you can log in using your username (email address) and the password you set.

You can also add employees to your company's account to take identification photos for German documents. Before this is possible, however, you must **perform eID verification.**
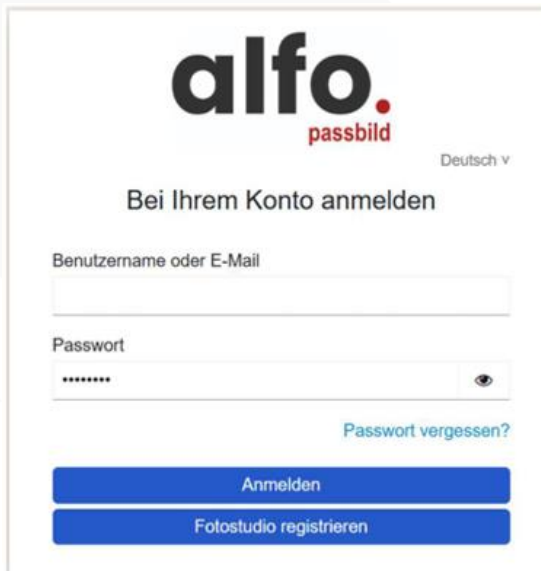
1. Log in to your account with your credentials by clicking **„Jetzt anmelden"**. Use the link from the last email.
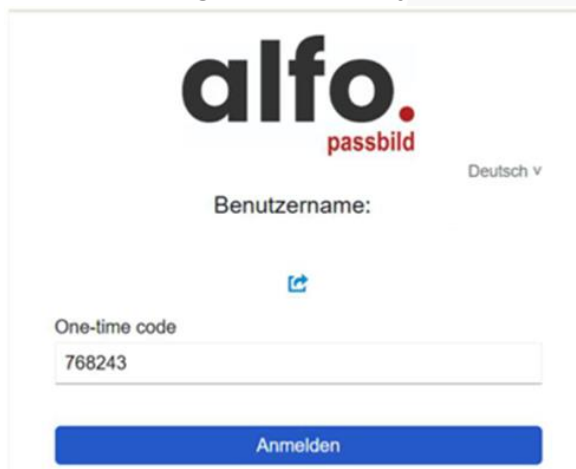
2. Enter your **user name and password**, and then click **„Anmelden"**.

3. You will be asked to enter a code from **a two-factor authentication application**. Launch the application and enter **the six-digit code displayed**.

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4. In the next window, click **„eID-Verifizierung"**.
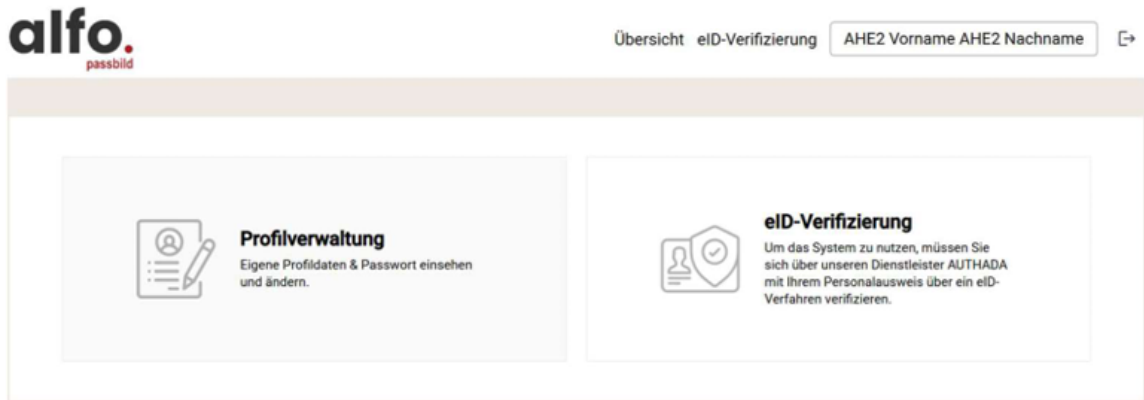
5. It will be necessary to install another app, **„Authada App"** (you can find it in Google Play or Apple AppStore). Click **Verifizierung starten** to continue.
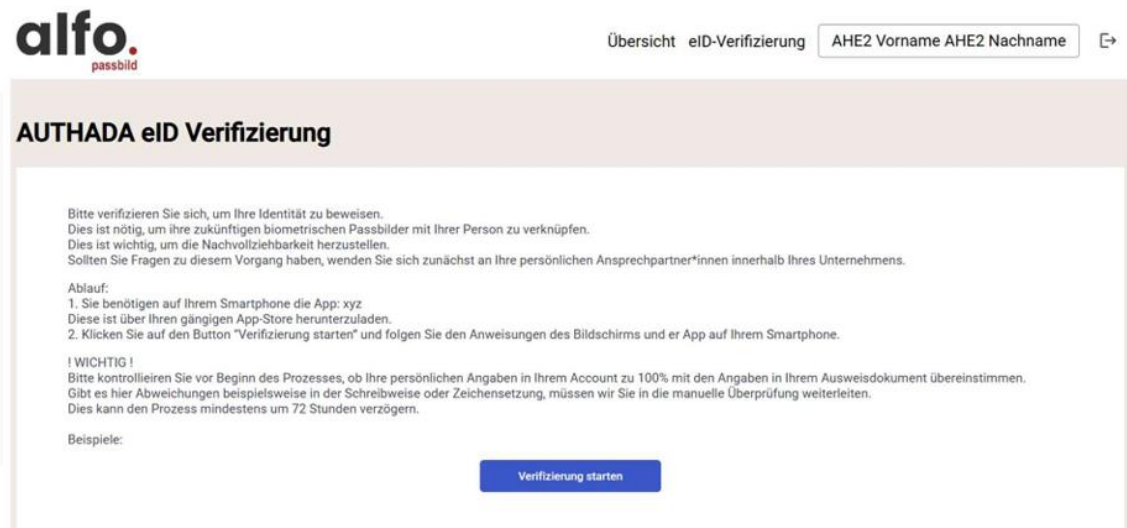
6. Follow the instructions displayed on the Authdata app. You will need your German ID card and the 6-digit PIN from your ID card.

📢 **Please note!** If you do not have a German identity card, you can alternatively use the following documents:
   a. If you are an EU citizen (i.e., not a German citizen), you can/must apply for an eID card at your local consulate/embassy.
   b. Residence card for non-EU citizens (Aufenthaltstitel-Karte), which serves the same function. You will also need the 6-digit PIN you received when the card was issued. If you no longer know your PIN, you can reapply for it at the Citizen Registration Office.

Note! If you only have a five-digit PIN, you must first change it to a six-digit PIN. To do this, use the **"Change PIN"** function in the Authada application. The steps to perform eID verification are shown in the video: https://youtu.be/oPMAR9KAIxg?si=EknAR6tH-iCS1x2K

Step 4/4 – Purchase of E-Passfoto license and initial photo package

In order to use E-Passfoto, it will be necessary to purchase a license* (a license to take E-Passfoto - not connected with the ID Photos Pro software license) and a photo package (the number of ID photos that can be uploaded to the cloud operator for a fee set by the operator).

Starter pack:

License + first package of 250 photos: 350 € net

Files are valid indefinitely.

License - one-time fee.

Important! Only purchase directly from Pixel-Tech will allow you to use the system in ID Photos Pro (due to technical reasons - encoding of packages by Ringfoto - E-Passfoto licenses purchased from other service providers are not supported).

Pixel-Tech is not a direct operator and therefore not an initiator of fees. We will only act as an intermediary in the sale of packages.

Renewal of packages after expiration of the starter package (net prices):

- 250 photos x 0.95 € = 237.50 €
- 500 photos x 0.90 € = 450.00 €
- 1000 photos x 0.85 € = 850.00 €
- 2000 photos x 0.80 € = 1600.00 €
- 3000 photos x 0.80 € = 2400.00 €

Important! To activate the license and the photo package you need to add at least one Studio under your Ringfoto account.
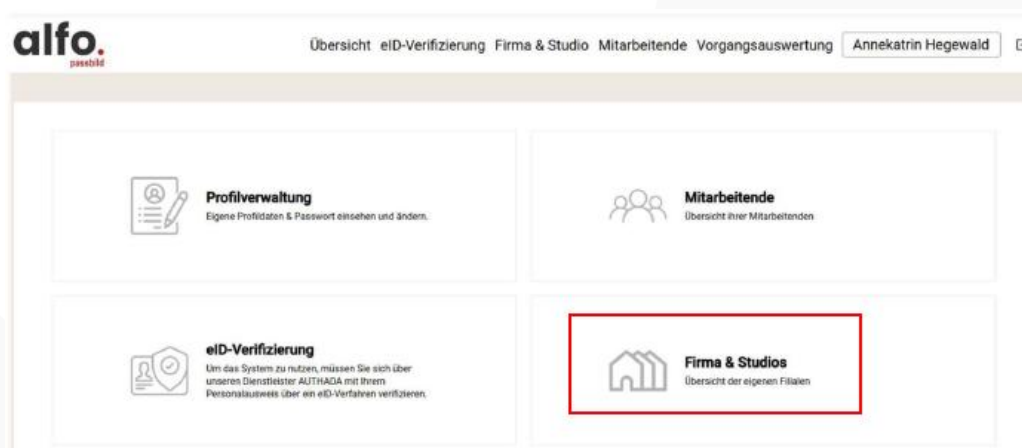
How to get started with E-Passfoto in ID Photos Pro 8?

After purchasing the E-Passfoto license, you will receive an additional module (plug-in) from us for installation, which will integrate with the ID Photos Pro software and allow you to directly send photos to the cloud operator and print a card with QR Code for the customer.

📢 **Important!** Using E-Passfoto will only be possible with an active Subscription for updates and technical support (necessary to always use the latest released version of the software).

Due to Ringfoto's reasons, it will not be possible to install the module until the very effective date of E-Passfoto, i.e. before May 1, 2025.

How to perform the service?

The entire process of taking a German ID photo is simple and instant, and it is done 100% in the ID Photos Pro software thanks to a plug-in we have developed.

The process involves four steps:

1

TAKING A BIOMETRIC PHOTO

Take a photo of your client. ID Photos Pro will automatically process it and check it against current biometric requirements.

ID Photos Pro

2

UPLOAD A PHOTO TO THE CLOUD

ID Photos Pro will send the encrypted photo to the C5 cloud with the highest level of security.

ID Photos Pro

3

CUSTOMER'S QR CODE PRINTOUT

ID Photos Pro will print a special QR code for your client.

ID Photos Pro

4

DOWNLOADING A PHOTO IN THE OFFICE

The official will download the photo from the cloud by scanning the code presented to him.

ID Photos Pro