

Instructions for Uploading Proof of Vaccination Status

Proof of Vaccination- General Overview

- Each employee is required to provide proof of full vaccination on our secured site.

The screenshot shows a web form titled "Employee Vaccination Info" with a "MERIT.ORG" logo. It contains a disclaimer about data security and a consent statement. The form fields are: Employee Name (Hill, Mikelal P.), Vaccine Type (COVID-19), Manufacturer (Pfizer), 1st Dose Date (MM/DD/YYYY), 2nd Dose Date (MM/DD/YYYY), and Booster Date (MM/DD/YYYY). There is a "Choose File" button for the Vaccine Card Photo and a "Finish and Logout" button. A sample CDC COVID-19 Vaccination Record Card is shown on the right.

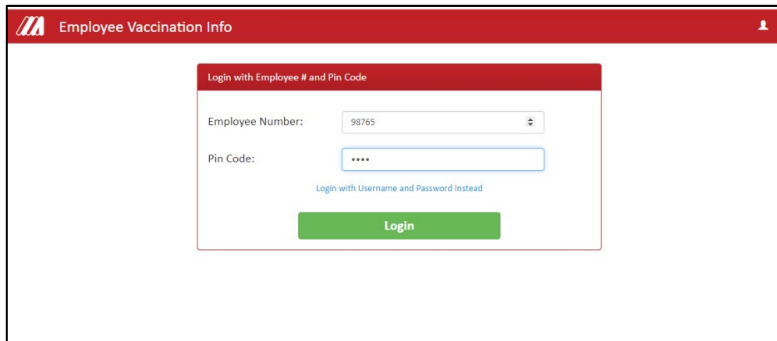
- **Do not** send anyone in the company a copy of your vaccination card or record. Do not ask if someone is vaccinated.
- Your information will be stored in a secure location, separate from your personnel file, and will be shared only with authorized individuals on a need-to-know basis.
- By submitting your vaccination information, you agree that, to the best of your knowledge, the information provided is accurate and that the vaccination record you upload is genuine. Purposely providing false information or a counterfeit vaccination record will result in immediate disciplinary action, up to and including termination.
- Employees are solely responsible for uploading photos of their vaccination cards.
- Human Resources will identify instances where there is no proof of vaccination.

Must be on the Merit Network (Onsite or via VPN)

- You have to be on the Merit network to verify your information.
- Employees without a Merit email should use a company iPad. (See your supervisor for assistance)

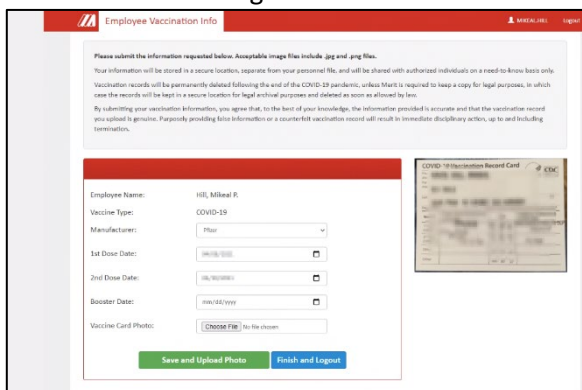
Submitting Vaccination Verification Using a Merit Company iPad

- Use these instructions if you are using a company provided iPad. Instructions for submitting with a computer are included below.
- You must upload a photo of your “official” CDC Vaccination Record Card or official medical record to a secure website.
- Accepted photo files are .jpg and .tiff files only.
- To begin: go to: <https://apps.merit.com/EmployeeVaccineInfo/User/Login>
- You will be prompted for an employee number and a pin. Enter that info.



- Select manufacturer
 - If you select Pfizer or Moderna you will see two dose dates.
 - Enter date of dose(s)
 - If you select J&J the only option that shows is the 1st dose date.
 - Enter date of dose
 - Note: Booster field is optional and does not need to be completed at this time.

- Upload a photo of your vaccine card or medical vaccination record
 - The iPad has a button that allows you to activate the camera to take the photo in real time.
 - The photo will not be stored if you take a photo on an IOS device.
- Select “Save and Upload Photo”
- Select “Finish and Logout”

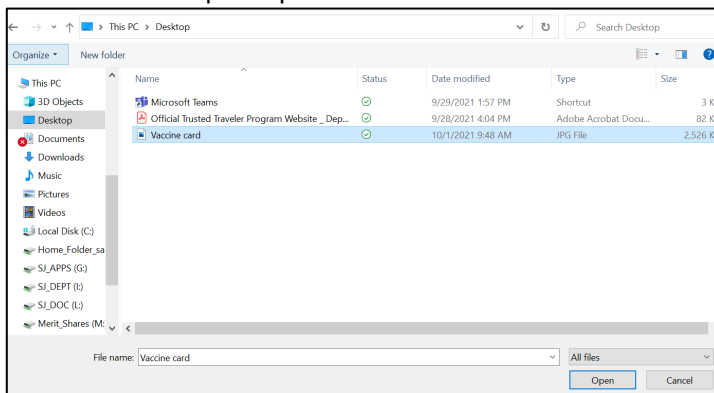


- Verification completed
- NOTE: When entering your second dose you will resubmit your photo to show that you have received a second shot. It will replace the previous photo. If at any point you are required to add information about a booster shot, you will need to resubmit your photo. It will replace the previous photo.

Submitting Vaccination Verification Using a Merit Issued Computer PART 1:

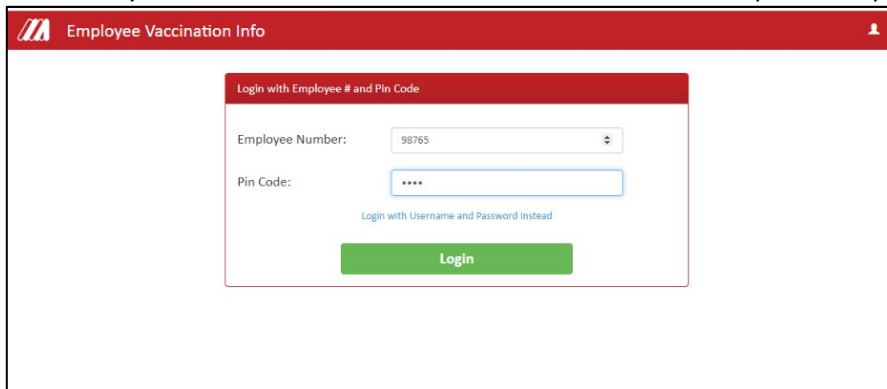
[If you don't know how to save a photo to a computer read these instructions first, otherwise go directly to PART 2]

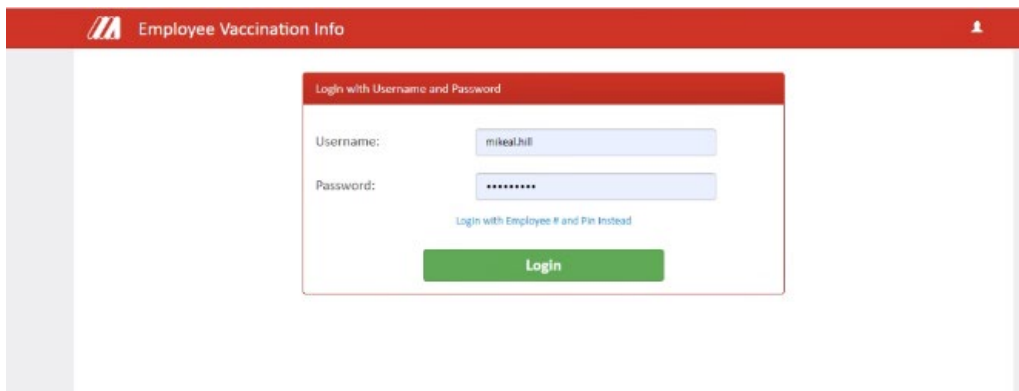
- Take a photo of your vaccination card or medical vaccination record and email to your company email address.
- Open your email
 - If the photos shows up in the body of the email, right click on the photo.
 - If the photo shows up as an attachment, right click on the attachment.
- Select "Save as Picture"
- Name the picture – Vaccine Card
- Save it to your desktop
- When asked to upload photo select browse



Submitting Vaccination Verification Using a Merit Issued Computer PART 2:

- Go to: <https://apps.merit.com/EmployeeVaccineInfo/User/LoginWithPassword>
- Reminder you must be connected to the Merit network to complete this process.

A screenshot of a web browser window titled 'Employee Vaccination Info'. The page features a red header with the title and a user icon. The main content area contains a login form with a red title bar that says 'Login with Employee # and Pin Code'. The form has two input fields: 'Employee Number:' with the value '98765' and 'Pin Code:' with four asterisks. Below the fields is a link that says 'Login with Username and Password Instead'. At the bottom of the form is a green 'Login' button.



- Enter your Username and Password
- Select manufacturer
 - If you select Pfizer or Moderna you will see two dose dates
 - Enter date of dose(s)
 - If you select J&J the only option that shows is the 1st dose date
 - Enter date of dose

- Select “Choose a File” to upload a photo of your vaccine card or medical vaccination record
- Go to the Desktop and double click on your image of the vaccine card/record
- Select “Save and Upload Photo”
- Select “Finish and Logout”

- Verification completed

*If using a computer and you saved a photo to upload it to the secure site **make sure to delete the photo from your computer** after you have uploaded the image to the secure website.

NOTE: When entering your second dose you will resubmit your photo to show that you have received a second shot. It will replace the previous photo. If at any point you are required to add information about a booster shot, you will need to resubmit your photo. It will replace the previous photo. Also, anytime you change any information you will have to re-upload your photo.