# **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.

	on requested below. Acceptable image fi	les include .jpg and .png file:	85.
Your information will be stor	ed in a secure location, separate from you	r personnel file, and will be s	shared with authorized individuals on a need-to-know
Vaccination records will be p case the records will be kept	ermanently deleted following the end of t in a secure location for legal archivel purp	he COVID-19 pandemic, unle coses and deleted as soon as	less Merit is required to keep a copy for legal purposes, s ellowed by lew.
By submitting your vaccination you upload is genuine. Parpo termination.	se information, you agree that, to the bes soly providing faise information or a cour	t of your knowledge, the info iterfeit vaccination record wi	ormation provided is accurate and that the vaccination ill result in immediate disciplinary action, up to and ins
			COVID-10 Mercination Record Card
Employee Name:	Hill, Mikeal P.		and show the second
Vaccine Type:	COVID-19		
Manufacturer:	Pflaar	~	3
1st Dose Date:	14/18/2011		
2nd Dose Date:	100/101/10001		
Booster Date:	mm/dd/yyyy		

- **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.

Employee Number:	98765	•
Pin Code:		
Lo	in with Username and Password Instead	
	Login	

- Select manufacturer
  - If you select Pfizer or Moderna you will see two dose dates.
    - Enter date of dose(s)
  - $\circ$  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.

Vaccine Type:	COVID-19	
Manufacturer:	Pfizer	~
1st Dose Date:	03/30/2021	
2nd Dose Date:	04/20/2021	
Booster Date:	mm/dd/yyyy	
Vaccine Card Photo:	Choose File No file chosen	
	Photo of Vaccine Card Requi	ired
	Save and Upload Photo	

- 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"

Please schmit the informat	for remested below Amentable image	a film include ine and nor film	
Your information will be stra	red is a secure location, separate from	your personnel file, and will be sh	ared with authorized individuals on a need-to-kno
Vaccination records will be p case the records will be kept	cormanently deleted following the end t in a secure location for legal archival p	of the COVID-19 pandemic, unless purposes and deleted as soon as al	is Marit is required to keep a copy for legal purpos flowed by lew.
By submitting your vaccinati you upload is genuine. Parp termination.	on information, you agree that, to the i only providing false information or a c	best of your knowledge, the infor punterfeit vaccination record will	matten provided is accurate and that the vaccina result in immediate disciplinary action, up to and
			COVID 191/acciention Record Cat
Employee Name:	Hill, Miloral P.		(and the second second
Vaccine Type:	COVID-19		- Internet in Ros
Manufacturer:	Pflazer		The second second
1st Dose Date:	14/18/202		
	10-10-100	•	
2nd Dose Date:			
2nd Dose Date: Booster Date:	mm/dd/yyyy		

- 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

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Organize • New folde	rf -			1	- 🔳 📀
	Name	Status	Date modified	Туре	Size
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Desktop	😕 Official Trusted Traveler Program Website _ Dep	$\odot$	9/28/2021 4:04 PM	Adobe Acrobat Docu	82 KE
Documents	Vaccine card		10/1/2021 9:48 AM	JPG File	2,526 KE
Music Pictures Videos Uideos Uideos Home_Folder_sa SJ_APPS (G) SJ_DEPT (b) SJ_DOC (L) Went_Shares (M: ↓	<				
File nar	me: Vaccine card			<ul> <li>All files</li> </ul>	~
				Open	Cancel

### 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.

🥢 Employee Vaccinati	on Info			2
	Login with Employee # and	l Pin Code		
	Employee Number:	98765	\$	
	Pin Code:			
	Lo	gin with Username and Password	Instead	
		Login		

Login with Username	and Password	
Username:	mikeal.hili	
Password:		
	Login with Employee # and Pin Instead	
	Login	

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

Vaccine Type:	COVID-19	
Manufacturer:	Pfizer	~
1st Dose Date:	03/30/2021	
2nd Dose Date:	04/20/2021	
Booster Date:	mm/dd/yyyy	
Vaccine Card Photo:	Choose File No file chosen	
	Photo of Vaccine Card Re	equired
	Save and Upload Photo	D

- 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"

Please submit the information	tion requested below. Acceptable image	files include .jpg and .png files	a.	
Your information will be sto	red in a secure location, separate from yo	our personnel file, and will be s	shared with authorized individuals on a	need-to-know
Vaccination records will be case the records will be kep	permanently deleted following the end o it in a secure location for legal archivel pu	the COVID-19 pandemic, unle rposes and deleted as soon as	ass Merit is required to keep a copy for ellowed by lew.	legal purpos
By submitting your vaccinat you upload is genuine. Parp termination.	ton information, you agree that, to the la nosely providing faise information or a co	ist of your knowledge, the info interfelt vaccination record will	remation provided is accurate and that Il result in immediate disciplinary action	the vaccinat n, up to and
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Vaccine Type:	COVID-19		The second	
Manufacturer:	Pflaar	~	The second second	
1st Dose Date:	14/18/2011			
2nd Dose Date:	10,1011001			
	mm/d#/www			
Booster Date:				

• 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.