Signing on to the COVID-19 Screening App

1. At the "Welcome" screen, click on the "UPDATE USER EMAIL & PIN".
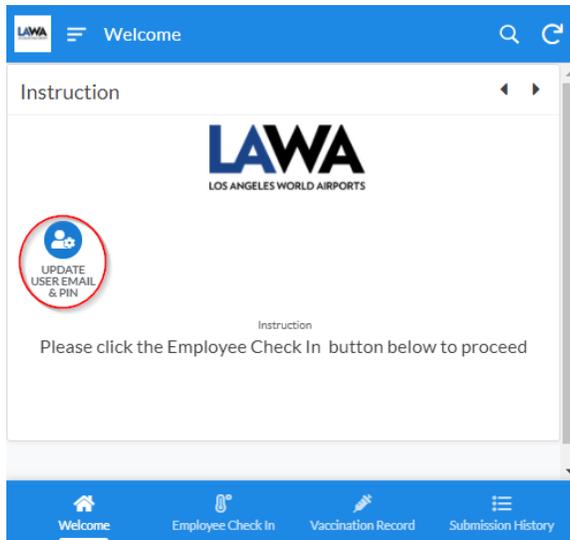
2. Enter your email and PIN
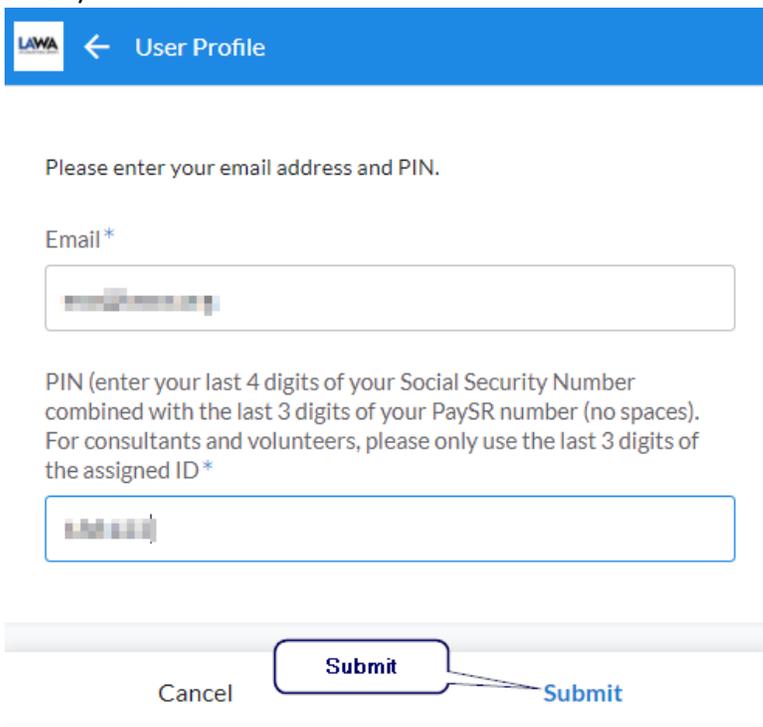
Submitting Vaccination Record

1. At the "Welcome" screen, if you have not submitted your vaccination record a reminder message will be displayed. Click on the *message* **OR** the "Vaccination Record" to begin submission.
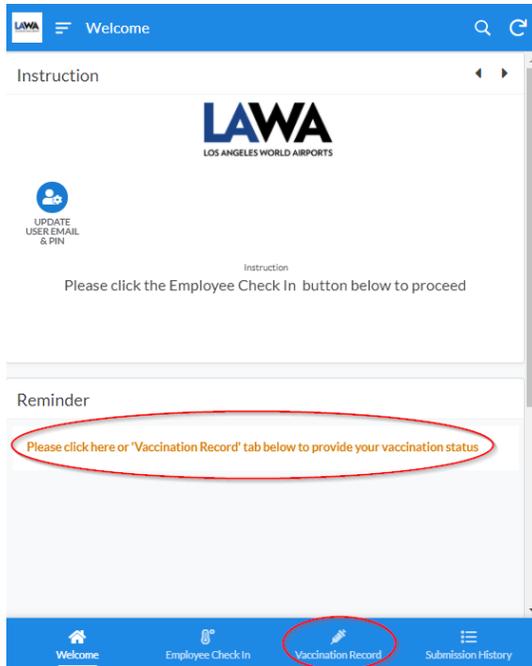
2. Click on the drop down arrow and choose statement that best fits your vaccination status.

Updated 8/3/21

3. Based on your selection additional information maybe be requested.

○ Full Vaccination

○ Partial Vaccination

○ No

○ Decline to State

Confirm
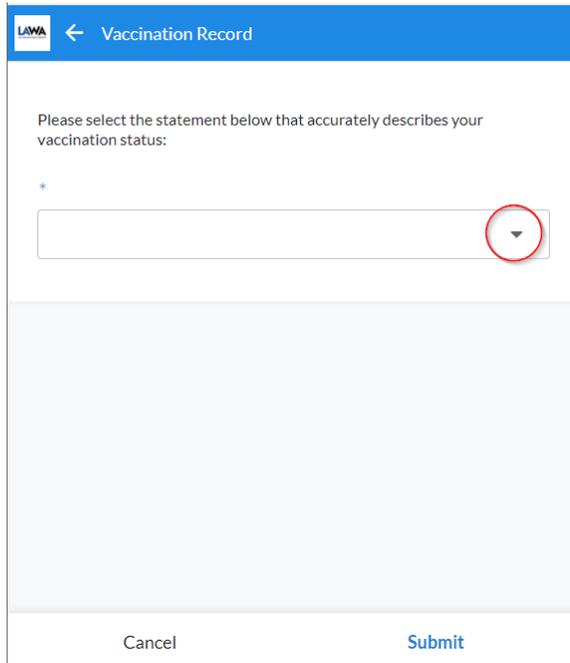
4. ***If your selection is either "**Partial Vaccination", "No"** or **"Decline to State",** no further information is required, click on **confirm**. A confirmation page with date/timestamp will be displayed and vaccination record submission is complete.
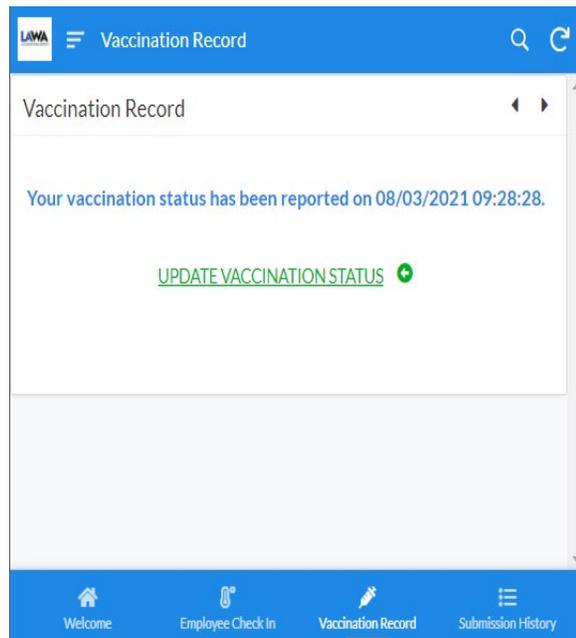
*Note: should your status change in the future, you can click on "Vaccination Record" located at the bottom of screen and then click on the "UPDATE VACCINATION STATUS" to update your vaccination status.

5. *** If your selection is "Fully vaccinated", you will need to provide an approved form of verification. Click on the camera icon.
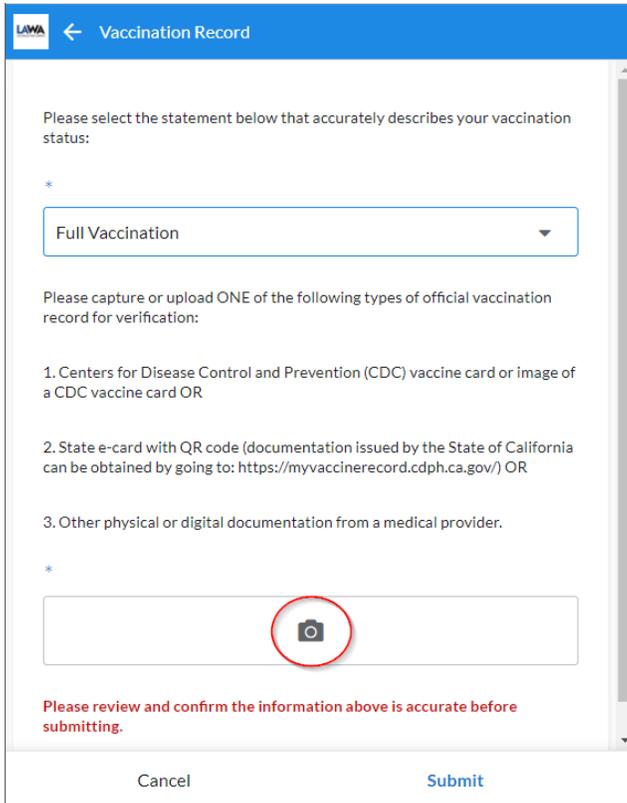
6. When submitting from a computer you can select an image file saved on your computer. When submitting on a mobile device you can take a picture of your vaccination record or select from an existing image saved on your mobile device.

7. After your have uploaded your verification record, click on "**Submit**" to complete.
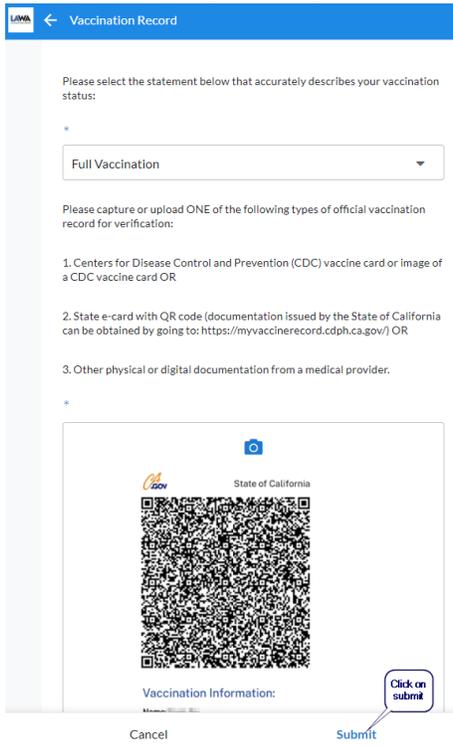
8. A confirmation screen will be display after your submission.

Updated 8/3/21