

# Proof of Immunization Submission Guide

## Submit from a mobile device

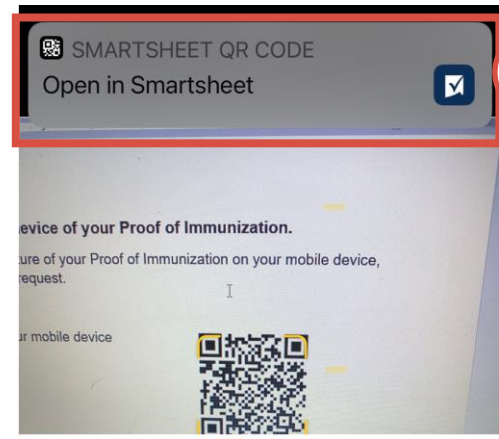
### From a mobile device

Open the Camera App on your mobile device

1. Scan the QR on the right (focus your camera on the QR code)

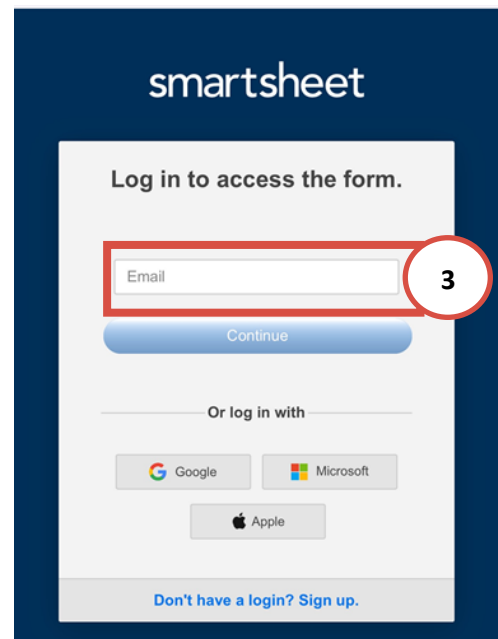


2. Click on **Open in Smartsheet** (if you have the app installed) or **Open in Safari (or your default browser)**



If your next screen shows the image to the right,

3. Enter your email address, with which you log into the CT Children's network and CONTINUE

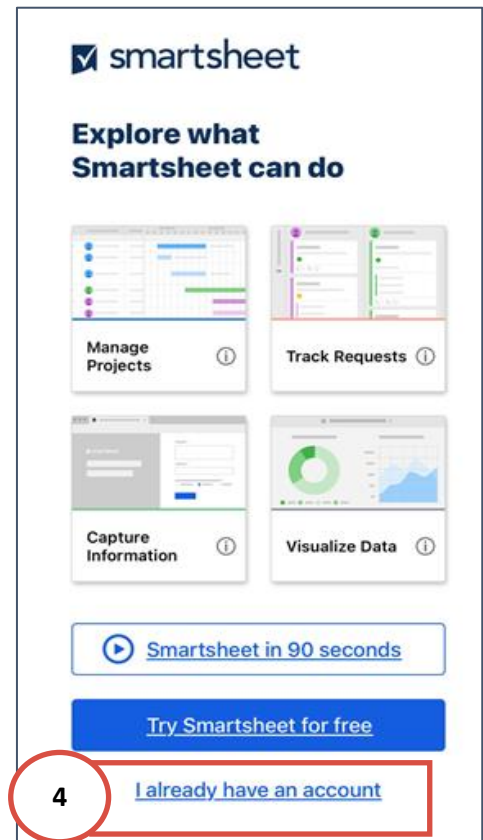


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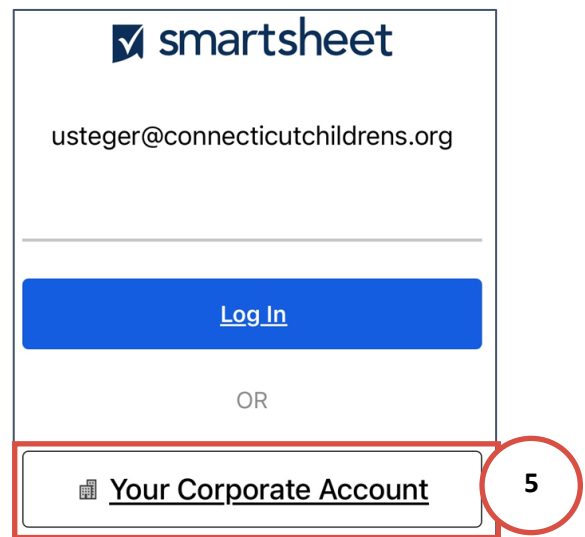
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If your next screen shows the image to the right,

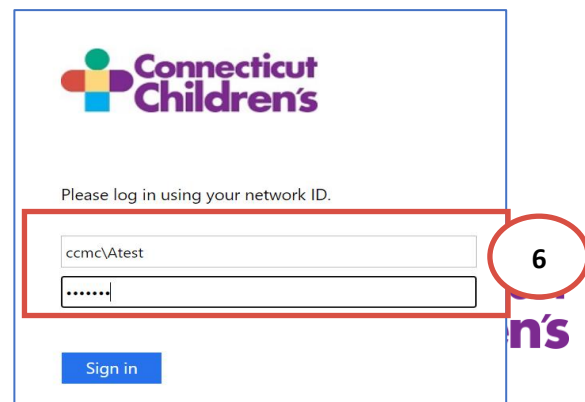
4. Click on **I already have an account**



5. Click on **Your Corporate Account**  
(no need to enter email address and password)



6. Enter **ccmc\your username** (e.g. ccmc\Atest) and your CT Children's network password and **Sign In**



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The *Smartsheet Proof of Vaccination 2023/2024 Form* opens.

Complete the required fields.

7. Click on **File Name**
8. Click on **Choose from Photo** (if saved on your device) **or Take Photo** (in real time) to upload your **Proof of Vaccination from your mobile device**.
9. Click on **Use Photo** (the file will be attached to the form)
10. Check off **Send me a copy of my responses** and then click **Submit**.

This ensures you receive a copy of your submission, including the file name of the attached document for your records.

You will receive a confirmation email that your submission was sent.

4:09 Team Member Proof of Vaccination 2023/2024

Date of Birth \*  
(MM/DD/YYYY)  
Select date

Are you an Employee of Connecticut Children's? \*

☐ Yes  
☐ No

Your Department \*

Who do you report to? \*

Upload your proof of vaccination here. (0/10) \*  
Please note, your proof of vaccination must include the date and site of administration, brand of the vaccine and Lot Number of the vaccine. A receipt or prescription will not be accepted.

7 File name

Attestation \*

☐ I attest that the information in the document