

Vaccine Exemption Request Submission Guide

Submit from a mobile device

From a mobile device

Open the Camera App on your mobile device

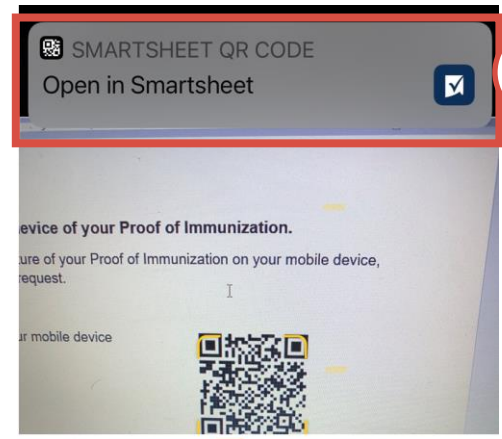
1. Scan the QR Code on the right (focus your camera on the QR code)



Scan to submit your completed
Exemption Request Form (pdf)

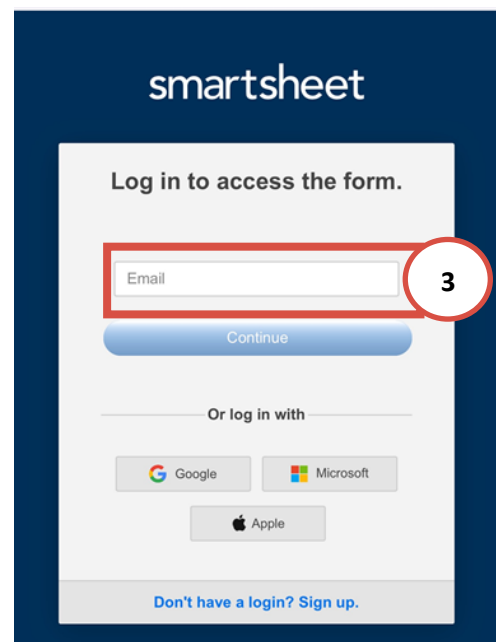
If you are already logged into Smartsheet on your mobile device, skip to Step 7.

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

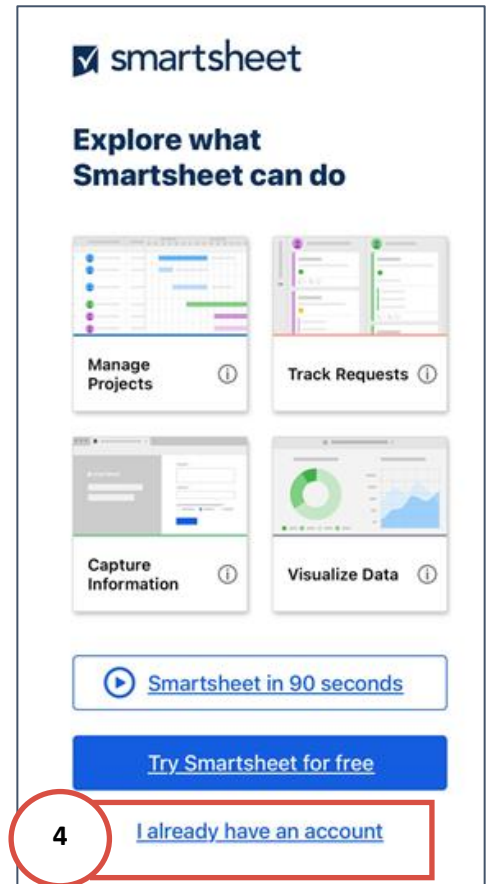


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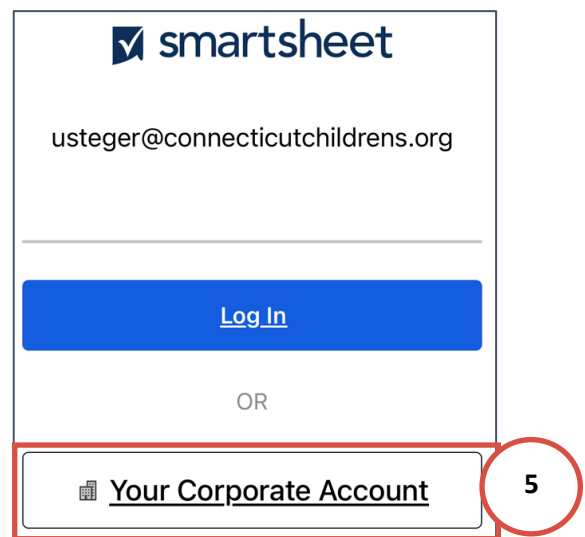
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If your next screen shows the image to the right,

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



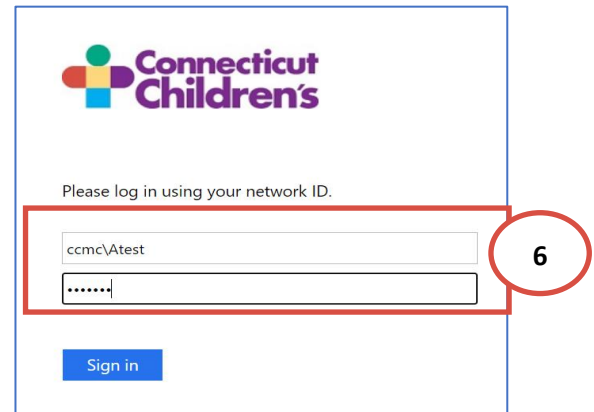
5. Click on **Your Corporate Account**
(no need to enter email address and password)



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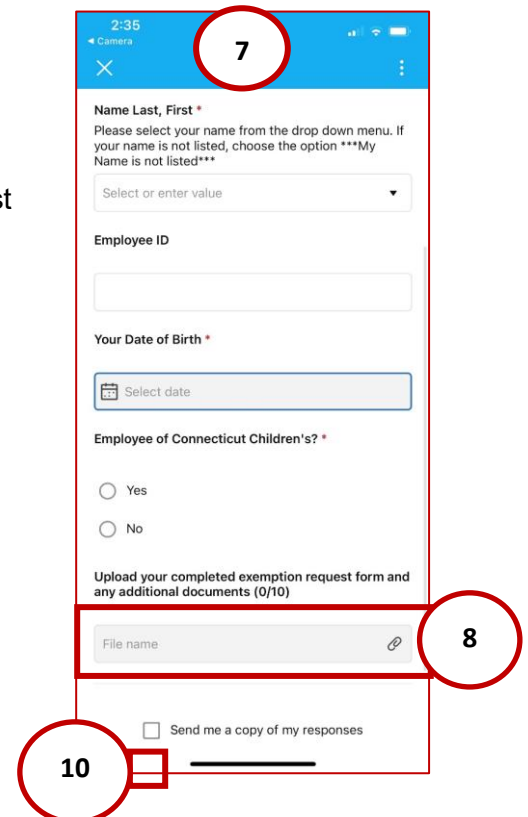
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6. Enter **ccmc\your username** (e.g. ccmc\Atest) and your CT Children's network password and **Sign In**



The Vaccine Exemption Request Submission Form opens.

7. Fill out the **Smartsheet Exemption Request Form**.
8. To attach your completed Connecticut Children's Request for Medical or Religious Exemption Request Form (pdf), click on **File Name**



9. Click on **Choose from Photo** or **Attach a File** (if saved on your device) or **Take Photo** (in real time) to upload your **Request for Exemption (pdf)**
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 an automated confirmation email that your submission was sent.