

Submit your document of record via Smartsheet

From a mobile device

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Open the Camera App on your mobile device

1. Scan the respective QR code on the right

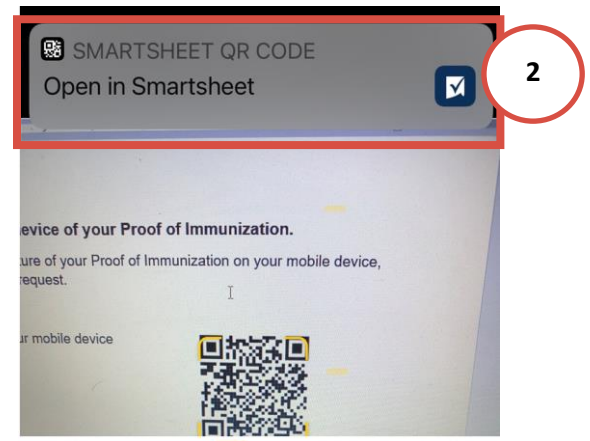


Submit your Proof of Flu Vaccine



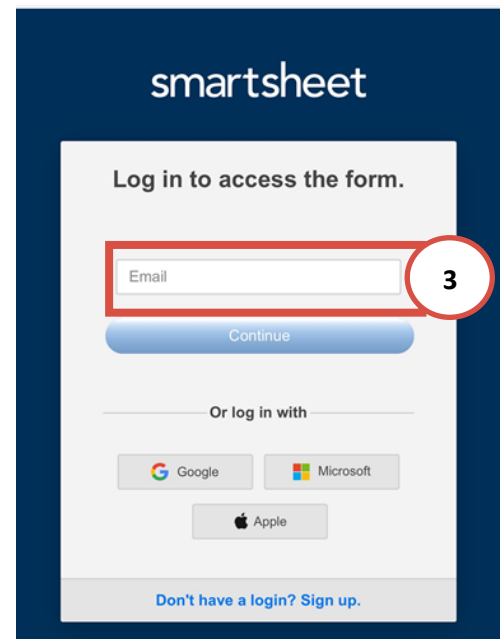
Submit your Exemption Request

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

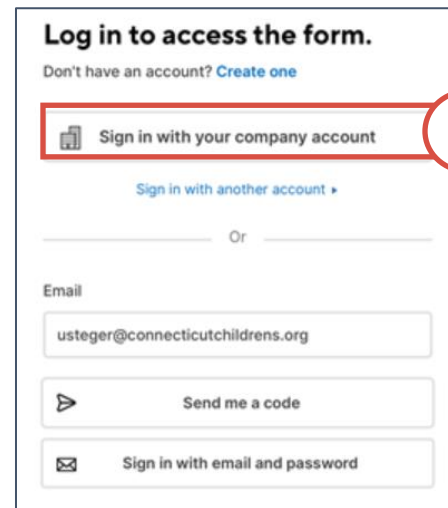


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If your next screen shows the image to the right,

4. Click on **Sign in with your company account** (no need to enter email address and password, we have Single Sign On enabled)

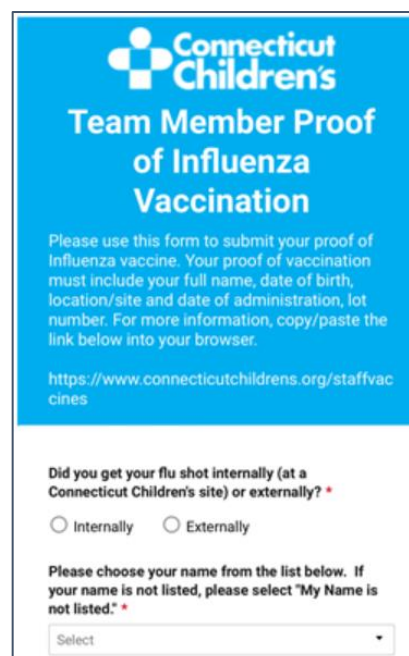


5. Enter **your CT Children's username** (e.g. Atest and your CT Children's network password and **Sign In**



The previously selected Smartsheet Form (see Step 1) opens.

Complete the required fields.



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6. To upload a document, click on **File Name**
 - a. Click on **Choose from Photo** (if saved on your device) **or Take Photo** (in real time) to upload your **Document from your mobile device**.
 - b. Click on **Use Photo** (the file will be attached to the form)
7. 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.

Team Member Proof of Influenza Vaccination

New! Closing an unfinished form will save your responses as a draft.

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.

File name

Attestation *

☐ I attest that the information in the document above is correct. I understand that clicking "Submit" will electronically sign the form and that signing this form electronically is the equivalent of signing a physical document.

☐ Send me a copy of my responses

Reset Form Submit