

Proof of Immunization Submission Guide

Submit from a mobile device

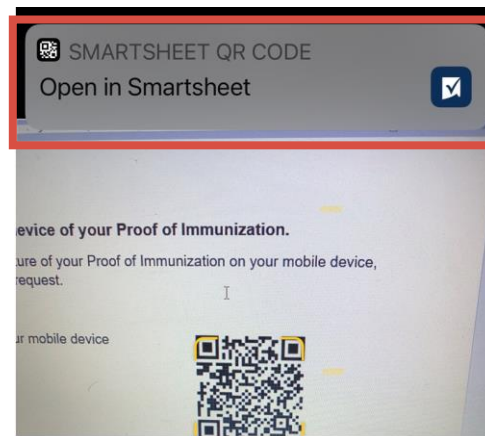
From a mobile device

Open the Camera App on your mobile device

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

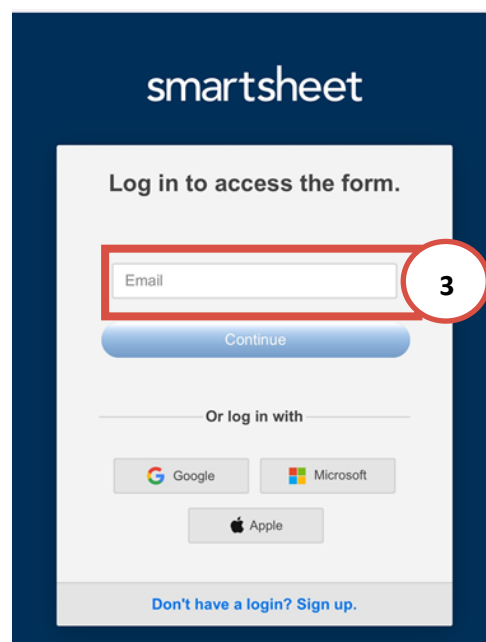


2. Click on **Open in Smartsheet** (if you have the app installed) or **Open in Safari (or your default browser)**



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**

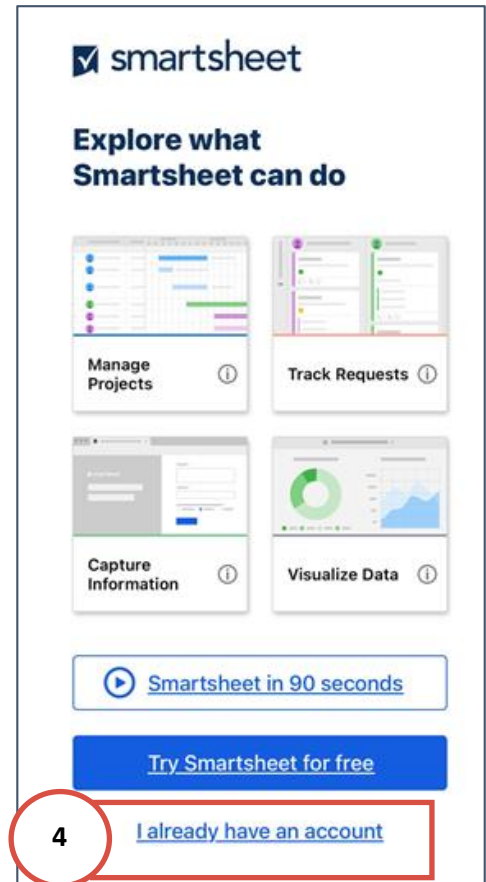


Proof of Immunization Submission Guide

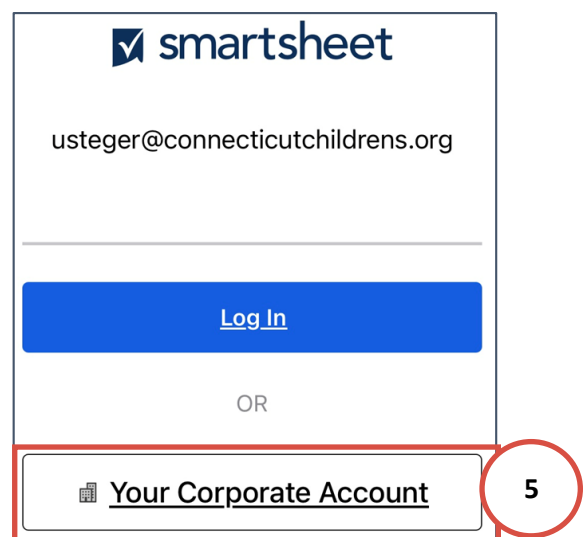
Submit from a mobile device

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)



Proof of Immunization Submission Guide

Submit from a mobile device

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

Connecticut Children's

Please log in using your network ID.

ccmc\Atest

.....

Sign in

The *Smartsheet Proof of Vaccination 2021/2022 Form* opens.

7. **Select the vaccine** for which you are submitting your proof.

4:51

Mail

Please submit your proof of vaccination for COVID and Influenza separately. One submission for each.

Please select for which vaccine you are submitting your proof *

COVID Booster Shot

COVID Vaccine (1st and 2nd dose for Pfizer/Moderna OR single dose for J&J)

Influenza Vaccine

None of the above - I am a new hire and not yet eligible for the COVID booster

Complete all required fields.

8. Click on **File Name**
 - Click on **Choose from Photo** (if saved on your device) or **Take Photo** (in real time) to upload your **Proof of Immunization from your mobile device**.
 - Click on **Use Photo** (the file will be attached to the form)

5:39

Camera

Team Member Proof of Vaccination 2021/2022

Your Department *

Who do you report to? *

Select or enter value

Please upload your proof of Influenza or FULL COVID vaccination here. (1/10)

If you received the Johnson & Johnson vaccine, please provide proof for one dose received. If you received the Pfizer or Moderna vaccine, you need to submit proof for both doses.

File name

Image 2021-07-19 17-38-57.jpeg 1.5 MB

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

Submit

9. **Attest** that the information provided is accurate.

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.