

Immunization Record Upload Instructions

We need a copy of the front and back of the Immunization Record for each staff member and volunteer.

To upload your file, first scan your copy of the front and back and save it as a .jpg or .pdf file.

Log into your account and go to the **Additional Options** menu. Click "**Document Center**" in the dropdown menu.

Under the Downloadable Forms section, select the "Upload" icon to the right of the Immunization Records link. Choose the individual and click the Select button.

On the resulting page, you will be asked to confirm the details for this document and select the document. Use the Select field to find the file on your computer, tablet, or smartphone. Once you have selected your file, click the **Upload Document** button.

You will receive a message that your action was completed successfully once the file uploads.

Thank you!