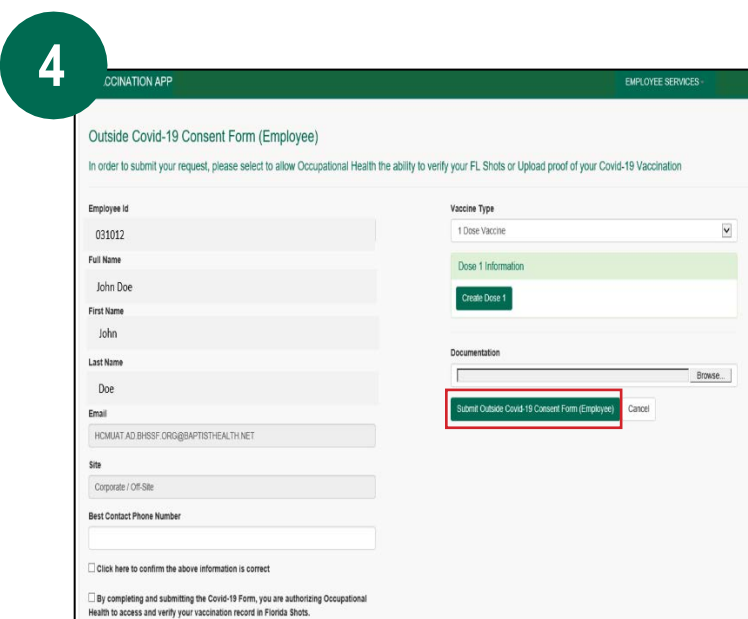
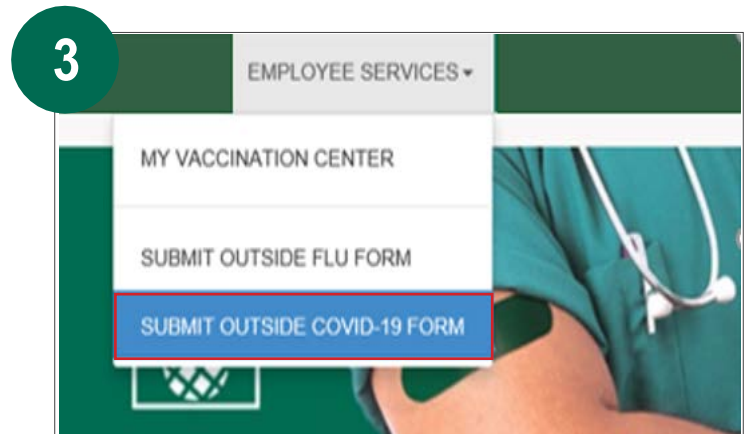
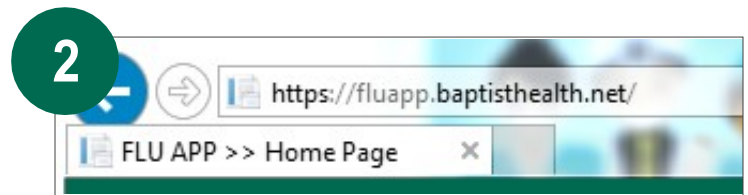


# HOW TO GUIDE

## Submit Proof of COVID-19 Vaccination via the Vaccination App

### Follow these instructions:

1. Open **Google Chrome** or **Microsoft Edge** on your work computer
2. On the Address Bar type **fluapp.baptisthealth.net** and hit enter. The Vaccination App page will load.
3. On the top navigation bar click the **Employee Services** drop down menu, then click on **Submit Outside Covid-19 Form**.
4. Employee Information will auto-populate.
  - Enter your *Best Contact Phone Number*.
  - Review and confirm all the information is correct.
  - If you choose to consent to Occupational Health accessing your Florida Shots vaccination record, click on the box stating, "By completing and submitting the COVID-19 form, you are authorizing Occupational Health to access and verify your vaccination record in Florida Shots".
  - If submitting proof of vaccination, complete the fields (Vaccine Type, Vaccine Administered By, Manufacturer, Lot #, and Date Administered).
  - Upload proof of vaccination in the Documentation Field by clicking *Browse*.
  - Click *Submit Outside Covid-19 Consent Form* button to finish.

A screenshot of the "Outside Covid-19 Consent Form (Employee)" page. The page contains several form fields: Employee Id (031012), Full Name (John Doe), First Name (John), Last Name (Doe), Email (HOMJAT.AD.BHSSF.ORG@BAPTISTHEALTH.NET), Site (Corporate / Off-Site), and Best Contact Phone Number. There are also fields for Vaccine Type (1 Dose Vaccine) and Dose 1 Information (Create Dose 1). A "Documentation" field with a "Browse..." button is present. A red box highlights the "Submit Outside Covid-19 Consent Form (Employee)" button. At the bottom, there are checkboxes for confirming information and authorizing Occupational Health. A green circle with the number "4" is overlaid on the left side of the form.