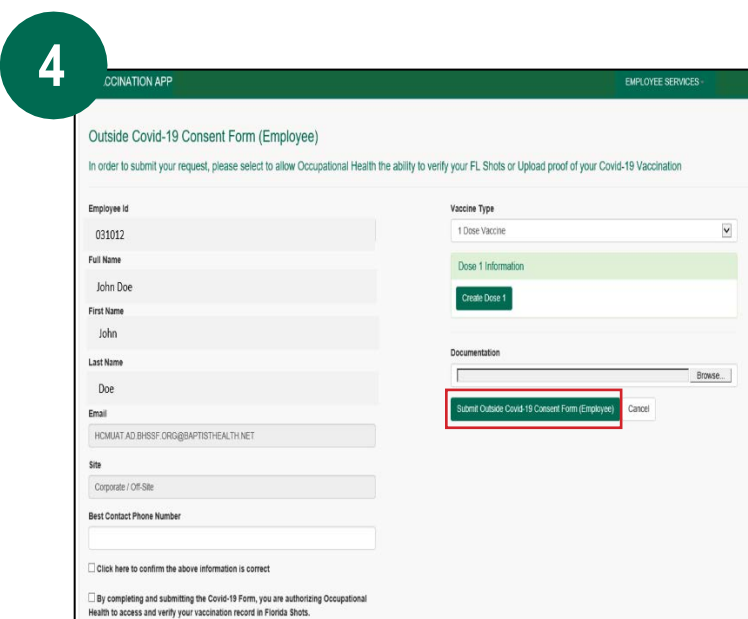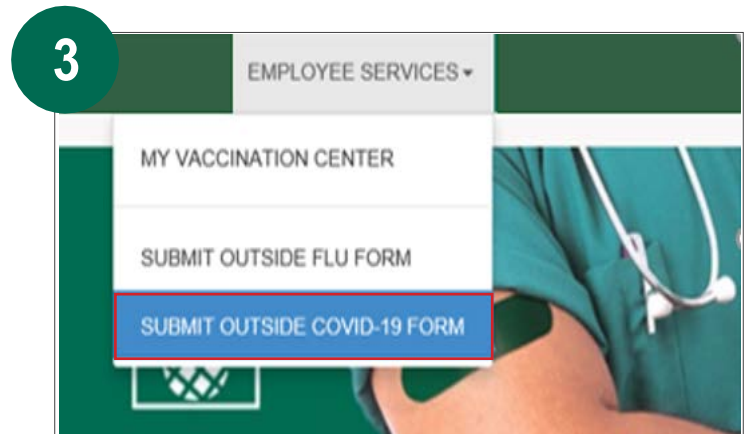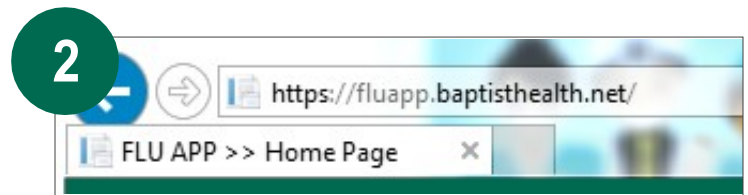# Submit Proof of COVID-19 Vaccination via the Vaccination App

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.