

Uploading COVID Vaccine Booster Validations

USING WSDOT LAPTOP OR DESKTOP COMPUTERS

This following step-by-step guide outlines the process of uploading your **COVID Vaccine Booster Validation** from WSDOT issued devices, such as laptops and desktop computers. **NOTE:** This process is for employees that have previously uploaded their **COVID Vaccine Validation** and want to upload their **COVID Vaccine Booster Record**.

Navigation:

Select **Med+Proctor** (www.wsdot.wa.gov/vaxrecord)

NOTE: The above link is specific to our agency. You must use this link to upload your records.

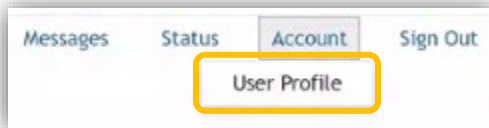
You'll be redirected through our agency's *Single Sign-On* (SSO). Wait 5 seconds.

NOTE: If your *Profile* and *Document* are highlighted green with checkmarks, skip to **STEP 2**.

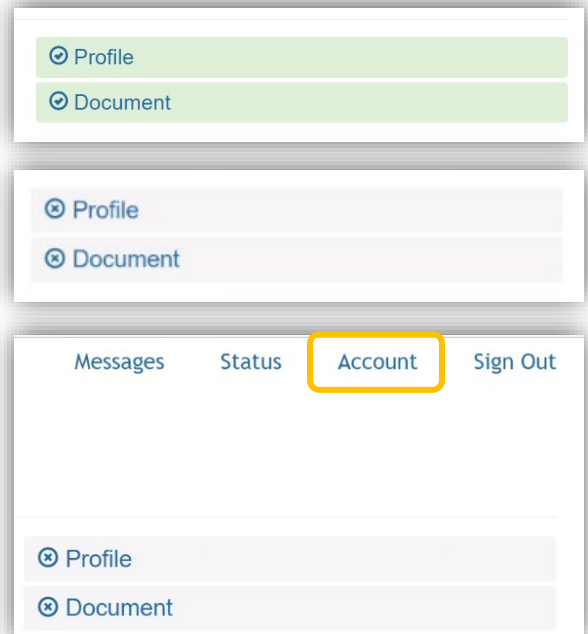
If your *Profile* and *Document* are not highlighted and have the "X", please continue with **STEP 1**.

STEP 1. Select **ACCOUNT**.

Ⓜ Select **USER PROFILE**.



Ⓜ Next to *Term*, select the drop-down menu and select your *Region*.



Profile

First name *

Last name *

Date of birth * 12/29

Term * Select

Employee ID

Continue...

Profile

Document

- Confirm or update the *Date of birth* field.

NOTE: Your *Date of birth* may impact your eligibility for incentives, so please ensure it is accurately represented.

- Select **CONTINUE**.

STEP 2. Select **CLICK HERE TO SUBMIT ANOTHER DOCUMENT**.

Status

Vaccine Record

Your application has been processed and verified to be complete.

Med+Proctor has received your records. You may use Med+Proctor to reference, modify, and print your information any time you like.

Click here to submit another document

Profile

Document

STEP 3. You'll be prompted to *Upload a Document*:

Documents

Download Documents

No documents have been assigned for you to download

Upload a Document

JPEG (.jpg or .jpeg) images are preferred.
Already have an official vaccine record? You can upload that here as well.
Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.

Document Type * Select

Select COVID Vaccine

Continue...

Profile

Document

- Select the *Document Type* dropdown menu and then select **COVID VACCINE**.

We're committed to providing equal access for all our information if you need this material in a different format, please contact your HR Consultant.

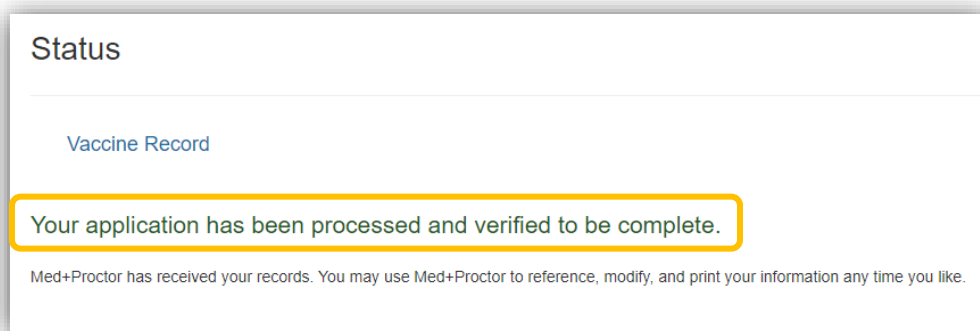
- Next to *Select a file*, select **CHOOSE FILES**.

NOTE: It is recommended that your **COVID Vaccine Booster Validation** be converted to JPEG (.jpeg or .jpg) prior to upload.

- Once you locate your file, select **CONTINUE**.

NOTE: If your *Start Date* with the agency is any time after October 2021, you may have to upload your **COVID Vaccine Record** as well as your **COVID Vaccine Booster Record** [if not on the same card].

STEP 4. You'll receive the below prompt indicating that your record is awaiting to be processed and verified:



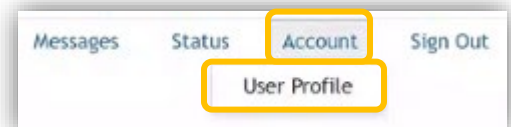
The screenshot shows a web interface titled "Status". Below the title is a link "Vaccine Record". A yellow box highlights a green message: "Your application has been processed and verified to be complete." Below this message, smaller text reads: "Med+Proctor has received your records. You may use Med+Proctor to reference, modify, and print your information any time you like."

- You will receive an email from *Med+Proctor*, and *Human Resources* will be notified when your record is approved.

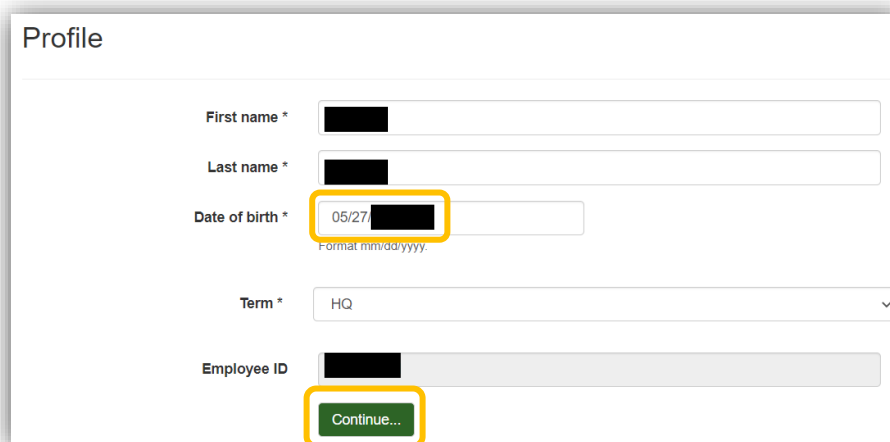
STEP 5. **NOTE:** If you completed **STEP 1.**, skip this **STEP**.

- From the above menu, select **ACCOUNT** and then **USER PROFILE**.

- Confirm or update the *Date of birth* field.



The screenshot shows a navigation menu with four items: "Messages", "Status", "Account", and "Sign Out". The "Account" item is highlighted with a yellow box, and a sub-menu item "User Profile" is also highlighted with a yellow box.



The screenshot shows a "Profile" form with the following fields: "First name *" (text input), "Last name *" (text input), "Date of birth *" (date picker showing "05/27"), "Term *" (dropdown menu showing "HQ"), and "Employee ID" (text input). A yellow box highlights the "Date of birth" field, and another yellow box highlights a green "Continue..." button at the bottom.

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NOTE: Your *Date of birth* may impact your eligibility for incentives, so please ensure it is accurately represented.

- 🕒 Select **CONTINUE**. You have completed the uploading process.

To exit, select **SIGN OUT** from the upper-right of your screen.

Messages Status Account **Sign Out**