Washington State Department of Transportation

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)

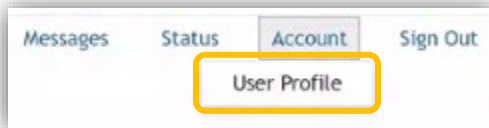**NOTE:** The above link is specific to our agency. You must use this link to upload your records.

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

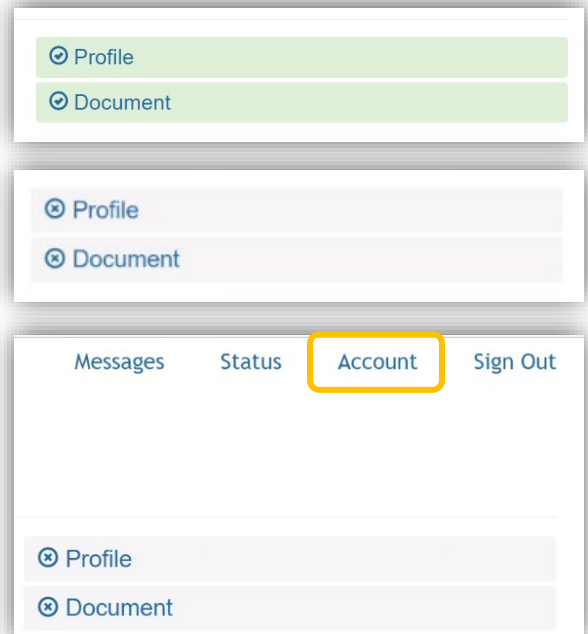**NOTE:** If your *Profile* and *Document* are highlighted green with checkmarks, skip to STEP 2.

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

⊘ Profile
⊘ Document

⊗ Profile
⊗ Document

STEP 1. Select **ACCOUNT**.

- Select **USER PROFILE**.

| Messages | Status | Account | Sign Out |

User Profile

⊗ Profile
⊗ Document

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

Messages   Status   Account   Sign Out

User Profile

⊗ 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**.

STEP 3. You'll be prompted to *Upload a 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.
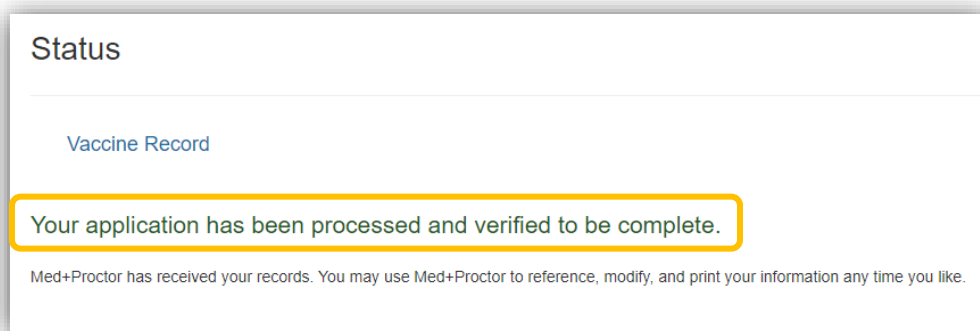
- Next to *Select a file*, select **CHOOSE FILES**.

  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 <u>October 2021</u>, you may have to upload your COVID Vaccine Record as well as your COVID Vaccine Booster Record [if not on the same card].

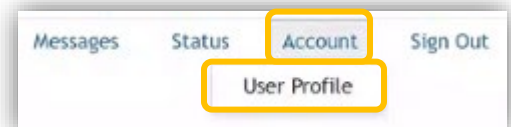STEP 4. You'll receive the below prompt indicating that your record is awaiting to be processed and verified:

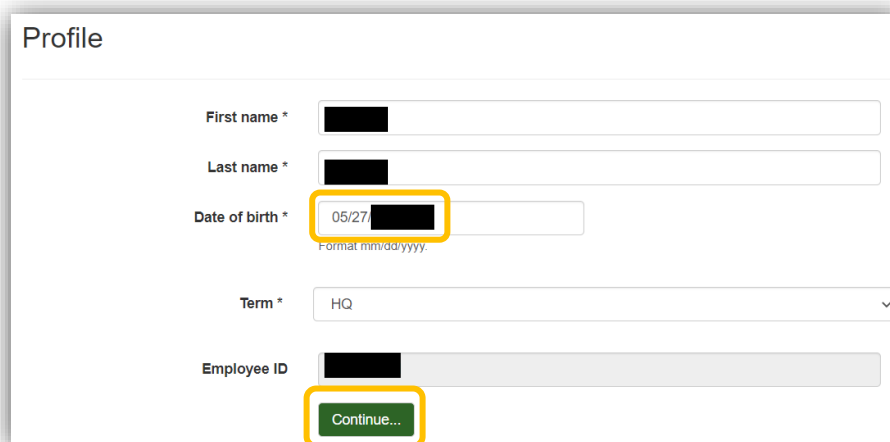- You will receive an email from *Med+Proctor*, and *Human Resources* will be notified when your record is approved.

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.

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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.