

## Uploading COVID Vaccine Booster Validations

### USING MOBILE DEVICES

This following step-by-step guide outlines the process of uploading your **COVID Vaccine Booster Validation** from mobile devices, to include both WSDOT and personal devices. If you're validating from a personal mobile device, please ensure that you've completed the [Multi-Factor Authentication](#) (MFA) process prior to proceeding with the **COVID Vaccine Booster Validation** process. **NOTE:** This process is for employees that have previously uploaded their **COVID Vaccine Validation** and want to upload their **COVID Vaccine Booster Record**.

#### Navigation:

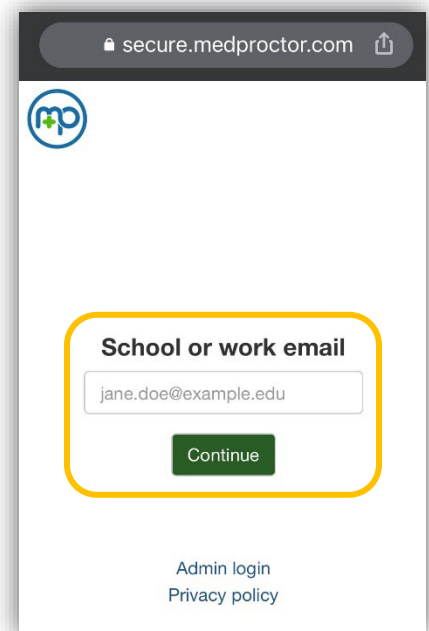
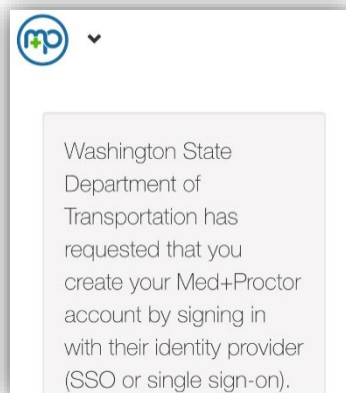
Select **Med+Proctor** ([www.wsdot.wa.gov/vaxrecord](http://www.wsdot.wa.gov/vaxrecord))

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

**STEP 1.** You'll be prompted to enter your *School or Work email*:

-  Enter your **WSDOT EMAIL ADDRESS**.
-  Select **CONTINUE**.

**STEP 2.** You'll receive the below prompt while you wait to be redirected through our agency's *Single Sign-On* (SSO).  
Wait 5 seconds:



**STEP 3.** You'll be prompted to enter your *Organizational Account*.

- Enter your **WSDOT EMAIL ADDRESS**.
- Enter your **WSDOT DOMAIN PASSWORD**.

**NOTE:** This is your password used to log into a WSDOT laptop or computer.

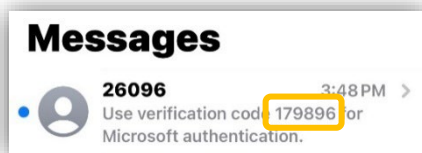
- Select **SIGN IN**.

**STEP 4.** You'll be prompted and automatically receive a text

message with a *Verification Code*.

**NOTE:** If you have *Authenticator* on your mobile device, you'll be prompted to authenticate through that App in lieu of text message.

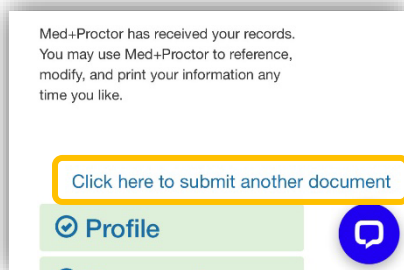
- Open the text message, highlight the numeric code, and select **COPY CODE**.



- Return to *Med+Proctor* and **PASTE** the *Verification Code*.

- Select **SIGN IN**.

**STEP 5.** Select **CLICK HERE TO SUBMIT ANOTHER DOCUMENT**.



**STEP 6.** You'll be prompted to *Upload a Document*:

- Select the *Document Type* dropdown menu and then select **COVID VACCINE**.
- Next to *Select a file*, select **CHOOSE FILES**.

A screenshot of the Washington State Department of Transportation login page. The header shows the WSDOT logo and name. Below, it says "Sign in with your organizational account". There are two input fields: "someone@example.com" and "Password". A "Sign in" button is at the bottom, highlighted with a yellow box.A screenshot of the Washington State Department of Transportation verification page. The header shows the WSDOT logo and name. Below, it says "For security reasons, we require additional information to verify your account (redacted@wsdot.wa.gov)". It then says "We've sent a text message with a verification code. +x xxxxxx5057". There is a "Verification code" input field with the placeholder "Enter your verification code". A "Sign in" button is at the bottom, highlighted with a yellow box. Below the button, there is a link "Use a different verification option".A screenshot of the "Upload a Document" page in the Med+Proctor app. The page has a light blue header with the title "Upload a Document". Below the header, there is a light blue box with text: "JPEG (.jpeg or .jpg) 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." Below this box, there is a "Document Type \*" dropdown menu with "COVID Vaccine" selected. Below the dropdown, there is a "Select a file \*" section with a "Choose Files" button and the text "no files selected". A "Continue..." button is at the bottom. The "Choose Files" button and the "Continue..." button are highlighted with a yellow box.

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.

**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 **ADD**, and then select **CONTINUE**.

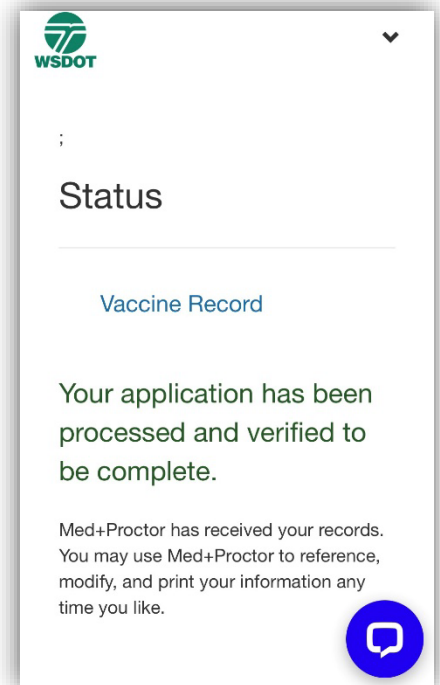
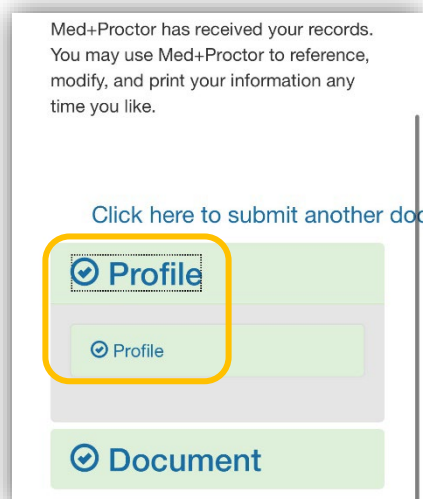
**NOTE:** If your **Start Date** with the agency is any time after October 2021, you may have to upload your **COVID Vaccine Record** as well as your **COVID Vaccine Booster Record** [if not on the same card].

**STEP 7.** 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.

**RECOMMENDED** Check that your **Date of birth** is correctly reflected in the system.

- From the screen above, select **PROFILE** and then **PROFILE** again.



- 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**.

**NOTE:** You may be prompted to review and sign the **End User License Agreement**.

A screenshot of a mobile application interface showing the "Profile" page. It has three input fields: "First name \*", "Last name \*", and "Date of birth \*". The "Date of birth" field contains "05/27" and is highlighted with a yellow box. Below the "Date of birth" field is the text "Format mm/dd/yyyy.".

Enter your **FIRST** and **LAST NAME**.

Select **AGREE**.

Select **CONTINUE**.

## Agreements

End User License Agreement

Continue...

Profile

Document

## Agreement


END USER LICENSE AGREEMENT /  
TERMS OF USE  
IMPORTANT: PLEASE READ THIS EULA  
CAREFULLY.

Enter your full name

Enter your full name for use as an  
electronic signature

Agree

To exit, select the dropdown arrow in the upper-right of your screen, and select **SIGN OUT**.



▼

Messages

Status

Account

Sign Out