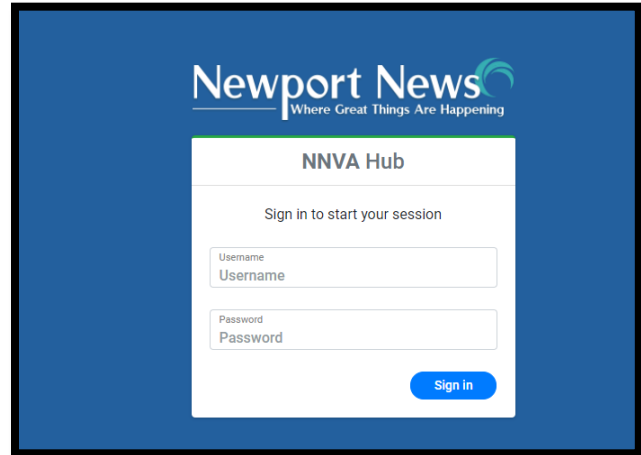
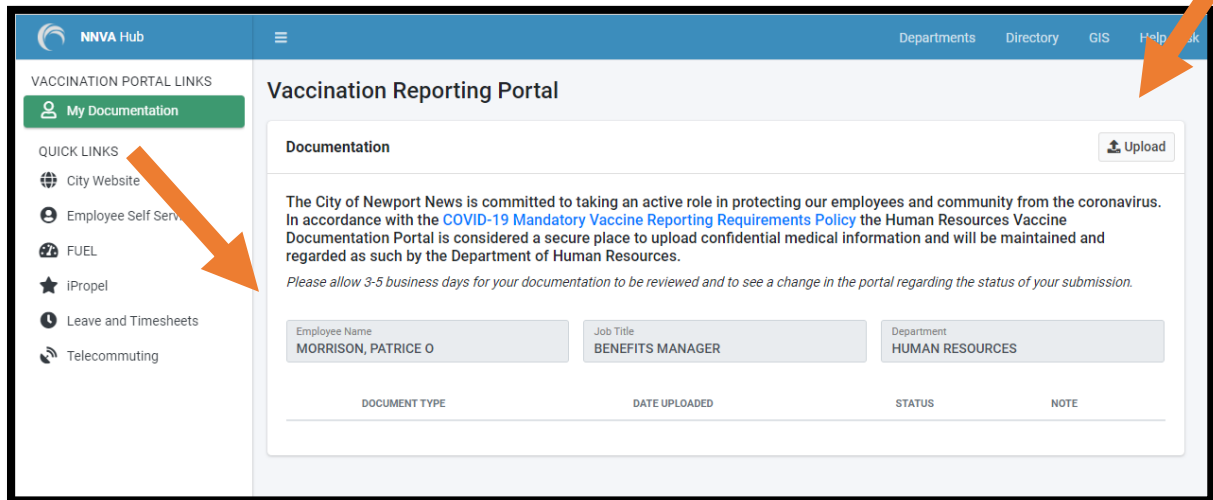


How to upload a document into the Human Resources Vaccine Document Portal

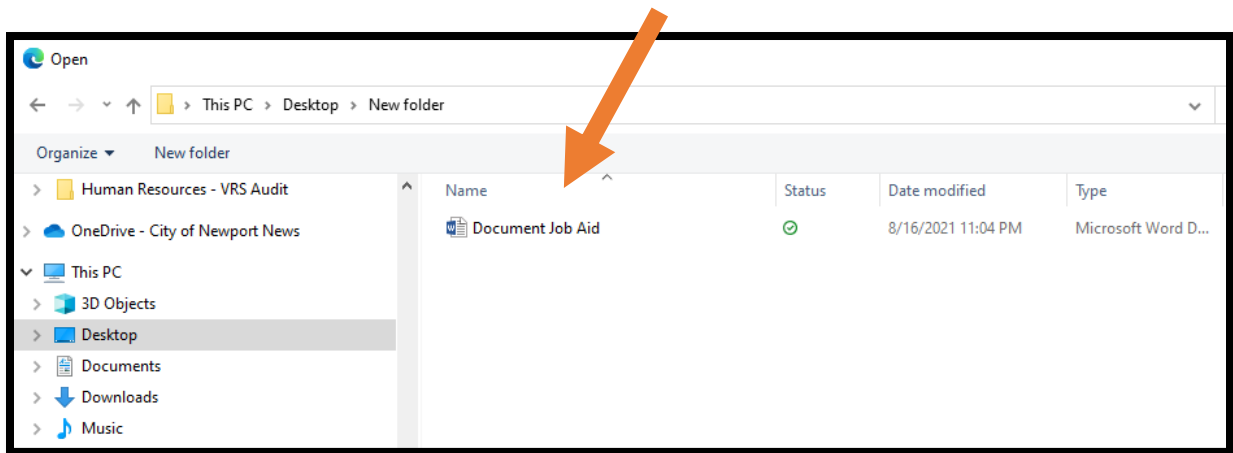
1. To access the portal employees may click the [link](#) or sign in from LTS. Enter your Active Directory credentials.



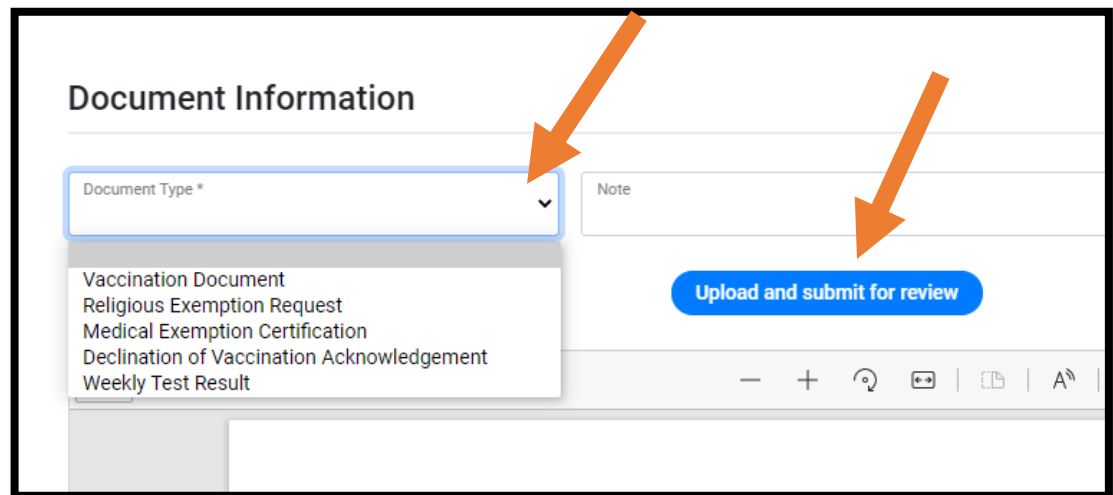
2. The system will preload with your name, job title, and department. Click the "Upload" button found in the right corner of the white box.



3. Select the document you would like to upload.

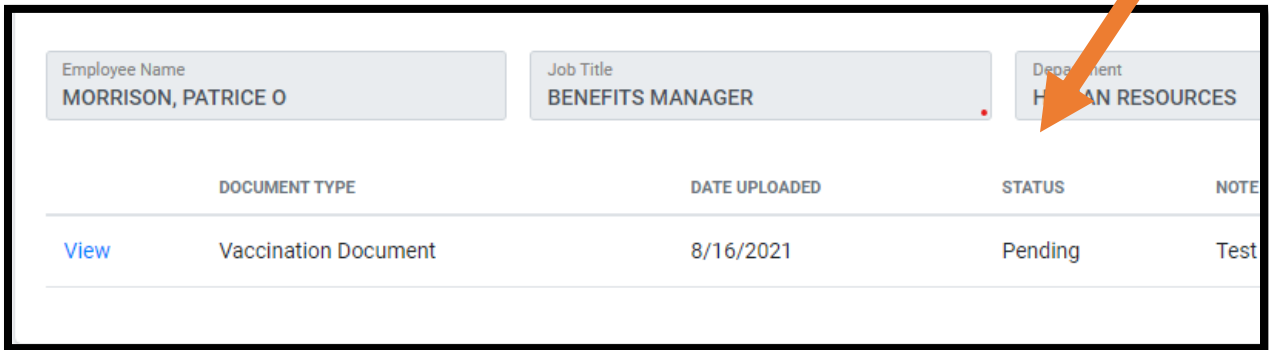


4. From the drop down menu select the type of document you are uploading. You may also enter any notes you would like to share with the reviewer in the notes box. Then select the blue “Upload and submit for review” button.



Note: Vaccination Document should only be selected if you are uploading a Vaccination Card, Immunization Record or other proof of vaccination status.

- Your newly upload document will be added to your document type listing along with the date uploaded and the status of your upload. **Please allow at least 3-5 business days for your documentation to be reviewed and to see a change in the portal status of your submission.**



Employee Name MORRISON, PATRICE O	Job Title BENEFITS MANAGER	Department HUMAN RESOURCES
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	DOCUMENT TYPE	DATE UPLOADED	STATUS	NOTE
View	Vaccination Document	8/16/2021	Pending	Test

Status Codes:

Pending	Document has been successfully uploaded and is pending review.
Verified	The Vaccination document has been verified. No additional action is needed.
Returned	Your document was reviewed and returned to you for corrections. Please log back into the portal for details surrounding your returned document. Additional action is needed.
Approved	Your exemption request has been reviewed and is approved.
Recalled	You elected to remove the document from your listing history. Recalled documents will not be reviewed.