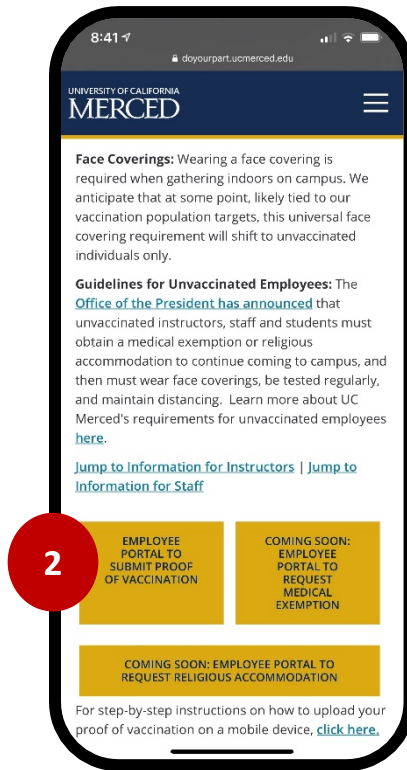
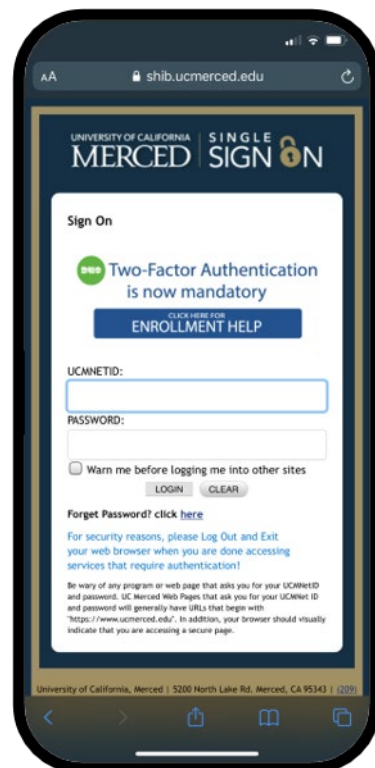
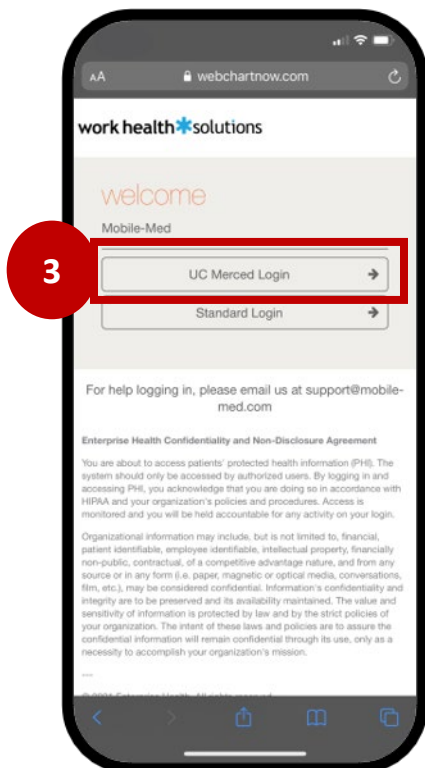


How to Upload Proof of COVID-19 Vaccination on Mobile Device

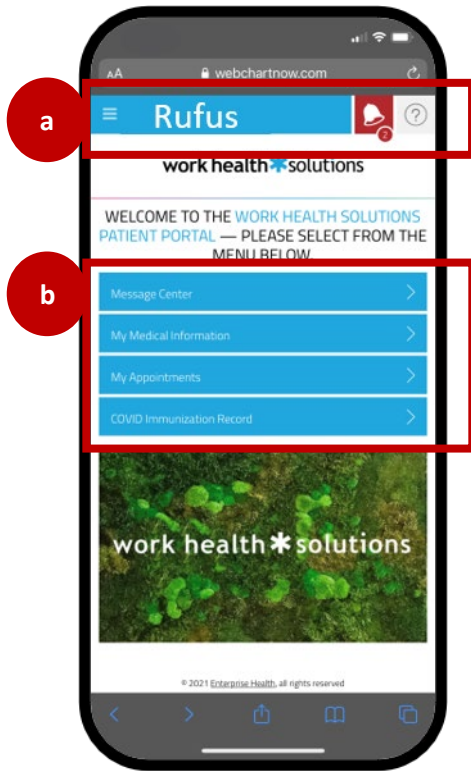
1. On your mobile device, go to <https://doyourpart.ucmerced.edu/instructors-and-staff>
2. Click “Employee Portal to Submit Proof of Vaccination” which will take you to Work Health Solutions log in page



3. Click “UC Merced Login” and the typical single-sign-on screen will appear. Sign in with Single-sign-on and DUO two-factor authentication



4. Work Health Solutions employee patient portal will open



Work Health Solutions Employee Patient Portal Navigation

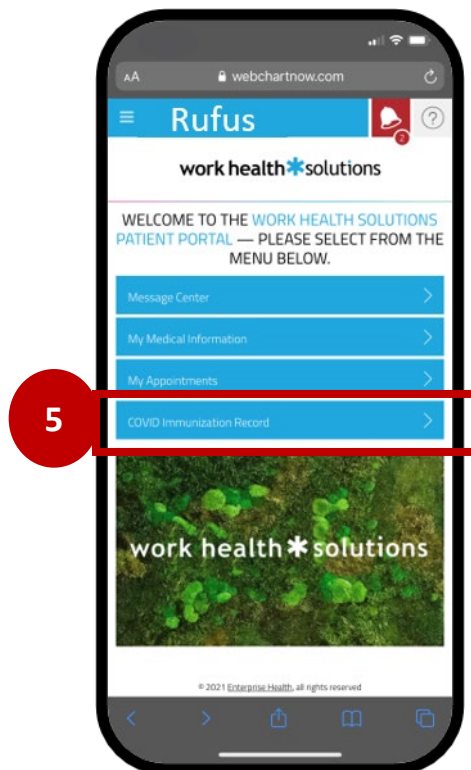
a. Home Ribbon

- **Stacked Menu:** opens additional options
- **Your Name**
- **Bell:** opens Message Center
- **?:** goes to help

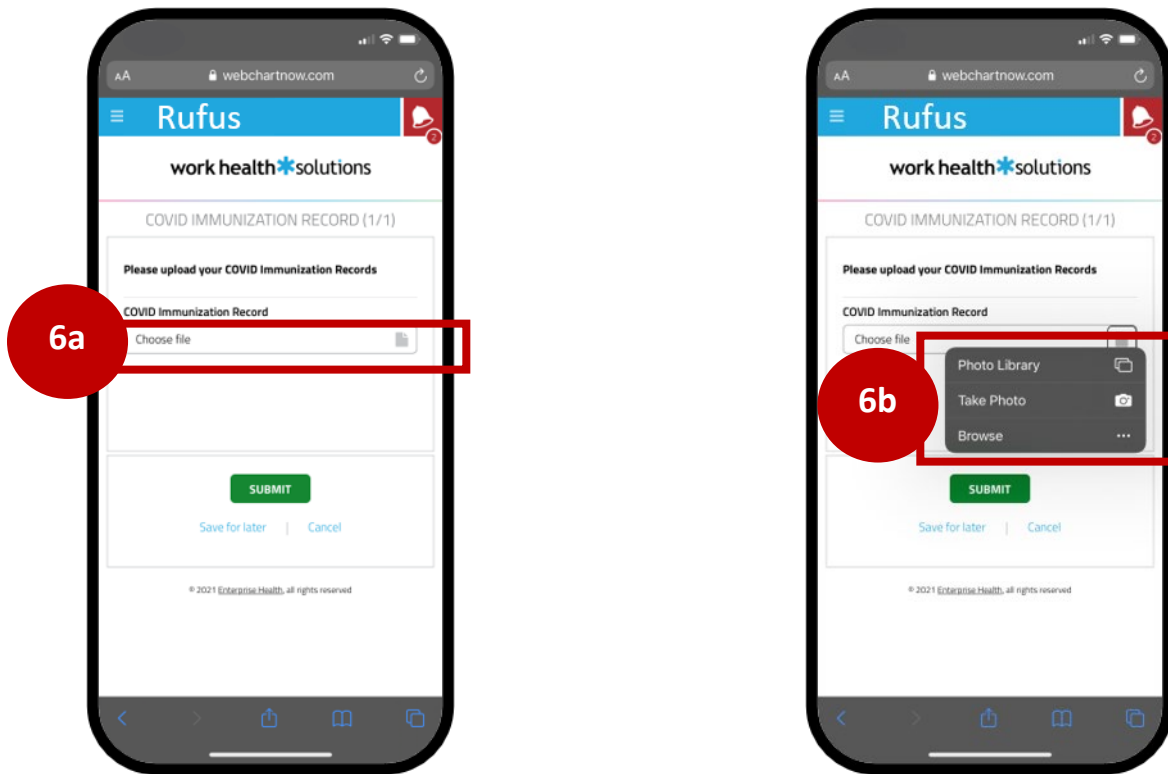
b. Patient Portal Menu

- **Message Center:** see notifications and any open tasks
- **My Medical Information:** see your medical information
- **My Appointments:** see your scheduled appointments
- **COVID Immunization Record:** quick link to upload your proof of COVID-10 immunization record

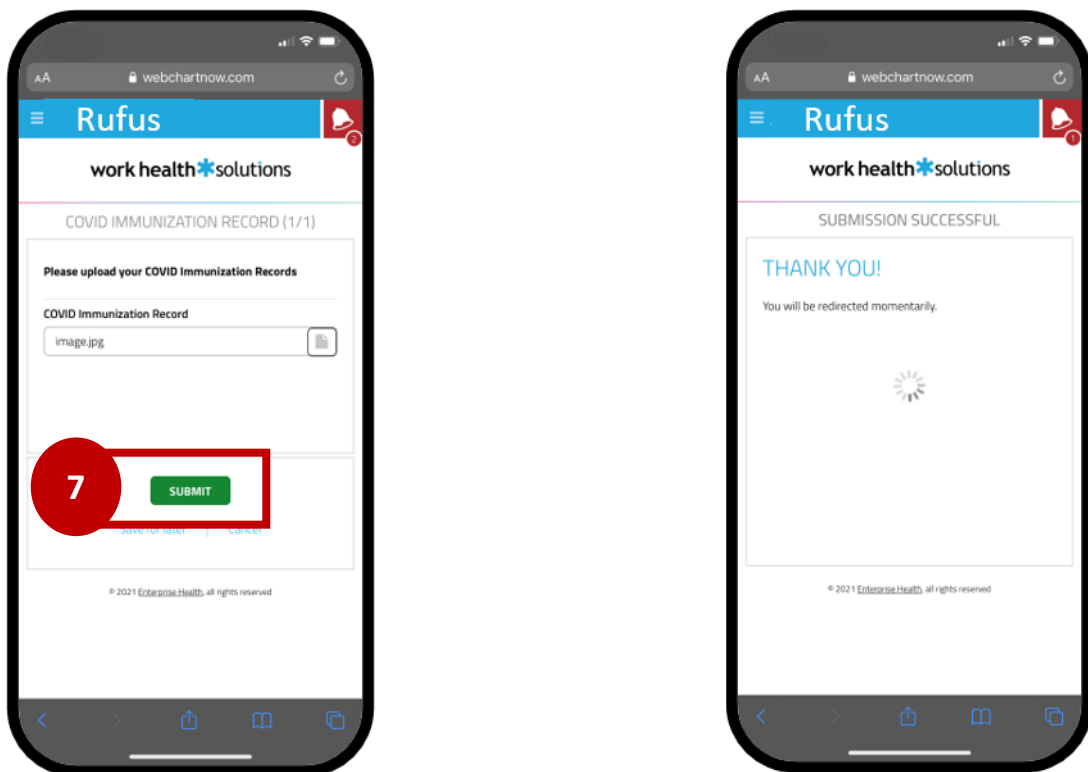
5. Click “COVID Immunization Record”



6. On the upload screen, click “Choose File”. Select “Take Photo” if you need to take a photo, or “Photo Library” if you already have a photo of your immunization card. Take your photo or select your previously taken photo.



7. Click the green Submit button to complete the upload process. You should see a “Thank You!” screen after clicking the Submit button.



8. To verify your submission was successful, see [How to Confirm Your Upload](#) resource