

# COVID-19 Portal

*How to Upload Proof of Testing (Self Upload/HRL Upload)*

Visit: <https://covid19portal.princegeorgescountymd.gov/>  
Log in with County email address and password



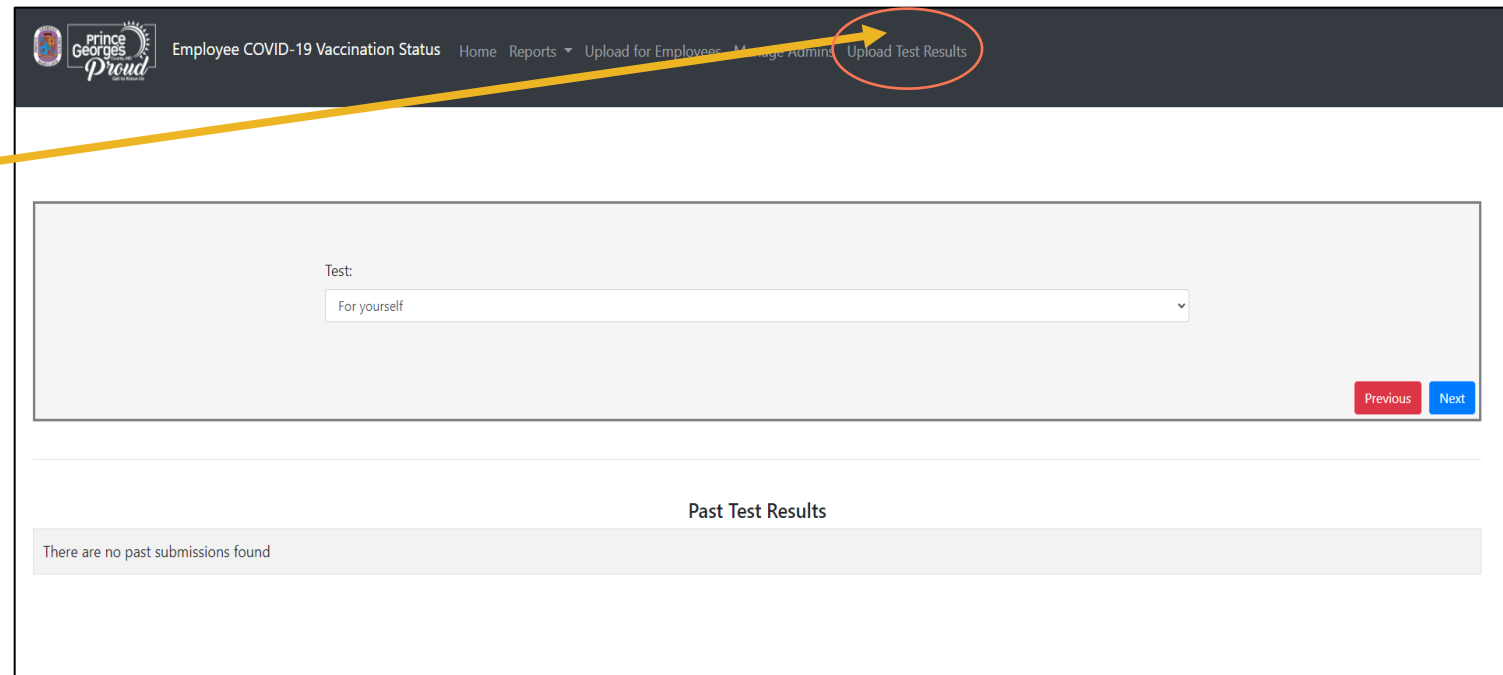
# Portal

## How to Upload Proof of Testing (Self Upload/HRL Upload)

Visit the [COVID-19 Portal](#), log in with your email address and password, and follow these steps to upload your test results.

**Step 1:** Click on the **Upload Test Results** tab and select one of the options.

**Step 2:** Click on the blue **Next** button on each page to take you through each required question.



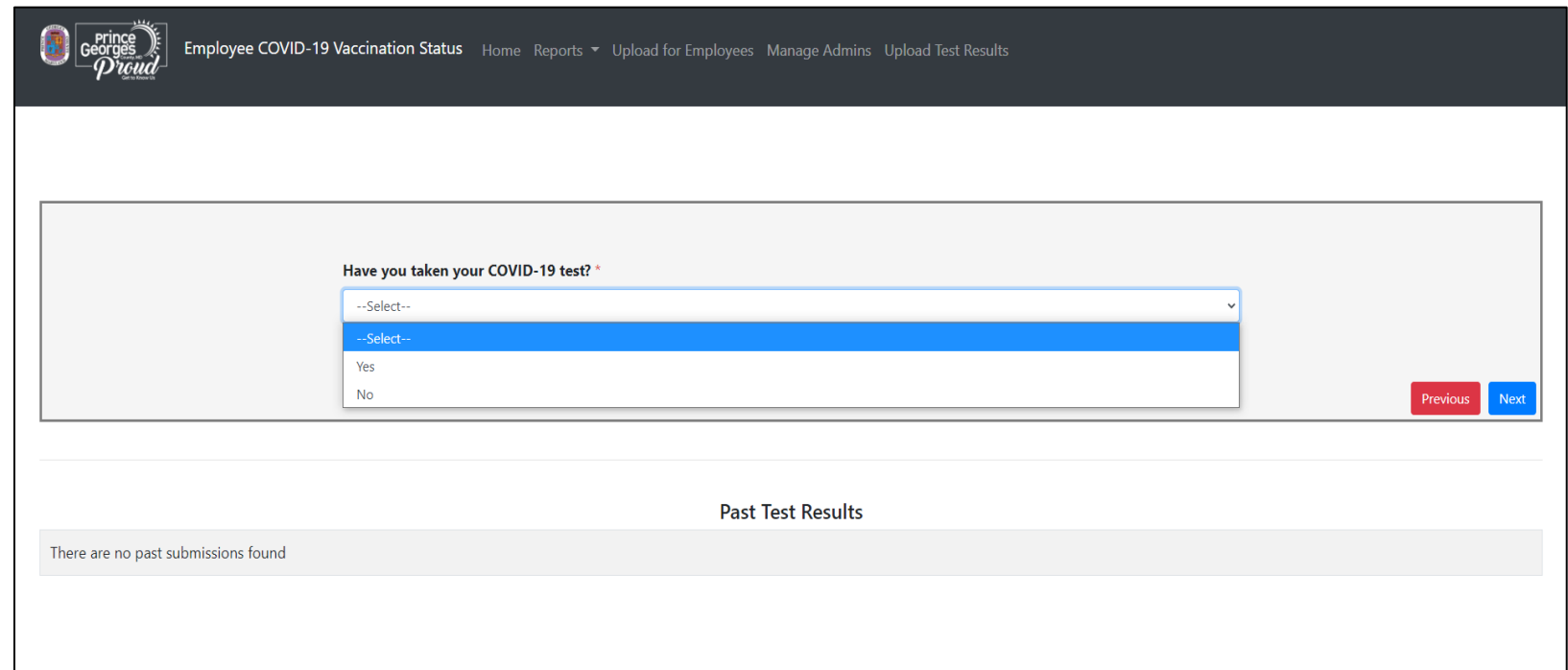
The screenshot displays the 'Employee COVID-19 Vaccination Status' portal. The navigation menu at the top includes 'Home', 'Reports', 'Upload for Employers', 'Manage Admins', and 'Upload Test Results', which is circled in red. A yellow arrow points from the 'Upload Test Results' tab in the instructions to this menu item. The main content area features a 'Test:' dropdown menu with 'For yourself' selected. At the bottom right of this section are 'Previous' and 'Next' buttons. Below this is a section titled 'Past Test Results' with a message: 'There are no past submissions found'.

# Portal

## How to Upload Proof of Testing (Self Upload)

**Step 3:** You will be asked if you have taken your scheduled COVID-19 test.

- Select **Yes** if you have tested.
- Select **No** if you have not been tested for the week.



The screenshot displays the 'Employee COVID-19 Vaccination Status' portal. At the top, there is a navigation bar with the Prince Georges County logo and the text 'Employee COVID-19 Vaccination Status'. To the right of the navigation bar are links for 'Home', 'Reports', 'Upload for Employees', 'Manage Admins', and 'Upload Test Results'. The main content area features a form with the question 'Have you taken your COVID-19 test? \*'. A dropdown menu is open, showing three options: '--Select--', 'Yes', and 'No'. The 'Yes' option is currently selected. To the right of the dropdown are two buttons: 'Previous' (red) and 'Next' (blue). Below the form, there is a section titled 'Past Test Results' which contains the message 'There are no past submissions found'.

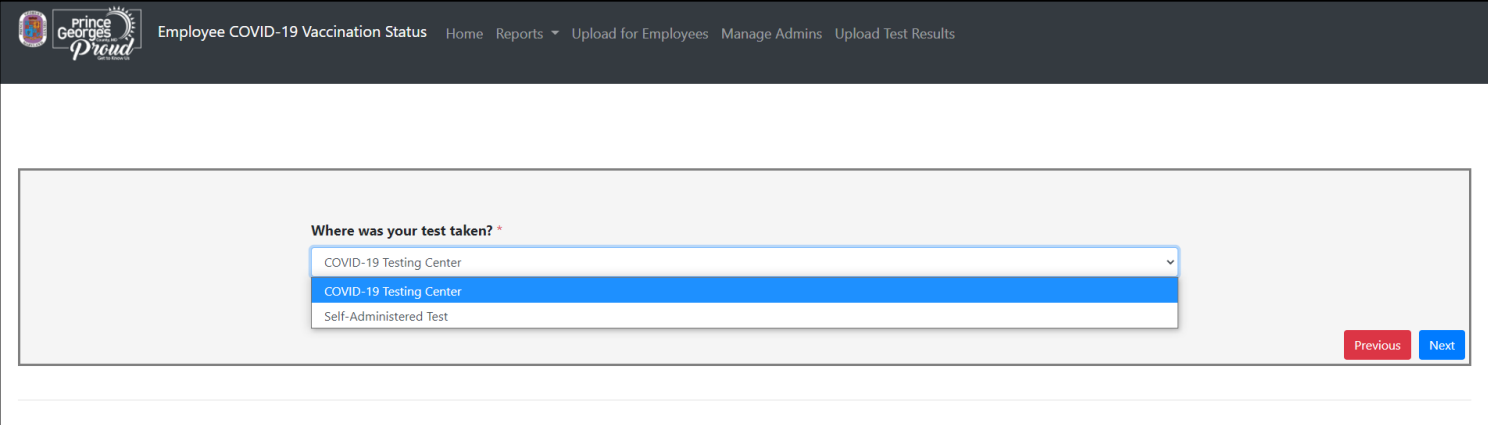
# Portal

## How to Upload Proof of Testing (Self Upload)

If you select **Yes**, then you will be asked, "Where was your test taken?"

On the screen you will have two (2) options in the drop-down menu:

- COVID-19 Testing Center
- Self-Administered Test



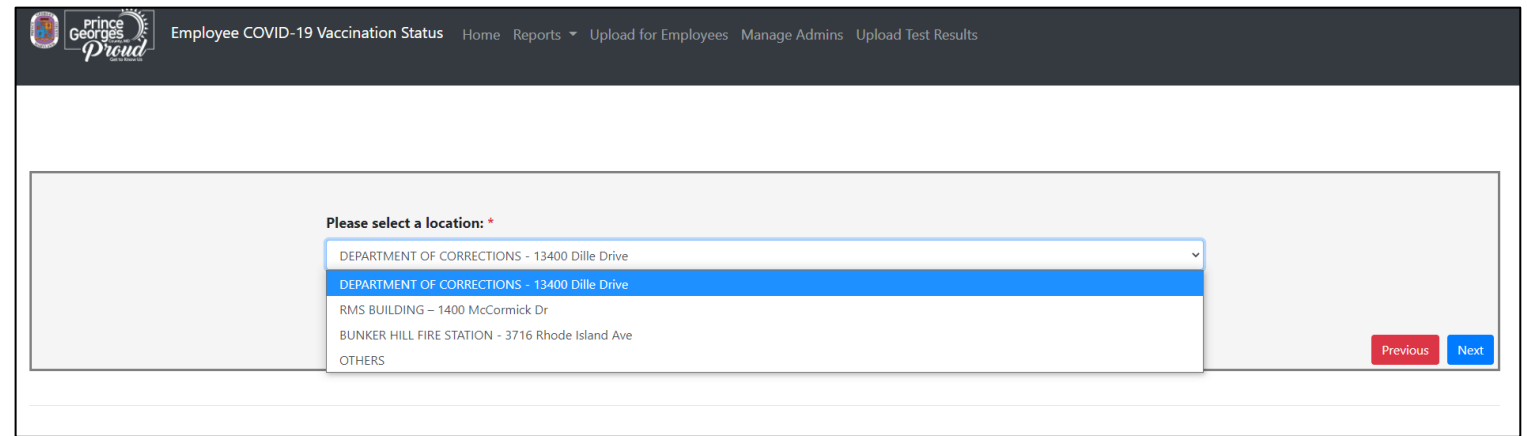
The screenshot shows the Prince Georges County Employee COVID-19 Vaccination Status portal. The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form titled "Where was your test taken?\*" with a dropdown menu. The dropdown menu is open, showing three options: "COVID-19 Testing Center" (selected), "COVID-19 Testing Center", and "Self-Administered Test". There are "Previous" and "Next" buttons at the bottom right of the form.

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## How to Upload Proof of Testing (Self Upload)

If you selected **COVID-19 Testing Center**, you will be asked to select a location.

Select a Location and click **Next**.

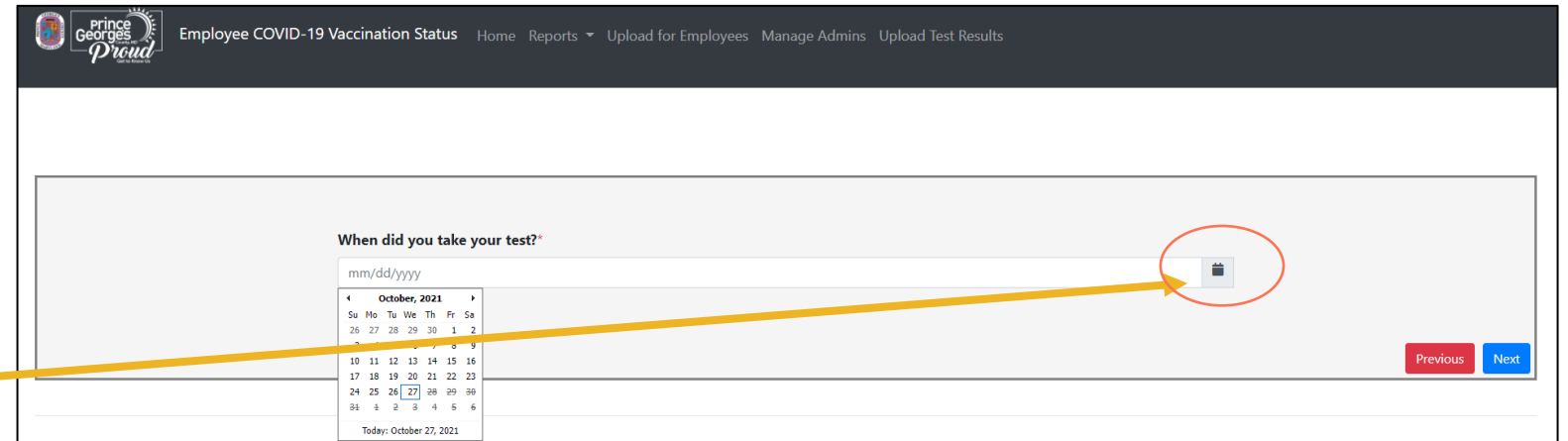


The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges Proud logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with a dropdown menu titled "Please select a location:". The dropdown is open, showing the following options: "DEPARTMENT OF CORRECTIONS - 13400 Dille Drive" (highlighted in blue), "DEPARTMENT OF CORRECTIONS - 13400 Dille Drive", "RMS BUILDING - 1400 McCormick Dr", "BUNKER HILL FIRE STATION - 3716 Rhode Island Ave", and "OTHERS". To the right of the dropdown are "Previous" and "Next" buttons.

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## How to Upload Proof of Testing (Self Upload)

- You will then be asked to enter the date you tested
- You can manually enter the information in the number format specified (mm/dd/yyyy—for example, 10/27/2021)
- Or you can select the calendar icon to the right and select the date you tested

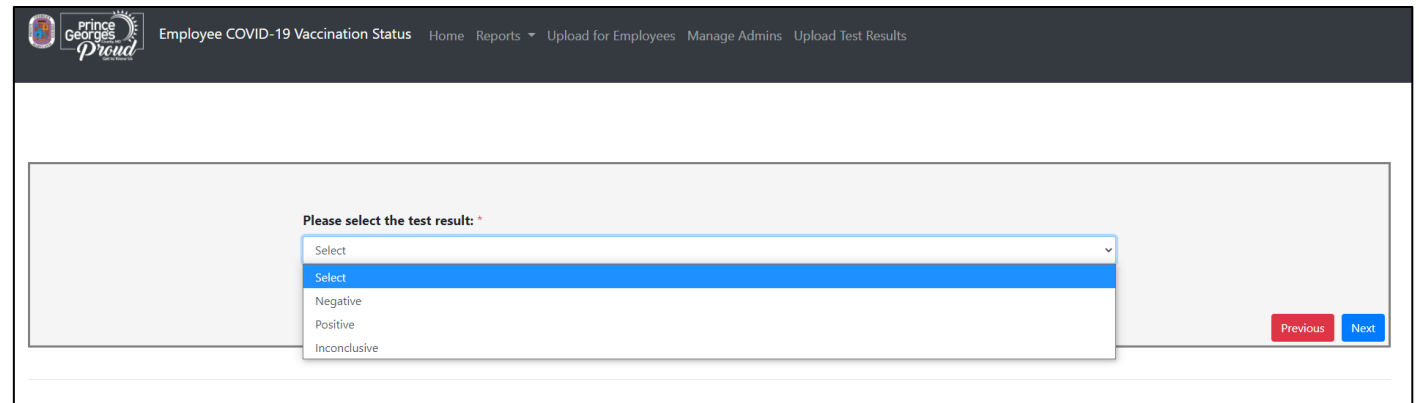


The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The main heading is 'When did you take your test?\*' with a required field indicator. Below the heading is a text input field with the placeholder 'mm/dd/yyyy'. To the right of the input field is a calendar icon, which is circled in red. A yellow arrow points from the text 'select the date you tested' in the list to the calendar icon. Below the input field is a calendar for October 2021, with the date 27 selected. At the bottom right of the form are 'Previous' and 'Next' buttons.

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## How to Upload Proof of Testing (Self Upload)

- You will then be asked select the test result.
- You will have three (3) options from the drop-down menu:
  - Negative
  - Positive
  - Inconclusive



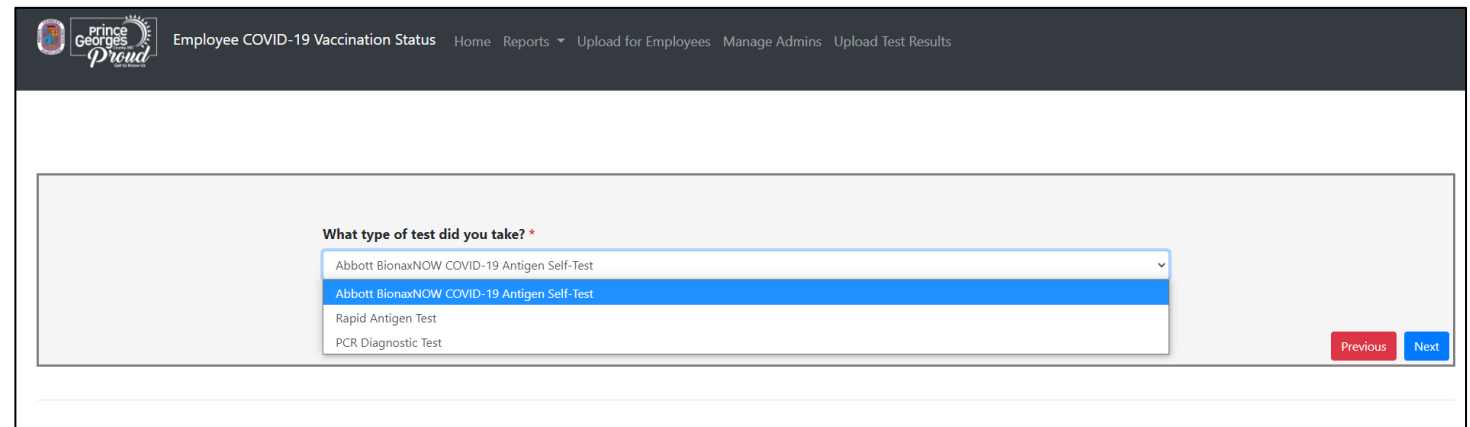
The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with a required field labeled "Please select the test result:". A dropdown menu is open, displaying four options: "Select" (highlighted in blue), "Negative", "Positive", and "Inconclusive". To the right of the dropdown are "Previous" and "Next" buttons.

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## How to Upload Proof of Testing (Self Upload)

On this screen, you will need to select the type of test you received. You will have three (3) choices:

- **Abbott BinaxNOW COVID-19 Antigen Self Test**  
*Provided by the agency to conduct self tests*
- **Rapid Antigen Test**  
*A 15-minute test available at one the County's testing sites*
- **PCR Diagnostic Test**  
*These tests are only required if you have an inconclusive Antigen or Rapid Test and must be sent to an offsite lab with results available in 2 to 3 days*



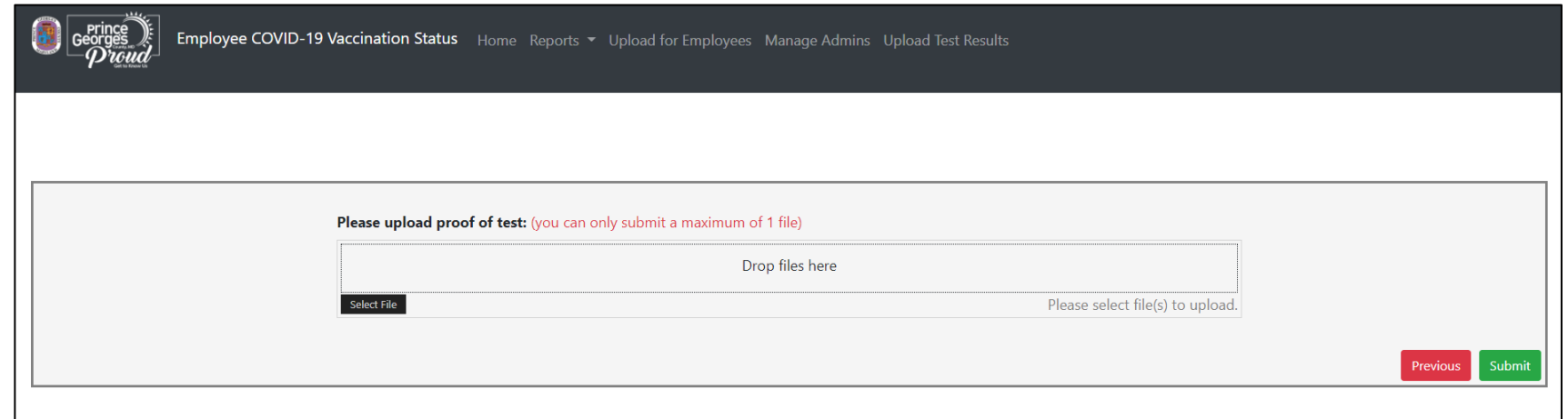
The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form titled 'What type of test did you take? \*'. A dropdown menu is open, displaying three options: 'Abbott BionaxNOW COVID-19 Antigen Self-Test' (highlighted in blue), 'Rapid Antigen Test', and 'PCR Diagnostic Test'. To the right of the dropdown are 'Previous' and 'Next' buttons.



# Portal

## How to Upload Proof of Testing (Self Upload)

- This is the screen where you will be asked to upload documentation of your most recent test.
- Click **Select File** to select a scanned document, screen shot, or other image of your test results. (Note: you can also drag and drop a file to the box).
- Click **Upload** and then click **Submit**. You will see a green confirmation on screen confirming that you have submitted your weekly test result.



The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges Proud logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a large grey box with the instruction "Please upload proof of test: (you can only submit a maximum of 1 file)". Inside this box is a file upload area with a "Drop files here" label and a "Select File" button. Below the upload area, there is a "Please select file(s) to upload." prompt. At the bottom right of the main content area, there are two buttons: "Previous" (red) and "Submit" (green).

# Answering “No”



# Portal

## How to Upload Proof of Testing (Self Upload) – The “No” Track

**Step 3:** You will be asked if you have taken your scheduled COVID-19 test.

- Select **Yes** if you have tested.
- Select **No** if you have not been tested for the week.

Answering **No** to the question “Have you taken your COVID-19 test?” will take you through a different, but equally important, process from answering **Yes**.

The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The header includes the Prince Georges Proud logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with the question 'Have you taken your COVID-19 test? \*'. A dropdown menu is open, showing three options: '--Select--' (highlighted in blue), 'Yes', and 'No'. To the right of the dropdown are 'Previous' and 'Next' buttons. Below the form, there is a section titled 'Past Test Results' with a message: 'There are no past submissions found'.

# Portal

## How to Upload Proof of Testing (Self Upload) – “No” Track

Once you select **No** and click on the **Next** button, you will be asked to give a reason that you are not testing.

You may select:

- **On approved leave**
- **Isolating due to positive test/exposure, or**
- **Other**

If you select **Other**, you will be asked to provide a reason.

Employee COVID-19 Vaccination Status | Home | Reports | Upload for Employees | Manage Admins | Upload Test Results

I am not currently testing due to... \*

- Select--
- Select--
- On approved leave
- Isolating due to positive test or exposure
- Other

Previous Next

Employee COVID-19 Vaccination Status | Home | Reports | Upload for Employees | Manage Admins | Upload Test Results

I am not currently testing due to... \*

Other

please enter a reason if you selected other

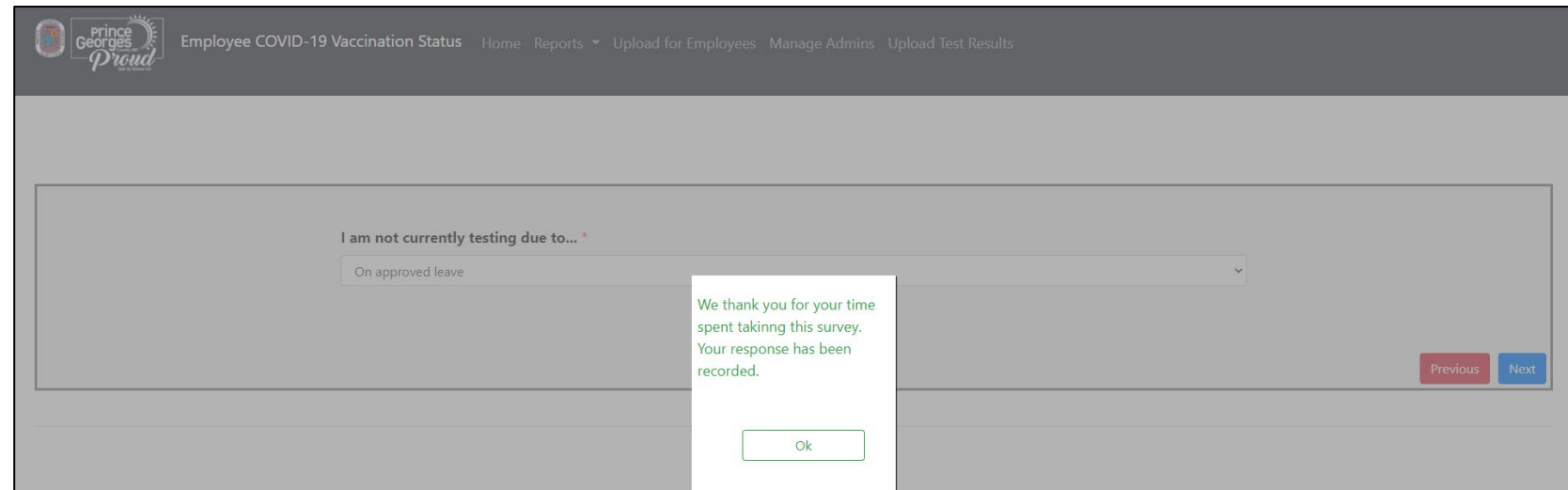
Previous Next

# Portal

## How to Upload Proof of Testing (Self Upload) – “No” Track

After submitting your response, you will be taken to a **Thank You screen**.

You may exit or close the Portal from here. Your Agency HRL and/or Supervisor must be notified and approve of the reason you are not testing for the week and will verify the reason(s).



The screenshot shows a web portal interface for 'Employee COVID-19 Vaccination Status'. The top navigation bar includes the Prince Georges County logo and links for Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a dropdown menu titled 'I am not currently testing due to...' with the selected option 'On approved leave'. A modal dialog box is displayed in the center, containing the text: 'We thank you for your time spent taking this survey. Your response has been recorded.' and an 'Ok' button. In the bottom right corner of the main content area, there are 'Previous' and 'Next' buttons.