

# How to Upload Vaccination Status

*Employee Instructions*

<https://covid19portal.princegeorgescountymd.gov/>



# Portal

## How to Upload Proof of Vaccination Status for Self <https://covid19portal.princegeorgescountymd.gov/>

**Step 1** - Click on the "Home" tab and select one of the options.

Employee COVID-19 Vaccination Status Home Dashboard Upload for Employees Upload for Non-County Employees Reports

Prince George's County Government has taken several steps to prevent the spread of COVID-19, to protect the health and safety of all County employees, onsite contractors, visitors to County buildings, and other individuals interacting with the workforce. Please complete the following attestation, attach and upload your proof of vaccination, and submit the form by October 3, 2021. **If you do not submit the attestation and provide proof of vaccination, you will be required to test for COVID-19 weekly beginning Oct. 4, 2021.**

As of 8/25/2021, I am: \*

- I am fully vaccinated - I have received all needed COVID-19 shots (for example, two shots of the Moderna or Pfizer vaccines, or one of the Johnson & Johnson vaccine).
- I am not yet fully vaccinated - I have received only one of the two required doses of the Moderna or Pfizer vaccine.
- I have not been vaccinated - If you have not been vaccinated or partially vaccinated, when your status changes, you must return to this page to update your vaccination status.
- I decline to respond

**Step 2** - Click on the "Select File" button, then select file from your computer and then click "Open."

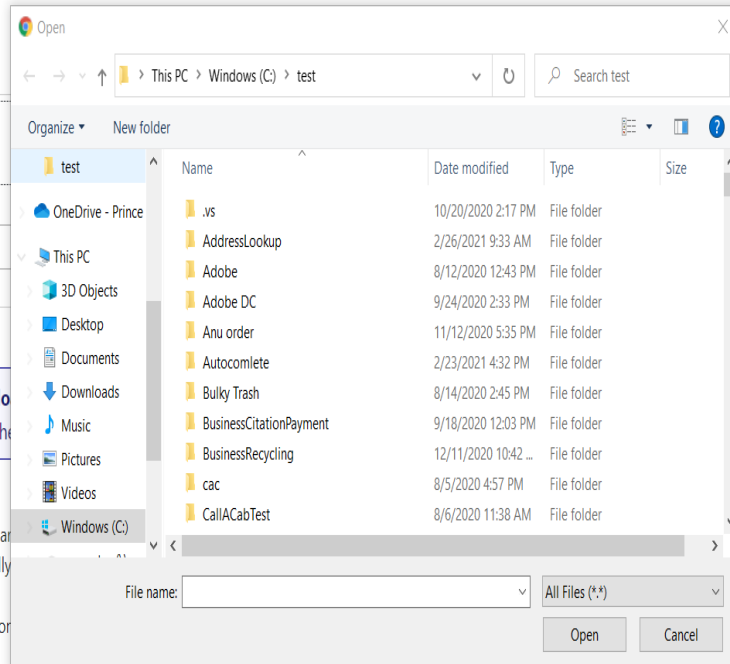
Upload File(s):

Select File

COCert.png (image/png) - 572.87 kb (pending)

Please click on 'Select' to select the file(s) and click on 'Upload' to upload the file(s).

By clicking the submit button below, you are acknowledging that you are submitting this information, you understand that knowingly and willfully providing false information will result in administrative action, up to and including termination. The County Government reserves the right to request proof of vaccination.

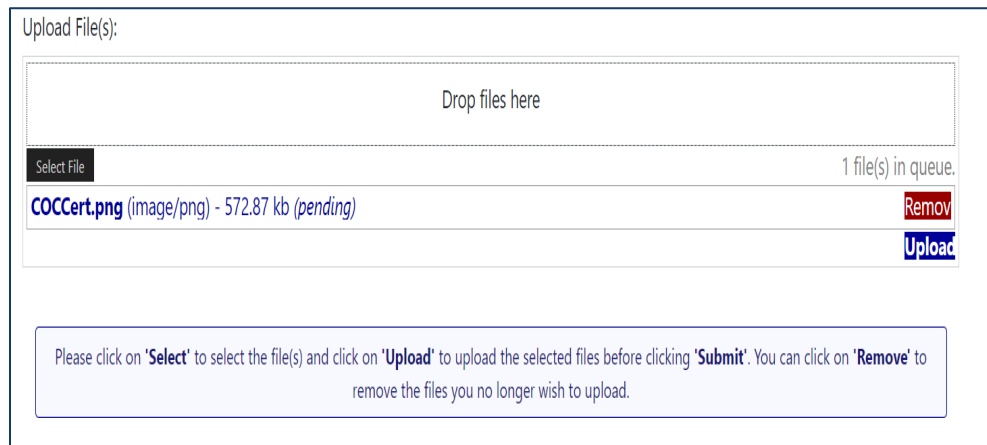


Name	Date modified	Type	Size
.vs	10/20/2020 2:17 PM	File folder	
AddressLookup	2/26/2021 9:33 AM	File folder	
Adobe	8/12/2020 12:43 PM	File folder	
Adobe DC	9/24/2020 2:33 PM	File folder	
Anu order	11/12/2020 5:35 PM	File folder	
Autocomplete	2/23/2021 4:32 PM	File folder	
Bulky Trash	8/14/2020 2:45 PM	File folder	
BusinessCitationPayment	9/18/2020 12:03 PM	File folder	
BusinessRecycling	12/11/2020 10:42 ...	File folder	
cac	8/5/2020 4:57 PM	File folder	
CallACabTest	8/6/2020 11:38 AM	File folder	

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**Step 3** - Click on the "Upload" button to upload a file. Once uploaded, you will see "Uploaded" message in green. You also have an option to remove the selected file in case you have selected incorrect file.



Upload File(s):

Drop files here

Select File

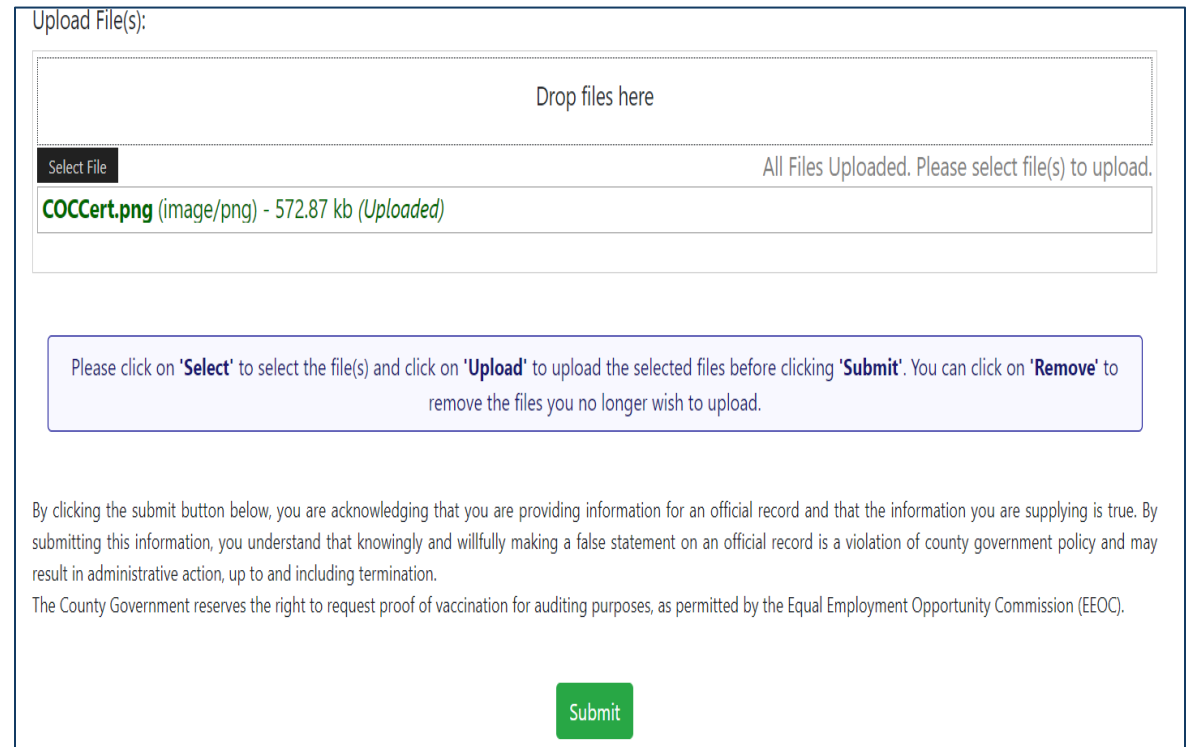
1 file(s) in queue.

**COCCert.png** (image/png) - 572.87 kb (pending) Remove

Upload

Please click on 'Select' to select the file(s) and click on 'Upload' to upload the selected files before clicking 'Submit'. You can click on 'Remove' to remove the files you no longer wish to upload.

**Step 4** - Click on the green "Submit" button to submit your record.



Upload File(s):

Drop files here

Select File

All Files Uploaded. Please select file(s) to upload.

**COCCert.png** (image/png) - 572.87 kb (Uploaded)

Please click on 'Select' to select the file(s) and click on 'Upload' to upload the selected files before clicking 'Submit'. You can click on 'Remove' to remove the files you no longer wish to upload.

By clicking the submit button below, you are acknowledging that you are providing information for an official record and that the information you are supplying is true. By submitting this information, you understand that knowingly and willfully making a false statement on an official record is a violation of county government policy and may result in administrative action, up to and including termination.

The County Government reserves the right to request proof of vaccination for auditing purposes, as permitted by the Equal Employment Opportunity Commission (EEOC).

Submit