COVID-19 Portal

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

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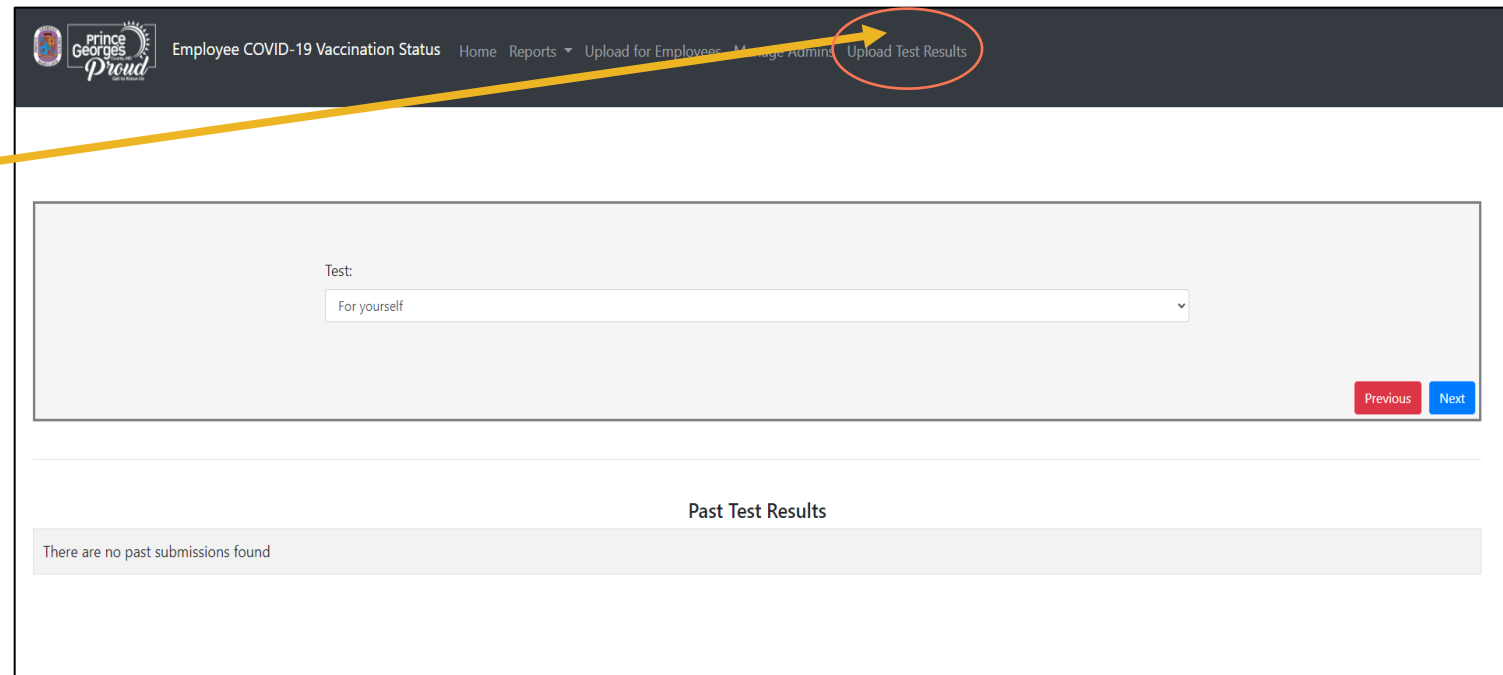*Log in with County email address and password*

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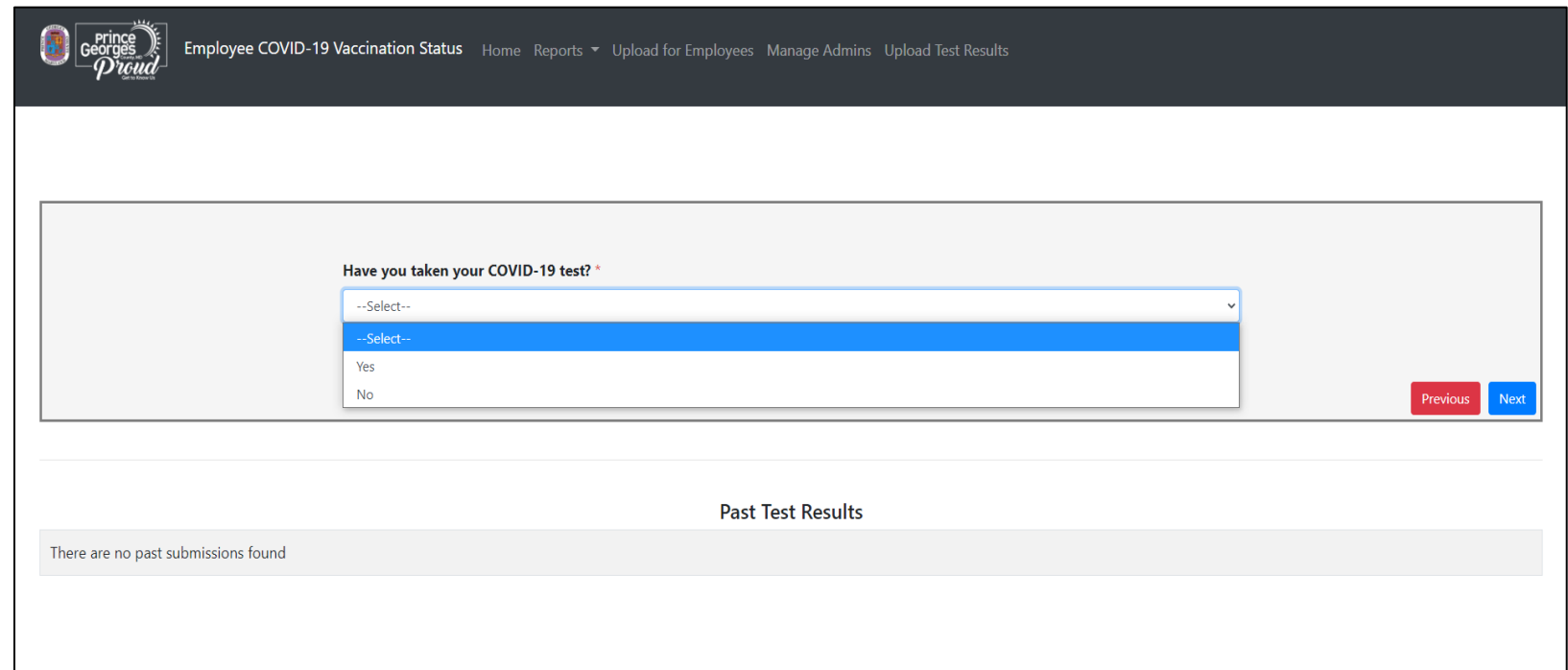
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Step 3: You will be asked if you have taken your scheduled COVID-19 test.

- Select **Yes** if you have tested.

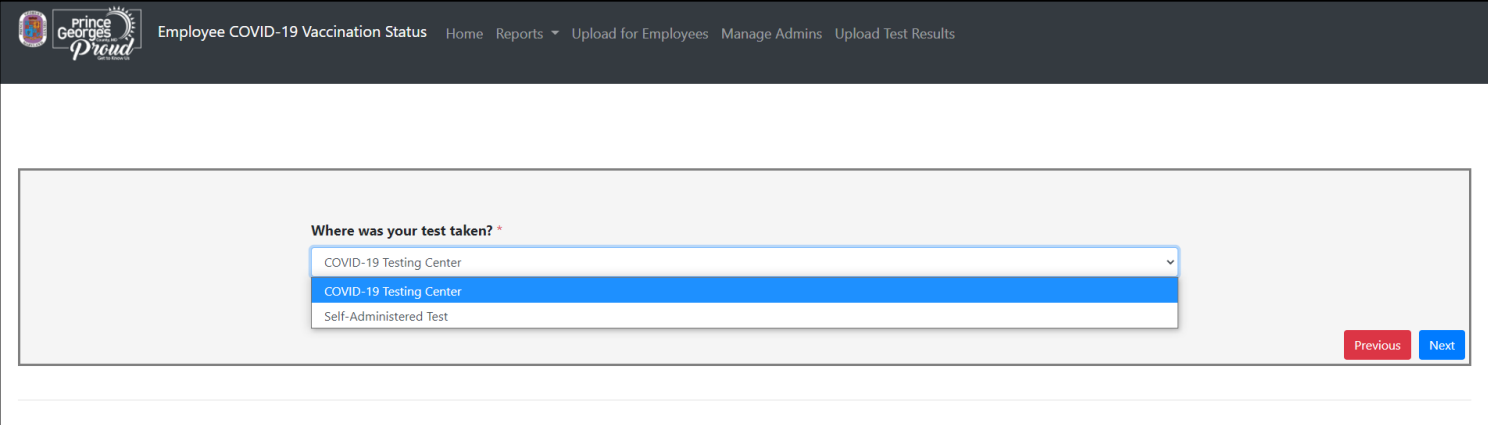- Select **No** if you have not been tested for the week.

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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:
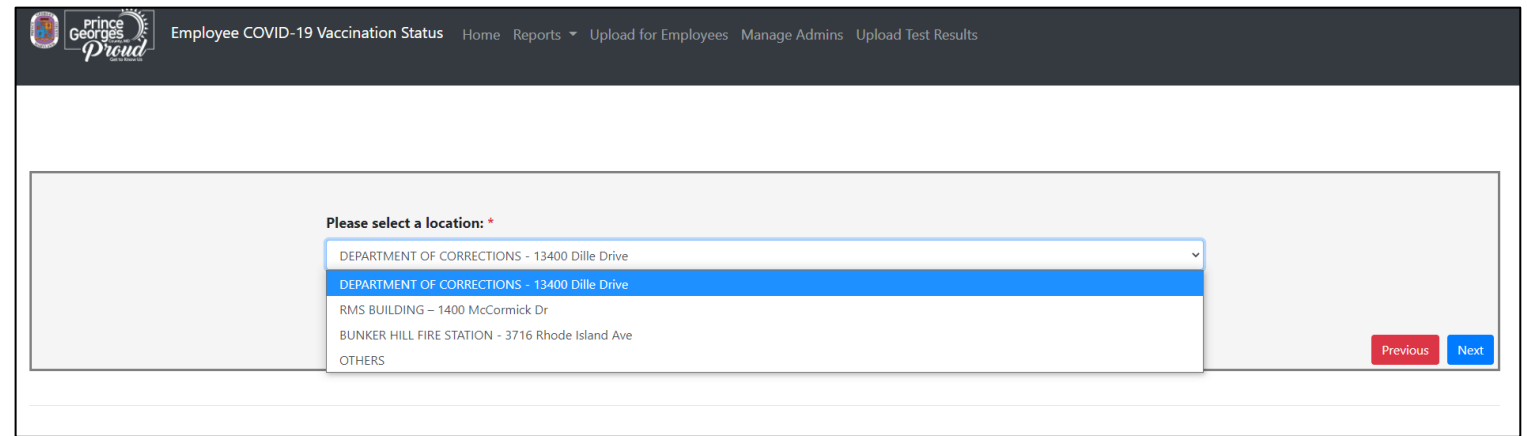
- COVID-19 Testing Center
- Self-Administered Test

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

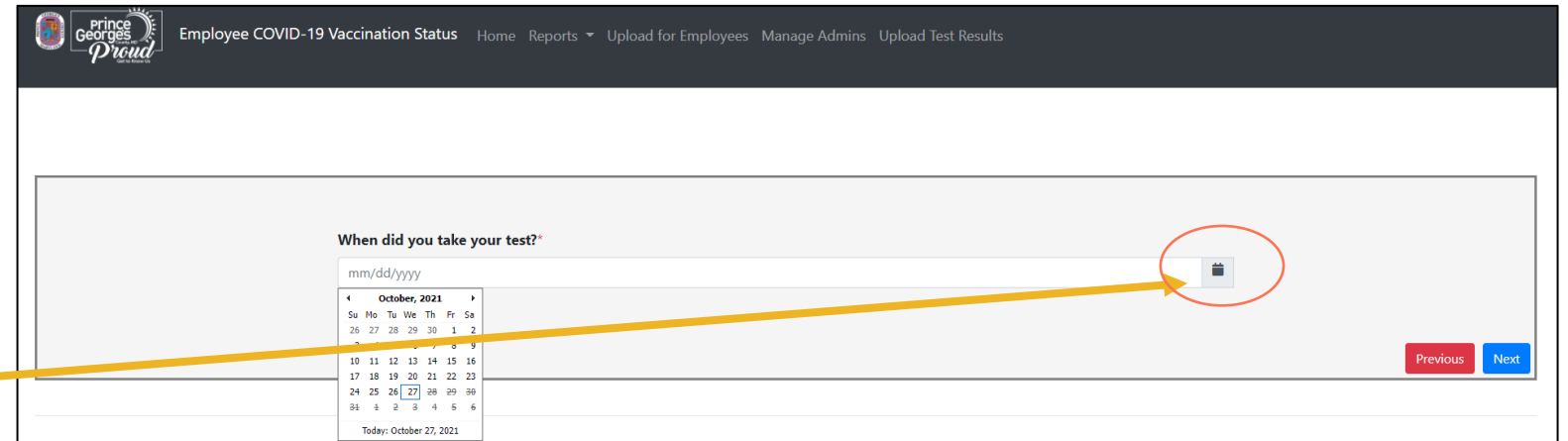Select a Location and click **Next**.

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- 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
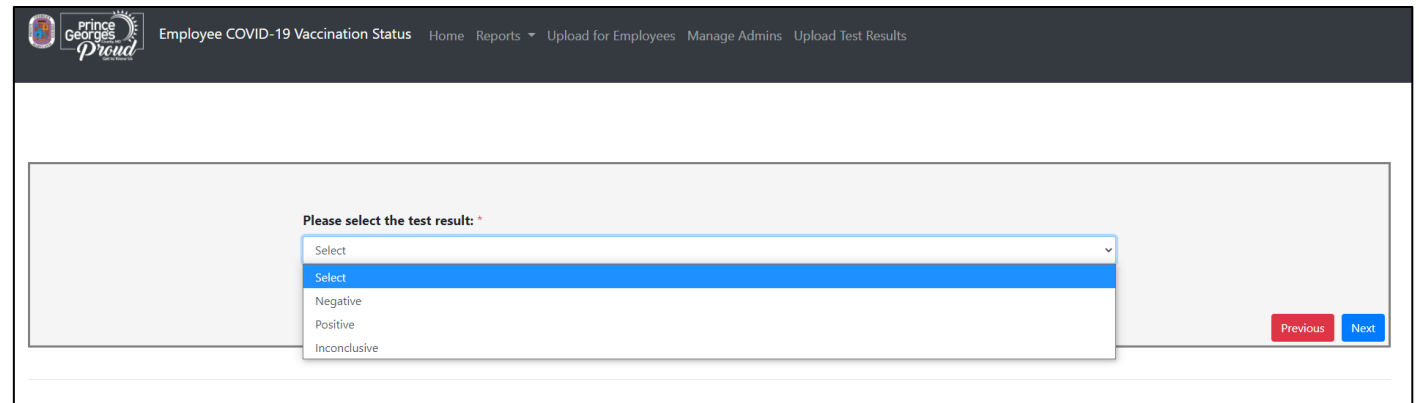
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- You will then be asked select the test result.

- You will have three (3) options from the drop-down menu:
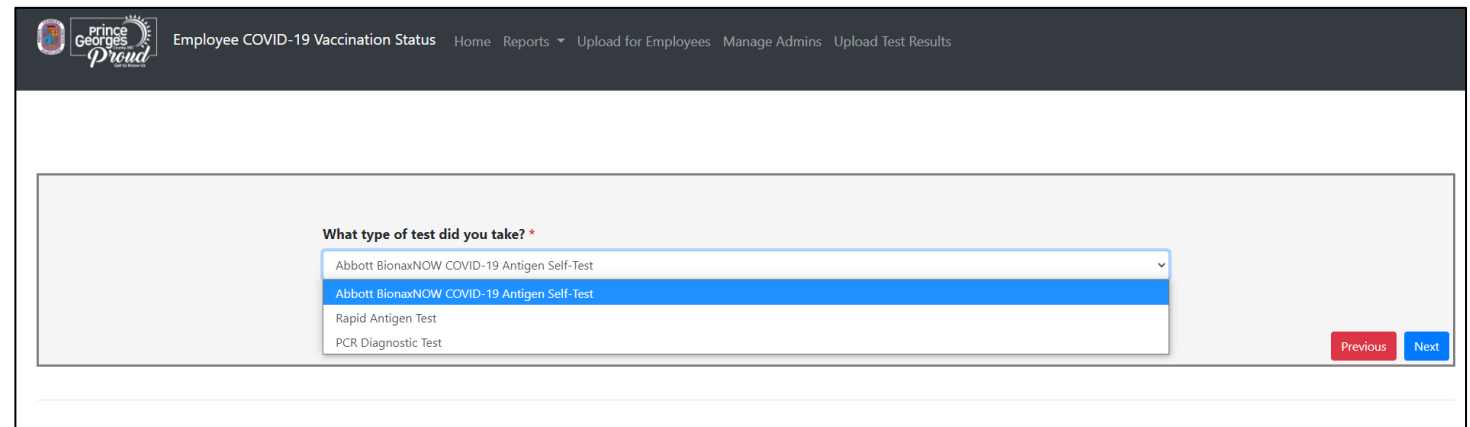 - Negative
  - Positive
  - Inconclusive

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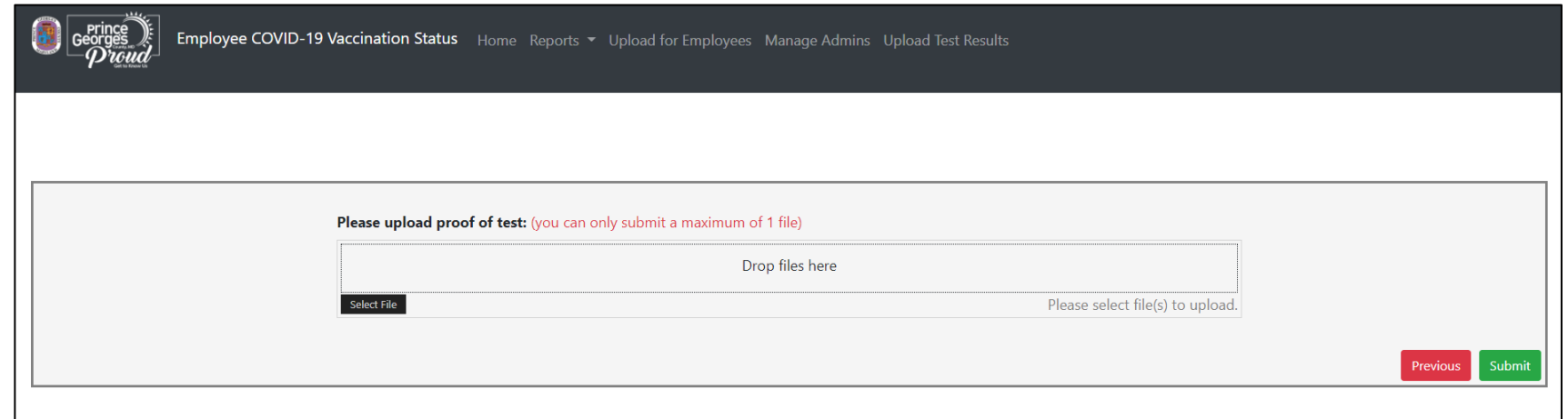
Employee COVID-19 Vaccination Status   Home   Reports ▾   Upload for Employees   Manage Admins   Upload Test Results

What type of test did you take? *

Abbott BionaxNOW COVID-19 Antigen Self-Test

Abbott BionaxNOW COVID-19 Antigen Self-Test
Rapid Antigen Test
PCR Diagnostic Test

Previous   Next

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- 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.

OHRM Office of Human Resources Management

Angela D. Alsobrooks
County Executive

Answering "No"

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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**.

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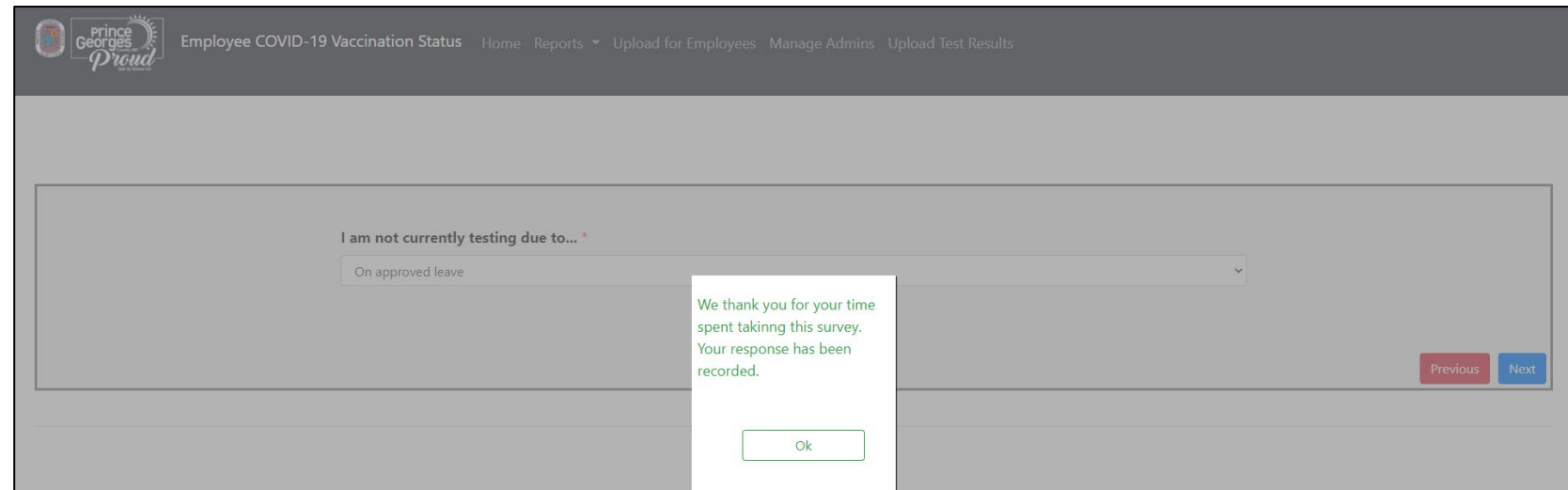
If you select **Other**, you will be asked to provide a reason.

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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).