



## How to Upload Vaccine Verification Card to eCHRIS

1. Be sure your completed vaccine verification card is saved as an **image (jpg or png) or scanned document (PDF)**
2. Log into **eCHRIS**
3. Employees will click on the Navigator icon and then select **Self Service** to see the HR Document Upload link.



4. Select **HR Document Upload**
5. Read the instructions and disclaimer then click on the **Add Attachment** button
6. You will be prompted to select the file you wish to upload
7. Select the file containing your vaccine verification card and click the **Upload** button
8. Select the Document Type **COVID19 Vaccination**
9. Click on the **Save** button

