

HOW-TO GUIDE

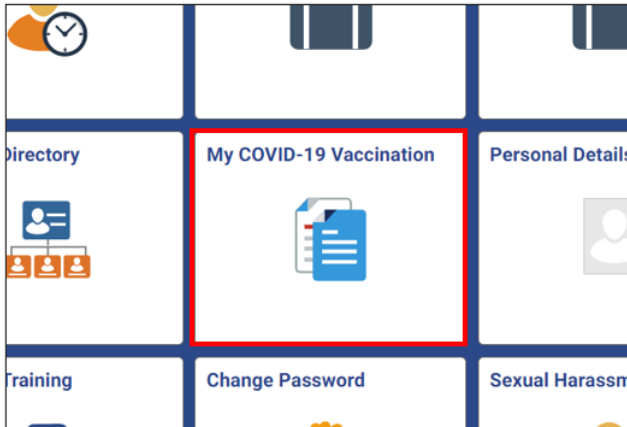


COVID-19 Vaccination Policy

Uploading Vaccine Tile: Booster

STEP 1

Access PeopleSoft through www.ess.dc.gov and click on the My COVID-19 Vaccination tile on the home page.



STEP 2

If you are Fully Vaccinated in your tile, you should now see a tab labeled “COVID-19 Vaccine Booster”.

DC.gov

My COVID-19 Vaccination COVID-19 Vaccine Booster

DCHR DISTRICT OF COLUMBIA GOVERNMENT

The information requested below is the official record to the District Government as your employer of your COVID-19 vaccination, vaccination exemption, and/or weekly COVID-19 test results. As a reminder, any employee who is not fully vaccinated beginning September 19, 2021 must undergo and submit results from weekly COVID-19 testing until at which point you become fully vaccinated. Complete only the information below that is relevant to your current status. Please note that all submissions and documentation uploads on this page may be audited for compliance.

As of today's date, I am:

Fully Vaccinated

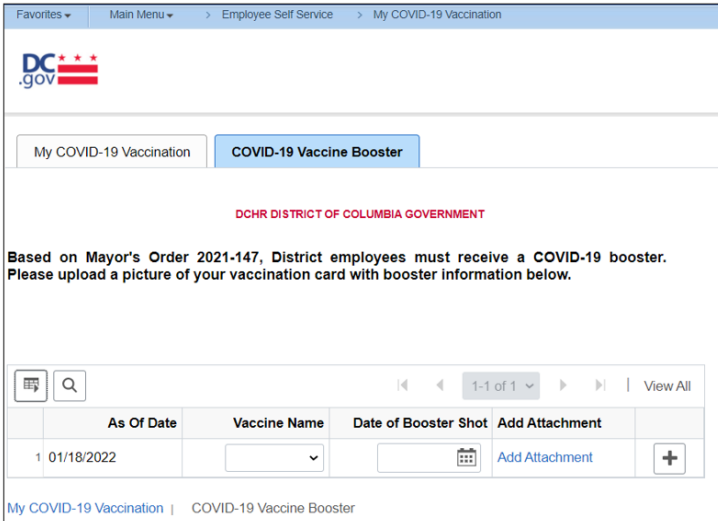
Date of last shot 06/14/2021 [View Attachment](#)

Please upload a scanned image or picture of your official COVID-19 vaccination record such as CDC, MyIR, etc.

For the purposes of this record, fully vaccinated means you have received all needed COVID-19 shots (for example, two shots for the Pfizer and Moderna vaccines, or one shot for the Johnson & Johnson vaccine).

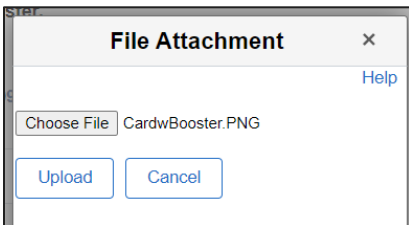
STEP 3

On the Vaccine Booster tab, there is a grid with which you can upload your updated vaccination card. On the grid, select your vaccine name (Pfizer, Moderna or Johnson & Johnson), the date you received your booster, then select “Add Attachment”.



STEP 4

In the File Attachment pop up window, click on “Choose File” and select the file you’d like to upload from your computer, then click Upload.



STEP 5

After selecting “Upload”, you should receive a pop-up message stating “AddAttachment Succeeded” and should see a green bar at the top of the page indicating that your upload was successful.

