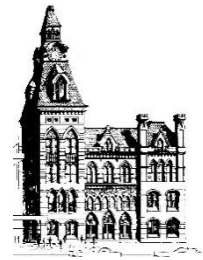




DEPARTMENT OF HUMAN RESOURCES
CHIEF ADMINISTRATIVE OFFICE
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STEPHEN J. LIBRANDI
 MANAGER OF HUMAN RESOURCES
 AND BENEFITS

JUSTIN ELICKER
 MAYOR

Mandatory COVID-19 Vaccination / Testing Portal Registration Instructions

[PORTAL LINK HERE](https://veoci.com/v/p/form/8kupu3cu3qqr) OR <https://veoci.com/v/p/form/8kupu3cu3qqr>

Per the Mandatory COVID Vaccination / Testing Policyⁱ of September 3, 2021, all employees must register in the **New Haven COVID Vaccination/Testing Portal** (the Portal) and provide proof of Full Vaccinationⁱⁱ, or results of their weekly COVID-19 testing.

To **REGISTER** in the New Haven COVID Vaccination/Testing Portal, you must visit <https://veoci.com/v/p/form/8kupu3cu3qqr> and complete the online registration form.


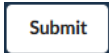
(Here you will also upload your proof of vaccination status)

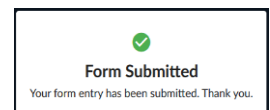
REGISTRATION:

All employees must register before Tuesday, September 14, 2021, 11:59 p.m.

Please enter your information in the fields on this online form.

You will be asked to enter:

- First Name, Last Name
- Employee Number – you can find this on your pay stub, your employee ID, or on the Employee Self Service (click on the  in the upper right corner, > My Account, > Employee profile)
- Date of birth (DD/MM/YYYY format)
- Answer if you are providing your email address.
 - If Yes, you will enter your preferred email address
 - If No, you will be required to provide a phone number to receive text reminders
- Identify the Department you currently work in (use the drop down options)
- Indicate if you are:
 - **Reporting Full or Partial COVID Vaccination**
 - If reporting Full or Partial COVID-19 Vaccination, you will indicate which vaccine, which # dose you are reporting, and dates of each dose.
 - You can then upload an attachment of your COVID-19 vaccination card or other documentation providing brand and dates of vaccination. Apps such as MyChart allow you to download your vaccination record, which you can then upload on the Portal. Accepted formats include pdf, jpg.
 - This information will be reviewed and verified by the New Haven Health Department.
 - Until then, you are placed temporarily in the testing pool.
 - You will be notified by email once your vaccination status has been confirmed.
 - **COVID Vaccination Scheduled**
 - If you are reporting that you are not yet vaccinated but your COVID-19 Vaccination appointment has been made, you will enter the date of that appointment in this field. (YYYY/MM/DD format)
 - Until fully vaccinated, you are placed in the testing pool.
 - **Registering to Provide Weekly Testing Results**
 - This places you in the Weekly Testing Pool.
 - You will be contacted by email or text with instructions on where to upload your weekly COVID-19 PCR test results (results due beginning the week of September 27, 2021.)
- Click the “I’m not a robot” box.
- Scroll down and click the Submit  button at the lower right of screen.
- If submitting proof of vaccination, when completed, you should see “Form Submitted” →



ⁱ Full policy available to review online at <https://www.newhavenct.gov/gov/depts/hr>

ⁱⁱ **Full Vaccination** means at least 14 days have elapsed since a person has received the final dose of a vaccine that has received full approval or emergency use authorization against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.