

# How to submit your COVID-19 vaccination documentation in HR4U

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## How to submit your proof of COVID-19 vaccination or booster

Currently, the booster is not required for colleagues, but it may become required in the future, so we recommend you upload your booster information now to save time later. You should get the booster for greater protection against the virus.

1. Save the vaccination card or other documentation your provider gives you when you receive your vaccination or booster.

Vaccine	Product Name/Manufacturer Lot Number	Date mm dd yy	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19		1/9/21	SJAA
2 <sup>nd</sup> Dose COVID-19		2/2/21	SJAA
Other		mm dd yy	
Other		mm dd yy	

2. Take a photo of the document with your smartphone.

Save it as picture (.png, .jpg) or a .pdf file.



3. Go to the HR4U colleague portal at [hr4u.trinity-health.org](https://hr4u.trinity-health.org).

4. Log in with your Trinity Health credentials.

Note that HR4U requires multi-factor authentication (MFA) to confirm your identity and protect your information when you access HR4U outside of the Trinity Health network such as on your phone. See the “cloud MFA” instructions on the [Trinity Health Remote Access Help Center](#).

5. On the homepage, scroll down to locate the COVID-19 Vaccination and Booster Submission Process section. Click on “click here” to access the upload form.

**COVID-19 Vaccination and Booster Submission**

All Trinity Health colleagues are required to upload their COVID-19 vaccination documentation in HR4U.

As of December 16, 2021 we are now accepting COVID-19 booster documentation for any colleague who has received a booster vaccination. Note: if you submitted your booster documentation prior to December 16, 2021 you must re-submit your documentation in order for it to be tracked.

If you have completed your vaccinations and/or booster and have a picture of your completed COVID card, click [here](#) to document/upload your vaccination and booster information.

6. Select your vaccination type (initial vaccination(s), booster dose OR both initial vaccinations(s) and booster and click Continue.

Initial vaccination(s) means you are submitting one of the following:

1. The first dose of a two dose vaccine, or
2. The first and second dose of a two dose vaccine, or
3. The single dose of a single dose vaccine

Booster means you have already submitted your initial vaccination(s) and are submitting an additional dose.

Both initial vaccination and booster means you are submitting vaccination information for the first time and have one of the following:

1. The first and second dose of a two dose vaccine plus an additional dose (booster), or
2. The single of a single dose of a single dose vaccine plus an additional dose (booster)

Select the type of vaccination you are submitting for and click continue

Vaccination Type\*

Select...

Initial Vaccination(s)

Booster Only

Both-Initial Vaccination(s) and Booster

Continue

7. Complete all required fields on the form you selected.

## COVID-19 Vaccination Verification: Initial Vaccination Documentation Form

### Step 1

1. I am submitting vaccination for\*  
(one-dose vaccine, dose A or dose B of two-dose vaccine or both doses of two dose vaccine)

### Step 1a

2. Select date vaccination received\*

3. **Enter the site/location vaccination received\* (clinic/provider name)**
4. **Enter the manufacturer name\***
5. **Enter the lot number\*** (This is a required field. If unknown or unavailable, enter N.A. This field may not be left blank)

## Step 2

**6. Select your attachment. Click the file icon and select image or scan of vaccination proof.\***  
Note that the file selection process varies by type of device. If you are submitting documentation for more than one dose of vaccine, you may submit the same photo twice if both doses are recorded on the same page.

7. **Confirm accuracy of your submission by checking the box.\***
8. **Enter N.A. for not applicable in the comment field.\***
9. **Click on Submit My Request.\***

You will then see a completion screen with a request number you can record, if desired.

## COVID-19 Vaccination Verification Booster-only Documentation Submission Form

1. **Enter date received booster..\***
2. **Select booster manufacturer.\***
3. **Select booster site/location vaccination received.\***
4. **Enter the lot number\***
5. **Select your attachment. Click the file icon and select image or scan of booster documentation.\***
6. **Confirm accuracy of your submission by checking the box.\***
7. **Enter N.A. for not applicable in the comment field.\***
8. **Click on Submit My Request.\***

## COVID-19 Vaccination Verification Both Initial Vaccination and Booster Documentation

1. **Initial vaccination Date (select the date you received your vaccination\***
2. **Select site/location vaccination received.\***
3. **Select manufacturer.\***
4. **Select your attachment. Click the file icon and select image or scan of documentation.\***
5. **Enter date received booster.\***
6. **Enter date received booster..\***
7. **Select booster manufacturer.\***
8. **Select booster site/location vaccination received.\***

9. Enter the lot number\*
10. Select your attachment. Click the file icon and select image or scan of booster documentation.\*
11. Confirm accuracy of your submission by checking the box.\*
12. Enter N.A. for not applicable in the comment field.\*
13. Click on Submit My Request.\*

## Checking Your Status

The processing time for documentation submission is up to three weeks. To check your status:

1. Log into the [HR4U colleague portal](#).
2. Click on "My Requests" to view information on open or pending cases or "Closed" to view the approved or denied status of closed cases.

