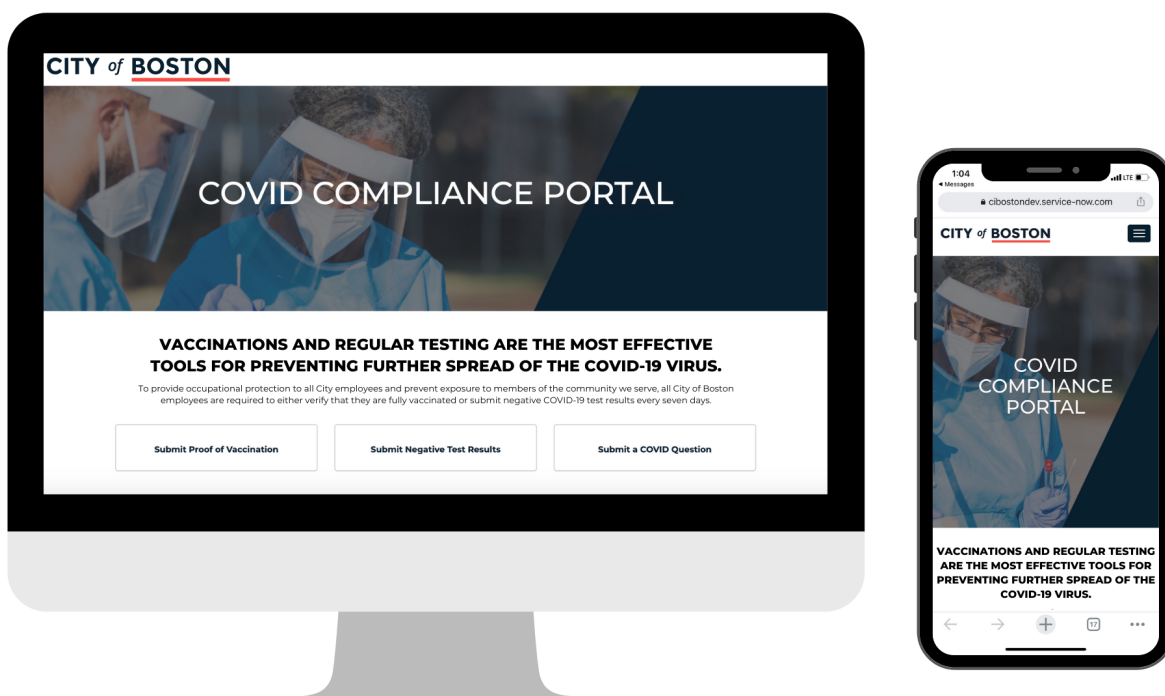


The Covid Compliance portal is now live!



The secure COVID Compliance Portal is where you will go to submit your vaccination documentation, proof of negative COVID-19 test results, or to ask a COVID Compliance question. You may access the portal and upload your documents at any point before your deadline to comply.

Follow these easy steps to log into the portal and submit your documentation:

1. Log in to [Access Boston](#) and click on the “COVID Compliance” tile

If you have a question about your Access Boston account, check out these [Access Boston FAQs](#). There is always a [NEED HELP? link](#) in the lower right hand corner of any page associated with Access Boston if you need more information.

The DoIT Service Desk is also available at 617-635-7378.



COVID COMPLIANCE

2. On the COVID Compliance Portal's homepage, you will see three buttons:

Submit Proof of Vaccination

Submit Negative Test Results

Submit a COVID Compliance Question

3. Click the button to open the form you choose to submit**If you are verifying your vaccination status:**

Vaccination Case Record

Name	Employee Department
John Doe	Boston Transportation Department
Employee ID	Employee Email
00000000	john.doe@boston.gov
Vaccination Manufacturer	
Pfizer	
*Vaccination Date 1st Dose	
2021-04-03	
Vaccination Date 2nd Dose	
2021-04-18	
<input checked="" type="checkbox"/> I affirm that the information I have provided is accurate and complete to the best of my knowledge and belief, and that any misrepresentation of this information will provide grounds for employment discipline, up to and including termination.	
<div>6.png (215.8 KB) just now</div> <div>* Add attachments</div>	

Submit

- i. **Review** your name, employee ID number, Department and email address, which will automatically populate.
- ii. **Select** your Vaccine Manufacturer from the drop down menu.
- iii. **Enter** the dates of your Vaccine Dose(s). If you've received your first of two doses, enter the date of your first dose only.
- iv. **Attach** proof of your vaccination documentation. *You cannot submit a case without vaccination documentation attached.*
- v. **Check the box** to affirm that the information is correct.
- vi. Click **Submit**.

If you are submitting a negative COVID test result:

- vii. **Review** your name, employee ID number, Department and email address, which will automatically populate.

- viii. **Enter** the date of your negative COVID test.
- ix. **Attach** proof of your negative test result. *You cannot submit a case without negative test documentation attached.*
- x. **Check the box** to affirm that the information is correct.
- xi. Click **Submit**.

Negative Test Result Record

Name	Employee Department
John Doe	Boston Transportation Department
Employee ID	Employee Email
00000000	john.doe@boston.gov
*Date of COVID Test	
2021-08-30	
* <input checked="" type="checkbox"/> I affirm that the information I have provided is accurate and complete to the best of my knowledge and belief, and that any misrepresentation of this information will provide grounds for employment discipline, up to and including termination.	

1 (7).png (740 KB)
just now

 * Add attachments

Submit

b. If you are submitting a COVID Compliance Question:

- i. **Review** your name, employee ID number, Department and email address, which will automatically populate.
- ii. **Type** your question in the open text box.
- iii. Click **Submit**.

COVID Questions Record

Name	Employee Department
John Doe	Boston Transportation Department
Employee ID	Employee Email
00000000	john.doe@boston.gov
What is your question?	
<input type="text"/>	

 Add attachments

Submit

4. **Congratulations! You did it.** After submission you will return to the landing page. You can close your browser tab to exit the portal.
 5. **Watch for email notifications.** You will receive two email notifications, the first shortly after you submit your documentation and the second after your documentation is reviewed and approved (or rejected if something is missing).
-

For further instructions, FAQs, and additional information regarding this policy or process, please see the Covid Compliance Guide on the Hub.

The guide is linked in this banner which will appear at the very top of any page you visit on the Hub, or you can log in and enter the URL ***hub.boston.gov/covidcompliance***

COVID COMPLIANCE



Information & Resources

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