

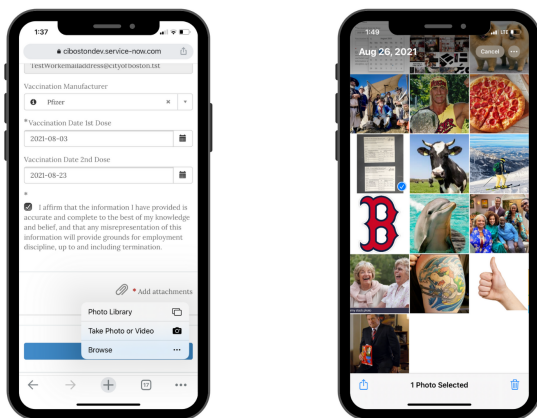
Using your mobile device to access the portal and upload your documentation

The COVID Compliance Portal is optimized for mobile devices. That means you can complete this process from your smartphones, tablets, or other handheld devices.

Taking a photo of your documents

When taking a photo of your documentation to upload to the portal using your mobile device, ensure:

- Document is lying flat on an empty surface
- Entire document is captured in the photo
- Image is clear and readable



Uploading your documents

When uploading your documentation to the portal using your mobile device:

- Click "Add Attachment" and open your camera roll, scroll to find the image
- Select the image and click "Add"

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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