



The Port of Virginia COVID-19 Vaccine Registration Portal

How To Register Your Vaccination Status in 5 Easy Steps



Step 1: Gather Documentation

- During registration of your vaccination status using The Port of Virginia COVID-19 Vaccine Registration Portal, you must submit Proof of Vaccination.
- Acceptable forms of Proof of Vaccination include:
 - A copy of your CDC COVID-19 Vaccination Record Card;
 - A document from your medical practitioner with details of the vaccination;
 - A document from the Virginia Department of Health, including the VDH online COVID-19 vaccine [database](#); or
 - Other Public Health Department Document.
- Before using The Port of Virginia COVID-19 Vaccine Registration Portal, scan a copy of your vaccination record, or take a legible photo, and save it in an easily accessible location for future use.



Step 2: Accessing the COVID-19 Vaccine Registration Portal

- The Port of Virginia COVID-19 Vaccine Registration Portal is available at the following secure link using a computer or mobile device: <https://bit.ly/Vax-Status-POV>
- Once on the Portal homepage, you must register details of each dose of your COVID-19 vaccination.
- For Example:
 - If you have received both doses of a two dose vaccine series (Moderna or Pfizer), you must register details of your first dose using the “Register my COVID-19 First Dose” link, then return to the Portal homepage to register your second dose using the “Register my COVID-19 Second Dose” link.
 - If you received the single dose Johnson & Johnson vaccine, register your single dose using the “Register my COVID-19 First Dose” link.
 - If you have only received your first dose a two shot vaccine series (Moderna or Pfizer), you will need to return to the Portal and register your second dose using the “Register My COVID-19 Second Dose” link once received.
- If you have not received any COVID-19 vaccination, or if you are unwilling to share your vaccination status, register your vaccination status using the “I’m Not Vaccinated Against COVID-19 or Unwilling to Share my Vaccination Status” link, and skip to Page 11 of this document for further instructions. PLEASE NOTE: Unvaccinated individuals will be subject to additional COVID-19 safety measures.



Step 3: Employee Information

- After entering The Port of Virginia COVID-19 Vaccine Registration Portal, search for your Employee Record using the “Employee Information” field. If you are unable to locate your Employee Record, contact your manager, your HR Business partner, or COVIDresponse@portofvirginia.com.
- There are two methods for locating your Employee Record:
 - 1) Auto populate your Employee Record by typing your last name in the Employee Information bar:

Employee Information

Last Name, First Name *

pot

- Poteet, Joshua M (EIQI8NPRF)
- Potter, Chad M (A6DPYJ7PF)
- Potter, Harry (987654321)
- Potter, Necia Lee (UKWBR0FSD)

Vaccination Information

- 2) Search for your Employee Record by selecting the magnifying glass, after which you can search for your Employee Record by last name, first name, or Port Number (recommended for common names).

Filter By

Last Name

First Name

Port Number

Search Clear



Step 4: Vaccine Information

- After completing Employee Information, register details of your COVID-19 vaccine:

Vaccination Information

Vaccination Date *

COVID Shot Type *

Manufacturer *

Proof of Vaccination *

- Provide the date of your first or second dose in the “Vaccination Date” field. Dates can be manually entered or selected by clicking the calendar icon.
- Select your vaccine manufacturer using the auto populate or search functions similar to those used to locate your Employee Record:

Vaccination Information

Vaccination Date *

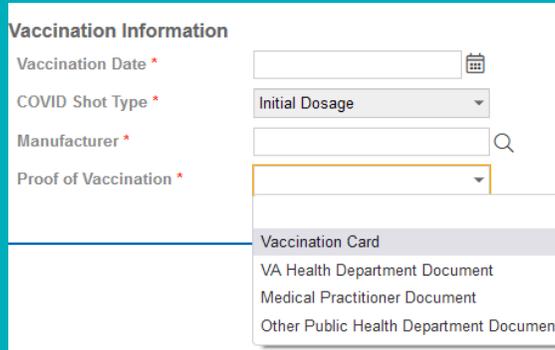
COVID Shot Type *

Manufacturer *

Proof of Vaccination *

Step 4: Vaccine Information

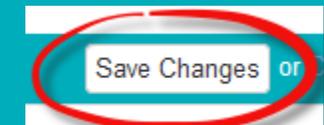
- Next select which Proof of Vaccination you intend to provide with your vaccine registration. This document will be uploaded on the “Document Upload Page” that follows.



The screenshot shows a form titled "Vaccination Information" with the following fields:

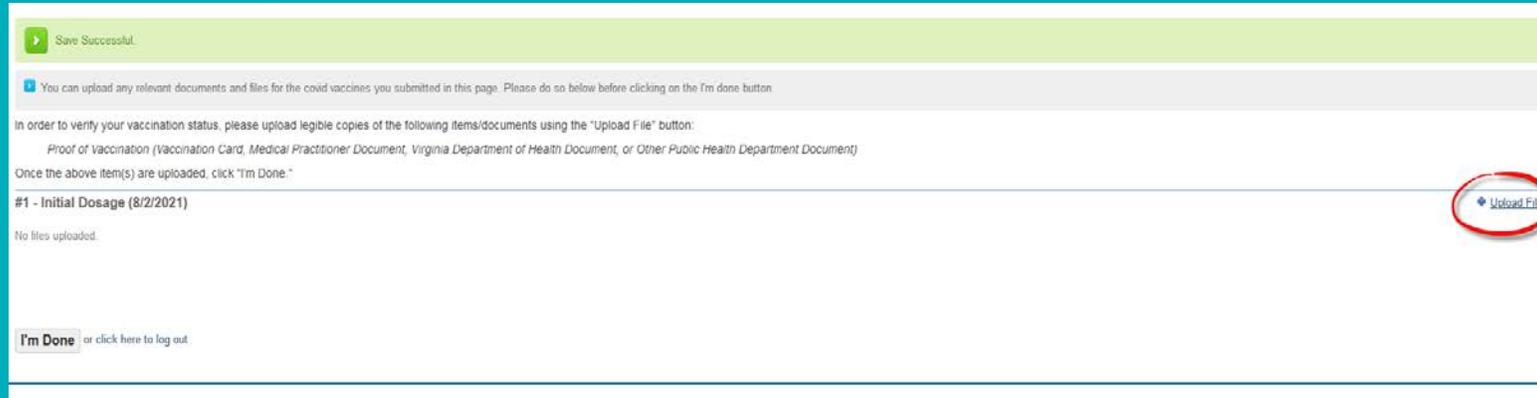
- Vaccination Date * (text input with a calendar icon)
- COVID Shot Type * (dropdown menu with "Initial Dosage" selected)
- Manufacturer * (text input with a search icon)
- Proof of Vaccination * (dropdown menu with a list of options: "Vaccination Card", "VA Health Department Document", "Medical Practitioner Document", and "Other Public Health Department Document")

- Acceptable forms of Proof of Vaccination include:
 - A copy of your CDC COVID-19 Vaccination Record Card;
 - A document from your medical practitioner with details of the vaccination;
 - A document from the Virginia Department of Health, including the VDH online vaccine [database](#); or
 - Other Public Health Department Document.
- After all fields are complete, click “Save Changes” in the top right corner of the screen:

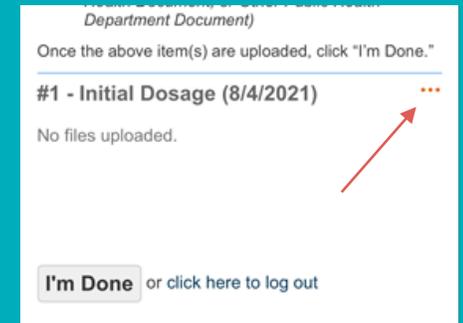


Step 5: Proof of Vaccination Document Upload

- On the “Document Upload Page,” you must upload your Proof of Vaccination.
- Click “Upload File” on the far right side of the page:



- PLEASE NOTE: If using a mobile device, click the three red dots on the right of the screen:



Step 5: Proof of Vaccination Document Upload

- After selecting “Upload File” browse for your document:
 - Click “Browse”
 - Find the proper file
 - Double click the file
 - You should now see the file name next to “Browse”

Upload New File

File *

Browse... JDWHS.jpg

*Click or drop file above to add.

- PLEASE NOTE: The following dropdown menus and text fields can be ignored.

Folder	<input type="text"/>
Description	<input type="text"/>
Categories	<input type="text"/>
Document Status	<input type="text"/>
Document Type	<input type="text"/>

- Click “Save” and your Proof of Vaccination document should now be uploaded.

You can upload any relevant documents and files for the covid vaccines you submitted in this page. Please do so below before clicking on the I'm done button.

In order to verify your vaccination status, please upload legible copies of the following items/documents using the "Upload File" button:
Proof of Vaccination (Vaccination Card, Medical Practitioner Document, Virginia Department of Health Document, or Other Public Health Department Document)

Once the above item(s) are uploaded, click "I'm Done."

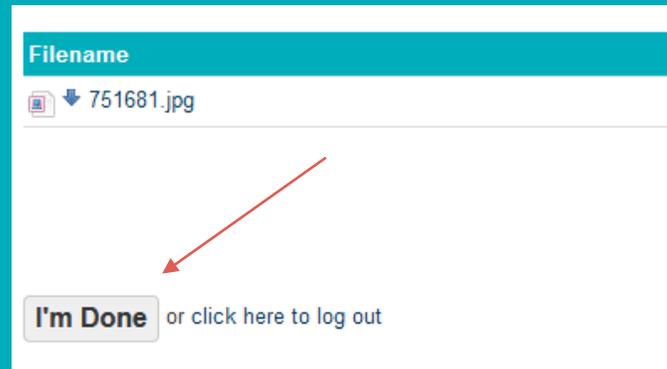
#1 - Initial Dosage (8/2/2021) Upload File

Filename	Description	Folder	Entry Date
 751682 .jpg			08/31/2021 9:10 AM

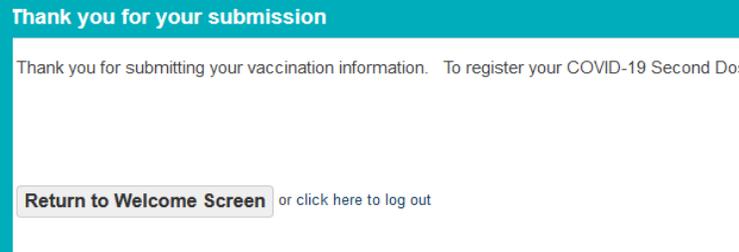


Step 5: Proof of Vaccination Document Upload

- After your Proof of Vaccination document is uploaded, click “I’m Done” to finalize your registration:



- If you need to register the second dose of your COVID-19 vaccine (Moderna or Pfizer), select “Return to Welcome Screen” to repeat the process outlined above for your second dose. Otherwise, select “Click here to log out.”





Congratulations!

You have successfully registered your COVID-19 vaccination status using
The Port of Virginia COVID-19 Vaccine Registration Portal!

Please submit any questions or concerns to your manager, your HR Business Partner, or
COVIDresponse@PortofVirginia.com.



I'm Not Vaccinated Against COVID-19 or Unwilling to Share my Vaccination Status

- To disclose your lack of vaccination or unwillingness to share your vaccination status, search for your Employee Record using the “Employee Information” field. If you are unable to locate your Employee Record, contact your manager, your HR Business partner, or COVIDresponse@PortofVirginia.com.
- There are two methods for locating your Employee Record:
 - 1) Auto populate your Employee Record by typing your last name in the Employee Information bar:

Employee Information

Last Name, First Name *

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- 2) Search for your Employee Record by selecting the magnifying glass, after which you can search for your Employee Record by last name, first name, or Port Number (recommended for common names):

Filter By

Last Name

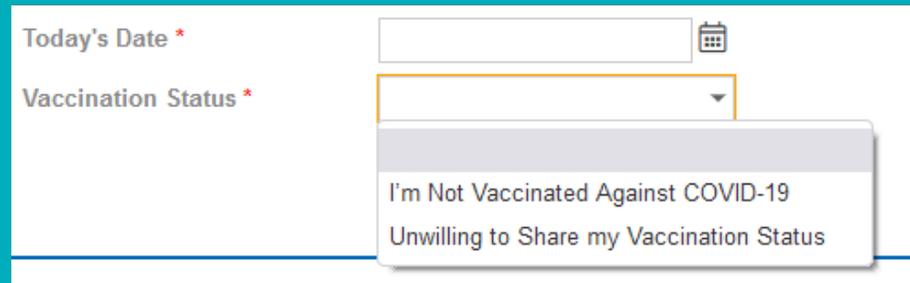
First Name

Port Number

Search Clear

I'm Not Vaccinated Against COVID-19 or Unwilling to Share my Vaccination Status

- After locating your Employee Record, enter today's date and select the applicable Vaccination Status:



The screenshot shows a web form with two fields. The first field is labeled "Today's Date *" and contains a date input field with a calendar icon. The second field is labeled "Vaccination Status *" and is a dropdown menu. The dropdown menu is open, showing two options: "I'm Not Vaccinated Against COVID-19" and "Unwilling to Share my Vaccination Status".

- Click "Save Changes" in the top right corner of the screen and your response has been recorded.

