

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

Version #5  
7-1-2021



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

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

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

5. In the search bar, type COVID-19 Vaccination and hit Search.

6. Click on the COVID-19 Verification form link located at the bottom of the page.

### Links

[COVID 19 Vaccination Verification](#)

## 7. Complete all fields on the verification form and submit:

(\* = required)

COVID-19 Vaccination Verification

By completing the information below and attaching a photo or copy of your COVID-19 vaccination card/document, you are voluntarily agreeing to provide this information to your employer. Any COVID-19 vaccine information you submit will be maintained as a confidential employee health record.

All required fields are marked with an asterisk.\*  
Please complete the fields outlined below AND attach proof of vaccination.

Step 1:  
I am submitting vaccination for

Select

One Dose Vaccination

Dose A of 2 part vaccination

Dose B of 2 part vaccination

Dose A and B of 2 part vaccination

Step 1a: Please complete the vaccination information below

Date Vaccination Received  \*

Given by (name of the clinic or medical facility)  \* Manufacturer  \*

Lot #  \* Lot Expiration Date  \*

Attachment  \*

Step 2:

By checking this box, I attest that the information submitted is accurate and I am voluntarily providing it to my employer.

Add any additional information in the box below OR enter N.A. This is a required field.

### 1. Select your vaccine type\*

(one-dose vaccine, dose A or dose B of two-dose vaccine or both doses of two dose vaccine)

### 2. Select date vaccine received\*

### 3. Note given by\* (clinic/provider name)

### 4. Note manufacturer name\*

### 5. Note the lot number\*

### 6. Enter the lot expiration date

### 7. 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.

### 8. Confirm accuracy of your submission by checking the box.\*

### 9. Enter N.A. for not applicable \*

### 10. Click on Submit.

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

Human Resources will then review your submission and approve or deny. Log into [HR4U](#), go to "Closed" in the requests list under My Profile and click the COVID-19 Vaccination Document to view if your verification was approved or denied.



Note that if you submitted your proof of vaccination in HR4U before June 10, 2021, your COVID-19 Vaccination Document may not be available for a period of time.