

Uploading Your COVID-19 Vaccination Record Through The Employee Information System (EIS)

IMPORTANT NOTE: Before beginning, please make sure that you have a clear and readable image of your COVID-19 vaccination record on the device (computer, phone, or tablet) you are using to access EIS and that your name and vaccination dates are visible. Acceptable vaccination records include:

- Picture or scanned image of your COVID-19 Vaccination Record card
- Picture/screenshot or scanned image of a COVID-19 QR Code/Vaccination Proof from the California Department of Public Health (CDPH), your health provider, or pharmacy where you received your vaccination

If you have questions related to your COVID-19 vaccination status and records, please contact the HR COVID-19 Response Team at EmployeeCOVIDQuestions@ocde.us or call the team in HR.

If you run into challenges logging into EIS, please contact Barbara Rivera, Payroll Operations Supervisor, BRivera@ocde.us, (714) 966-4147.

Please follow the steps below to upload your COVID-19 vaccination record through the Employee Information System (EIS).

- 1) Open up an internet browser and go to <https://employee.ocde.us>



Employee Information System



Welcome to EIS

If registered, enter login and password.
If not registered, go to [Register User](#).

Email Address:

Password:

[Forgot email address?](#)
[Forgot password?](#)
[Need to register or register again?](#)

- 2) Log into EIS using the email address and password you registered with.

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- a. If you have not registered for the EIS system, please use the “Need to register or register again?” link located below the green “continue” button.
- b. If you registered for EIS before but do not remember your email address or your password, please click the “Forgot email address?” or “Forgot password?” link.
- c. If, for any reason you are unable to log into EIS, please register for EIS again using the “Need to register or register again?” link.

- 3) After you log in, go to the My Profile menu heading and then click “COVID-19 Attestation” as shown below.



- 4) Once the COVID-19 Vaccine Attestation Form is displayed, enter the required information as described below.

COVID-19 Vaccination Attestation

By entering my name below, I attest that I have received a Pfizer, Moderna, or Johnson & Johnson vaccine against COVID-19 and, that as of today's date, I am considered fully vaccinated according to the timeline appropriate to the dose(s) I have received. I attest that I have answered truthfully and to the best of my knowledge, and that I will be held accountable for the validity of the record(s) provided.

Please upload proof of vaccination status.

- If the upload is a photo of a vaccination card, ensure the photo is clear and the name and vaccination information are legible.
- To get a link to a QR code and digital copy of your COVID-19 vaccination record go to <https://myvaccinerecord.cdph.ca.gov/>. If you have questions about your Digital COVID-19 Vaccine Record – visit [CDPH's FAQ](#).

Name:

Select File to Upload: No file chosen

- 5) Enter your full name in the space provided next to “Name:”

Name:

- 6) Click the “Choose File” button, navigate to where you saved your image of your COVID-19 Vaccination record, and select the file.

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Select File to Upload: No file chosen


Please select a file to upload

- 7) Click the green "Save" button



- 8) Once you have successfully completed the form and your image has been uploaded, you should see the following screen.

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Thank you. Your self-attestation has been submitted.

- 9) Congratulations! You have completed your COVID Vaccination Record submission. You may now exit EIS.

Next Steps: Our office will be notified that you have submitted your vaccination record. We will review the record and let you know if we have any questions.

Thank you for submitting your vaccination record!