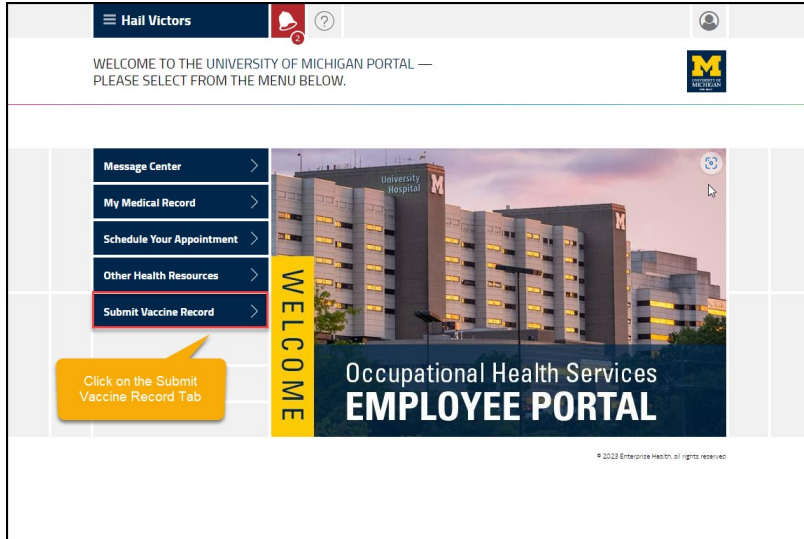
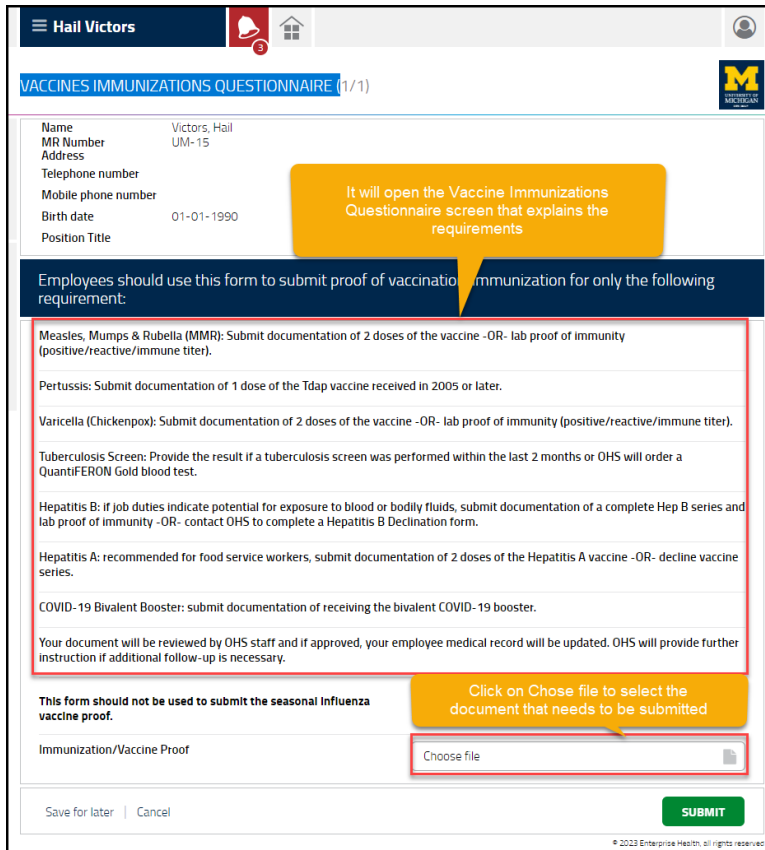


This step by step guide will show users how to submit their Vaccination Records using [Enterprise Health's employee portal](#).

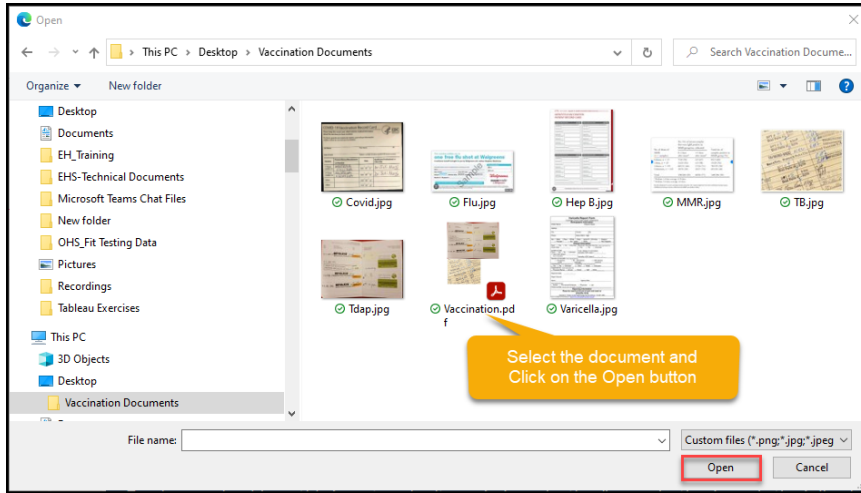
1. After logging into the portal, **click** on the *Submit Vaccine Record Tab*.



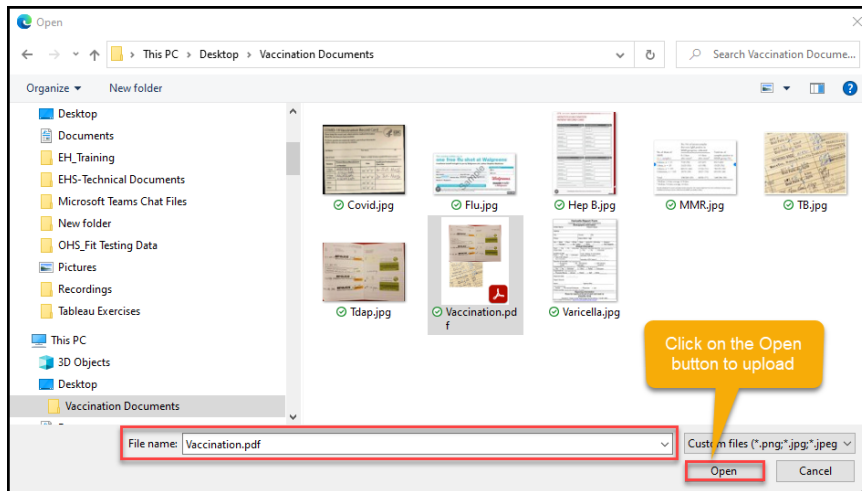
2. **Click** on *Choose File* link, it will open the windows file manager.



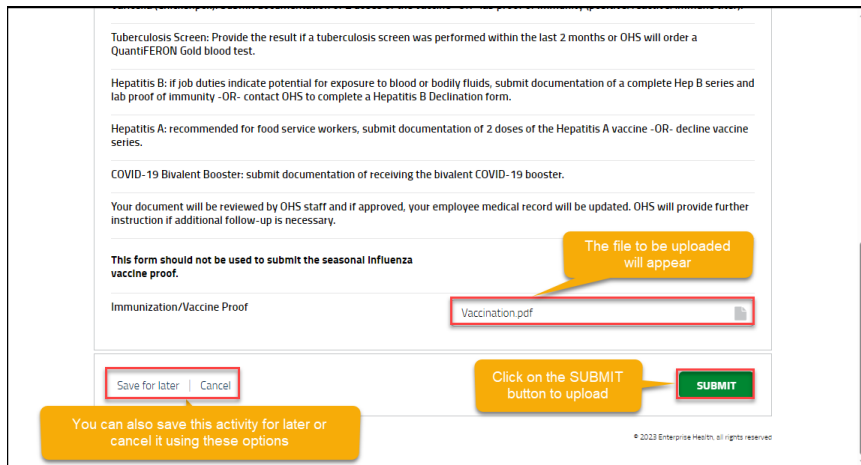
3. Click on the selected the document.



4. The selected file will appear in the File name window, then Click on the *Open Button*.

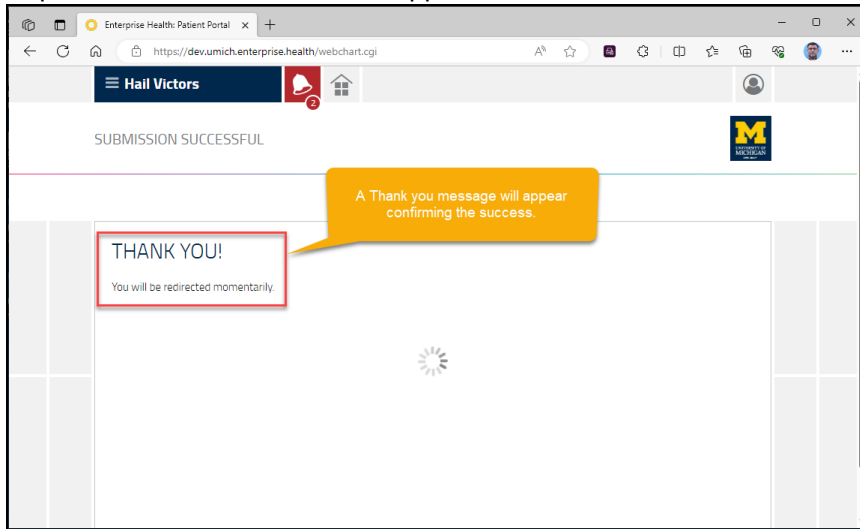


5. The filename to be submitted will appear, click on the *Submit Button*.



[

6. A quick *THANK YOU!* Screen will appear.



[Repeat the same steps to upload any additional documents]