Completing the Influenza Questionnaire in the Enterprise Health Portal

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This step by step guide will show users how to get to and access the Influenza Consent Questionnaire (for non-nursing staff) in Enterprise Health’s Employee Portal, also, how to upload supporting documents and or proofs.

How to Login into Employee Portal:

1. **Click** on this link to get to the login page for **Enterprise Health’s Employee Portal**.
2. On the welcome screen **Click** on the **UM Uniquename Login** to open the Login Screen.

3. **Enter** your **unique name and Level I password**, then **Click** on the **Login** button.

4. It will take you to the Two Factor Verification screen, complete the verification.

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Employee Portal Main Page:

5. It will open your Enterprise Health’s Employee Portal, click on the bell icon, it will take you to the message center to check for Influenza questionnaire.
Message Center / Questionnaires:

6. In the questionnaires section an *Influenza Consent or Exemption questionnaire is due*, **click on the begin button** to open the questionnaire.

   ![Influenza Consent or Exemption is due, click on the begin button]

Influenza Consent / Exemption:

7. There are **three options** for you to choose from. **Select one option to become compliant with the annual influenza vaccine requirement.**

   ![There are three options available]

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**First Option: Receive Vaccine from OHS or Department Liaison**

1. By selecting “Receive the vaccine from OHS or department flu liaison”. It will cascade additional questions, please answer the additional questions.

2. **Select** where you would like to receive the vaccine, and then **submit**.

3. Once the answers are submitted successfully, a Thanks You! message will appear. Then the system will go to the messages.

After submitting, you can proceed to a walk-in OHS flu clinic, schedule an appointment in Enterprise Health to attend the South Industrial drive-through flu clinic, or proceed to a designated department flu liaison to receive the flu vaccine.

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How to Schedule an Appointment at the 2705 South Industrial Drive-Through Flu Clinic:
*all other OHS flu clinics are walk-in and do not require an appointment. The steps below are intended for those seeking a drive-through flu vaccine.

4. To schedule an appointment at the drive-through flu clinic, you need to get to the “schedule an appointment” tab, click on the Home icon to go to the Home page.

5. Once on the Home page, click on the “Schedule Your Appointment” Tab.
6. Click on the **Schedule New Appointment** link.

7. Now choose the *reason for your visit* by clicking on the down caret and select *Flu Vaccine*. 
8. After selecting the *reason for your visit*, the location is drive through at 2705 South Industrial.

9. Once you choose your location, system will *auto assign* the *first available date and time* for your flu vaccine.
How to Select Date / Time for Appointment / using the Calendar:

10. If the first available time is not suitable for you, click on the down caret to select the appropriate time.

11. If you need to select a future date and time, click on the calendar icon, select a date, then click submit.

(You can select a different time on that date by repeating the step shown in step 11, before submitting)
12. Once the appointment is scheduled, a confirmation message will appear.

![Appointment Confirmation Message]

13. If for any reason, you need to cancel this appointment, click on the cancel button.

![Cancel Appointment Button]
14. **System will prompt to confirm if you’re sure about cancelling the appointment.**

15. **If you are certain, Click on the Yes button.**

16. **Your appointment is now cancelled; you can click on the “schedule a new appointment” link to schedule a new one.**
Second Option: Apply for Exemption

There are two types of Exemptions to choose from, Medical and Religious Exemption. Each exemption type has specific requirements, as you answer the questions you will be asked to submit supporting documents.

Medical Exemption:

1. If you select Medical Exemption, and if your answer is yes to the first question, then click on Yes and Submit.

How to Save for Later:

2. If the answer is No, then click on save for later, it will save your answers.
3. Once you click on Save for Later Link, following message will appear.

4. Once system has saved your questions, it will take you back to the Message center.

How to Print a Medical Exemption Form:

5. To access the Medical Exemption form, click on the Home button to go to the home page.
6. On the home page, click on the *Flu Vaccination Information Tab*.

7. In the Flu Vaccination Information screen, click on the *MEDICAL EXEMPTION FORM* Link.
8. The medical exemption form will appear, you can print or save the form by using the given options. Take the form to your provider for completion and signature.

How to upload a Medical Exemption form:

9. Once the form is complete and ready for submission, log back into the portal. Click on the Resume button for your influenza questionnaire.
10. Then, click on the choose file option.

11. It will open your file manager (you can browse to get to your required folder).

12. Select your file, it will update the selected file name in the File name field, click on the open button.

(only PNG, PDF or JPG file formats are acceptable)
13. It will upload the selected file, now click on the **Submit** button.
Religious Exemption:

1. If you are applying for Religious Exemption.
2. Answer the following question about if religious exemption was received the previous year.
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complete the influenza questionnaire in the enterprise health portal

How to upload supporting documentation for Religious Exemption:

3. If you are unable to receive the influenza vaccination due to sincerely held religious beliefs and you want to request a religious exemption, then upload supporting documents by clicking on Choose file link.

4. Choose file link will open the file manager, select your document, it will upload the file name, click open to upload.

(only PNG, PDF or JPG file formats are acceptable)
5. Once the file is uploaded **click** on the *Submit* button.
Third Option: Provide Proof of Receiving Vaccine

1. If you select to provide the proof of receiving vaccine.
2. Answer the following question.

How to upload proof of receiving Vaccine:

3. If your answer is Yes, upload the proof by clicking on the Choose file option.
4. In the file manager, click on your proof of flue vaccination document, it will update the file name, then click on the Open button to upload the file.

5. Once the file is uploaded, **Enter** the **Influenza Vaccination Date from outside source**.

6. **Click** on the submit button.
7. **Click** on the *submit* button.

8. If your answer is *No to receiving the vaccination after August 1st of this year*, **click on Submit button.**