

## HOW TO GUIDE: UPLOADING YOUR VACCINE ATTESTATION PROOF / RECEIPT

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Upload your vaccine attestation proof or receipt using the [MacCheck](#) digital tool by following these steps:

### Step 1:

Click on the **Submit Vaccination Attestation** button (which will show after you accept the terms to use the digital tool).

### Step 2:

Click **Yes** to respond to the question “Are you fully vaccinated?” to indicate that you are fully vaccinated.

### Step 3:

Enter the date of your 2nd vaccine dose. If you have received a one dose series vaccination, enter the date in which you received that dose (e.g., Janssen).

### Step 4:

Select a vaccine name from the list provided.

### Step 5:

Select your primary role at the University.

### Step 6:

Click on the **Next** button to arrive on the screen to upload your vaccination record.

**NOTE:** If you click on the **cancel** button option, you will return to the homepage and will have the option to return to the submission page by clicking the **Submit Vaccination Attestation** button.

### Step 7:

Prepare your image or receipt for upload by ensuring the following:

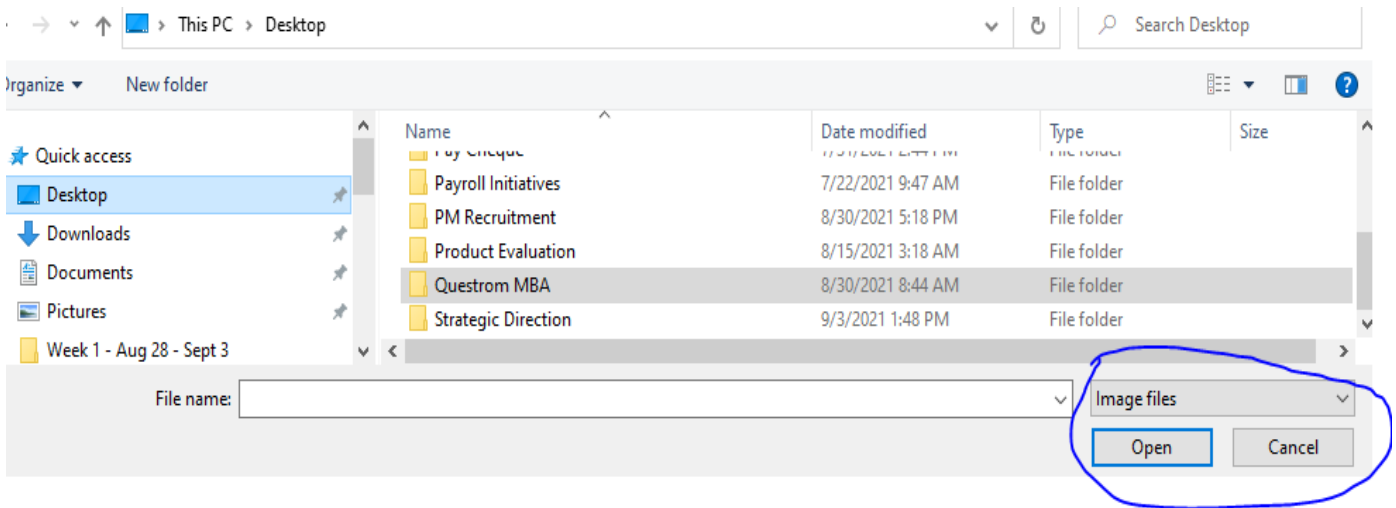
- Upload image or receipt is for your 2nd dose vaccination OR your one dose series vaccination (e.g., Janssen) OR for international students, upload the image of the vaccine passport used to cross the border

- In Ontario, you can download your vaccination receipt(s) from the province’s [COVID-19 website](#). In other provinces and countries, please check with your local health authorities for more information.

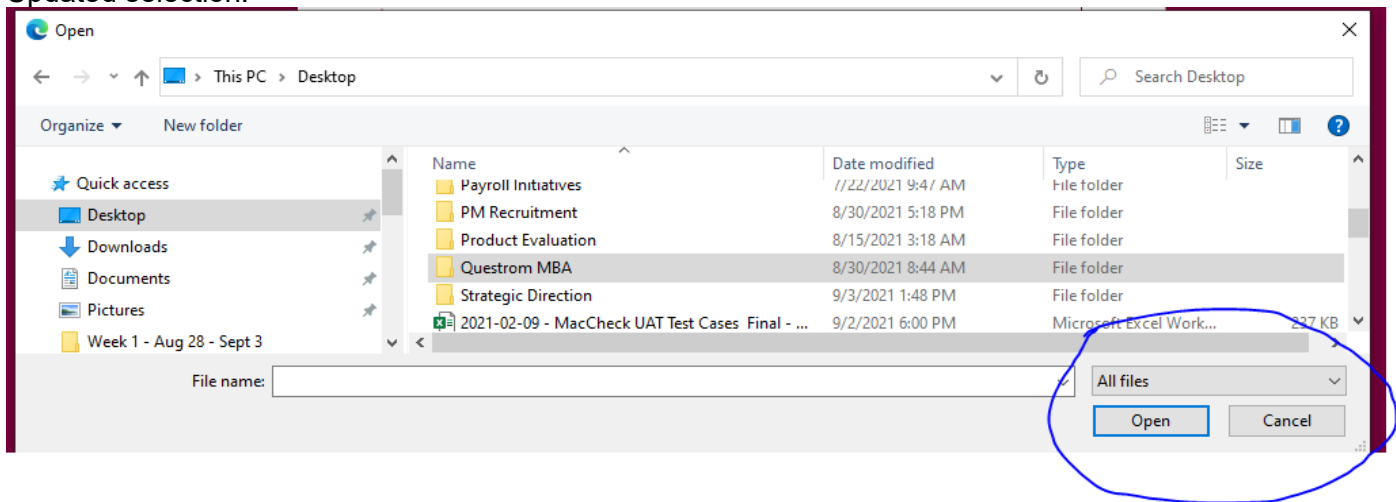
### Step 8:

Click the **Upload Vaccination Record** prompt to locate and upload your vaccination record. You will have the option to upload an image or PDF. To upload a PDF, make sure to select “All files” in the file type drop down menu as shown in the screenshots below.

Default upload selection:



Updated selection:



### Step 9:

Your upload is now complete and a confirmation screen will be shown. Your vaccination attestation will now be reviewed by the McMaster Vaccine Validation Team and an approved or declined status will show on the [MacCheck](#) homepage once the review is complete. If you have any questions, contact [vacc@mcmaster.ca](mailto:vacc@mcmaster.ca).