# Vaccination Verification
How to for GU Employees

Gonzaga needs to understand how many employees have received the vaccine, are in the process of getting fully vaccinated or requesting an exemption to getting the vaccine in order to understand which guidelines we can implement based on WA State Labor & Industries requirements. The more vaccinated we are as a community, the more we can adjust our masking and distancing guidelines.

1. Log into http://Benefits.gonzaga.edu and select "Employee Benefits"
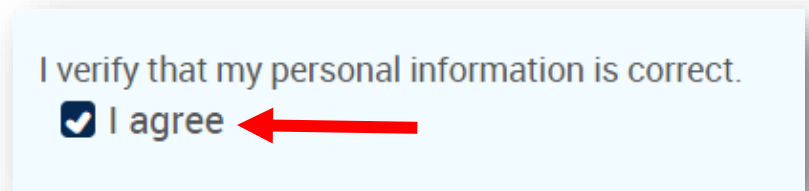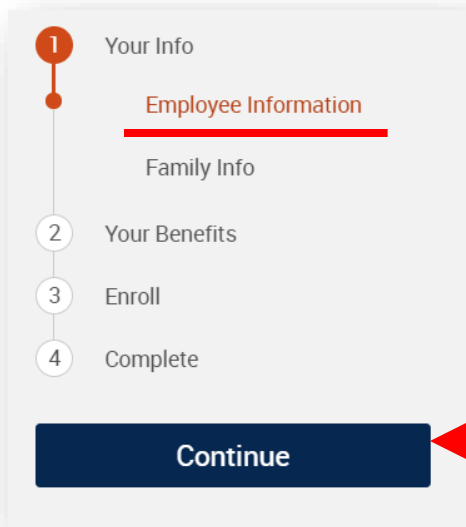

2. Click the button that says "CLICK HERE to confirm your vaccination status" that appears at the top of the screen
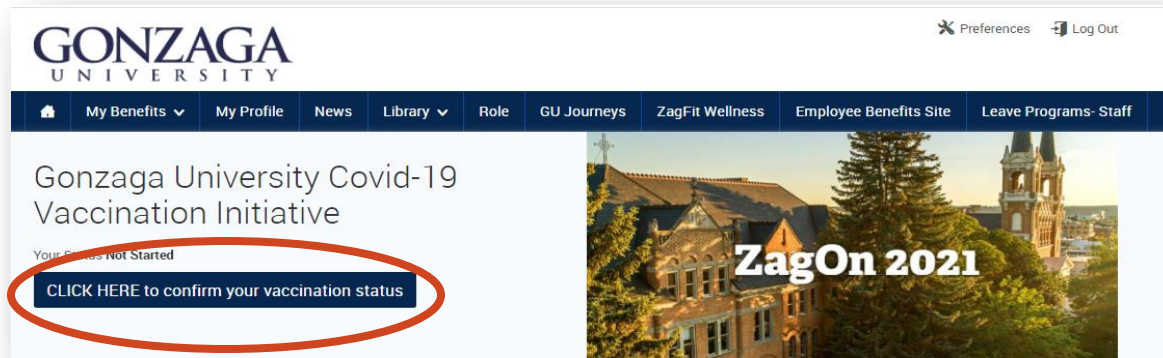
3. From here you will be directed to confirm your personal information and make changes if necessary.

4. Click the checkbox at the bottom of the page to verify your personal information.

5. Repeat steps 3-4 for your Family Information. Then click "Continue" on the right side of the page

6. You will then be taken to the Gonzaga Vaccination Verification Page

7. From here, click the "View Information" button. This will then take you to the Vaccination Options Page seen below.

8. Here you will click on the "Keep Selection" or "Select" button of the option that reflects your Vaccination Status.

9. Below are the different pages of each vaccination status selection. Follow the directions of the option that you selected:

Vaccination Option 1 - Attestation

Covid-19 Vaccination

*I attest that I am fully vaccinated.
Which of the following vaccines did you receive? You will have the option to securely upload a copy of your vaccination card at the end of this confirmation:

○ Pfizer-BioNTech
○ Johnson & Johnson (one-dose)
○ Moderna
○ Astra-Zeneca
○ SinoPharm
○ SinoVac
○ Other

If you selected 'OTHER', please include the name of the World Health Organization (WHO) approved vaccine here.

*FINAL Vaccination Date:

By including my e-signature below, I certify that I am fully vaccinated against Covid-19. 'FULLY-VACCINATED' means that 2 weeks have passed since my final dose.

*Name:

We reserve the right to request proof of vaccination.

Save Answers

Fill out the questions and provide an e-signature. Click "Save Answers". You will then be taken to the "Review and Confirm" Webpage.

Vaccination Option 2 – Partially Vaccinated

Covid-19 Vaccination

*I am partially vaccinated and intend to complete my vaccination schedule.
Which of the following vaccines did you receive?

○ Pfizer-BioNTech
○ Johnson & Johnson (one-dose)
○ Moderna
○ Astra-Zeneca
○ SinoPharm
○ SinoVac
○ Other

If you selected 'OTHER', please include the name of the World Health Organization (WHO) approved vaccine here.

*Please enter the date you will be fully vaccinated:

By including my e-signature below, I understand that the definition of 'FULLY-VACCINATED' means that 14 days have passed since my final dose.

*Name:

Save Answers

Fill out the questions and provide an e-signature. Click "Save Answers". You will then be taken to the "Review and Confirm" Webpage.

Vaccination Option 3 – Medical Exemption

Covid-19 Vaccination

I believe I have a medical exemption based on guidance from my healthcare provider.
If further guidance from the State is released, I understand I may be contacted to provide further documentation.

*By including my e-signature below, I understand that I need to wear a mask and maintain physical distancing while on Gonzaga's campus.

*Name:

Provide an e-signature and click "Save Answers". You will then be taken to the "Review and Confirm" Webpage.

Save Answers

Covid-19 Vaccination

I believe I have a religious exemption from receiving the vaccine.
If further guidance from the State is released, I understand I may be contacted to provide further documentation.

*By including my e-signature below, I understand that I need to wear a mask and maintain physical distancing while on Gonzaga's campus.

*Name:

Provide an e-signature and click "Save Answers". You will then be taken to the "Review and Confirm" Webpage.

Save Answers

Covid-19 Vaccination

I decline to disclose my current vaccination status.
If further guidance from the State is released, I understand I may be contacted to provide further documentation.

By including my e-signature below, I understand that I need to wear a mask and maintain physical distancing while on Gonzaga's campus.

*Name:

Provide an e-signature and click "Save Answers". You will then be taken to the "Review and Confirm" Webpage.

Save Answers

10. This is the "Review and Confirm" page. Here you will have the option to upload a copy of your Vaccination Card. This step is **optional**. If you will not be uploading your vaccine card, skip to Step 13.
If you wish to upload your Vaccination Card, click on "CLICK HERE" on the webpage.

GONZAGA UNIVERSITY

Exit Enrollment

Review and Confirm

⚠ Would you like to upload a copy of your Vaccination Card?

CLICK HERE to securely upload a copy of your vaccination card, which will open in another window (this step is optional).

Once you have uploaded a copy of your vaccination card, please return to this enrollment page and click COMPLETE ENROLLMENT.

1. Your Info
2. Your Benefits
3. Enroll
   Review and Confirm
4. Complete

Complete Enrollment

Your Total Cost **$0.00**
Per Pay Period

Your total cost **$0.00**
(pending approval) ⓘ Per Pay Period

11. After you click on the hyperlink, the upload feature will open in a second browser window. Click on "Add *Covid-19 Vaccination Card".

Uploaded Documents

Search for Uploaded Documents

Title	
Description	
Document Type	▾

Add *Covid-19 Vaccination Card
Add 403(b) Document
Add Benefit Confirmation Statements
Add Birth Certificate
Add Court-Ordered Document
Add Death Certificate
Add Divorce Decree
Add Marriage License
Add Other
Add Tax Document

Search   Cancel   Reset Fields

File Upload

👤 Admin Test Employee

* Fields are required

* Document Type	*Covid-19 Vaccination Card ▾
* File	Choose File No file chosen
* Title	*Covid-19 Vaccination Card
Description	
* Document Date	06/14/2021

Save   Cancel

10 items per page ▾   ⏮ ◀   1 to 1 of 1 rows 1▾ ▶ ⏭

Title ⇅	Description ⇅	Document Type ⇅	Document Date ⇅	Saved On ▾	View ⇅
*Covid-19 Vaccination Card		*Covid-19 Vaccination Card	06/14/2021	6/14/2021 1:19:04 PM	View

12. You will then click "Choose File" and from there upload a copy/photo of your card. After your card has been uploaded. Return to the original tab to complete the verification process.

13. On the main tab, scroll down to click the checkbox that states "I agree, and I'm finished with my enrollment and/or Vaccination Confirmation"

14. The last step is to click the "Complete Enrollment" button and then you are finished.

You will be able to go back in and make changes if you have updates to your status until 9/30/2021.