

Vaccination Verification

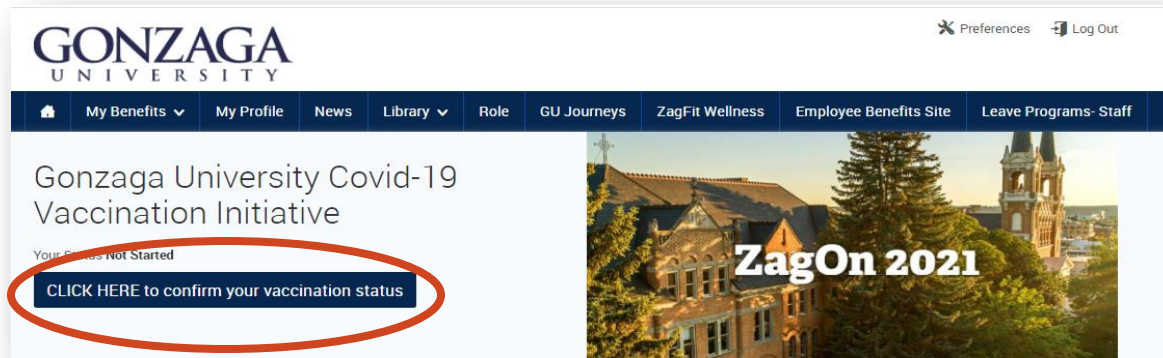
How to for GU Employees

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"

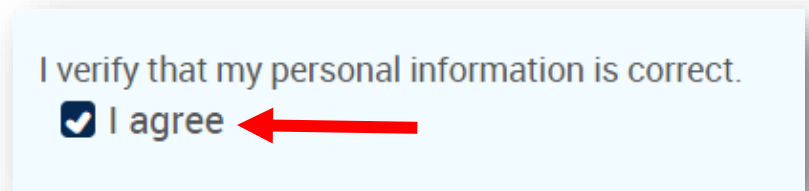
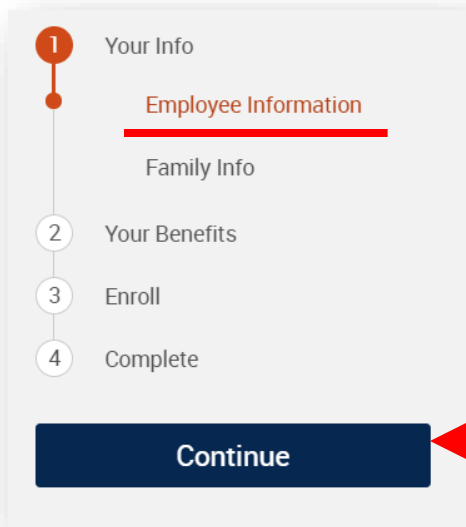


2. Click the button that says "CLICK HERE to confirm your vaccination status" that appears at the top of the screen



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

GONZAGA UNIVERSITY Exit Enrollment

Gonzaga Vaccination Verification

To confirm your Covid-19 vaccination status, please click 'VIEW INFORMATION' below to enter your vaccination information. Once you have completed your verification, please click CONTINUE to complete the verification process.

Covid-19 Vaccination NO PLAN SELECTED

* Selection Required **View Information**

1 Your Info
2 Your Benefits
3 Enroll
4 Complete

Your Cost per pay period **\$0.00**

Click the button below to Continue.

Continue

Not ready to complete your vaccine verification? Click 'Save and Finish Later' to enter your information at a later time.

Save and Finish Later

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

Vaccination Option 1 - Attestation
Gonzaga University
Selected
I attest that I am fully vaccinated.

Vaccination Option 2 - Partially Vaccinated
Gonzaga University
I am partially vaccinated and intend to complete my vaccination schedule.

Vaccination Option 3 - Medical Exemption
Gonzaga University
I believe I have a medical exemption based on guidance from my healthcare provider.

Vaccination Option 4 - Religious Exemption
Gonzaga University
I believe I have a religious exemption from receiving the vaccine.

Vaccination Option 5 - Decline to Answer
Gonzaga University
I decline to answer my current vaccination status.

Keep Selection
Select
Select
Select
Select

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:

Save Answers

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

Vaccination Option 4 – Religious Exemption

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

Vaccination Option 5 – Decline to Answer

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
 - 4 Complete
- Review and Confirm

Complete Enrollment

Your Total Cost	\$0.00
	Per Pay Period
Your total cost (pending approval) ⓘ	\$0.00
	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".

GlobalAdvantage X myGU - Gonzaga X Gonzaga Universi X Enrollment X Employee File X

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 ▼

* File No file chosen

* Title

Description

* Document Date

Save Cancel

10 items per page 1 to 1 of 1 rows

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"

Covid-19 Vaccination

Vaccination Option 3 - Medical Exemption Gonzaga
University

[Edit Selection](#)

Once You've Reviewed All Your Selections:

I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny claim or void the contract if such misrepresentation or omission affected acceptance of the risk.

I hereby enroll for any newly elected or changed benefits for which I am presently eligible, or for which I may become eligible, under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (before tax dollars). If I do not take any action on my benefits, I will be waived from coverage for any non-employer-paid benefits.

I agree, and I'm finished with my enrollment and/or Vaccination Confirmation

[Privacy Policy](#) | [Browser Requirements](#) | Technology powered by bswift

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.

1 Your Info
2 Your Benefits
3 Enroll
4 Complete

[Complete Enrollment](#)

Your enrollment is complete!

You may make changes to your elections until **September 30, 2021**

Thank you for taking the time to provide this information. To access Gonzaga's Covid-19 Toolkit, please [CLICK HERE](#) to download a copy.

Your Confirmation Statement is ready
Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

[VIEW](#) [EMAIL](#) [PRINT](#)