



For Employees With COVID-19 Boosters Outside of Employee Health Uploading Your COVID-19 Vaccination Record into the Employee Health Portal

All HM employees are required to get a COVID-19 booster (management by **Monday, Jan. 31** and **Tuesday, March 1** for all other employees).

If you received your COVID-19 booster outside of Employee Health but it is available in MyChart you can easily download your record from MyChart, by following the instructions in this [tip sheet](#).

If you received your COVID-19 booster outside of Employee Health, e.g., at a drug store or other clinic, HM PCP's office or at a HM vaccine site for the public and it is **not in MyChart**, you will need to upload a copy of it into the **MARS Employee Health Portal**. Only PNG, PDF or JPG file are accepted. **Note:** If you only have a paper copy of your vaccine card, you can scan it or take a picture of it with your smartphone. Follow these instructions to complete the documentation required:

1. Log in to **MARS** and click the **Employee Health Portal** tile.
2. Log in to the **Employee Health Portal**.
3. Click **Other Health Resources**.
4. Scroll down and click **COVID Vaccine Documentation Upload**.
5. Click the **Choose file** box and select the file you are uploading (Must be a PNG, PDF or JPG file).
6. Click **Submit**.

For COVID-19 booster FAQs, click [here](#). This FAQ will be updated periodically to include evolving data and opinions from the Vaccine Scientific Committee.