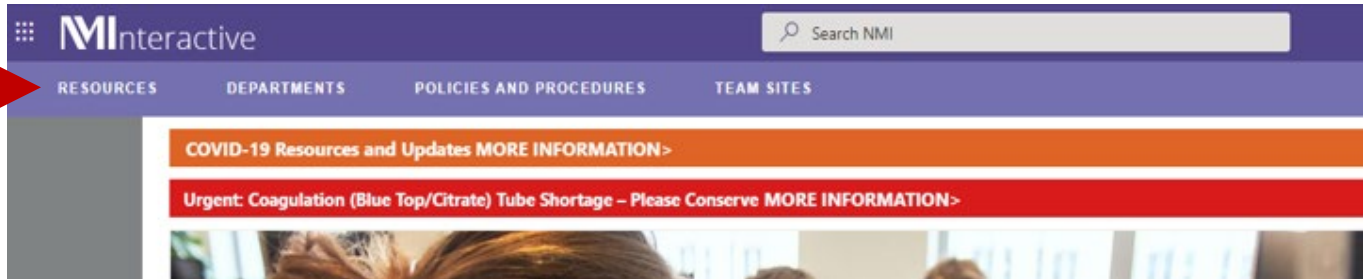


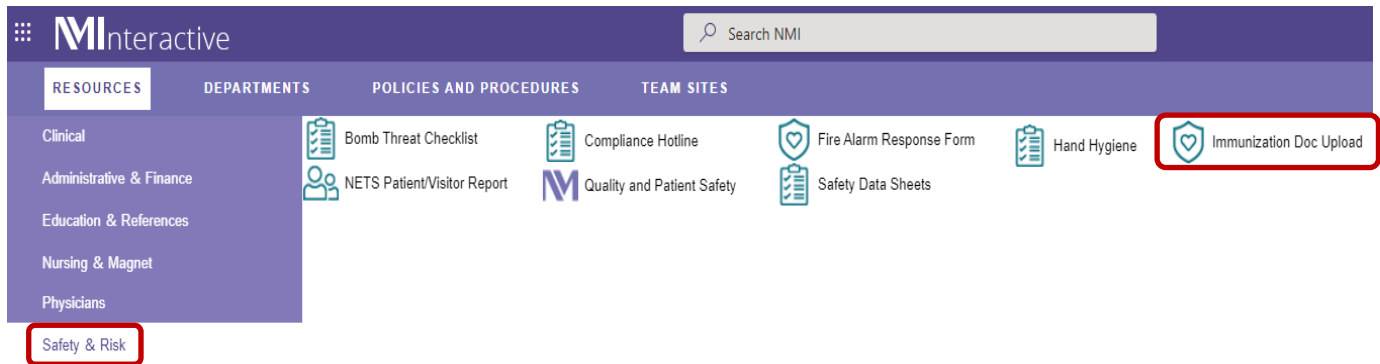
# Immunization Document Upload App for all NM Required Vaccines

The Immunization Document Upload Application allows individuals to submit documentation of NM required immunizations. The app also supports manager and approved third party uploads on behalf of their staff. All submissions are reviewed by a clinician and output notifications are sent to each uploader.

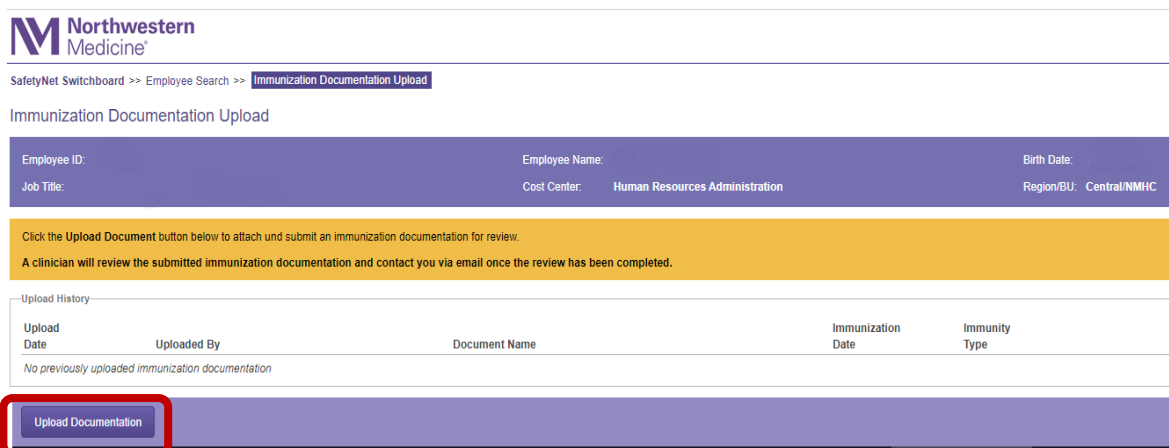
1. Go to **NMI** and click on **Resources**



2. Scroll down to **Safety and Risk** and click on **Immunization Doc Upload**. *Employees will be directly guided to the upload view of the application. Managers can submit on behalf of their employees.*



3. Click on **“Upload Documentation”**



## Immunization Document Upload App for all NM Required Vaccines

- Click on **Choose a file** to upload. Enter “**Imunization Date**” and select “**Immunity Type**” from the drop down options

**Immunization Documentation** [Close]

The following document types can be uploaded:

- Word documents (.doc and .docx)
- PDF documents (.pdf)
- Image files (.gif, .jpg, .jpeg, .png, .tiff/.tif, and .bmp)

**For multi sided attachments, please be sure to submit both sides**

**Note:** The supported file size is limited to 4MB

Immunization Document \*

**Choose a file** No File Selected [Trash]

Immunization Information

Immunization Date: \* [Date Picker] Immunity Type: \* [Dropdown]

**Submit Document** \* required Cancel

- Complete all open fields and select “**Submit Document**”. *Application allows for batch uploads of multiple immunity types.*

**Immunization Documentation** [Close]

The following document types can be uploaded:

- Word documents (.doc and .docx)
- PDF documents (.pdf)
- Image files (.gif, .jpg, .jpeg, .png, .tiff/.tif, and .bmp)

**For multi sided attachments, please be sure to submit both sides**

**Note:** The supported file size is limited to 4MB

Immunization Document \*

**Choose a file** No File Selected [Trash]

Immunization Information

Immunization Date: \* 6/1/2001 [Date Picker] Immunity Type: \* COVID-19 Vaccine [Dropdown]

Location: \* [Dropdown]

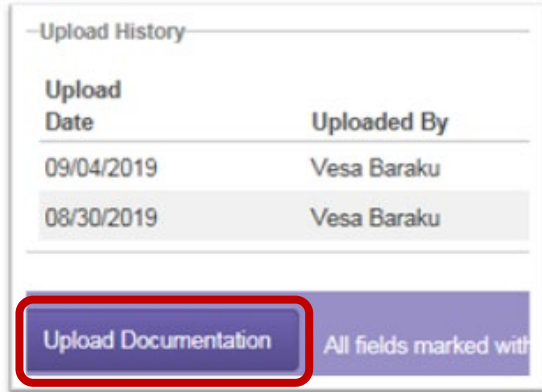
Immunization Details

Manufacturer: \* [Dropdown] Lot Number: [Text]

**Submit Document** \* required Cancel

## Immunization Document Upload App for all NM Required Vaccines

- When complete, click on “**Upload Documentation**” from the main screen



*\*A confirmation email will be sent to the individual once the immunization document is received and once it has been reviewed by a clinician.*

**If you experience any challenges or issues with uploading your vaccine documentation, please contact the NM Service Center at 312-926-4357 (6-HELP) or email at [mynmservicecenter@nm.org](mailto:mynmservicecenter@nm.org).**