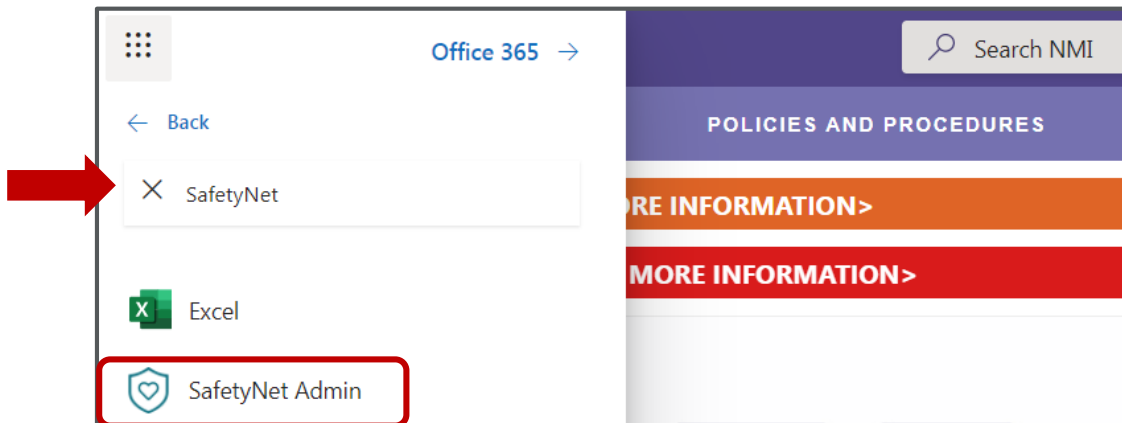


- 1 Go to **NMI** and click on the waffle (nine dots) on the top-left side of the screen:

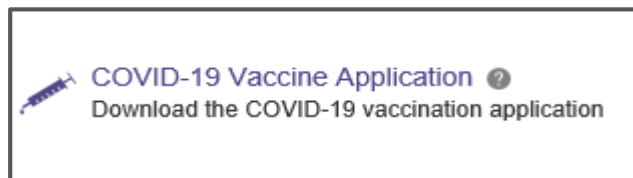


- 2 In the Apps section, search for **Safety Net** and choose **Safety Net Admin**:

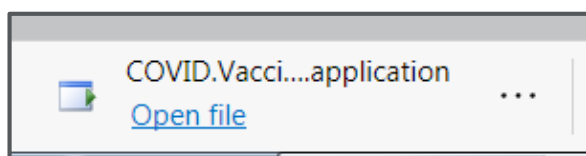


Once you select SafetyNet it will be stored as one of your Top Apps and you will no longer need to search for it when accessing the app.

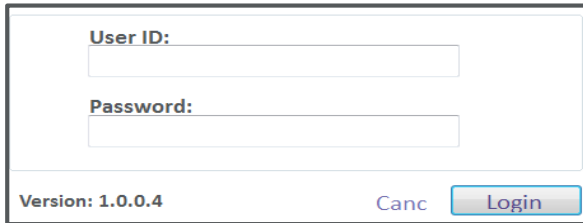
- 3 Select the **COVID-19 Vaccine App** icon from the Safety Net Switchboard



- 4 The App will begin to download. Click **Open File**:



5 Log in with your NM username and password:

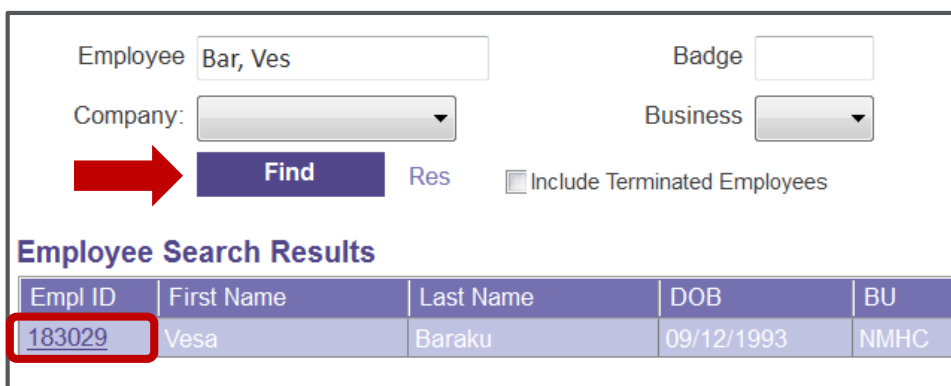


6 Select your location based on where you will be administering the vaccine and click **Select**:



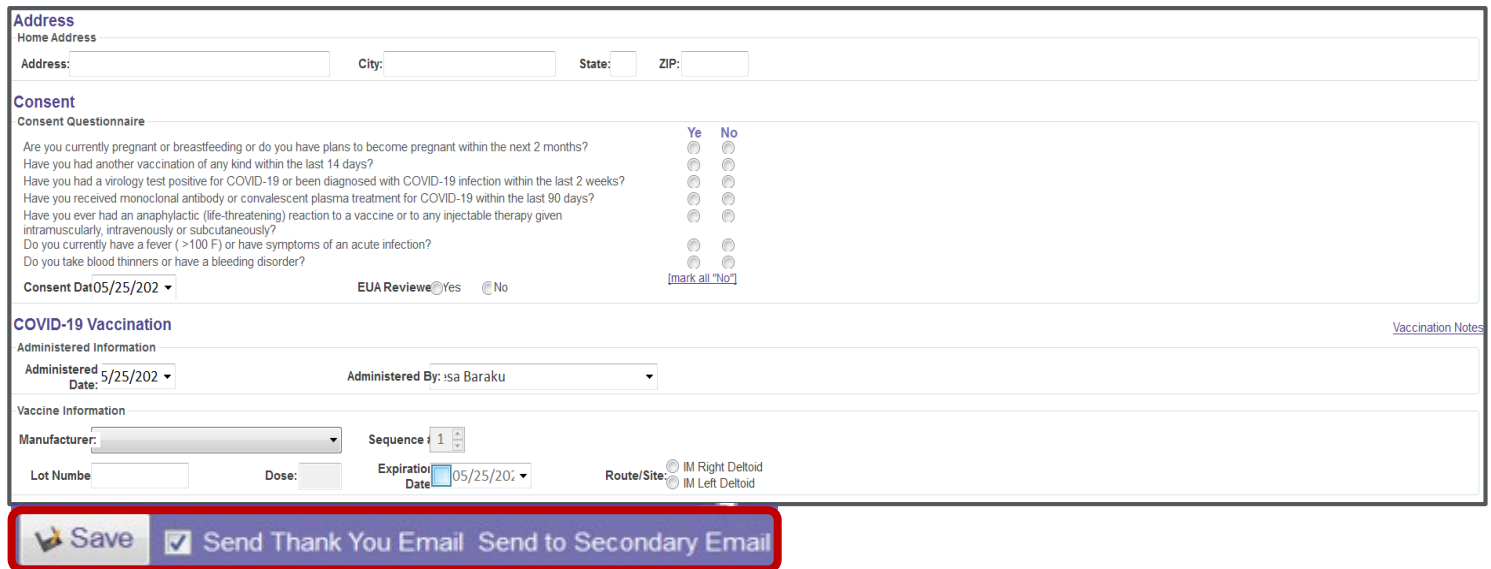
There are three categories of locations to choose from hospitals (selected for mass vaccinations), Immediate Care Centers, and Occupational Health Clinics.

7 Search for the individual by **name or employee ID number**, and click **Find**. Click on the employee ID link when the individual has been identified and confirmed their first name, last name, and DOB.



Empl ID	First Name	Last Name	DOB	BU
183029	Vesa	Baraku	09/12/1993	NMHC

8 Complete all the required fields in the vaccine form and click **Save**:



When you select “Save” a Thank You email will be automatically generated to their current NM.org address. Sending a secondary Email provides the option to enter an alternative email address.

If the individual has completed the first dose of their Pfizer/Moderna vaccine series, the vaccine history will be indicated at the bottom of the screen. This will not apply for the J&J vaccine.

For any questions regarding the COVID-19 Vaccination Application, please contact the NM Service Center at 312-926-4357 (6-HELP) or send an email request to mynmservicecenter@nm.org and your ticket will be assigned to the appropriate team member for follow-up.