

# Uploading your vaccination card to Medicat

Visit the Health Services website at [uis.edu/healthservices](http://uis.edu/healthservices) and click on the Patient Portal

The screenshot shows the Health Services website. On the left is a navigation menu with items: About, Immunizations, Services, Resources and Links, Contact, and Site Map. Below the menu are Calendars for Health Services, Student Affairs, University, and Academic Year. Social media icons for Facebook, Instagram, and Twitter are present, along with contact information: (217) 206-6676 and (217) 206-7779. The main content area features a 'Patient PORTAL' banner with the text: 'UNIVERSITY OF ILLINOIS | SPRINGFIELD Patient PORTAL Use your Enterprise Login & Password for SECURE access to your UIS medical information & UPLOAD/VIEW vaccines records'. This banner is circled in red. Below it are links for 'Virtual Health Services' and 'UIS COVID-19 response and resources'. To the right is an 'Instructional Guide' for the Patient Portal, which includes an 'Instructional video to upload and use the Patient Portal'.

Once inside the patient portal, look for the upload button. Use the upload button to upload your proof of vaccination to the patient portal.

The screenshot shows the Patient Portal navigation bar. It includes links for Home, Appts, Immunization, Insurance, FORMS to attend & COMPLETE PRIOR to appointments, Messages, and Education. The 'Upload' button, represented by an upload icon, is circled in red. A red arrow points from the 'Upload' button to the text: 'Step 1 Student/Employee uploads proof of Covid Vaccine to the portal using the upload button'. The UIS logo and 'Patient PORTAL' text are visible in the top left corner of the navigation bar area.

From the list of accepted documents, find the vaccine you have received. Next, choose that vaccine from the pull-down menu, then click Select File.

**Documents available to be uploaded:**

- AstraZeneca Covid-19 Vaccine .5ML IM - Vaxzevria
- [Authorization For Disclosure Of Medical Records/information](#)
- Counseling Document(s) Uploaded
- COVID Vaccine Requirement
- COVID19 Vaccine Consent Form
- Immunization/Vaccine Records/History
- Janssen COVID Vax - SARSCOV2 VAC AD26 .5ML IM
- Medical OR Religious COVID-19 Vaccine Exemption Request Document
- Moderna-SARSCOV2 VACCINE 100 MCG/0.5 ML IM USE
- Pfizer SARSCOV2 VACCINE DIL RECON 30 MCG/0.3 ML IM USE
- Proof Of Insurance Uploaded On Patient Portal
- QFG TB Blood Test
- Student Teacher Physical TEP
- Testing Of COVID19 Outside Of UIS

Choose document you are uploading:

Pfizer SARSCOV2 VACCINE DIL RECON 30 MCG/0.3 ML IM USE ▼

Upload proof of your PFIZER COVID-19 Vaccine

Select File

**Step 2**

Find your vaccine in the list to the left and select it in the drop-down menu

**Step 3**

Click Select File and upload either a jpeg or a pdf of your vaccination card. No further information is necessary