

To record your COVID-19 Vaccination Certificate in certifications as an affiliate, click on your *Profile Icon* and *View Profile*.

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|---|---|------------|--------------|
| | | | View Profile |

Select Overview.



Click on *Certifications*, click on *Add* at the bottom of the screen.

| Affiliate History | Education | Certifications | |
|-------------------|-----------|----------------|--|
| Add | ו | | |

Complete all of the relevant fields. Note: click on the *Certification box*, click on *All*, and select the *COVID-19 Vaccination Certificate* certification from the provided list. Any fields marked with are compulsory field that must be completed.

You are not required to enter information into any of the non-compulsory fields.





| Country | × Australia |
|--|---|
| Certification | × COVID-19 Vaccination Certificate - Australia |
| If you cannot find the certification, check here | |
| Certification Number | |
| Issued Date | DD/MM/YYYY |
| Expiration Date | DD/MM/YYYY |
| | |

Add your COVID-19 Vaccination Certificate to Attachments by dragging and dropping or select the file from you drive.

| O Attachments | |
|---------------|-----------------|
| | Drop files here |
| | Select files |

Click Submit.



P&C will receive an action to validate and approve your request to add your certifications. If they require any additional information or have any queries, you will receive a notification to supply additional information. On approval you will receive a confirmation notification and will be able to view your updated certification in your personal profile.

| t A Glance | Appointments | Appointment History | Affiliate History | Education | rtifications | | | |
|----------------|-----------------------|---------------------|-------------------|-----------|--------------|-----------------|------|------------------------------|
| | | | | | | | | Turn off the new tables view |
| Certifications | 1 item | | | | | | | ⁄□ 〒 □ ご Ⅲ Ⅲ |
| Certification | | | | Issuer | Issued Date | Expiration Date | | |
| COVID-19 Vacc | ination Certificate - | Australia | | Australia | | | Edit | Remove |

