Workforce COVID-19 Vaccination Verification

For proof of vaccination, you will need:

- A CDPH digital vaccine card QR code
  Please go to page 5 for instructions on how to get your CDPH digital vaccine QR code

OR

- A digital photo of your hard copy vaccine card

Please have the following ready before starting registration

- Employee or contractor ID number
- LA County department name
- Preferred email address
- Proof of vaccination

Notice for Department of Health Services (DHS) employees

As a reminder, the process for the DHS workforce is as follows:

If you were vaccinated by DHS, your vaccination verification is complete. If you received your vaccination outside of DHS, you must submit a copy of your vaccination record to your local Employee Health Services.

DHS employees do not need to submit their vaccination records into the Fulgent database.

How to Register Online

Verifying LAC employee status

1   **Visit lac.fulgentgenetics.com** and
click the button "Begin Registration".

2   **Verify your information by entering
the following**:

- Employee ID / Contractor ID
  E/C #: [format - E/C######]

- Department you belong to
  i.e., DHS, Fire Dept, DHR, etc.

- First Name

- Last Name

- Date of Birth

- Preferred Email Address
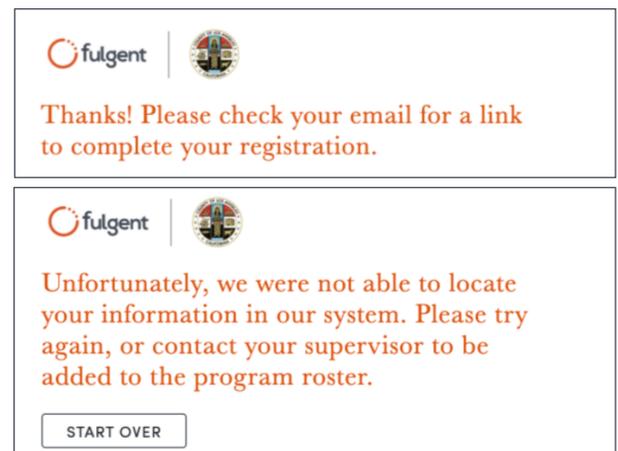

3   **If your information matches in our system**
You will be sent a unique URL link to your preferred
email address to complete the rest of your
registration.

If your information does not match in our system
Please double-check your information and try
again, or contact your supervisor to be added to
the program roster.

4978 Santa Anita Ave, Suite 205, Temple City, CA 91780 | www.FulgentGenetics.com | info@fulgentgenetics.com | **P** +1 626.350.0537 | **F** +1 626.454.1667

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Completing the rest of your registration

4 **Login to your email account** and find an email from Fulgent Genetics with the subject line "Complete Your Registration".
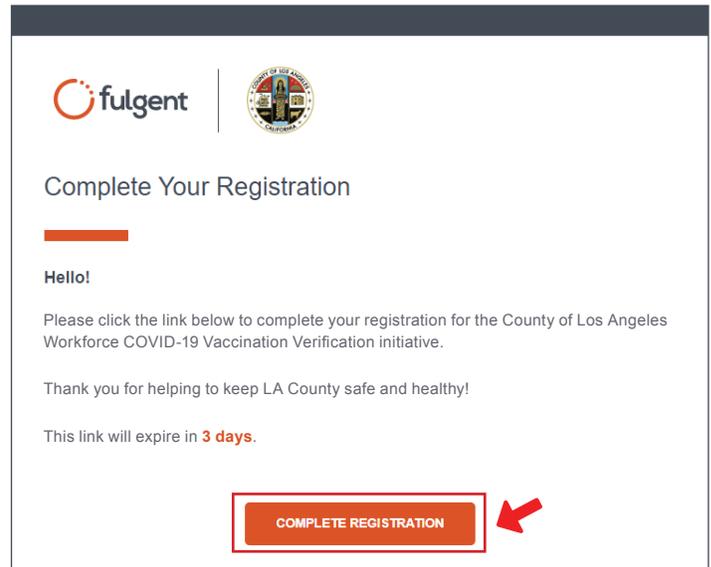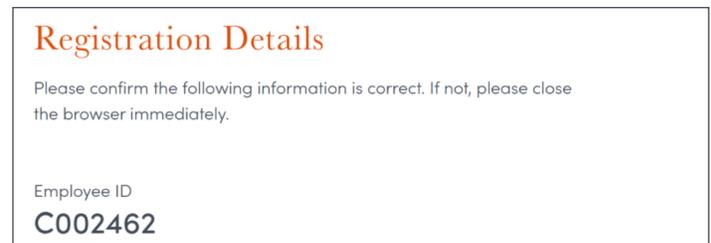
In the email, click on "Complete Registration"

Confirm your identity and that all information is correct.

If you don't get an email or see a discrepancy with your information, please contact Fulgent's Client Services team at:
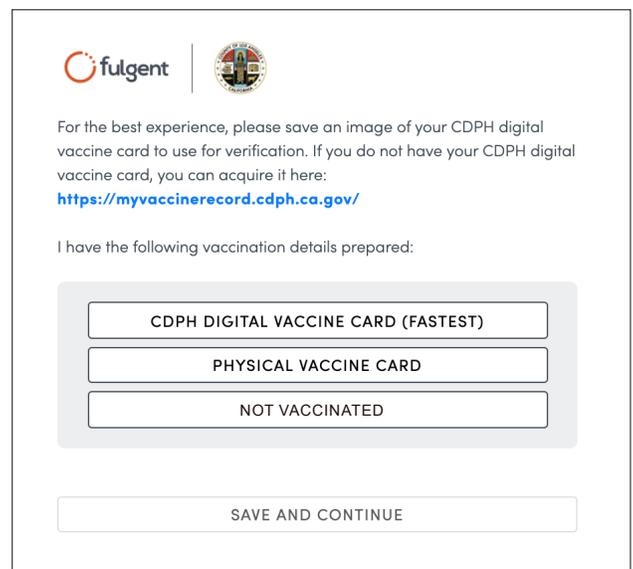
Phone: 1 (626) 350-0537

Email: lacsupport@fulgentgenetics.com

Complete Your Registration

Hello!

Please click the link below to complete your registration for the County of Los Angeles Workforce COVID-19 Vaccination Verification initiative.

Thank you for helping to keep LA County safe and healthy!

This link will expire in **3 days**.

COMPLETE REGISTRATION

Registration Details

Please confirm the following information is correct. If not, please close the browser immediately.

Employee ID
C002462

5 **Select one of the following, regarding your vaccination details:**

- **CDPH Digital Vaccine Card (Fastest method)**
  Please go to page 5 for instructions on how to get your CDPH digital vaccine QR code

- **Physical Vaccine Card (Manual entry)**
  Upload image or take a photo of your vaccine card
  Enter dose manufacturer, dose date, dose lot number

- **Not Vaccinated**

Please Note: By providing your vaccination records, you are affirming that the information you have provided herein is true and complete, and that you understand that the County of Los Angeles will use this information to document your vaccination status and will verify this information against vaccination records maintained by Healthvana for the California Department of Public Health.

For the best experience, please save an image of your CDPH digital vaccine card to use for verification. If you do not have your CDPH digital vaccine card, you can acquire it here:
https://myvaccinerecord.cdph.ca.gov/

I have the following vaccination details prepared:

CDPH DIGITAL VACCINE CARD (FASTEST)

PHYSICAL VACCINE CARD

NOT VACCINATED

SAVE AND CONTINUE

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Completing the rest of your registration continued

6 **If you've submitted your vaccine card showing full vaccination,** we have sent an email notification as a record of your submission-in-review. When the review is completed, you will receive an additional notification email to confirm that your submission has been verified.

You do not need to perform regular COVID-19 testing per LA County policy.

Until you are fully vaccinated, you may need to participate in regular COVID-19 testing

Please contact your Departmental Human Resources office for your required testing frequency and to review the list of test sites available to you. Upon completion of your tests, you will receive an email confirming your compliance state.

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7 **Fill out your demographics, you will be asked the following:**

- Address
- SMS Capable Phone Number (Optional)
- Sex (at birth)*
- Gender*
- Sexual Orientation*
- Race*
- Ethnicity*

* This information is required for result reporting to the State of California and the County Department of Public Health to help track and trend the impact of COVID-19 on different communities.

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Demographics: Part One

Please fill all of the sections below.

ⓘ **Why are we asking for this?**

Sex (at Birth)
- ○ Female
- ○ Male
- ○ Other
- ● Prefer not to state

Gender Identity
- ○ Female
- ○ Male
- ○ Transgender Female (MTF)
- ○ Transgender Male (FTM)
- ○ Gender Queer
- ○ Other
- ● Prefer not to state

Sexual Orientation
- ○ Heterosexual
- ○ Gay/lesbian

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8 **Once registration is complete, please check your email to receive your unique QR code for COVID-19 testing. Please contact us if you have any questions!**

For the most streamlined testing experience, **please save, print, or keep a screenshot of this QR code on your mobile device and present it to testing staff for scanning at each visit.**

Please contact your Departmental Human Resources office for your required testing frequency and to review the list of test sites available to you. Upon completion of your tests, you will receive an email confirming your compliance state.

Fulgent's Client Services Team
Phone: 1 (626) 350-0537
Email: lacsupport@fulgentgenetics.com

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How to Access Your CDPH Digital COVID-19 Vaccination Record

Registration

1 Visit the following website:

myvaccinerecord.cdph.ca.gov

2 Once loaded, proceed to enter the following information:

- Legal First Name
- Legal Last Name
- Date of Birth
- Receiving Preferences
- Personal 4-digit Pin Number

Please remember your 4-digit pin number

On Mobile

Please fill out the required fields to receive a link to a QR code and digital copy of your COVID-19 vaccination record:

Required fields marked with *

First name*

Last name*

Date of birth*

Provide a cell phone or email that may be associated with your vaccine record. If you fail to get a match using your cell phone, try again using your email address.

○ Cell Phone   ○ Email

Cell Phone*

Create a 4-digit PIN. You'll receive a link to enter the PIN and access your digital vaccine record. *
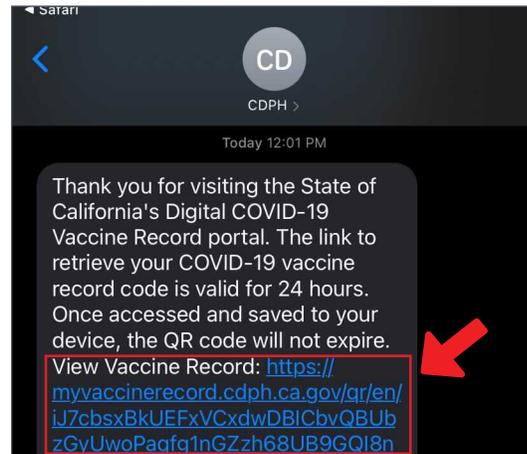
On Desktop

Next Steps

After submission, you'll receive either an email or a text message based your on preferences.
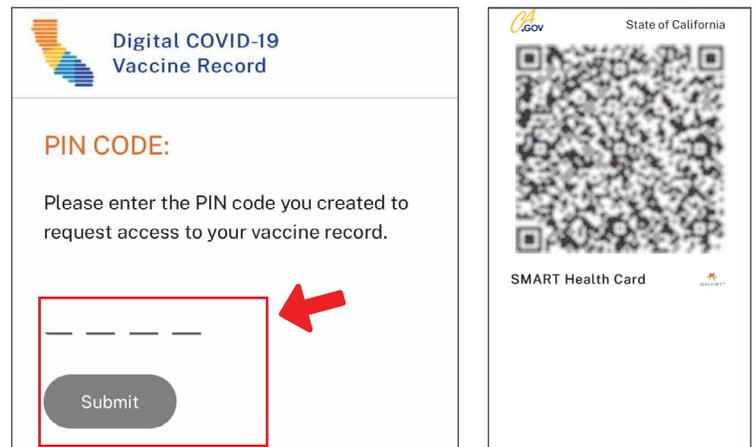
Text Message – Go to page 6

Email – Go to page 7

Retrieving your QR code by Text Message

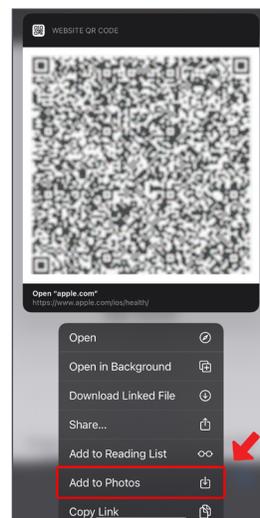**1** Upon receiving a text message, **open the URL** link on your mobile phone.

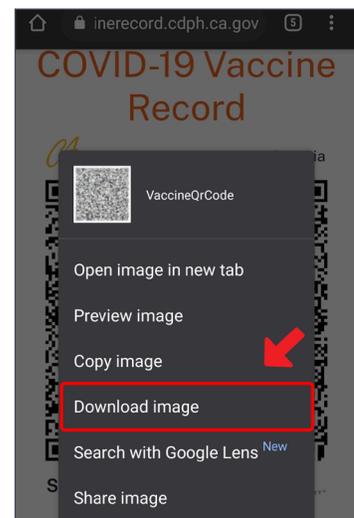**2** **Enter your personal 4-digit pin number** to be presented with your QR code.

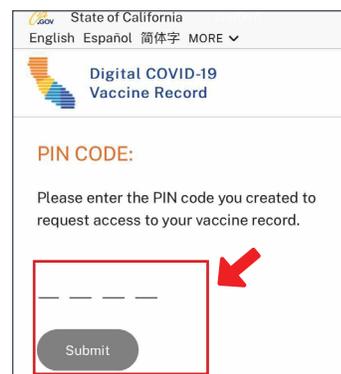**3** Tap and hold the QR code to download image onto your mobile device.

On iOS   **On Android**

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Retrieving your QR Code by Email

1   **Sign into your email account** using the same email address used during registration.

2   Find an email from the CA Department of Public Health with the subject line **"Digital COVID-19 Vaccine Record"**. Click on **"View Vaccine Record"**.

3   **Enter your personal 4-digit pin number** to be presented with your QR code.

4   When presented with your QR Code, right-click on the QR code to download image onto your computer.
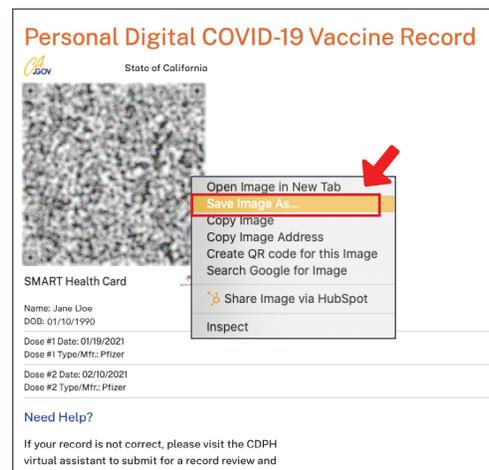
FAQ

Visit: myvaccinerecord.cdph.ca.gov/faq

Need more help?

For questions and other assistance obtaining your digital COVID-19 Vaccine Record, please contact the California Department of Public Health.

P +1 833.422.4255
Monday – Friday   8:00AM – 8:00PM
Saturday – Sunday   8:00AM – 5:00PM