

1. You will receive an email from Reynolds titled Action Required – New Checklist Assigned – REYNOLDS SD 7. Click the [Log In](#) link at the bottom and you will be directed to the sign in page.

Action Required - New Checklist Assigned - REYNOLDS SD 7



REYNOLDS SD 7 <do-not-reply@ted.peopleadmin.com>

Action Required - New Checklist Assigned - REYNOLDS SD 7

Hello,

You are receiving this message because you have been assigned the Vaccination Verification checklist. Please complete the assigned documents as soon as you are able to prevent any delays in processing.

To log in to the system please follow the link at the bottom of this message. Your username is _____@rsd7.net. If you are logging in for the first time please click the "Logging in for the first time?" link at the bottom of the log in page to reset your password.

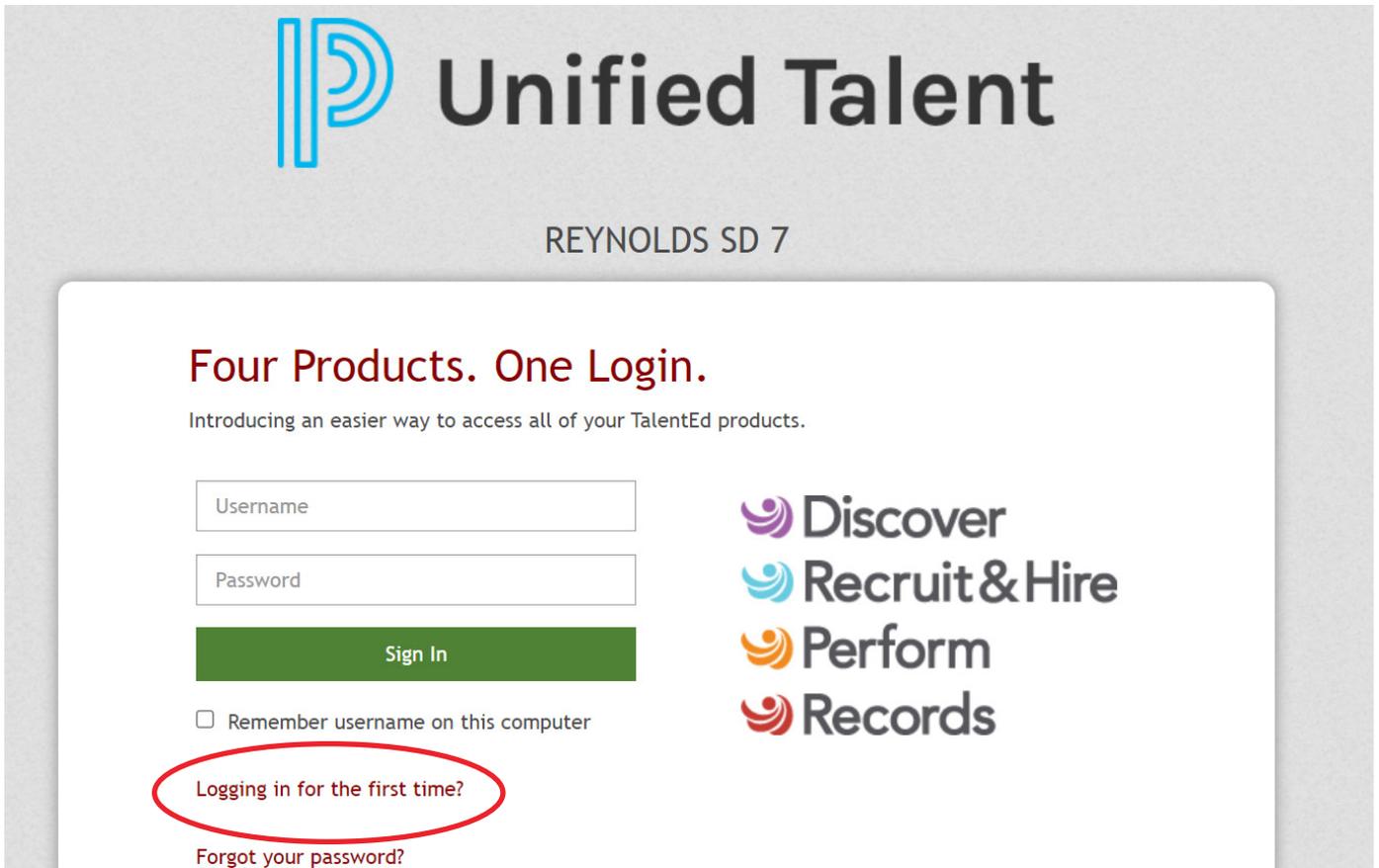
Please reach out to our Human Capital Management department if you have any questions along the way. Thank you!

Best,

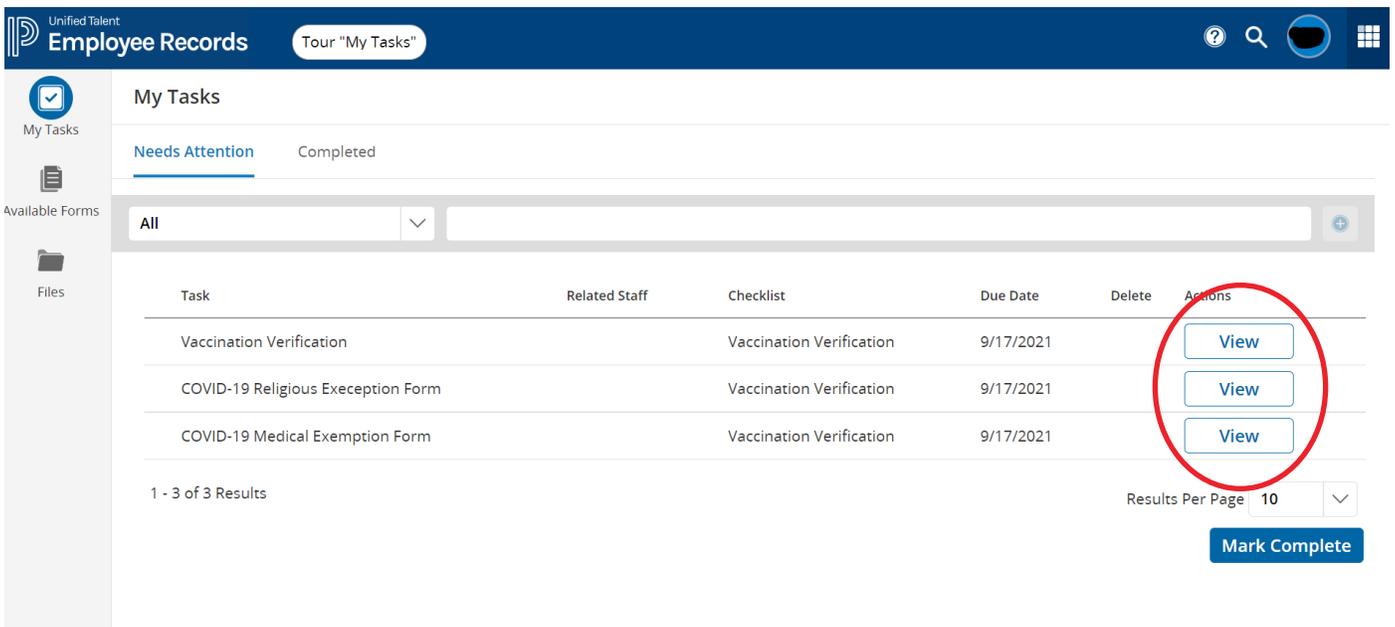
Human Capital Management

[Log In](#)

2. Enter your username (your Reynolds email address) and then click the red “Logging in for the first time?” link under the sign in button.



3. Once logged in, you will be directed to the **My Tasks** tab for tasks that require attention. Click the blue **View** box for either Vaccine Verification, Religious Exemption form, or Medical Exemption form, whichever is applicable.



For Vaccination Verification, continue to **Step 4**.

For Religious Exemption Form, continue to **Step 9**.

For Medical Exemption Form, continue to **Step 17**.

4. For Vaccination Verification, click the blue **View** box. A pop-up box will appear; click **Upload a file**.
*Click [HERE](#) for information on how to access your vaccine record. You may submit a screenshot of your record, a photo of your vaccination card, etc.

Tour "My Tasks" COVID-19 Vaccination Documentation - upload here

Employee ID required

Attachments

COVID-19 Vaccination Documentation

Upload a file

Please Click to View/Hide the Workflow

Current User [blacked out]

Date [blacked out]

Close Print Print as PDF Save Draft Save Final

5. Upload your vaccination documentation.

Open

Network

Organize

Network discovery is turned off. Network computers and devices are not visible. Click to change...

No items match your search.

File name: [] All Files

Open Cancel

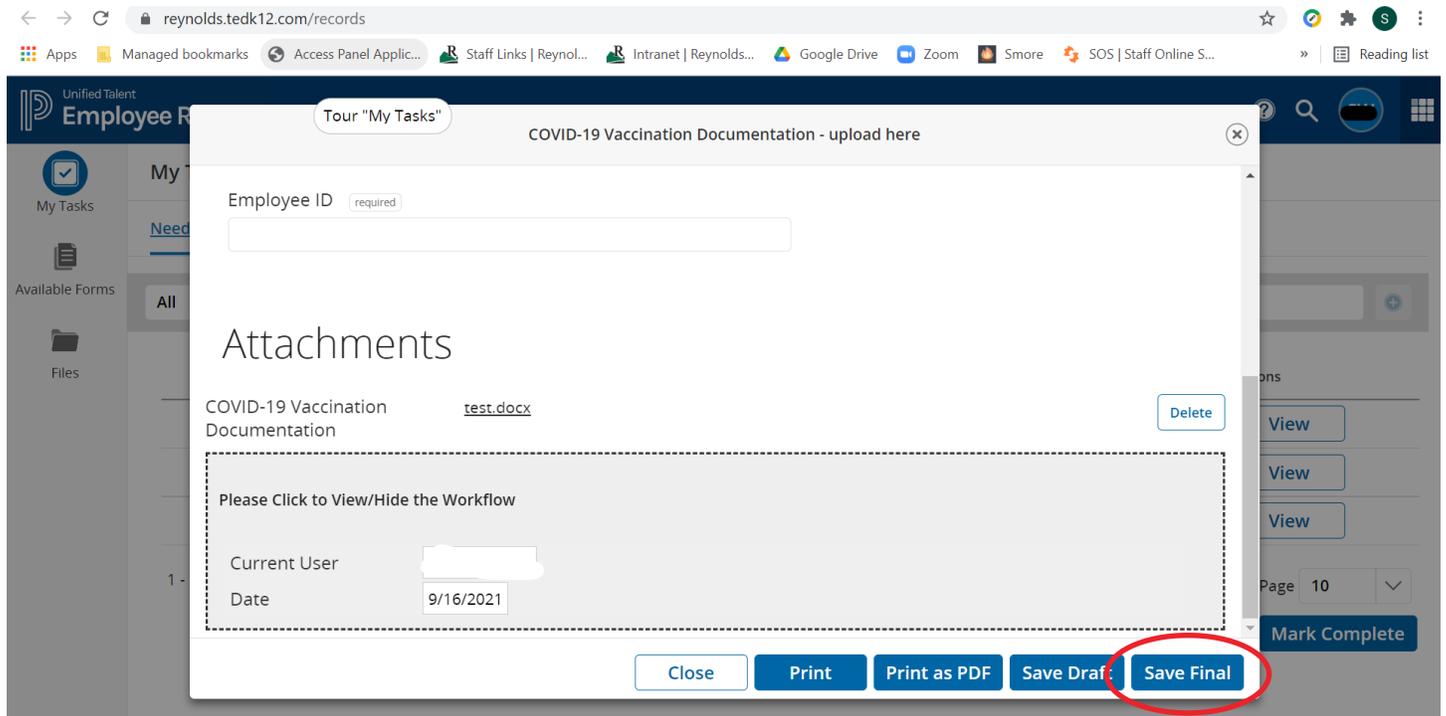
Please Click to View/Hide the Workflow

Current User [blacked out]

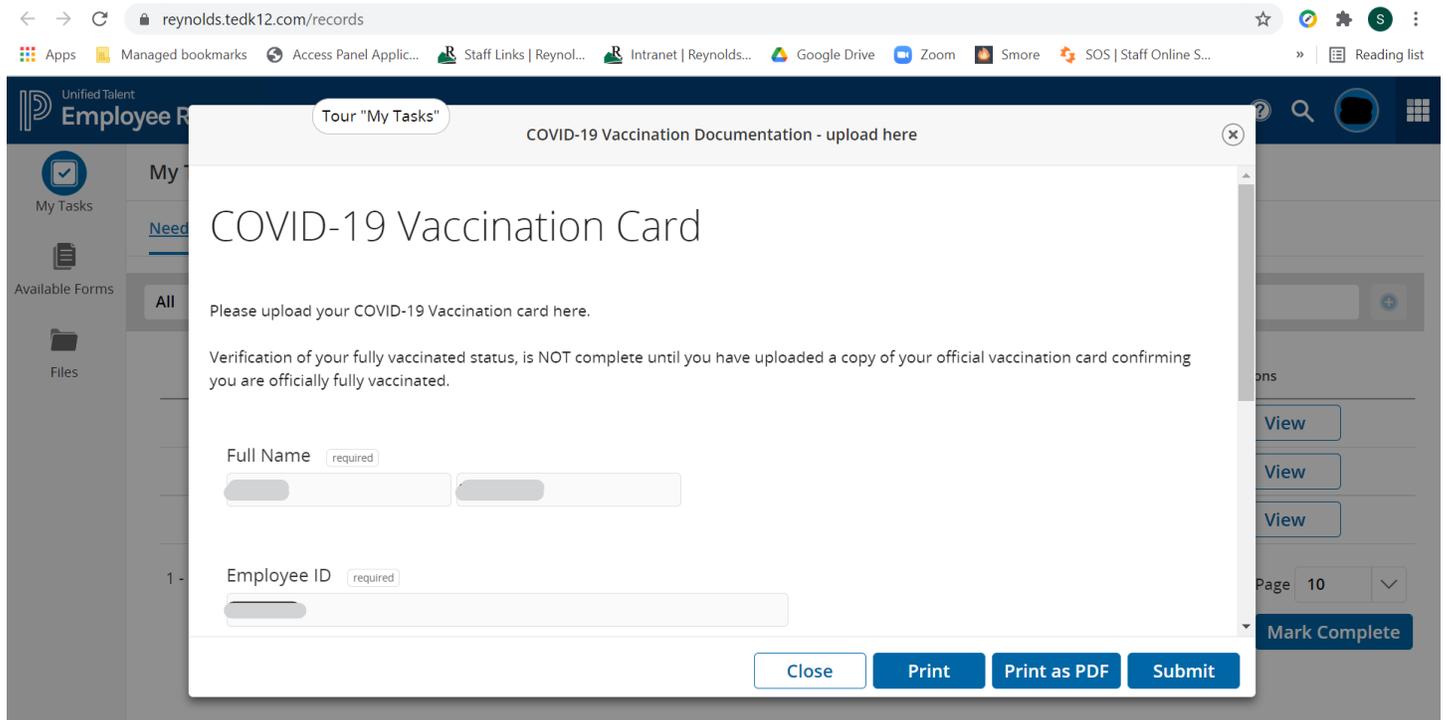
Date 9/16/2021

Close Print Print as PDF Save Draft Save Final

6. Your document will show up under Attachments. Click **Save Final** to complete the upload.



7. Click **Submit** to submit your Vaccination Card.



8. All set! Your completed upload will appear in the **Completed** tab.

9. To upload a Religious Exemption form, click **View**.

Unified Talent
Employee Records

Tour "My Tasks"

My Tasks

Needs Attention Completed

Available Forms

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Vaccination Verification		Vaccination Verification	9/17/2021		View
COVID-19 Religious Exemption Form		Vaccination Verification	9/17/2021		View
COVID-19 Medical Exemption Form		Vaccination Verification	9/17/2021		View

1 - 3 of 3 Results

Results Per Page 10

Mark Complete

10. A pop-up box will appear; scroll up to the top of the box.

Tour "My Tasks"

COVID-19 Vaccination Religious Exception Request

Attachments

Religious Exemption form [Upload a file](#)

Please Click to View/Hide the Workflow

Current User [Redacted]

Date 9/16/2021

Signature required

I have read and accept the [Electronic Signature Statement](#) required

[Close](#) [Print](#) [Print as PDF](#) [Save Draft](#) [Save Final](#)

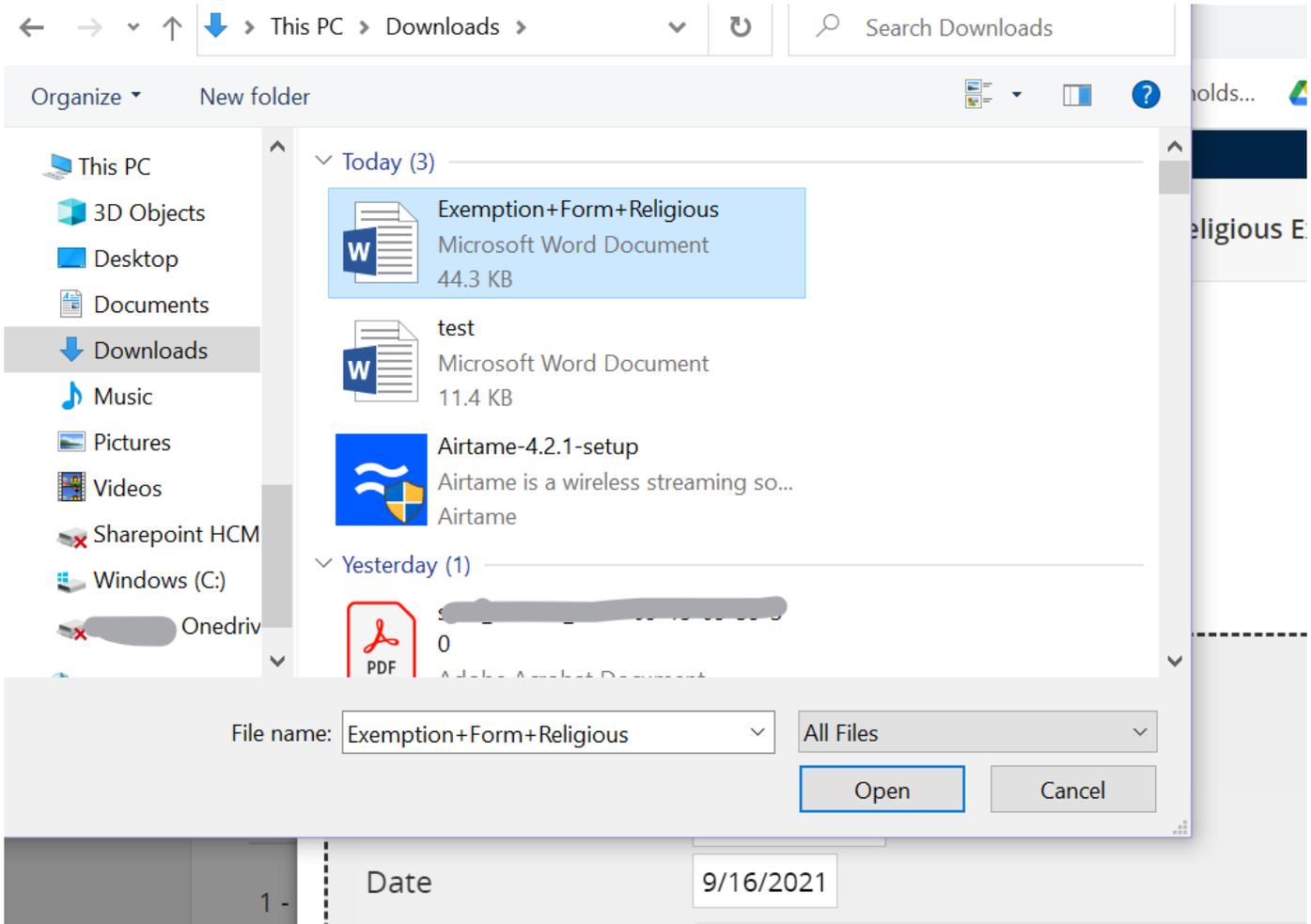
11. Click on the “**Exemption Form Religious.docx**” link.

The screenshot shows a web portal window titled "COVID-19 Vaccination Religious Exception Request". The main heading is "COVID-19 Vaccine Religious Exception Request Form". Below the heading, there is a paragraph: "If you wish to request a Religious Exception from the mandatory COVID-19 vaccination requirement, please download and complete the attached form. You will then have the opportunity to upload the file into Records". A note follows: "Please note: Your request is NOT complete until you have uploaded the completed Religious Exception form attachment." Under the heading "Religious Exemption Vaccine", there is a link "Exemption Form Religious.docx" which is circled in red. Below this, another paragraph says: "To request a Religious Exemption, please download this form. You will have an opportunity to upload your completed form into Records." At the bottom, there is a "Full Name" section with "required" text and two input fields for "First Name" and "Last Name". At the very bottom of the window are buttons for "Close", "Print", "Print as PDF", "Save Draft", and "Save Final".

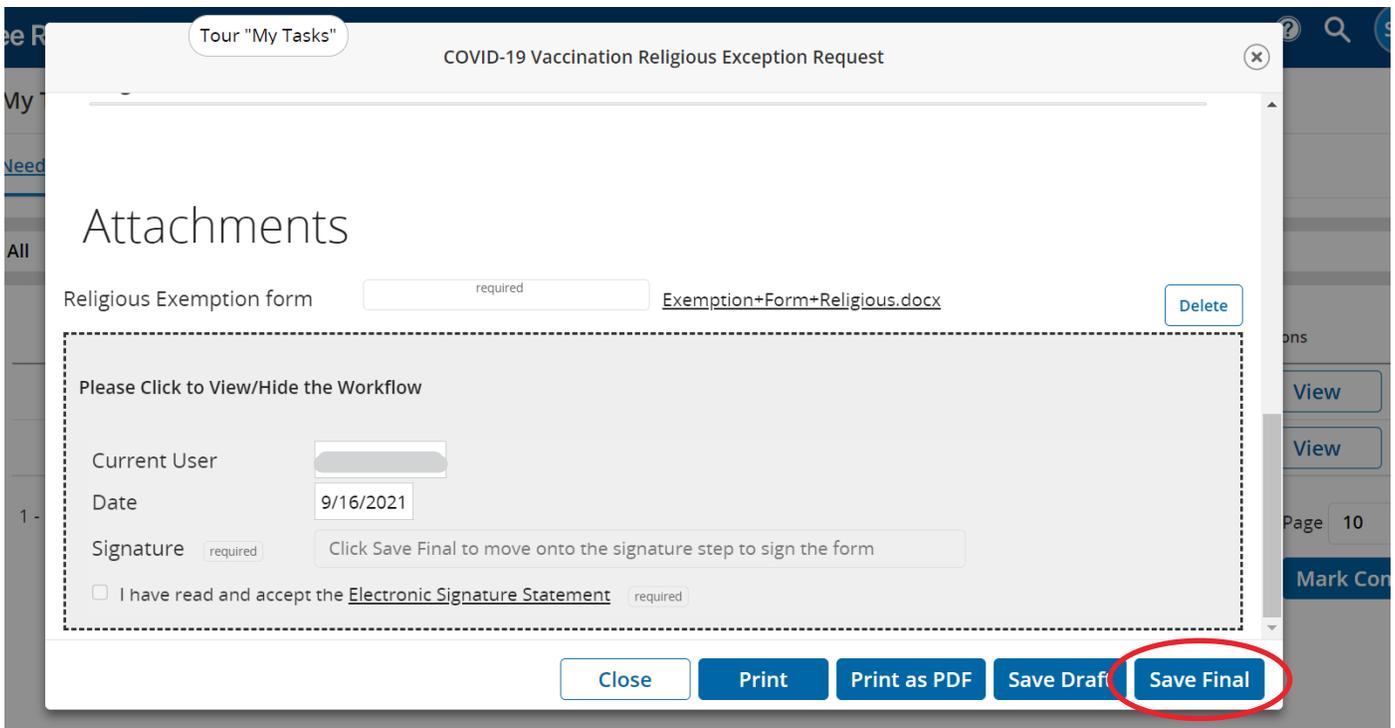
12. Complete the form and save the document.

The screenshot shows a Microsoft Word document titled "COVID-19 Vaccine Religious Exception Request Form". The document header includes "OFFICE OF THE DIRECTOR" and "Office of the State Public Health Director" on the left, and the "Oregon Health Authority" logo on the right. The main heading is "COVID-19 Vaccine Religious Exception Request Form". Below the heading, there is a paragraph: "I am requesting an exception from the COVID-19 vaccination on the basis of a sincerely held religious belief." Below this is a form with the following fields: "Individual's name:", "Date of birth:", "Phone number:", "Employer/Organization:", and "Job Title/Position:". Below the form, there is a section titled "Please check the boxes below as appropriate and complete related questions:" with a checkbox and the text "Receiving the COVID-19 vaccination conflicts with my religious observances, practices or". The status bar at the bottom indicates "Page 1 of 1" and "225 words".

13. Scroll down to the bottom of the box and click the **Upload a file** button and choose your saved file.



14. Your document will show up under attachments. Click **Save Final**.



15. Type your name in the Signature line, check that you accept the signature, and click **Submit**.

Tour "My Tasks" COVID-19 Vaccination Religious Exception Request

Attachments

Religious Exemption form required [Exemption+Form+Religious.docx](#) [View/Hide Document](#)

Please Click to View/Hide the Workflow

Sign

Current User

Date 9/16/2021

Signature required

I have read and accept the [Electronic Signature Statement](#) required

[Close](#) [Print](#) [Print as PDF](#) [Submit](#)

16. All set! Your completed upload will appear in the **Completed** tab.

Unified Talent Employee Records Tour "My Tasks"

My Tasks

Needs Attention **Completed**

All

Task	Related Staff	Checklist	Submitted	Actions
COVID-19 Medical Exemption Form		Vaccination Verification	9/16/2021	View
COVID-19 Religious Exemption Form		Vaccination Verification	9/16/2021	View
Vaccination Verification		Vaccination Verification	9/16/2021	View

1 - 3 of 3 Results Results Per Page 10

17. To upload a Medical Exemption form, click [View](#).

The screenshot shows the 'My Tasks' interface. At the top, there's a navigation bar with 'Employee Records' and 'Tour "My Tasks"'. Below that, a sidebar contains 'My Tasks', 'Available Forms', and 'Files'. The main content area has a filter set to 'All' and a table of tasks. The table has the following data:

Task	Related Staff	Checklist	Due Date	Delete	Actions
Vaccination Verification		Vaccination Verification	9/17/2021		View
COVID-19 Religious Exemption Form		Vaccination Verification	9/17/2021		View
COVID-19 Medical Exemption Form		Vaccination Verification	9/17/2021		View

At the bottom of the table, it says '1 - 3 of 3 Results'. To the right, there's a 'Results Per Page' dropdown set to '10' and a 'Mark Complete' button.

18. A pop-up box will appear; scroll up to the top of the box.

The screenshot shows a pop-up window titled 'COVID-19 Vaccine Medical Exemption Request Form'. The window has a close button in the top right corner. The main content area is titled 'Attachments' and contains an 'Upload a file' button. Below that, there's a section titled 'Please Click to View/Hide the Workflow' which contains the following fields:

- Current User: [Text Field]
- Date: 9/16/2021
- Signature: [Text Field] (required) - Click Save Final to move onto the signature step to sign the form
- I have read and accept the [Electronic Signature Statement](#) (required)

At the bottom of the window, there are five buttons: 'Close', 'Print', 'Print as PDF', 'Save Draft', and 'Save Final'. A red arrow points upwards from the bottom of the window towards the top.

19. Click on the “**Exemption Form Medical.docx**” link.

Tour "My Tasks" COVID-19 Vaccine Medical Exemption Request Form

Medical Exception Request Form

[Exemption Form Medical.docx](#)

To request a Medical Exception, please download and complete this form. The completed form must have your medical providers signature. You will have an opportunity to upload your completed form into Records.

Attachments

COVID-19 Medical Exemption Request Form

Please Click to View/Hide the Workflow

Current User

20. Complete the form and save the document.

File Home Insert Design Layout References Mailings Review View Add-ins Help Acrobat Design Layout Tell me Editing Dictate Voice

Clipboard Font Paragraph Styles

OFFICE OF THE DIRECTOR
Office of the State Public Health Director

Oregon Health Authority

COVID-19 Vaccine Medical Exemption Request Form

I am requesting an exception from the COVID-19 vaccination requirement on the basis of a diagnosed physical or mental condition that limits my ability to receive the COVID-19 vaccination, as certified by my medical provider below.

Individual's name: <input type="text"/>	Date of birth: <input type="text"/>
Phone number: <input type="text"/>	
Signature: <input type="text"/>	Date: <input type="text"/>
Employer/Organization: <input type="text"/>	Job Title/Position: <input type="text"/>

Please note that if your exception request is approved, you may be required by your employer or other responsible party to take additional steps to protect you and others from contracting...

Page 1 of 2 341 words 100%

*Please note that this form requires a signature from your medical provider.

The patient may not receive a certain type of COVID-19 vaccination. The patient may receive a vaccination manufactured by _____.

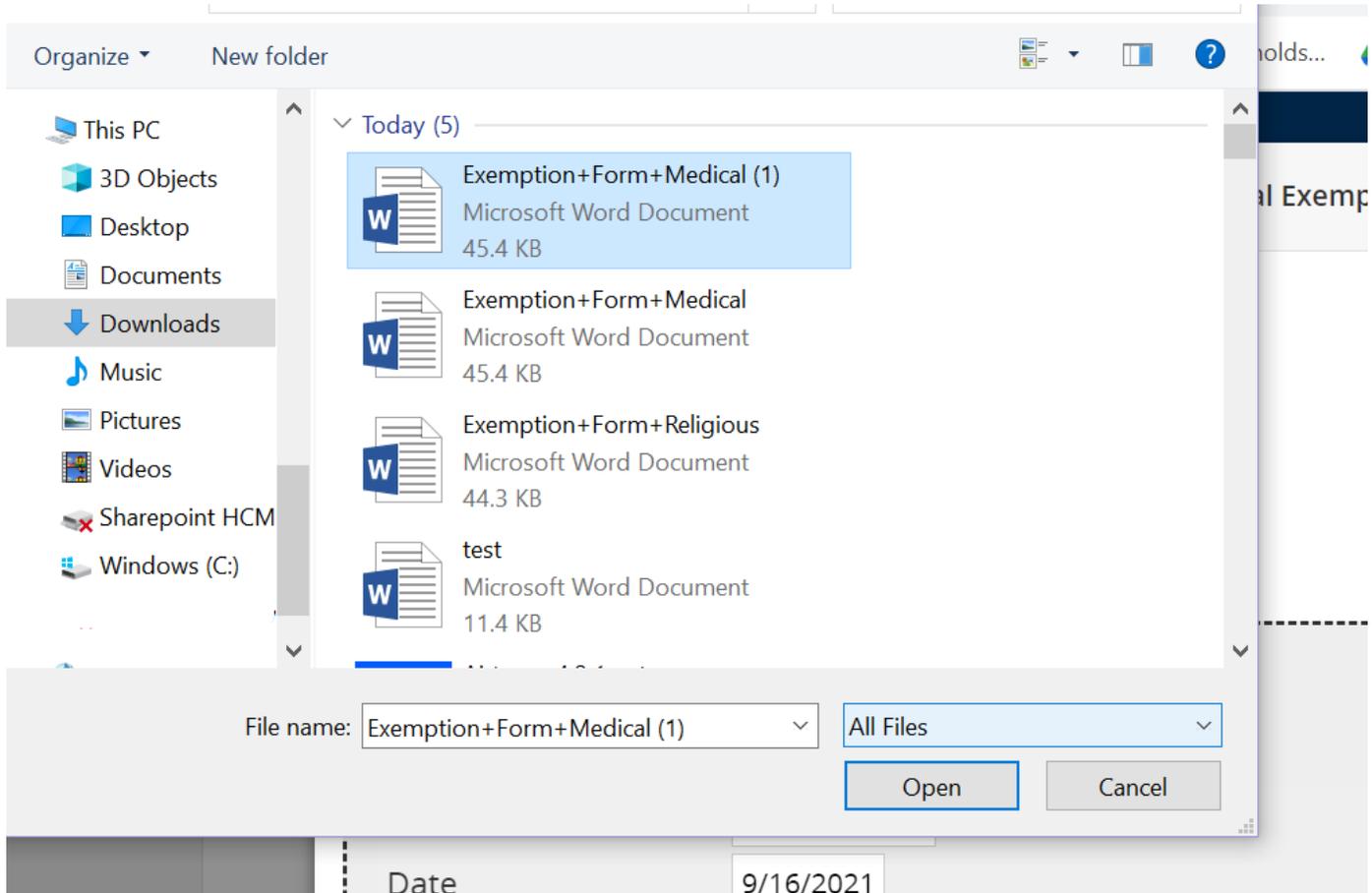
The patient may receive a COVID-19 vaccination.

I certify the above information to be true and accurate.

Printed name of medical provider: _____	Date: _____
Signature of medical provider: _____	Work address: _____
	Work telephone number: _____

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673- 2411, 711 TTY or COVID19.LanguageAccess@dhs.ohio.gov.

21. Scroll down to the bottom of the box and click the "Upload a file" button and choose your saved file.



22. Type your name in the Signature line, check that you accept the signature, and click **Submit**.

The screenshot shows a web form titled "COVID-19 Vaccine Medical Exemption Request Form" with a "Tour 'My Tasks'" button. The form is titled "Exemption Request Form" and contains a section for signing. The "Sign" section includes a "Current User" field, a "Date" field with the value "9/16/2021", and a "Signature" field with a "required" label. Below the signature field is a checkbox labeled "I have read and accept the Electronic Signature Statement" with a "required" label. A red arrow points to the signature field, and another red arrow points to the checkbox. At the bottom right of the form, there are four buttons: "Close", "Print", "Print as PDF", and "Submit". The "Submit" button is circled in red.

23. All set! Your completed upload will appear in the **Completed** tab.

The screenshot shows the "Employee Records" interface with a "Tour 'My Tasks'" button. The "My Tasks" section is active, and the "Completed" tab is selected. Below the tabs, there is a search bar and a table of tasks. The table has columns for "Task", "Related Staff", "Checklist", "Submitted", and "Actions". There are three rows of tasks, each with a "View" button in the "Actions" column. At the bottom, it shows "1 - 3 of 3 Results" and "Results Per Page 10".

Task	Related Staff	Checklist	Submitted	Actions
COVID-19 Medical Exemption Form		Vaccination Verification	9/16/2021	View
COVID-19 Religious Exemption Form		Vaccination Verification	9/16/2021	View
Vaccination Verification		Vaccination Verification	9/16/2021	View