

How to Submit your COVID-19 Vaccination Verification Form

To submit your COVID-19 Vaccination Verification form, please carefully read through the following information. **If you have already successfully submitted your COVID-19 vaccination verification through Survey123 or if you have an approved religious or medical exemption on file with the City, no further action is needed. However, you will need to confirm that credit will be rewarded for this action by following the steps below in your individual “Rewards” tab in your Virgin Pulse portal.**

- Retirees on medical Plan A and spouses covered on the City of Raleigh’s medical plan must individually submit a COVID-19 Vaccination Verification form before the **July 31, 2023**, deadline to be eligible for the insurance premium discount in 2024.
- Vaccinated means the Plan A retiree and covered spouse have individually received the second dose in a two-dose COVID-19 vaccine series (Pfizer or Moderna) or have received a single-dose COVID-19 vaccine (Johnson & Johnson) before the July 31, 2023, deadline. *The AWA does not require the COVID-19 booster vaccine to be eligible for health insurance premium discount.*
- The retiree and covered spouse will individually submit their COVID-19 Vaccination Verification information through the Survey 123 tool.

Plan A retiree and covered spouse information for submitting COVID-19 vaccination verification form:

OPTION 1 -COMPUTER:

1. If you are a retiree on medical Plan A or a spouse covered by the City’s medical plan, then you will need to individually complete the COVID-19 Vaccination Verification form through Survey 123 to be eligible for the health insurance premium discount.
2. Before filling out the form, you should scan or take a picture and email your COVID-19 vaccination proof to yourself and save it on your computer.
3. Accepted image file types are: .jpg, .jpeg, .pdf, .png.
4. The Survey 123 form can be found on your Virgin Pulse portal by going to the “Benefits” tab and clicking on “View All.” From there, you will click on the “COVID-19 Vaccination Verification Form for Retirees and Spouses.” You can also enter this link into your online search engine raleighnc.gov/AWACOVIdvax
5. This will take you to the COVID-19 Vaccine Verification form for all Plan A retirees and spouses covered by the City of Raleigh’s medical plan.
6. The online form will ask you for a unique ID number. Retirees will use their employee ID number for the unique ID number. Covered spouses will use the six-digit employee ID number of the primary covered employee with a letter “S” following the number (Example 004321S). Email Wellness@raleighnc.gov if you need assistance with your unique ID number.
7. Once you have read the instructions at the top and filled out all required fields in the COVID-19 Vaccination Verification form, attach the picture of your COVID-19 vaccination card (front and back) or other medical proof of vaccination (attachment button is at the bottom of the form) and click “Submit.”
8. You will receive a notification email confirming that you have submitted the form.
9. The Employee Health Center (EHC) or wellness team will reach out to you if they have any questions about your submitted vaccination proof.
10. You may delete the COVID-19 vaccination proof from your computer after you’ve submitted the form.

11. The booster shot is currently not a requirement to be eligible for the 2024 health insurance premium discount.
12. Once you have submitted your COVID-19 Vaccination Verification form, please allow up to **15 business days** for confirmation. You may check your credit status by logging into your Virgin Pulse account and clicking on the “Rewards” tab. You will see a green check mark for each of your successfully completed items.

OPTION 2 -MOBILE PHONE:

1. Complete the COVID-19 Vaccination Verification form via mobile phone using the QR code below.



2. Turn on your phone’s camera and point it at the QR code as though you were going to snap a picture **but don’t press anything, just point at the QR code.**
3. A popup will appear with a link to the form. Click on the link in the popup.
4. This will take you to the COVID-19 Vaccine Verification form for all Plan A retirees and spouses covered by the City of Raleigh’s medical plan.
5. The online form will ask you for a unique ID number. Retirees will use their employee ID number for the unique ID number. Covered spouses will use the six-digit employee ID number of the primary covered employee with a letter “S” following the number (Example 004321S). Email Wellness@raleighnc.gov if you need assistance with your unique ID number.
6. Once you have read the instructions at the top and filled out all required fields in the COVID-19 Vaccination Verification form, **attach** a picture of your COVID-19 vaccination card or other medical proof – when you click on the attachment button at the bottom of the vaccination form, you will have the option to take a picture of your COVID-19 vaccination proof at that time or if you have already saved the picture in your phone previously, attach it from your “files.”
 - After choosing the picture/file to attach, press okay.
7. Wait a couple of seconds until you see that the attachment has uploaded and click “**Submit.**”
8. You will receive a notification email confirming that you have submitted the form.
9. The EHC or wellness team will reach out to you if they have any questions about your submitted vaccination proof.
10. Once you have submitted your COVID-19 Vaccination Verification form, please allow up to **15 business days** for confirmation. You may check your credit status by logging into your Virgin Pulse account and clicking on the “Rewards” tab. You will see a green check mark for each of your successfully completed items.

If you have misplaced your COVID-19 vaccination card, please read through the options below.

- Individuals can request a copy of their vaccination information directly from the provider who administered the vaccine (for example, a local pharmacy).
- If you received your vaccine from the health department you can access their COVID-19 vaccine information in the North Carolina COVID-19 Vaccine Portal <https://covid19.ncdhhs.gov/vaccines/after-youve-been-vaccinated/your-vaccine-information>

If you need assistance in uploading your COVID-19 vaccination verification form information, the City of Raleigh's wellness team will be able to assist during the onsite biometric screenings. The schedule for the biometric screening can be found by visiting <https://wakemed.as.me/CORBiometricScreenings>.

Retirees and covered spouses can request an accommodation/exemption from the vaccine requirement:

- Retirees and covered spouses may request a medical or religious exemption. If you want to request a medical or a religious exemption, contact Human Resources at 919-996-3315 or email Wellness@raleighnc.gov.

More information can be found on the 2023 AWA FAQ on Raleighnc.gov.

To receive the 2024 premium discount, your form must be submitted by the July 31, 2023, deadline. If there are any questions regarding the status of your COVID-19 vaccination verification form, **please reach out to Wellness@raleighnc.gov or 919-996-3315.**