



## Vax Check Procedure

### Startup

1. Open shopify.com in web browser
2. Log in with the user id provisioned for access to 5280 Westival
3. Select the “5280 Westival” Store
4. In the left sidebar select “Customers”

### Per Customer Check Procedure

1. Ensure “Customers” is still the selected menu item in the left sidebar -  
IMPORTANT! The notes should be added per CUSTOMER, not per ORDER or  
they might not have the correct visibility for registration.
2. Verify ID provided is governmentally provided identification.
3. Verify vaccination proof is an Approved Type (see list below). A phone's camera  
can be used with VaxYes qr codes to verify the code.
4. Find and select the customer in shopify.
5. Under “Customer Note” add the following information:  
Vaxtype: {ABBREVIATION} (See Approved Types below)
6. Click Save.

### Approved Types {ABBREVIATION}

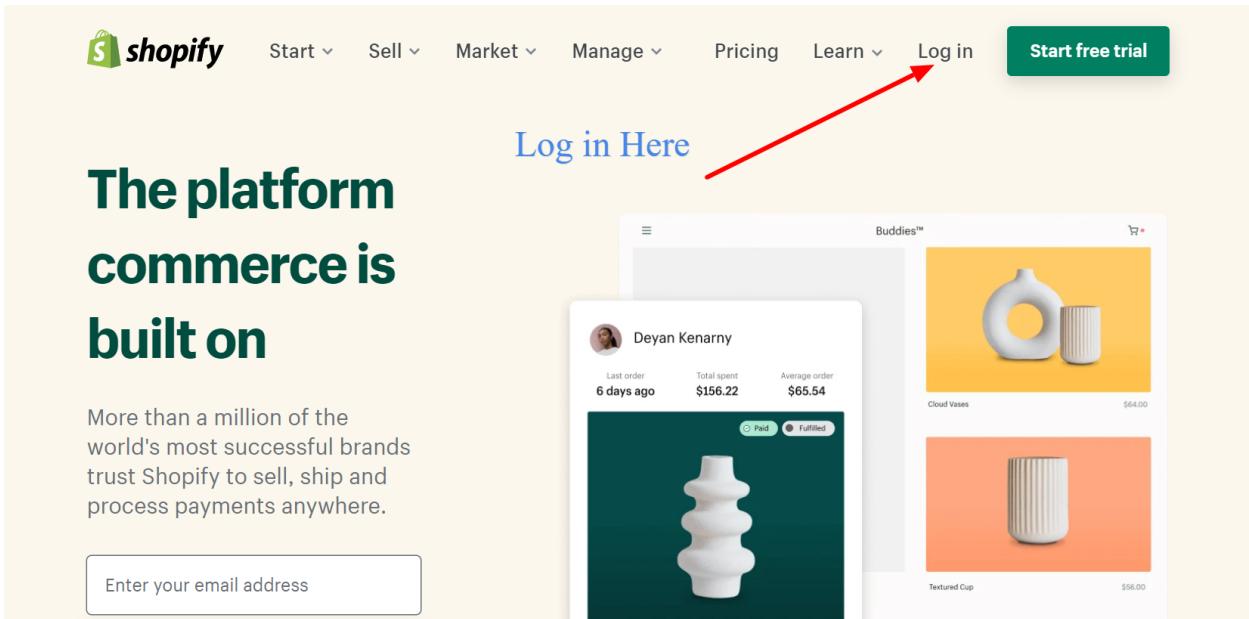
1. CDC COVID-19 Vaccination Record Card {CDC-CARD}
2. Record of Vaccination on a letterhead from a medical institution  
{LETTER-INSTITUTION}
3. VaxYes by GoGetDoc {VAXYES}
4. Health Pass by CLEAR {CLEAR}
5. myColorado App (State of Colorado) {CO}
6. LA Wallet mobile app (State of Louisiana) {LA}
7. Excelsior Pass (State of New York){NY}
8. California Digital COVID-19 Vaccine Record {CA}
9. COVID vaccine passport - Canada {CANADA}

## FAQ

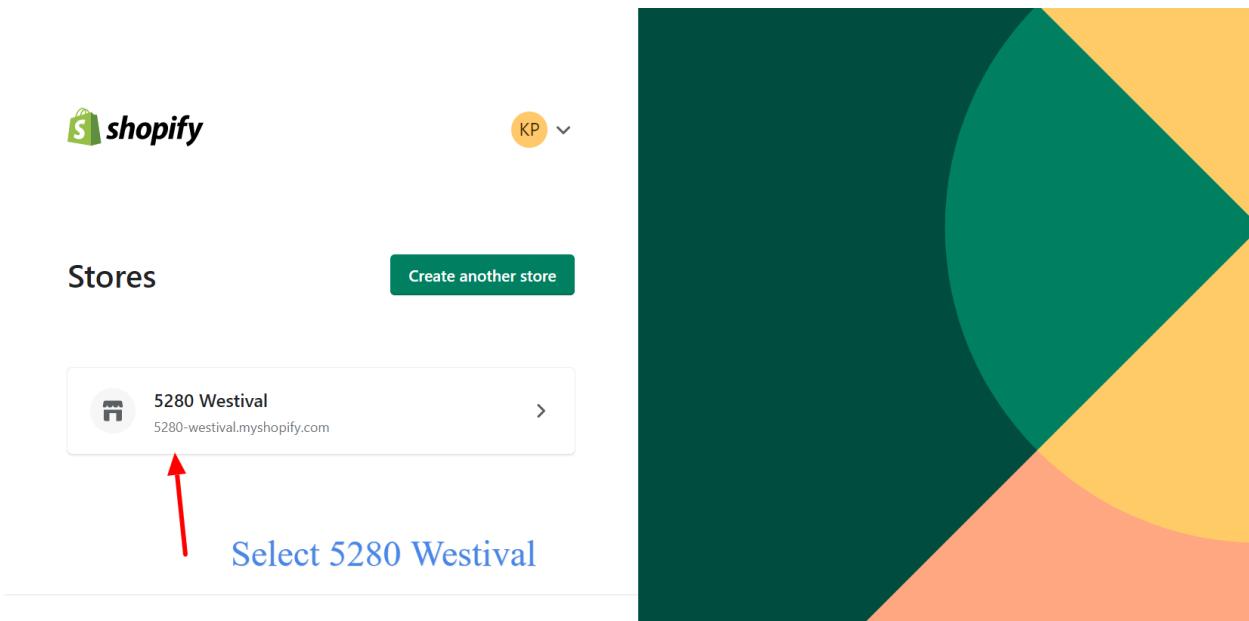
- No proof of vaccination. We cannot register them. If they have extenuating circumstances they can take them up with the event director when convenient for the event director
- Screenshots of vaccine cards will not be accepted. Customers can use those screenshots to attempt to register with VaxYes and then return, but that is their risk/responsibility.

## Startup

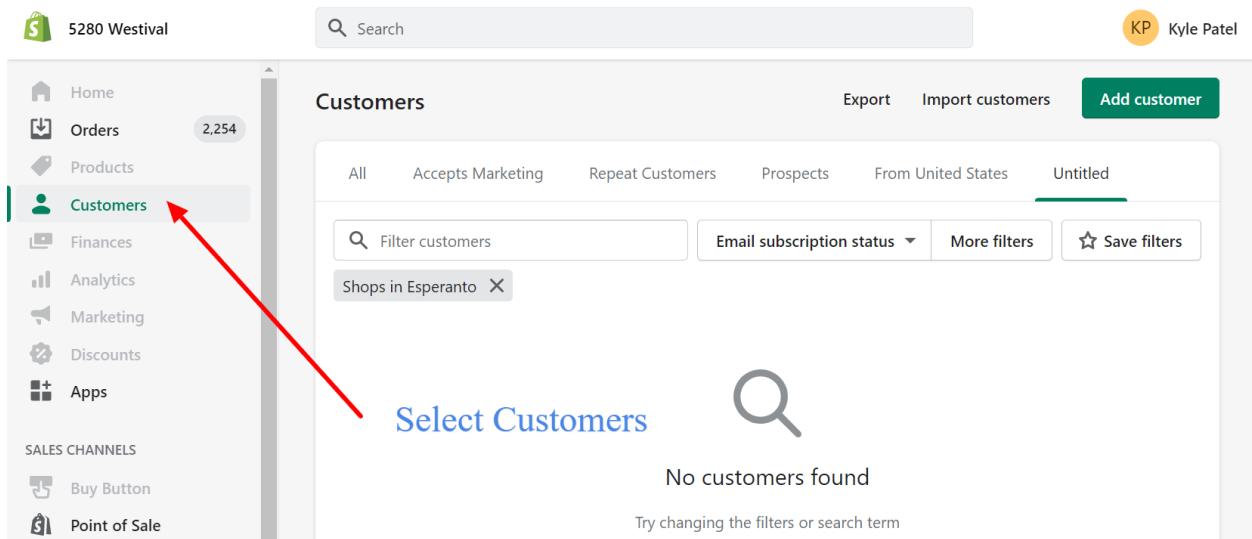
1. Open shopify.com in web browser
2. Log in with the user id provisioned for access to 5280 Westival



3. Select the “5280 Westival” Store



4. In the left sidebar select “Customers”



5280 Westival

Search

Kyle Patel

Home  
Orders  
Products  
**Customers**  
Finances  
Analytics  
Marketing  
Discounts  
Apps

SALES CHANNELS  
Buy Button  
Point of Sale

Customers

Export Import customers Add customer

All Accepts Marketing Repeat Customers Prospects From United States Untitled

Filter customers Email subscription status More filters Save filters

Shops in Esperanto

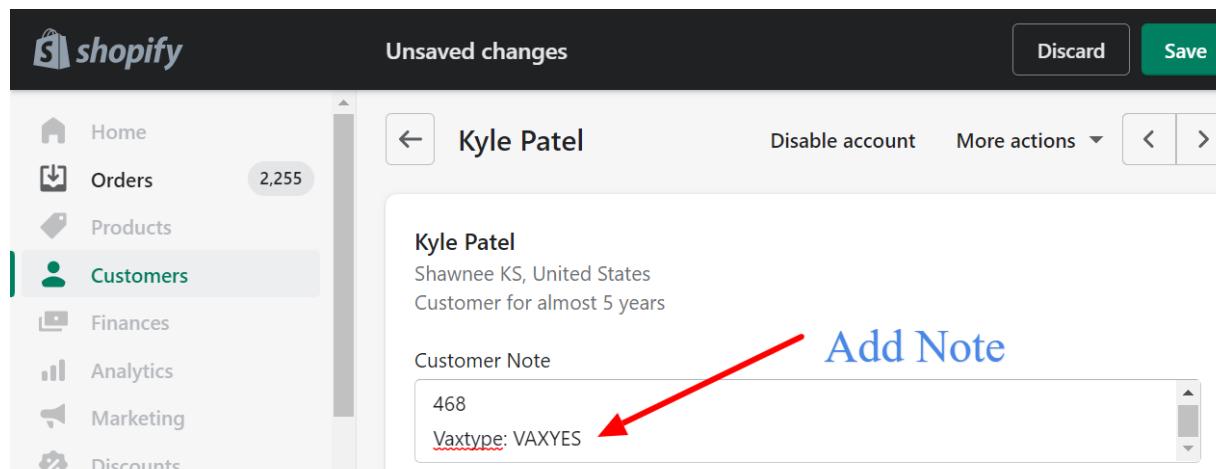
Select Customers

No customers found

Try changing the filters or search term

## Per Customer Check Procedure

1. Ensure “Customers” is still the selected menu item in the left sidebar -  
**IMPORTANT!** The notes should be added per CUSTOMER, not per ORDER or they might not have the correct visibility for registration.
2. Verify ID provided is governmentally provided identification.
3. Verify vaccination proof is an Approved Type (see list below). A phone's camera can be used with VaxYes qr codes to verify the code.
4. Find and select the customer in shopify.
5. Under “Customer Note” add the following information:
  - a. Vaxtype: {ABBREVIATION} (See Approved Types below)



shopify

Unsaved changes

Discard Save

Home  
Orders  
Products  
**Customers**  
Finances  
Analytics  
Marketing  
Discounts

Kyle Patel

Disable account More actions

Kyle Patel  
Shawnee KS, United States  
Customer for almost 5 years

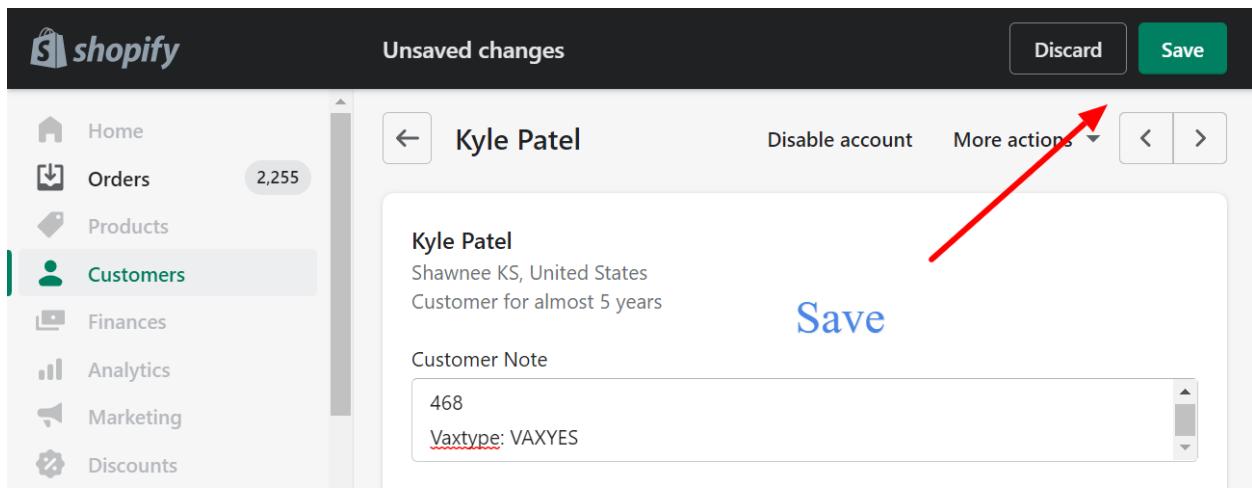
Customer Note

468

Vaxtype: VAXYES

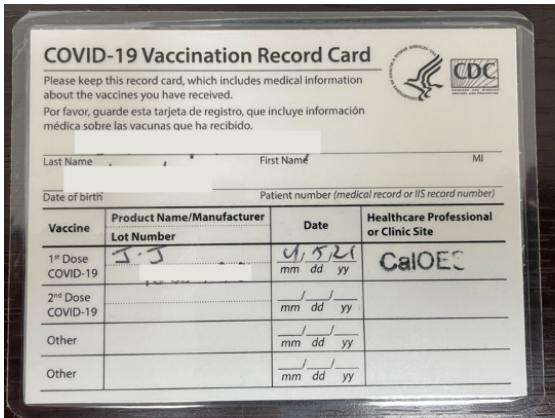
Add Note

6. Click Save.



## Approved Types {ABBREVIATION}

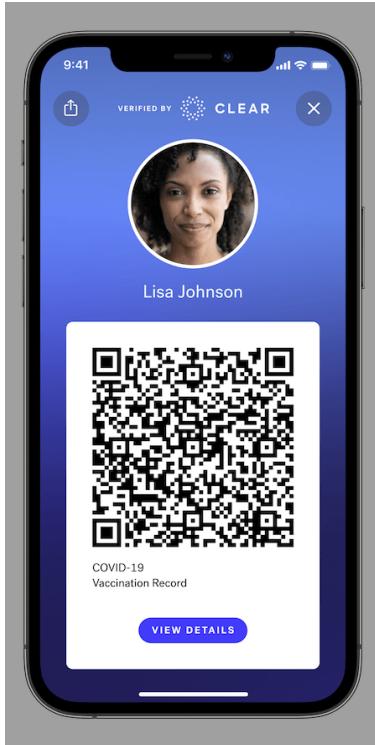
1. CDC COVID-19 Vaccination Record Card {CDC-CARD}



2. Record of Vaccination on a letterhead from a medical institution {LETTER-INSTITUTION}
3. VaxYes by GoGetDoc {VAXYES}



#### 4. Health Pass by CLEAR {CLEAR}



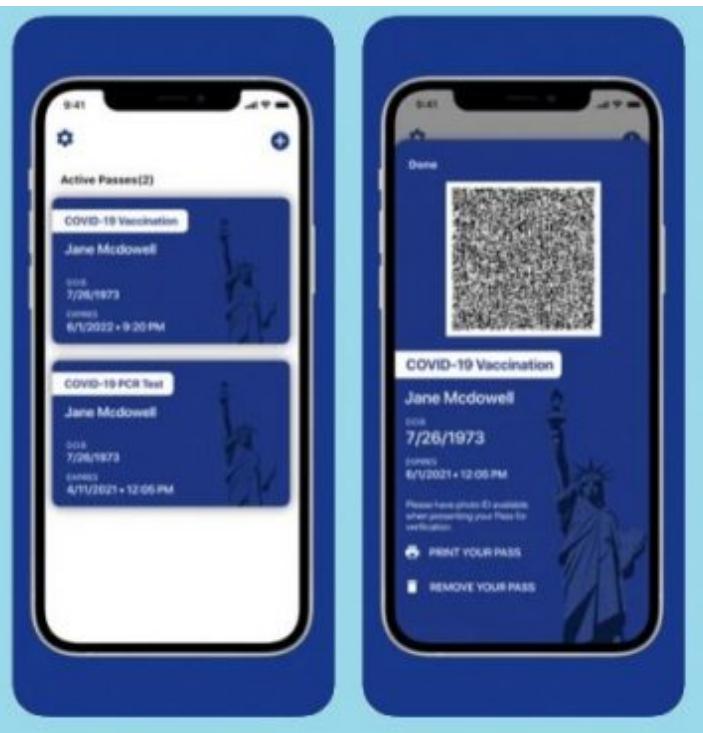
#### 5. myColorado App (State of Colorado) {CO}



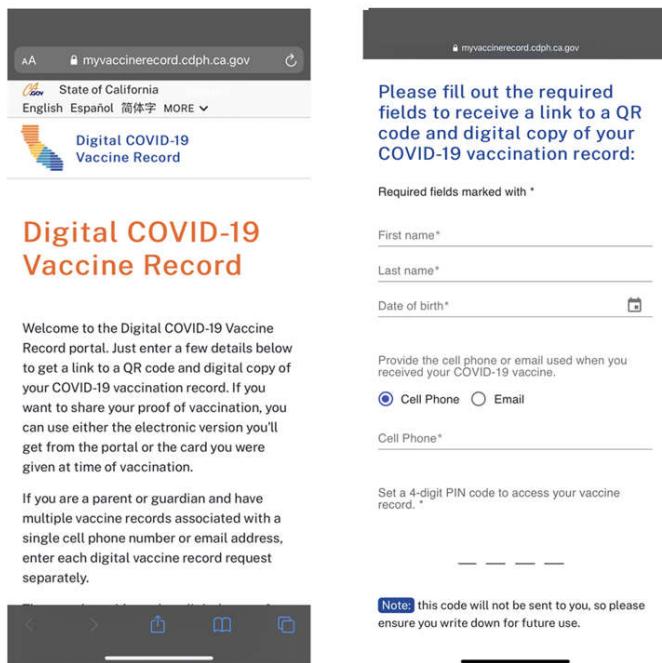
6. LA Wallet mobile app (State of Louisiana) {LA}



7. Excelsior Pass (State of New York){NY}



## 8. California Digital COVID-19 Vaccine Record {CA}



myvaccinerecord.cdph.ca.gov

State of California  
English Español 简体字 MORE ▾

Digital COVID-19 Vaccine Record

### Digital COVID-19 Vaccine Record

Welcome to the Digital COVID-19 Vaccine Record portal. Just enter a few details below to get a link to a QR code and digital copy of your COVID-19 vaccination record. If you want to share your proof of vaccination, you can use either the electronic version you'll get from the portal or the card you were given at time of vaccination.

If you are a parent or guardian and have multiple vaccine records associated with a single cell phone number or email address, enter each digital vaccine record request separately.

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 the cell phone or email used when you received your COVID-19 vaccine.

Cell Phone  Email

Cell Phone\* \_\_\_\_\_

Set a 4-digit PIN code to access your vaccine record.

— — — —

**Note:** this code will not be sent to you, so please ensure you write down for future use.

## Personal Digital COVID-19 Vaccine Record

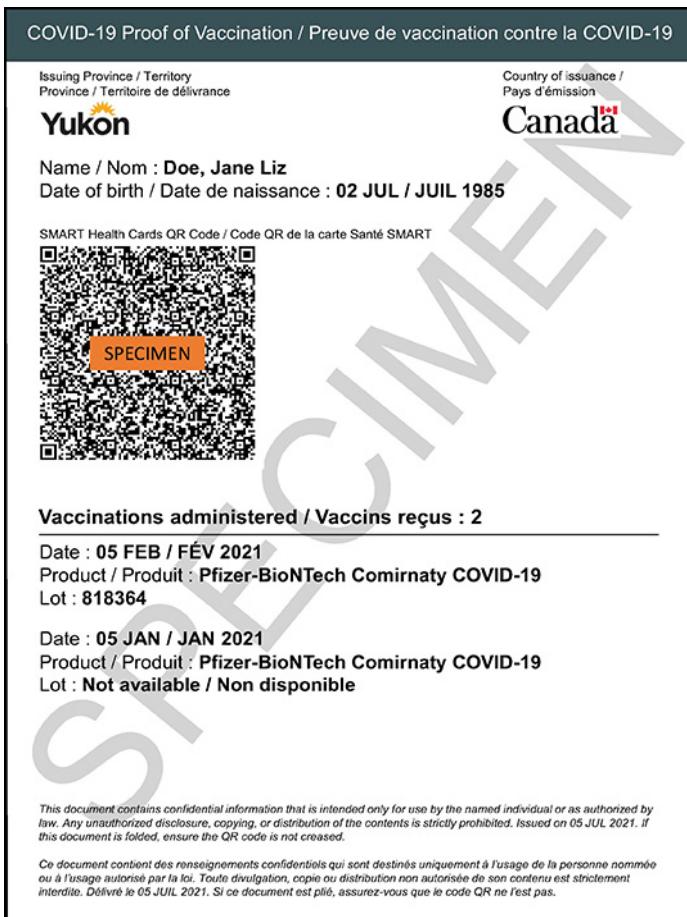


### Vaccination Information:

Name: John Smith  
DOB: 11/21/1990  
Dose #1 Date: 5/4/2021  
Dose #1 Type/Mfr.: Moderna

Dose #2 Date: 7/9/2021  
Dose #2 Type/Mfr.: Moderna

## 9. COVID vaccine passport - Canada {CANADA}



COVID-19 Proof of Vaccination / Preuve de vaccination contre la COVID-19

Issuing Province / Territory  
Province / Territoire de délivrance

**Yukon**

Country of issuance /  
Pays d'émission

**Canada**

Name / Nom : Doe, Jane Liz  
Date of birth / Date de naissance : 02 JUL / JUIL 1985

SMART Health Cards QR Code / Code QR de la carte Santé SMART



**SPECIMEN**

Vaccinations administered / Vaccins reçus : 2

Date : 05 FEB / FÉV 2021  
Product / Produit : Pfizer-BioNTech Comirnaty COVID-19  
Lot : 818364

Date : 05 JAN / JAN 2021  
Product / Produit : Pfizer-BioNTech Comirnaty COVID-19  
Lot : Not available / Non disponible

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