# NY State Employee COVID-19 Vaccination Proof

## Submission Instructions

1. Navigate to [covidsubmit.ny.gov](http://covidsubmit.ny.gov) (on any internet connected device: phone, tablet, computer)
2. Click the “Submit Vaccination Proof” button
3. Complete the following information:
	* Your Agency
	* Your Employee Type and Employee ID (if required)
	* First Name
	* Last Name
	* Date of Birth
	* Work Email (if applicable)
	* Group (only if instructed by agency)
	* Work Location (only if instructed by agency)
	* Vaccination Proof Type (Excelsior Pass or CDC Card)
4. Upload or Scan your Proof
	* For Excelsior Pass – Scan or Upload
	* For CDC Card / Provider Medical Record – Take Photo or Upload
5. Review the information you have provided and attest that the information is accurate and true

**Troubleshooting**

If you are having trouble accessing the application, please make sure your browser is supported or try using a different device.

You may use a personal computer or mobile device if desired.

**Supported Browsers**

* Google Chrome
* Safari
* Microsoft Edge
* Firefox

**Camera**

Features that require a camera, such as taking a photo and scanning, work best on mobile devices.

**Questions**

Questions and concerns should be raised through your supervisor or your agency's HR department.