

## Uploading Documentation in ReadySet



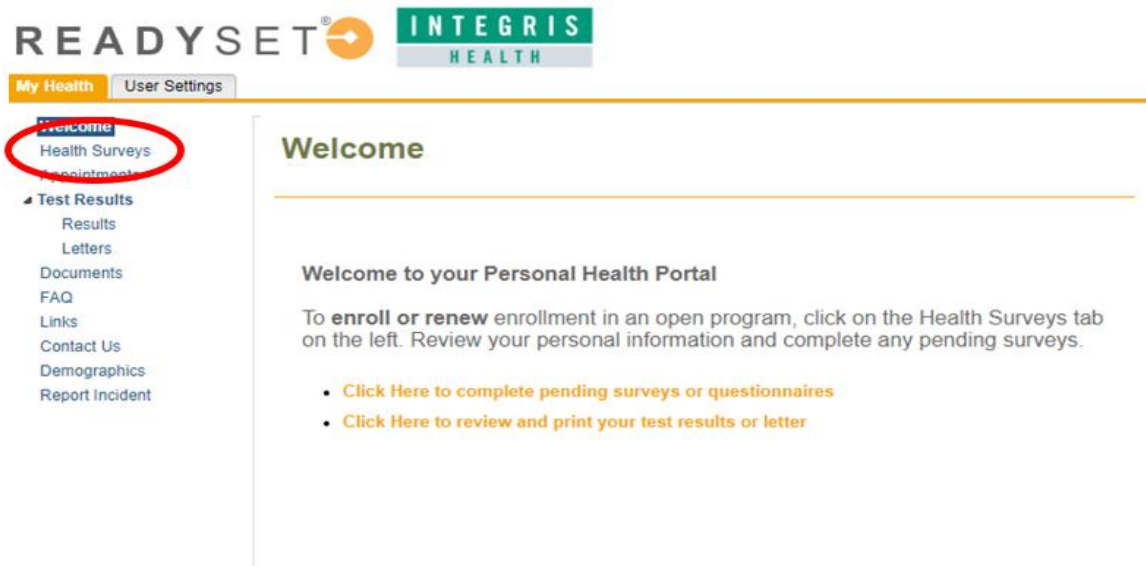
Follow the steps below to upload yearly flu vaccination documentation.

1. Access your **ReadySet** account by **scanning the QR code** below or **clicking the hyperlink**. Log in using single sign-on and your INTEGRIS Health credentials.

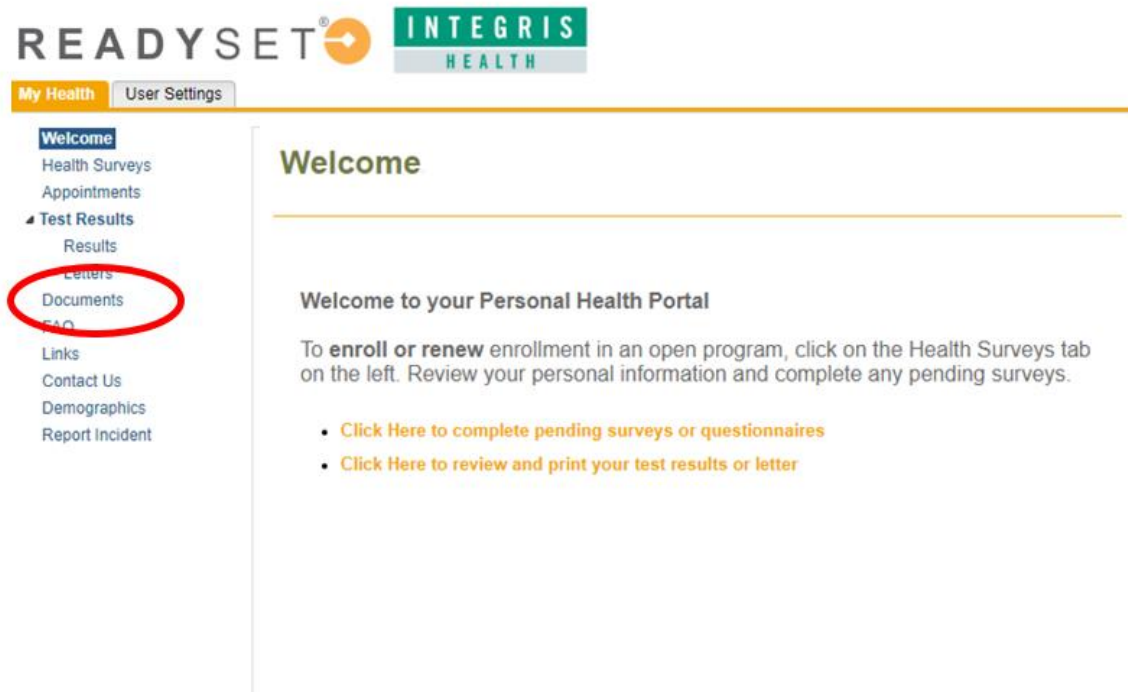


<https://integris.readysetsecure.com/rs/rest/samlso/requestCloudSSO>

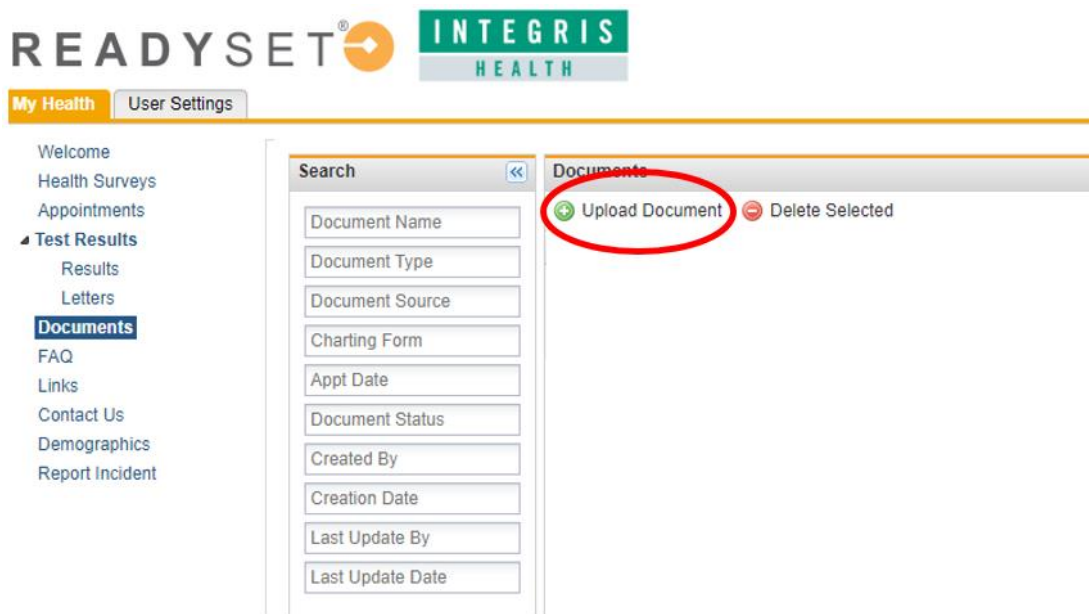
2. Once logged in to **ReadySet** and before uploading documentation, be sure to take your flu vaccine survey in the **Health Surveys** section of My Health.



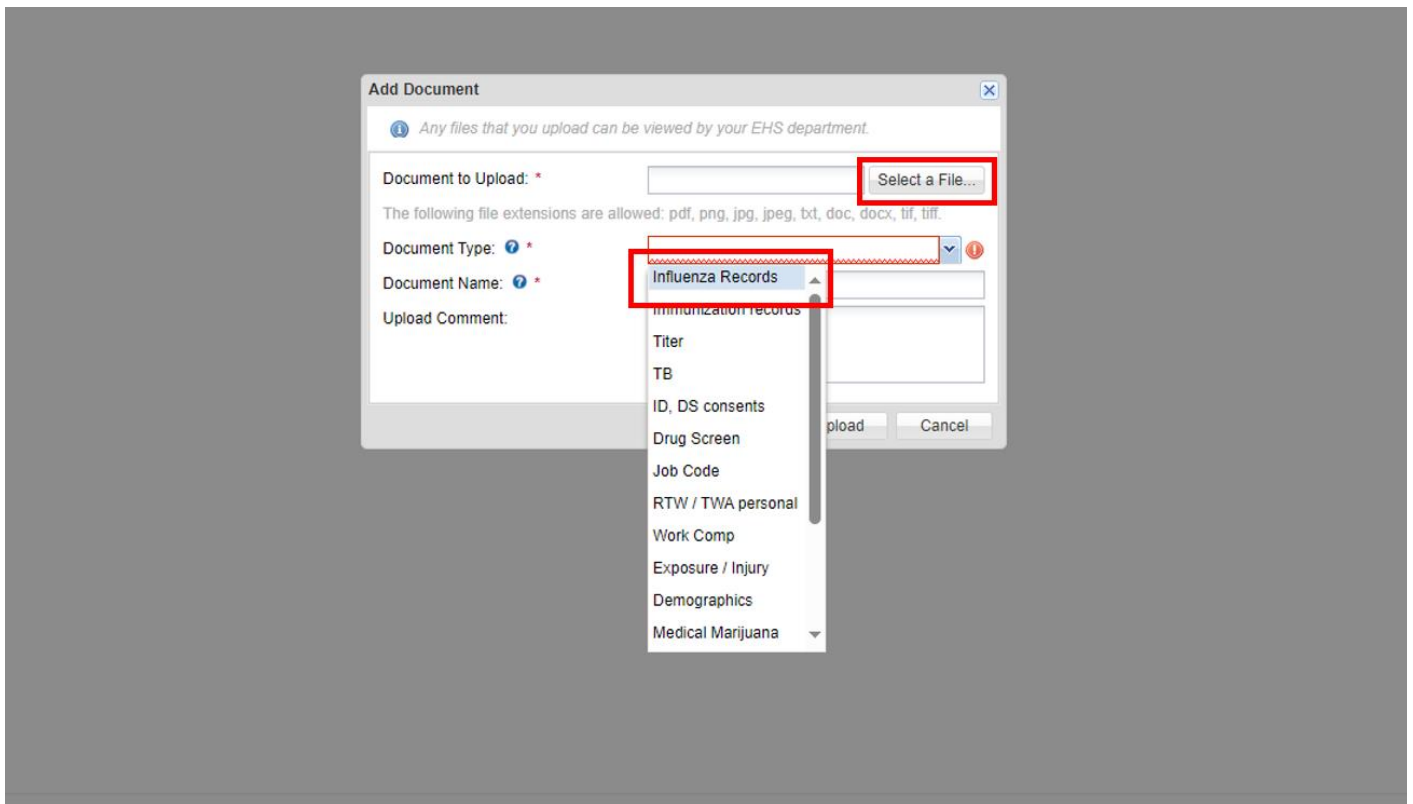
3. After completing your survey, click **Documents** under My Health.



4. Click the **Upload Document** tab.



5. Once the **Add Document Box** appears, select the file you want to upload. Open the Document Type drop down and pick Influenza record. Then in the Document Name box, name your document.



6. Once your file is selected, document type is picked and document named, click **Upload**.

**Tips:**



- Every caregiver must complete the flu vaccination survey in ReadySet, no matter where you receive your flu shot.
- ReadySet works best when using Windows Edge or Google Chrome web browsers.