

**User Guide**

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# Introduction

Welcome to CLEARED4, an easy way to screen for possible Covid symptoms and track your Covid-19 tests and vaccination status.

There is no app to download and no username or passwords to remember. We hope you will find it very simple to use.

### **Welcome Screens**

Your organization may require you to enter personal information to continue. This information is required by your state. After you have entered your information, click **Save**.



You may also be asked to accept a disclaimer, upload a photo or insurance card, or upload test or vaccination information. Please complete these items to continue.

|  |  |
| --- | --- |
| **Disclaimer** |  |
| **Upload Profile Picture** |  |

## Viewing Your Access Pass

You can view your access pass by clicking the **Show Access Pass** button. The color of your pass may vary, depending on your organization.

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## User Dashboard

Your organization may request additional information from you. Depending on the information your organization would like, some or all of the options may display.



### **Dashboard Menu**

The dashboard menu is located in the upper left corner of the screen. Click on the menu to display the selections available to you.



#### **Your Health Data**

Once you have uploaded your vaccine card and receive your test results, you can access them by selecting **Vaccination Records** or **Test Results** from the menu in the upper left corner of the screen.



As a security measure, when accessing your test results you will be sent a one time text code to access your health information.



This will give you the convenience of having a secure way to show health records digitally.



#### **Appointment Information**

Select **My** **Appointments** to see your upcoming appointments.



You can delete a scheduled appointment by clicking the **garbage can icon**, then confirming the delete.



#### **Your Personal QR Code**

Select **My** **QR code** to access and display your personal check in code.



#### **Setting Your Preferred Language**

You can choose what language you would like the display the app in by clicking the button to the right of the menu, then selecting your preferred language.

**Note:** This example displays only two languages. Your organization may have more language options available.



#### **Personal Settings**

You can access your profile page by selecting **Profile Settings**.



Use this screen to add a photo, or edit your **Preferred Name**, **Phone Number**, **Email**, **Reminders** preference and **Reminder Time**.

Click **Save** after making any changes.

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