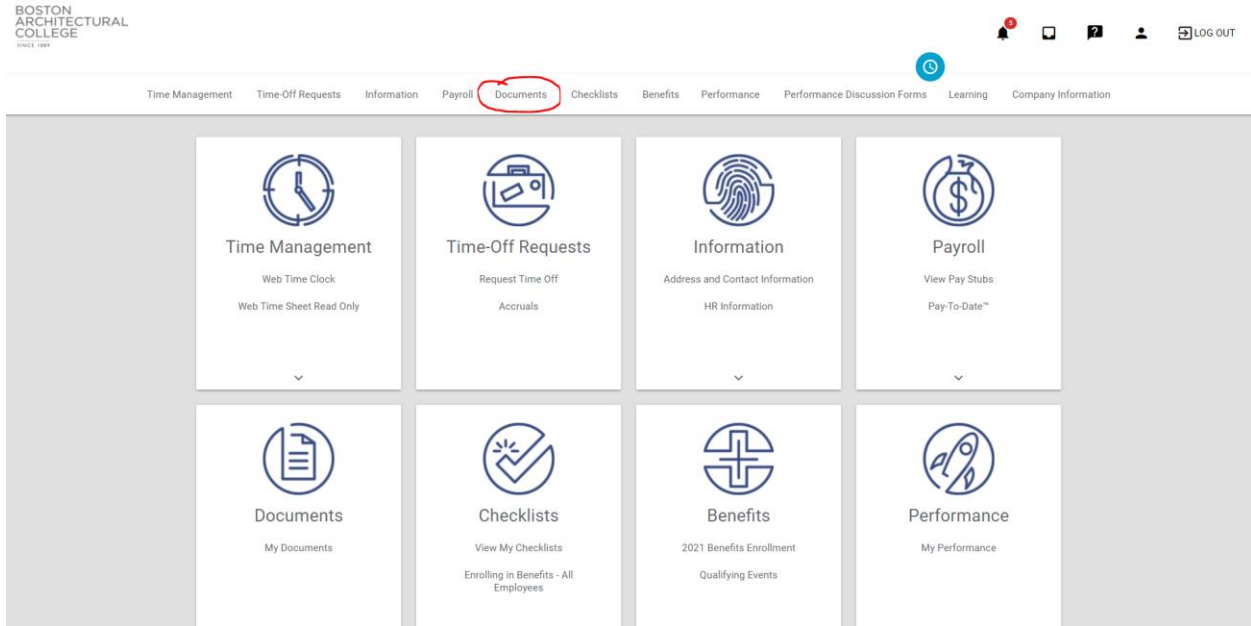
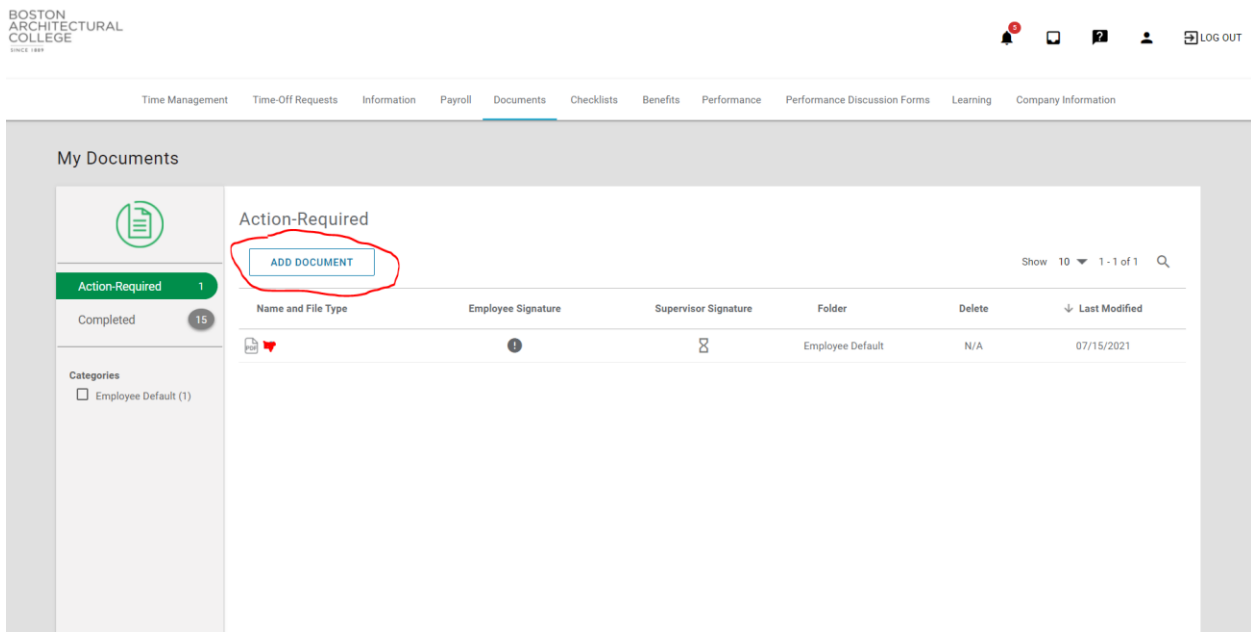


How To Upload Covid Vaccination Card in Paycom

1. Once you have logged into your Employee Self-Service you want to select the documents tab



2. From there you want to click on “Add document”



3. You will see a list of documents to upload and you wa to choose the Covid Vaccination Card

The screenshot shows a web application interface for document management. At the top left, the logo for "BOSTON ARCHITECTURAL COLLEGE" is visible. The main header includes "Time Management" and "Company Information". A modal window titled "Add [Covid Vaccination Card]" is open, featuring a "Browse" button and a "File..." dropdown menu. Below the modal, the "My Documents" section is visible, with a filter for "Action-Required" (1) and a "Completed" status (15). A table of documents is displayed, with columns for "Name and File Type", "Employee Signature", "Supervisor Signature", "Folder", "Delete", and "Last Modified". The table contains one entry with a PDF icon, a file name "1-9", a signature icon, a folder icon, the folder name "Employee Default", a "Delete" button labeled "N/A", and a "Last Modified" date of "07/15/2021".

Name and File Type	Employee Signature	Supervisor Signature	Folder	Delete	Last Modified
1-9			Employee Default	N/A	07/15/2021