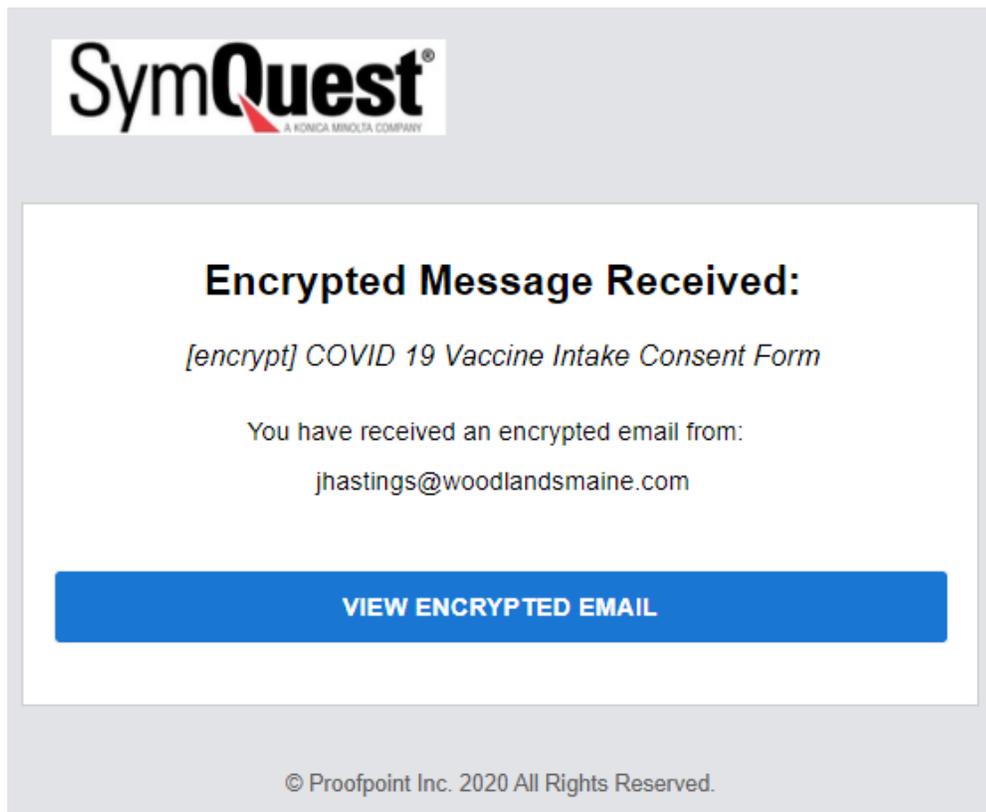




Step by Step Guide: Submitting the COVID-19 Vaccine Consent Form Electronically

You will receive an email from Proofpoint Essentials with a return address of <do-not-reply@proofpointessentials.com>

The email will look like this:

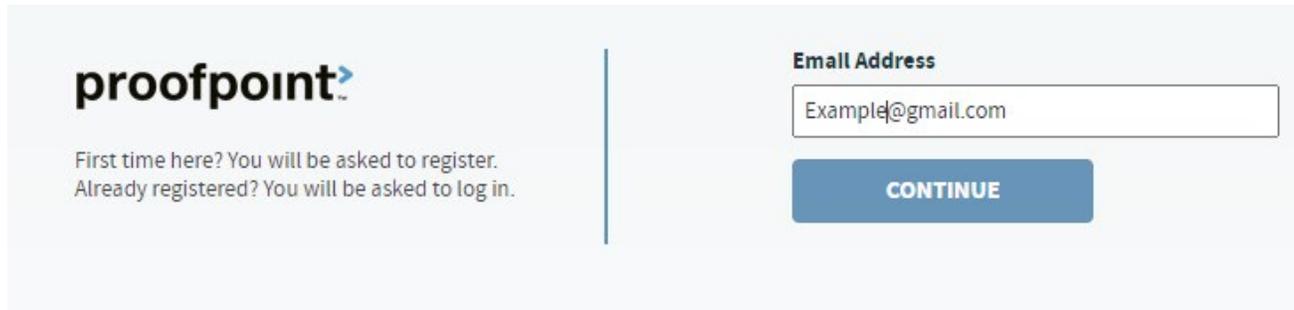


Click the blue

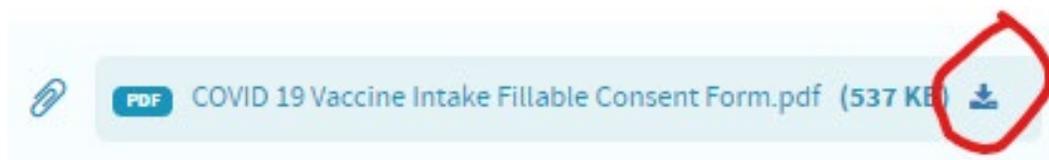
[VIEW ENCRYPTED EMAIL](#)

button

By clicking this button, you will be taken to the **Proofpoint** website.

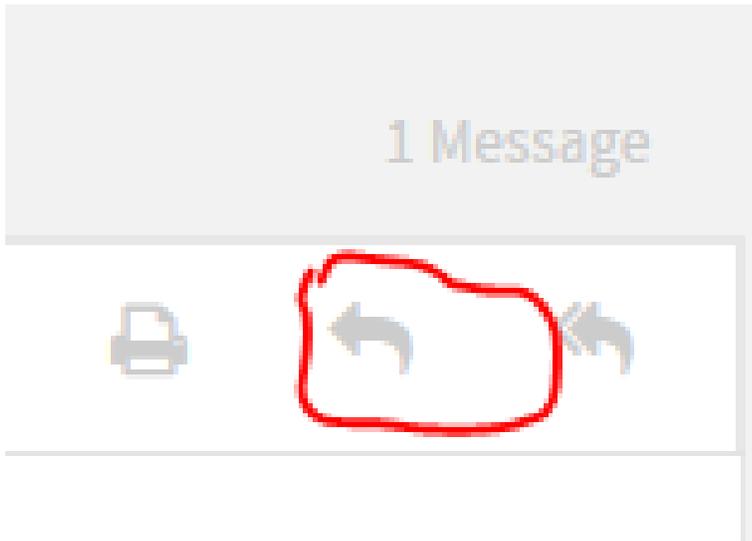


1. If you have never used **Proofpoint** to receive secured Emails you need to register for a new account. This is a free service.
2. Follow the step-by-step instructions to create your **Proofpoint** user account.
3. Once you create your account, log in.
4. Click on the Email sent to you.
5. At the bottom of the Email is a PDF attachment. Click the blue download arrow (circled in red here) to download and save the *COVID-19 Vaccine Consent Form* to your computer. **THIS IS AN IMPORTANT STEP. YOU MUST SAVE THE DOCUMENT PRIOR TO ENTERING INFORMATION. THIS WILL ENSURE ALL NECESSARY FIELDS, INCLUDING THE ELECTRONIC SIGNATURE FIELD LOADS INTO THE DOCUMENT.** (It is typically easiest to save the document to your Desktop to ensure you can easily locate it.)

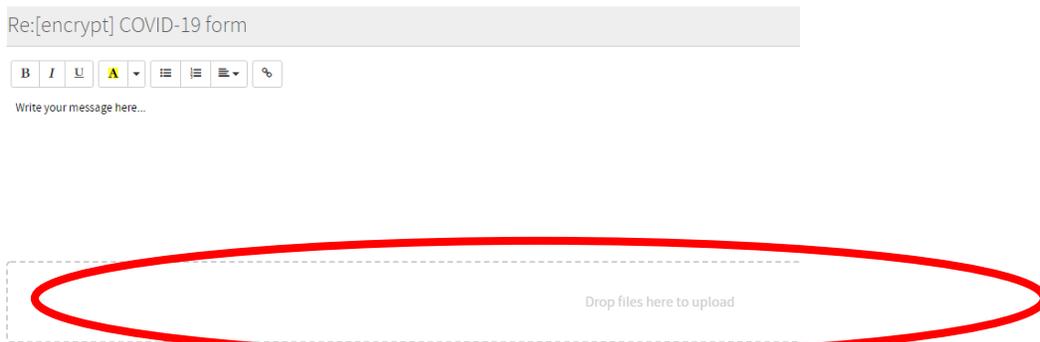


6. Locate and open the file you downloaded.
7. Fill out the form according to instructions. **Be sure to review the sample version linked on the Vaccine website - www.woodlandsmaine.com/vaccine**
8. Save the completed document to your computer.
9. Return to the original COVID Vaccine Consent Email you received in the **Proofpoint** system and upload your completed *COVID-19 Vaccine Consent Form*.

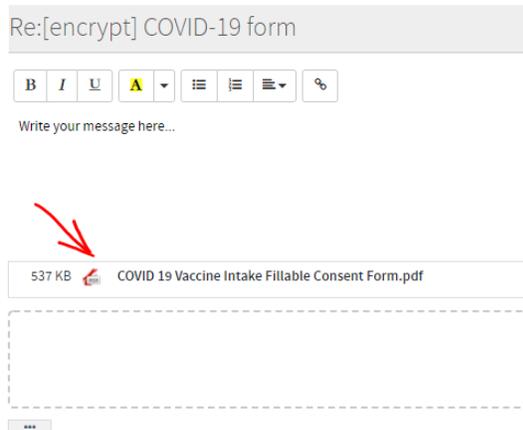
10. Click the **Reply** arrow (circled here in red).



11. Locate the completed *COVID-19 Vaccine Consent Form* on your computer and drag it to the box labelled, "Drop files here to upload" (circled below).



12. Once the form is "dragged and dropped," you will see it listed as an attachment.



To send the email directly to the Executive Director, click the blue  button.

