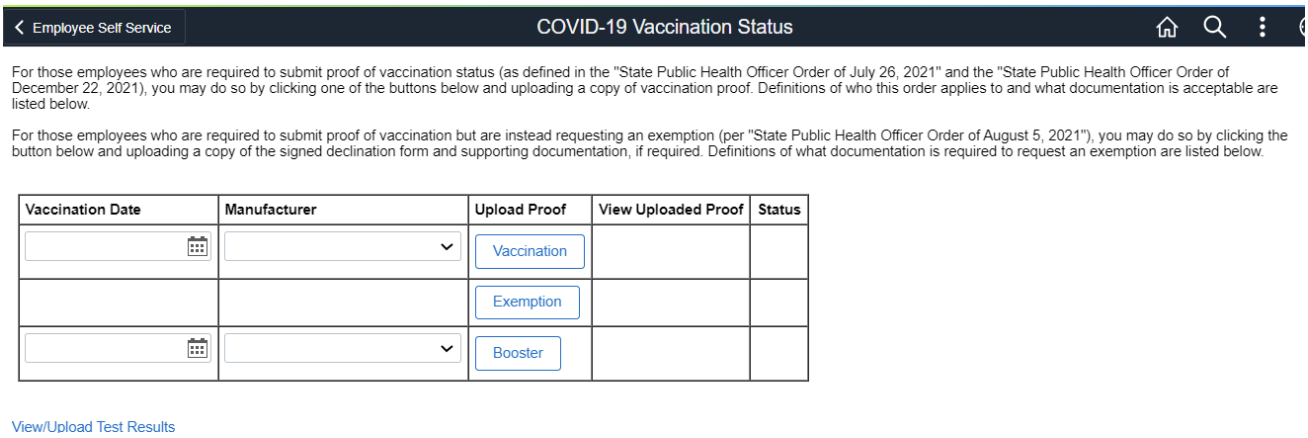
Accessing the online COVID-19 Vaccination Proof

If you are an employee who is required to provide proof of full vaccination (as defined by the Cal/OSHA COVID-19 Emergency Temporary Standards), you will need to go into VCHRP to submit your supporting documentation. This document will guide you through the process.

Login to VCHRP – https://vchrp.co.ventura.ca.us
Navigation: Employee Self-Service > Personal Details Tile > Covid-19 Vaccination Status



1) Click the appropriate proof button: Vaccination , Exemption or Booster

2) Click the button, select the documentation that you want to upload, and click the "Open" button.

3) Click the Upload button, and then click Done .

4) You can now view the document you uploaded by clicking on the "View Vaccination Proof" link. Please note: If you are accessing the system from outside the County network, you will not see this link. 'Subject To Review' will be shown on this page until HR approves/denies the uploaded documentation. Once HR approves/denies your uploaded documentation, "Approved"/ "Denied" will display in this space.