



## How to upload your vaccination evidence to Zipline kiosk

To ensure the continued well-being of all residents, staff and visitors, Bolton Clarke implemented Zipline kiosks at all of our Residential Aged Care facilities in 2021. With requirements for all people coming onsite to be fully vaccinated against COVID-19, this document outlines how you can upload your vaccination evidence to Zipline where it will be stored for all future visits.

You can take a photo your COVID-19 vaccination directly at the Zipline kiosk at your next visit. One of our Residential Aged Care team will then validate the evidence at the kiosk and you can continue to sign in as usual.

To speed up your sign-in process you can also upload your evidence to the Zipline portal before you arrive by following these steps.

1. Access the booking portal by clicking on this link [Bolton Clarke Bookings | Powered by Zipline](#) which you can also access from the relevant Residential Aged Care Community page from the [Bolton Clarke website](#)
2. Click on the Create Booking button and proceed through the following screens
3. On the When are you visiting? screen, if you are unsure when you will be visiting, you can select A later date and simply enter any date (it does not matter if you then can't visit on that date)

A screenshot of a web form titled "When are you visiting?". The form is divided into two sections: "Today" and "Later". Under "Today", there are four buttons: "Right now for 30 minutes", "Right now for 1 hour", "Right now Pick duration", and "Later today Pick duration and time". Under "Later", there are two buttons: "Tomorrow Wed 8 Dec" and "A later date 9 Dec and beyond".

4. On the Add vaccination evidence you can click on the Add button to upload your evidence from your computer.

A screenshot of a web form titled "Add vaccination evidence". The text reads: "We're collecting the following evidence to keep everyone in our facility safe. JPG, JPEG, PNG or PDF only, max. file size is 10MB. Make sure the file is readable." Below this, there is a section "Required for entry" with three rows, each containing a text input field and an "Add" button with a camera icon: "2021 flu vaccination", "COVID-19 vaccination dose 1", and "COVID-19 vaccination dose 2". At the bottom, there is a blue button labeled "I'll bring it on the day".

5. Click next and repeat the process for all visitors.