



CBRE

**TUTORIAL: Uploading Vaccine
Cards and Negative COVID-19
Test Results**

UPLOADING VACCINE CARD OR NEGATIVE COVID-19 TEST RESULTS

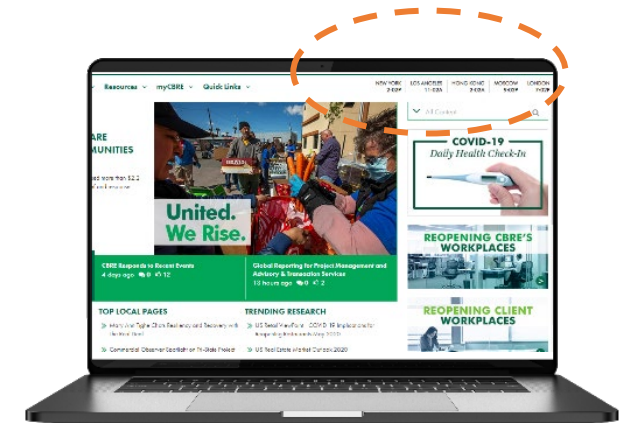
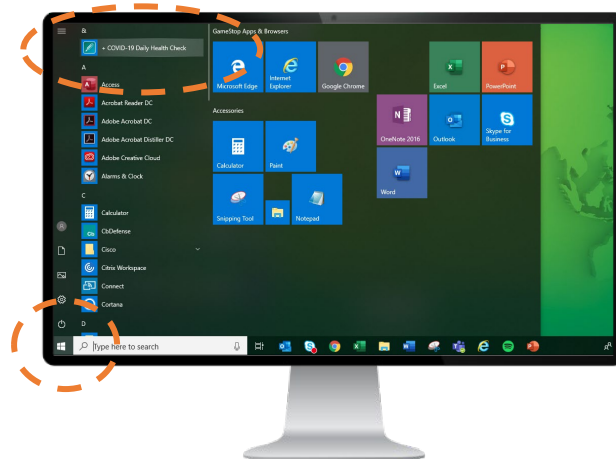
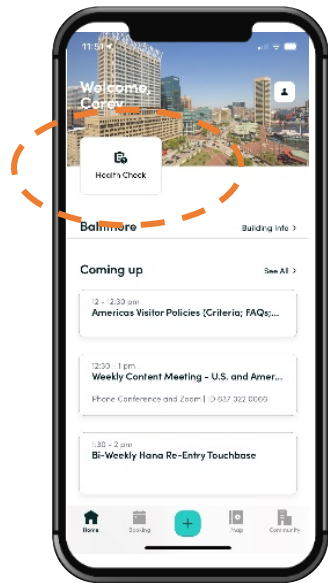
Use the Daily Health Check-In system to upload your vaccine card or negative COVID-19 test results. There are a number of ways employees can access the Daily Health Check-In:

HOST WORK

PC

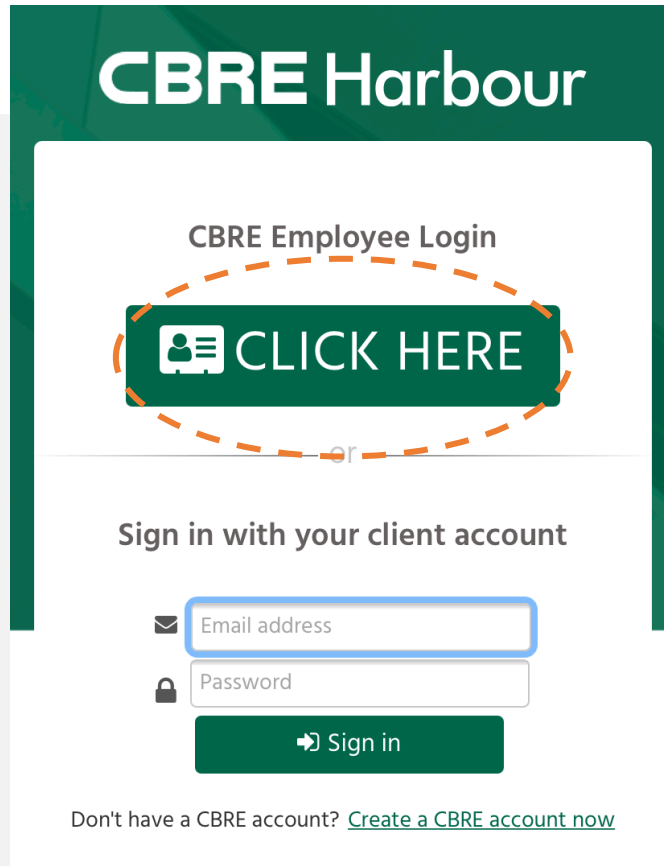
MAC

INTRANET



UPLOADING VACCINE CARD OR NEGATIVE COVID-19 TEST RESULTS

To begin your Daily Health Check-In, choose “CBRE Employee Login” and then select “COVID-19 Health Check-In.”



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CBRE Employee Login

CLICK HERE

or

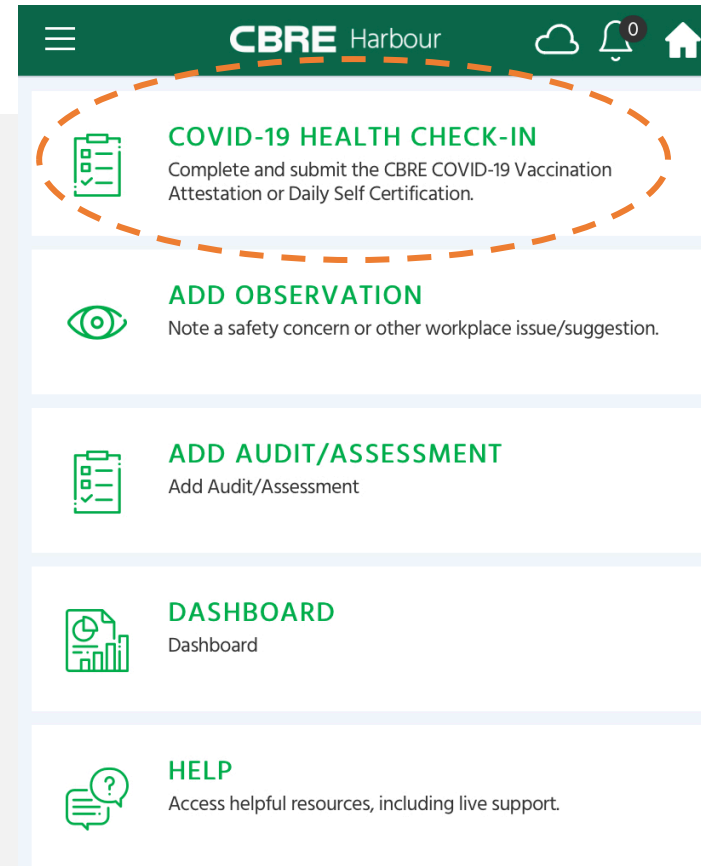
Sign in with your client account

Email address

Password

→ Sign in

Don't have a CBRE account? [Create a CBRE account now](#)



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COVID-19 HEALTH CHECK-IN
Complete and submit the CBRE COVID-19 Vaccination Attestation or Daily Self Certification.

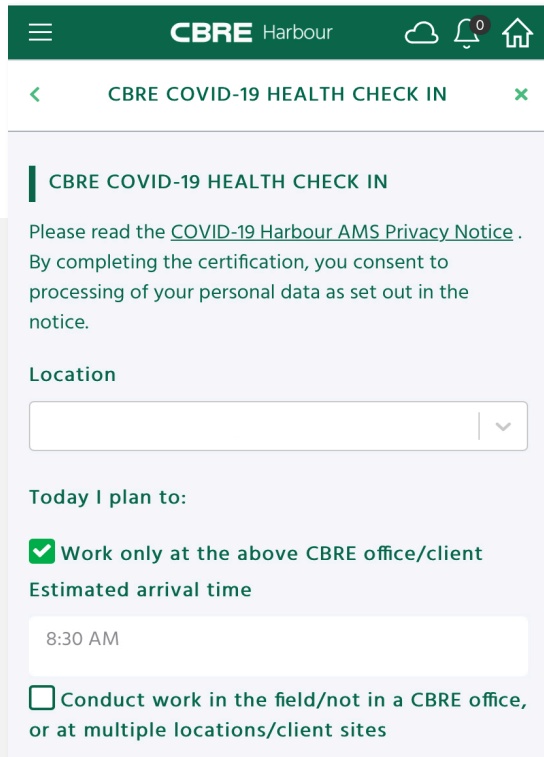
ADD OBSERVATION
Note a safety concern or other workplace issue/suggestion.

ADD AUDIT/ASSESSMENT
Add Audit/Assessment

DASHBOARD
Dashboard

HELP
Access helpful resources, including live support.

UPLOADING A VACCINE CARD



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CBRE COVID-19 HEALTH CHECK IN

CBRE COVID-19 HEALTH CHECK IN

Please read the [COVID-19 Harbour AMS Privacy Notice](#). By completing the certification, you consent to processing of your personal data as set out in the notice.

Location

Today I plan to:

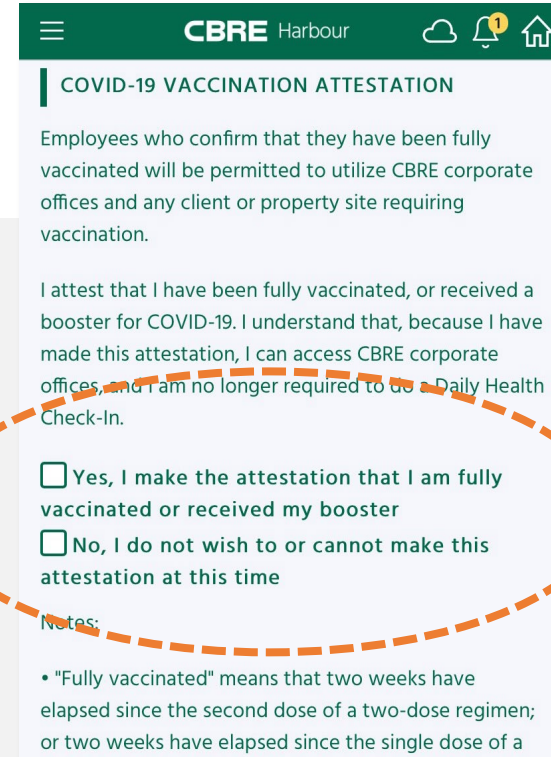
Work only at the above CBRE office/client

Estimated arrival time

8:30 AM

Conduct work in the field/not in a CBRE office, or at multiple locations/client sites

Select your office location (or GWS account/Property Management market) and time you plan on working from the office.



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COVID-19 VACCINATION ATTESTATION

Employees who confirm that they have been fully vaccinated will be permitted to utilize CBRE corporate offices and any client or property site requiring vaccination.

I attest that I have been fully vaccinated, or received a booster for COVID-19. I understand that, because I have made this attestation, I can access CBRE corporate offices, and I am no longer required to use a Daily Health Check-In.

Yes, I make the attestation that I am fully vaccinated or received my booster

No, I do not wish to or cannot make this attestation at this time

Notes:

- "Fully vaccinated" means that two weeks have elapsed since the second dose of a two-dose regimen; or two weeks have elapsed since the single dose of a

Check the "Yes" box to indicate that you would like to attest to your vaccination status.

UPLOADING A VACCINE CARD

Click “Add attachment” to upload a photo of your COVID-19 vaccine card. **You must have a photo of the card saved on your phone or computer.**

Once the image has been uploaded, please enter the date of your most recent vaccination.

Then click “Submit” to complete your attestation.

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COVID-19 VACCINATION ATTESTATION

Employees who confirm that they have been fully vaccinated will be permitted to utilize CBRE corporate offices and any client or property site requiring vaccination.

I attest that I have been fully vaccinated, or received a booster for COVID-19. I understand that, because I have made this attestation, I can access CBRE corporate offices, and I am no longer required to do a Daily Health Check-In.

Yes, I make the attestation that I am fully vaccinated or received my booster

Add attachment

Vaccination/Booster Date

4/15/2021

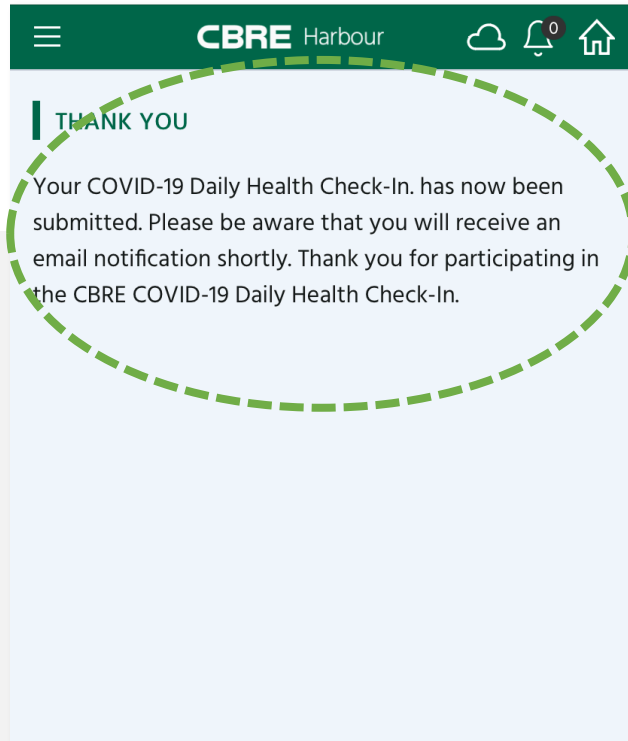
No, I do not wish to or cannot make this attestation at this time

Notes:

... "Fully vaccinated" means that two weeks have

Submit

CLEARANCE NOTIFICATION



After hitting “submit,” you will be redirected to a page confirming that you have submitted your check-in.



Within a few minutes, you will receive an email confirming that you have completed your vaccine attestation.

UPLOADING A NEGATIVE TEST

Click “Add attachment” to upload a photo of your most recent negative test. **You must have a photo of the test saved on your phone or computer.**

Once the image has been uploaded, please enter the date of your most recent negative test.

Next, complete the two Daily Health Check-In True/False confirmations as you normally would.

Then click “Submit” to complete your attestation.

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COVID-19 VACCINATION ATTESTATION

Employees who confirm that they have been fully vaccinated will be permitted to utilize CBRE corporate offices and any client or property site requiring vaccination.

I attest that I have been fully vaccinated, or received a booster for COVID-19. I understand that, because I have made this attestation, I can access CBRE corporate offices, and I am no longer required to do a Daily Health Check-In.

Yes, I make the attestation that I am fully vaccinated or received my booster.

No, I do not wish to or cannot make this attestation at this time

Notes:

- "Fully vaccinated" means that two weeks have elapsed since the second dose of a two-dose regimen; or two weeks have elapsed since the single dose of a single-dose regimen; and two weeks have elapsed since receiving any booster dose required.

Submit



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COVID-19 RIGOROUS TESTING

If you wish to access CBRE corporate offices, you are under an obligation to undergo rigorous testing if you do not confirm your vaccination status in the above attestation. Follow these [testing guidelines](#) when determining the acceptable rigorous testing requirements.

Yes, I make the attestation that I have been tested for COVID-19 in the last 7 days and the results are negative; and I will continue to complete the Daily Health Check-In below

Add attachment

Test Taken Date

9/15/2021

No, I do not wish to or cannot make this attestation regarding rigorous testing at this time

[Without a vaccination attestation or rigorous testing attestation, you are not permitted to access a CBRE corporate office and select client sites. However, if you proceed with your Daily Health Check-In below, you

Submit

CLEARANCE NOTIFICATION

After hitting “submit,” you will be redirected to a page confirming that you have submitted your weekly check-in.

Within a few minutes, you will receive an email confirming that you have completed your weekly testing and are cleared to proceed to the office.

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YOU HAVE CONFIRMED THAT YOU HAVE BEEN TESTED FOR COVID-19 RECENTLY, THE RESULTS ARE NEGATIVE, AND MAY PROCEED TO THE WORKPLACE. WE SUGGEST YOU SAVE OR RETAIN A SCREENSHOT FOR FUTURE USE, AS THIS CLEARANCE EXPIRES.