

COVID-19 FACT SHEET

HOW TO REPORT YOUR VACCINATION STATUS

JANUARY 2022

Before you start



Get your COVID-19 Vaccination details from Medicare or your myGov account. You'll need your document number and vaccination types and dates.

Need help?

Visit the [Services Australia website](#).

How do I update my COVID vaccination status?



If you're a volunteer, you can report your status in the One NSW RFS Member Portal. If you're staff, use the staff SAP portal.

Scan the QR code or use this link for direct access:

<https://delivr.com/2ydpp>

Use your NSW RFS username and password (eg the same you use for One NSW RFS or RFS ACTIV).

If you're a staff member who is also a volunteer, you only need to update your status once.



Can't log in?

Reset your password

- › Volunteer passwords can be reset at <https://reset.rfs.nsw.gov.au/>
- › You will need to know your username or volunteer number. If you do not have these details, contact your District Office, Brigade Captain or Secretary.

Get help

- › Contact the NSW RFS Service Desk on **1800 005 123** or email servicedesk@rfs.nsw.gov.au

Step by step: How to record your COVID-19 vaccination

Once you are logged in on the 'COVID-19 Vaccination' page, click on the 'Add' button on the right hand side and select 'Vaccination Record' from the drop down menu. Then select the type of COVID-19 Vaccination you have received.

The screenshot shows the 'COVID-19 Vaccinations' page. At the top, there's a red header with the title and a user profile icon. Below the header, there's a section titled 'My COVID-19 Vaccination Record'. A small icon and text explain that information is collected by the NSW RFS for health and safety risks. Below this, there's a text area for 'Joe Bloggs' with ID '50123456' and an 'Add' button highlighted in a red box. A table below shows one record for 'Pfizer' with a status of 'First dose 1 month ago', a first dose date of '11/05/2021', and a document number of '1008123123123'. An 'Update' button is next to the record.

Vaccine Name	Status	First Dose	Second Dose	Document Number	
Pfizer	● First dose 1 month ago	11/05/2021	-	1008123123123	Update

If you've received both doses of your vaccination

The form for recording both doses includes a dropdown for 'Vaccine Name' (Pfizer), two date pickers for 'Date of first dose' and 'Date of second dose' (format dd/MM/yyyy), a text field for 'Document Number', and a 'Self-Declaration' section with a checked checkbox and a list of terms.

Once you've selected the type of vaccination, a window will appear.

Enter the **date** of your first and second vaccination doses.

Type in the date in the format dd/mm/yyyy, or click on the calendar icon to choose the date.

You must **enter your COVID-19 digital certificate document number** as your proof of vaccination. You can find this in your myGov or Medicare account.

Read the **self-declaration** and tick to accept.

Then click **Save**.

If you've received only your first vaccination dose

The form for recording only the first dose includes a dropdown for 'Vaccine Name' (Pfizer), a date picker for 'Date of first dose' (format dd/MM/yyyy), an empty date picker for 'Date of second dose', a text field for 'Document Number', and a 'Self-Declaration' section with a checked checkbox and a list of terms.

Once you've selected the type of vaccination, a window will appear.

Enter the **date of your first vaccination dose**, using the format dd/mm/yyyy. Leave the second date empty.

There is no need to enter your document number at this stage. **Leave this empty**.

Read the **self-declaration** and tick to accept. Then click **Save**.

Once you've received your second dose, come back and enter the date and your document number and save it.

Step by step: How to record your COVID-19 booster vaccination

Once you are logged in on the 'COVID-19 Vaccination' page, click on the 'Add' button on the right hand side and select 'Booster Record' from the drop down menu. Then select the type of booster vaccination you have received.

ONE NSW RFS | MEMBER PORTAL COVID-19 Vaccinations JK

My COVID-19 Vaccination Record

This information is being collected by the NSW RFS for the purpose of, or in connection with, the elimination or control of health and safety risks associated with COVID-19, so far as reasonably practicable. Further information about the collection, use and disclosure of this information is set out in the [NSW RFS COVID-19 Records Management Protocol](#). Choose 'Add' to enter a new record or 'Update' to update an existing record.

Fully Vaccinated

Vaccination Record

Vaccine Name	First Dose	Second Dose	Document Number
Pfizer	21/08/2021	29/09/2021	100067430409

Buttons: Add, Update

Dropdown menu: Vaccination Record, Booster Record

Add COVID-19 Booster Record

COVID-19 Booster Record:



On this form you can declare that you have received a COVID-19 Booster Vaccination.

Vaccine Name
Pfizer

Date of booster
18/01/2022

Self-Declaration:



By ticking this box I declare:

- the information I have provided in relation to my COVID-19 vaccination is true and accurate. I understand that I may be required to show evidence to support my declaration in the future.



Help: If you experience any issues when completing this form, please contact the ICT Help Desk on 1800 005 123 or service.desk@rfs.nsw.gov.au.

Cancel

Save

Once you've selected the type of vaccination, a window will appear.

Enter the **date of your booster vaccination**.

Type in the date in the format dd/mm/yyyy, or click on the calendar icon to choose the date.

You are not required to enter your COVID-19 vaccination digital certificate document number when entering your booster information.

Read the **self-declaration** and tick to accept.

Then click **Save**.

PLEASE NOTE

Members will not be able to enter the details of their booster vaccination unless they have already recorded the details of their first two vaccination doses and COVID-19 Digital Certificate number in the Member Portal.