

Vaccination Status Reporting Without a WarnerMedia Email Account

Purpose

This guide is designed to walk through the process of reporting COVID-19 vaccination status through the Passcard website, if you do not have a WarnerMedia (company) email account.

Note: Even after you are fully vaccinated – which is defined as two weeks after your final dose of a given vaccine – you are still required to follow WarnerMedia workplace safety protocols. These policies are available on WarnerMedia ONE and WarnerMediaReady.com.

Getting Started

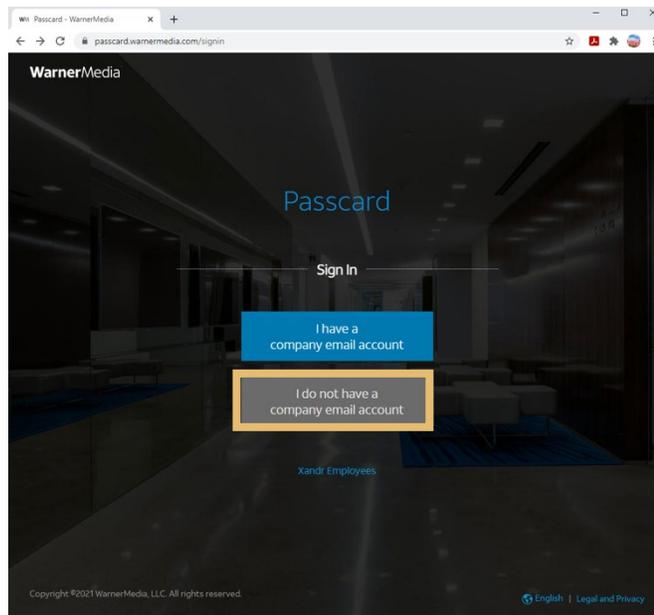
- If you are working from a WarnerMedia office or Production location, you still need to use Passcard to complete your Self-Health Screening from home.
- Follow the steps below to add your vaccination status using Passcard. You can enter the first dose as soon as you receive it, but please note that you will need to re-enter it when reporting your second dose.
- To upload an image of your vaccination card use a PNG or JPG file.
- Follow the steps below to add your vaccination status using Passcard.

How to Add Vaccination Status in Passcard

1. Click on this link, or scan the QR Code: <https://passcard.warnermedia.com/vaccination>



- From the Passcard Sign In page, click on the grey **I do not have a company email account** box



- Enter your First Name, Last Name and Email.

Click **Continue**.

Self Health Screening

*FIRST NAME

*LAST NAME

*EMAIL

CONTINUE →

- On the Vaccination Status page, select your country from the drop-down list.

Click **Save**.

Vaccination Status

Please select your country:

Save

RESOURCES

- For those who have a company email address please view [Vaccine Resources](#) on WarnerMedia One
- For those who do not have a company email address please view [Vaccine Resources](#) on WarnerMedia Ready

Vaccination Status

Your country: [United States](#)

Health and Safety is a top priority for WarnerMedia.

By voluntarily recording your Vaccination Status, you will help us understand the number of protected people in the workforce. This will inform future decisions concerning our plans to change COVID safety protocols.

If you have further questions please click on Resources below.

UPDATE MY STATUS

Note: You may resubmit your details as needed to update a previously entered vaccination record

RESOURCES

- For those who have a company email address please view [Vaccine Resources](#) on WarnerMedia One
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- A Vaccination Details pop-up will appear. Read the Privacy Notice and **check the box** to agree to the Privacy Policies and click **Continue**.

Vaccination Details

Please take a moment to complete the fields on the following screen.

Your participation is optional.

Privacy Notice

- WarnerMedia (we, 'us', 'our') will process your personal information in accordance with our COVID-19 screening and vaccination privacy policies, and other privacy policies relevant to your relationship with us.
- We are processing your personal information (including name, role and certain limited health data) for the purpose of meeting our legal obligations to protect the health and well-being of our workforce and others we do business with, including by providing a safe working environment.
- Your personal information will be minimized and only retained for as long as necessary for this purpose. It may be shared with a limited number of individuals within WarnerMedia and with certain third parties, where necessary, as set out in our privacy policies.
- Click here for our COVID-19 screening and vaccination [privacy policies](#). (Published March 1, 2021)

- provide my explicit consent to the processing of my personal data as described in these privacy policies, where consent is necessary

Continue

- Select the vaccine manufacturer from the drop-down
 - This list shows the vaccines available based on the country selected and will be updated as new vaccines are approved.
 - Select "Other" if the manufacturer does not appear on the list.
 - Select "I don't know" if the manufacturer does not appear on your certificate/card.

Vaccination Details

Please indicate what vaccination doses you have received.

First dose COVID-19	
MANUFACTURER	DATE ADMINISTERED
Select	Select a date...

+ Add second dose

Cancel

Continue

- Use the calendar icon to add the date that the vaccine was administered.

Vaccination Details

Please indicate what vaccination doses you have received.

First dose COVID-19	
MANUFACTURER	DATE ADMINISTERED
Select	Select a date...

+ Add second dose

Cancel

Continue

9. There are three options here:
 - a. If you are waiting for your second dose, click **Continue** and go to step 10.
 - b. If you have had your second dose, click **+ Add second dose** and go to step 11.
 - c. If you only need one dose, click **Continue** and go to step 12.

Vaccination Details



Please indicate what vaccination doses you have received.

First dose COVID-19

MANUFACTURER	DATE ADMINISTERED
Select	Select a date...

+ Add second dose

Cancel

Continue

10. A "Thank You" message will appear with a reminder to update after you have received your second dose (if necessary).

Click **Done**.

Vaccination Details



THANK YOU!



Your vaccination status has been saved.

Please be sure to update your status after you receive the second dose.

Important: You are still required to follow established health and safety protocols, even if you have been vaccinated.

Done

You will return to the Vaccination Status page, which will show **UPDATE MY STATUS**.

NOTE: You will not be able to see the information already entered in Passcard.

When you sign back in to submit the second dose you will need to add the first dose again.

Vaccination Status

Your country: United States

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11. If the vaccine requires two doses, and you have had both:
 - a. Click **+Add second dose** and enter the Manufacturer and Date Administered.
 - b. Click **Continue**.

Vaccination Details ×

Please indicate what vaccination doses you have received.

First dose COVID-19

MANUFACTURER	DATE ADMINISTERED
Moderna	Jun 1, 2021

Second dose COVID-19 ×

MANUFACTURER	DATE ADMINISTERED
Moderna	Jun 11, 2021

Cancel Continue

12. Upload the image of your Vaccination Record Card (PNG or JPG):
 - a. **If you are on a desktop**, drop an image into the box OR click in the box to select a file, then click **Continue**.

Vaccination Details ×

I certify that the image I am about to upload is of my COVID-19 Vaccination Record Card or equivalent documentation.

Drop an image here or click to select a file

[Unable to provide an image?](#)

Cast/crew - Talk with your COVID Compliance Officer (CCO)

Employees - Ask your HR Business Partner

Cancel Continue

- a. **If you are on a mobile phone**, click in the box to select a file from the Photo Library or use the camera to take a photo, click **Choose**, and then **Continue**.

NOTE: If unable to provide an image click **Continue**.

Drop an image here or click to select a file

Photo Library

Take Photo

Browse ...

Cancel Continue

English | Legal and Privacy

Cancel Actual Size (657 KB) Choose

13. The uploaded image will appear on the screen.
 - a. Click **Clear image** if unreadable to the incorrect image.
 - b. Rotate the picture by clicking the left or right rotation arrows.
 - c. Click **Continue**.

Vaccination Details

I certify that the image I am about to upload is of my COVID-19 Vaccination Record Card or equivalent documentation.



Clear image



Unable to provide an image?

Cancel

Continue

14. A "Thank You" message will appear.

Click **Done**.

Vaccination Details

THANK YOU!



Your vaccination status has been saved.

Important: You are still required to follow established health and safety protocols, even if you have been vaccinated.

Done

15. You will return to the Vaccination Status page, which will show **UPDATE MY STATUS**.

- Click **Vaccine Resources** for further information on WarnerMedia Ready.

Vaccination Status

Your country: United States

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