

User Guide for Credential Holders

PocketCred allows users to upload their CDC card information to receive their custom Health Check QR Code. The Health Check QR Code can be accessed through any browser stored on a mobile device or printed as a PDF, and is used by credential holders to confirm their vaccine credentials with administrators. This user guide is intended to walk the user through the process of creating a PocketCred account and credential upload process.

Required Documents:

Please save photos of the following before beginning.

- 1) CDC Card
- 2) Valid Photo ID
 - Passport, or Passport cards
 - Driver's licenses
 - State ID cards for non-drivers,
issued by a state's Department of Motor Vehicles
 - Company-issued ID cards
 - Native tribal cards

Register:

This section walks through the process of creating a PocketCred account.

- 1) Open the PocketCred Invitation email and open the link to the PocketCred website, highlighted in blue. This redirects you to the PocketCred website.
- 2) Select Register, located above the email box.
- 3) Complete the registration form and submit.
- 4) Verify your email by following the message prompts.
- 5) Select home. This redirects you to the home page, indicating successful registration.

Upload Credential:

This section walks through the process of uploading vaccine information for review by the administrator. Before beginning, take a photo or scan your CDC card and a valid photo ID to your device.

1. Log in to your PocketCred account
2. Reveal the side menu by selecting the hamburger icon in the upper left-hand corner.
3. Select My COVID Credential.
4. Select Confirm Credential.
5. Follow the prompts. Your progress is not saved, so it is recommended that the user saves a photo or scan of their CDC card and photo ID before beginning. (see above for [valid forms of photo ID](#))
6. The submission is tagged with a case number and sent to the administrator for review. To check the status of your submission or case number, you may navigate to My COVID Credential at any time.
7. Once your submission has been reviewed, you will receive an email notifying you of the update.
 - a. Credential Approved: Log back into your account and navigate to My COVID Credential to access your custom Health Check QR Code at any time. For offline use, download or print your Health Check QR Code. You may now present this QR Code to your administrator to securely validate your vaccination status.
 - b. Credential Denied: Review the comments as to why your submission was denied. Login to PocketCred and navigate to My COVID Credential to submit a new request.