

PERSONAL INFORMATION

HOW TO LOAD COVID19 PROOF OF VACCINATION UPDATED 11.16.21

CONSIDERATIONS

- Only load proof of vaccination after your final dose
- Acceptable forms of vaccination status based on Occupational Safety and Health Administration (OSHA) ETS (Emergency Temporary Standard):
 - Record of immunization from a healthcare provider or pharmacy;
 - A copy of the COVID-19 Vaccination Record Card;
 - A copy of medical records documenting the vaccination;
 - A copy of immunization records from a public health, state, or tribal immunization information system; or
 - A copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of healthcare professional or clinic site administering the vaccine.
- **UPLOADING FALSE DOCUMENTATION IS A VIOLATION OF AEO POLICY, SUBJECT TO APPROPRIATE DISCIPLINE, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. YOU MAY ALSO BE SUBJECT TO CRIMINAL LIABILITY FOR KNOWINGLY SUPPLYING FALSE DOCUMENTATION OR INFORMATION.**

ATTENTION

This guide is for informational purposes only and is meant to assist users complete certain tasks and actions in the NEST HRIS system. This guide does not constitute instruction or advice regarding underlying personnel decisions or AEO policies and procedures. If a user has questions or needs support regarding a personnel action or decision, please consult your manager, Human Resources or the Legal Department.

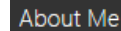
From AEO device or Desktop/Laptop Computer:
Navigate to **AEO2GO** and use your **SINGLE SIGN ON** to log in.

Or

- 1 From personal mobile device:
Navigate to **https://aao2go.com**, click **SSO Portal**, and use your **SINGLE SIGN ON** to log in (**If having issues logging into SSO from Personal Device contact helpdesk at 724-779-5678**)

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- 2 Click the **NEST** application. If you do not see it listed, click the All SSO Apps tab.

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- 3 Click **ABOUT ME** on Action Tool Bar on the Nest home page.



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- 4 Click the **DOCUMENT RECORDS** icon found under **QUICK ACTIONS**.



Click the **+ ADD** icon (on computer or iPad)

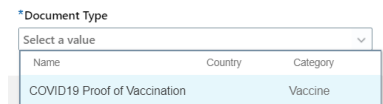


- 5 Or

Click the **+** icon (on mobile phone)



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- 6 Select **COVID19 PROOF OF VACCINATION** from the **DOCUMENT TYPE** dropdown.



*Document Type
Select a value
Name Country Category
COVID19 Proof of Vaccination Vaccine

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- 7 Type the **FINAL DOSE DATE** in the Final Dose Date field or use the calendar icon to select the correct date shown on your vaccination documentation.



*Final Dose Date
m/d/yyyy

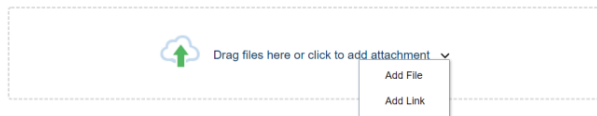
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HOW TO LOAD COVID19 PROOF OF VACCINATION UPDATED 11.16.21

Upload attachment displaying COVID19 Proof of vaccination. (Acceptable forms of vaccination status are listed at the top of this document)

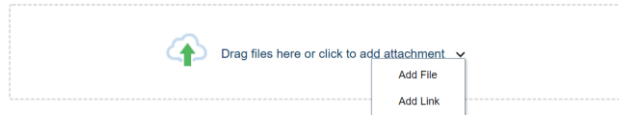
From Desktop/Laptop Computer:

Click the drop down arrow and select Add File, navigate to file, then click open once selected.



From iPad:

8 Click the drop down arrow and select Add File, Choose "Take Photo or Video" and take a picture of the document. Tap Use Photo.

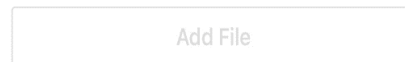


From mobile phone:

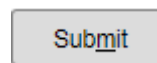
Click Add File.

Android: Choose "Camera" and take a picture of the document. Tap OK.

Apple: Choose "Take Photo or Video" and take a picture of the document. Tap Use Photo.



9 Click **SUBMIT** from the Upper right hand corner.



If having issues loading your documents or a document is loaded in error and needs removed, please contact Nest Support at 724-779-5678 option 5; option 3

If you have any questions/concerns about the collection of the Proof of COVID vaccination please contact the following:

- Stores: Contact your District Team Leader or ER Specialist
- Corp/DC's: Contact your HR Partner