



# COVID-19 Vaccination

## VAXn8 Online Portal / App Quick Guide

This guide has been designed to help managers and supervisors handle queries in relation to the new Downer VAXn8 online portal / app.

As the New Zealand Government's COVID-19 national vaccination roll-out strategy progresses, it is essential for organisations like Downer to capture the vaccination status of its workers.

The Government will look to ease restrictions and move to a phase of 'opening up' and living with COVID-19 as endemic as larger percentages of the population are vaccinated. As such, vaccinated individuals are likely to have greater freedom in both work and social settings.

Capturing the vaccination status of workers will allow Downer to continue to deliver services for our customers safely and fulfil our contractual obligations.

### VAXn8 application

VAXn8 is Downer's online vaccination record application used to securely capture COVID-19 vaccination status/certificates of workers. The application is compatible with mobile devices and can be accessed by scanning the QR code below or using this link [www.VAXn8.downergroup.com](http://www.VAXn8.downergroup.com)



### Protecting employee's privacy

Downer is committed to protecting our employees' privacy. The information uploaded to the portal will be securely stored and only accessible by approved members of Downer's Human Resources and Zero Harm teams.

Only vaccination status/certificates of workers are required, other information regarding the individual's health conditions will not be required. The information will be kept in a secure and confidential location, in line with our vaccination procedure.

*Note: Downer is not currently mandating COVID-19 vaccinations for our broader workforce. However, where a Government, industry or customer requirement exists, Downer will adopt*



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*this requirement and non-vaccinated workers might be prevented from attending those workplaces. Downer strongly encourages its workers to have the vaccination when it is available to them, after they receive advice on risks and benefits from a suitably qualified health professional.*

## VAXn8 employee and manager requirements

Managers and employees are to familiarise the actions required by them to comply with:

- Public health orders
- Work health and safety laws
- Our agreements and contracts with customers.

### Employees should:

- Download a copy – of their Vaccine Pass. All details about how to get their vaccination certificate can be found [here](#).
- Familiarise themselves with their employee number. If they do not know their employee number, they can find it:
  - By locating the employee number on your payslip
  - By using Activate
  - Or using the Need Help? button in the VAXn8 portal, and requesting your employee number

### Managers should:

- Ensure employees have access the QR code to upload their vaccination status.
- Be aware that if there is any issue with the App, you can email [vaxn8@downer.co.nz](mailto:vaxn8@downer.co.nz)
- Familiarise yourself with the VAXn8 FAQs and requirements for employees to comply with this request.
- Where employees raise concerns, listen to their concerns, however, if you are not sure of the answer please get in contact with your HR Business Partner.

## Employee assistance programme

Like all changes this may create concern for some people, don't hesitate to reach out for [Employee Assistance Programme \(EAP\)](#) support if required. For 24 hour, 7 days a week confidential support, contact: EAP Services on 0800 327 669 or at [www.eapservices.co.nz](http://www.eapservices.co.nz)




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## How to upload documents

**Step 1:** If you have already attempted to upload your vaccination status through VAXn8, please [click here](#) and login to confirm you have correctly attached your vaccination certificate. If you have correctly attached your certificate, you will see this view in the portal, displaying the name of the document you attached:

Country: AU
Employee: <input type="text"/>
Vaccination: Two shots taken, last shot date 04/11/2021
Attachments: RS-Logo.jpg; 01-9_Mobile Preliminary List of people to notify.png

If you **have not** correctly attached your certificate, you will see this view in the portal:

	<b>Covid-19 Vaccine Tracker</b>
Country: AU	
Employee: <input type="text"/>	
Business unit: <input type="text"/>	
Vaccination: Two shots taken, last shot date 07/08/2021	

**Step 2:** If you need to add an attachment, find and select the file to be uploaded. The name of the attachment will appear in the attachment box. Attachments should only be saved in any the following three file formats: **PDF, JPEG or PNG.**



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Second shot date \*

8/8/2021

Employee comment

Pfizer

Add attachments (vaccine certificate, cards, medical exemption certificates etc)

Covid Vaccination Certificate John Smith.pdf  Upload

CLICK ON UPLOAD TO ADD A SELECTED FILE TO THE FORM

NOTE: File attachment is mandatory

**Submit**

**Step 3:** Make sure you hit the **Upload** button. This will ensure the document is attached to your submission.



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Second shot date \*

8/8/2021

Employee comment

Pfizer

Add attachments (vaccine certificate, cards, medical exemption certificates etc)

Covid Vaccination Certificate John Smith.pdf  Upload

CLICK ON UPLOAD TO ADD A SELECTED FILE TO THE FORM

NOTE: File attachment is mandatory

Submit

**Step 4:** Confirm the attachment has been **uploaded**, then hit **Submit**.

Add attachments (vaccine certificate, cards, medical exemption certificates etc)

Upload

CLICK ON UPLOAD TO ADD A SELECTED FILE TO THE FORM

NOTE: File attachment is mandatory

Covid Vaccination Certificate John Smith.pdf X

Submit

If you require assistance uploading your vaccination certificate or medical exemption, please email [VAXn8@Downergroup.com](mailto:VAXn8@Downergroup.com) or speak to your manager or local HR representative.

**Please note:** Before uploading your vaccination status, you will be required to download a copy of your digital vaccination certificate, Immunisation History Statement or International COVID-19

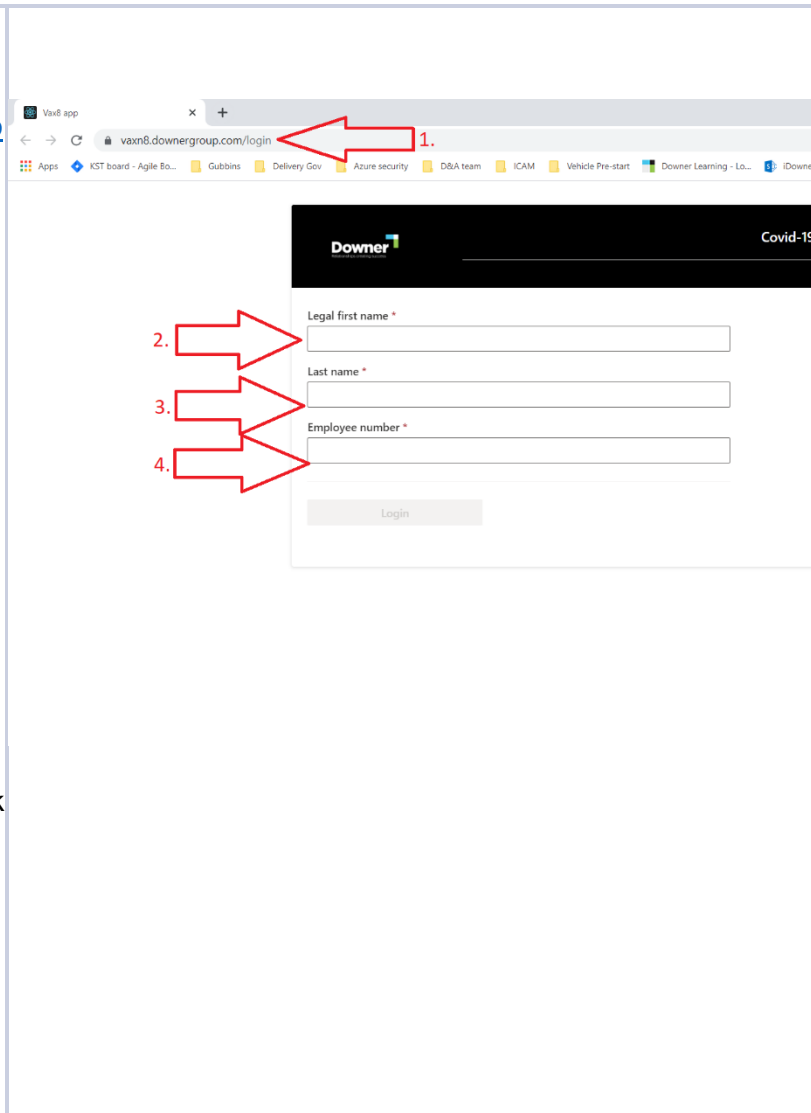


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Vaccination Certificate from your MyGov account. Information on how to access this can be found here: [proof of vaccination](#).

## How to use the app

1. Use the QR code above to access the app or go to <https://vaxn8.downergroup.com/>  
  
- the padlock symbol in the address bar indicates that you have reached a secure connection.  
  
Access on your smart phone, or via a desktop.
2. Enter your first name.
3. Enter your last name.
4. Enter your Employee Number. This can be found on your payslip, or via Activate.  
  
Click link for [Guidance on how to find your Employee Number](#), or ask your HR partner.
5. If anything fails; hit the @ Need Help ? icon which will raise an email to [VAXn8@downer.co.nz](mailto:VAXn8@downer.co.nz)





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6. Click Login to reveal the verification code request.

Downer Covid-19

Legal first name \*  
Clive

Last name \*  
Higgins

Employee number \*  
N43567

Login

7. Verification code stage.

If the system recognises you, it will display your mobile phone number or email address.

If the system doesn't recognise you, please contact your HR Partner or click the need help link.

Hit Send verification code.

Downer Covid-19

Legal first name \*  
Clive

Last name \*  
Higgins

Employee number \*  
N43567

+64-XXXX-XX-9994

Send verification code



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8. Enter verification code that was emailed or sent to you via SMS. It will be six integers.

**NB the code only lasts 8 minutes.**

Click the blue Verify button.

9. After your verification code is accepted.

The next stage is to read the privacy statement (linked in blue).





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<p>10. You are now in the app. Enter your date of birth and preferred email address for ongoing communications from the Vaxn8 app.</p> <p>If you are in the queue for a first vaccination, then</p>	



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click the blue Submit button.

This will create your vaccination record.

The screenshot shows two browser windows from the Vax8 app. The top window displays the 'Covid-19' form for Clive Higgins. The form includes fields for 'Employee: Clive Higgins [ No N43567 ]' and 'Business unit: AS Industrial L4'. Under 'Your current vaccination status \*', the 'Zero shots' option is selected. Other options are 'One shot', 'Two shot', 'Booster', and 'Exemption'. There is a text area for 'Comment (vaccine info (Pfizer, Astrazeneca etc))' and an 'Add attachments' section with an 'Upload' button. A blue 'Submit' button is at the bottom. The bottom window shows the success page with a green checkmark and the message: 'Your vaccination record has been created'.



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When you have had your first vaccination. Re-enter the app and select 'One shot'. Select the date of the shot and feel free to add comments.

The screenshot shows the Vax8 app interface. At the top, it says 'Your current vaccination status \*'. There are four buttons: '0.0 Zero shots', 'One shot', 'Two shot', and 'Booster'. The 'One shot' button is selected and highlighted with a red circle and a red arrow labeled '10.'. Below this is an 'Exemption' button. Underneath is a date picker for 'First shot date \*'. The calendar is set to September 2021, and the 20th is selected with a red arrow. Below the calendar is a text box for 'Comment (vaccine info (Pfizer, Astrazeneca etc))' with 'Pfizer' entered. There is also an 'Add attachments' section with an 'Upload' button and a 'Submit' button at the bottom.

**11.** Take a photo or scan your vaccine certificate / card, and add as an attachment.

To add attachment click into the empty box and this will allow you to find the relevant attachment. Once the file name shows in the box then click the Upload button.

The screenshot shows the Vax8 app interface. At the top, it says 'Your current vaccination status \*'. There are four buttons: '0.0 Zero shots', 'One shot', 'Two shot', and 'Booster'. The 'Booster' button is selected and highlighted with a blue border. Below this is an 'Exemption' button. Underneath is a 'Vaccine \*' section with radio buttons for 'Pfizer', 'Astrazeneca', 'Moderna', and 'Other'. Below that is a 'Booster date \*' field with '25/11/2021' entered. There is an 'Employee comment' field with 'booster 25Nov' entered. Below that is an 'Add attachments (vaccine certificate, cards, medical exemption ce etc)' section with a text box containing 'roof 1.png' and an 'Upload' button. A red arrow labeled '11.' points to the 'Upload' button. At the bottom is a 'Submit' button.



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12. Click the Upload button.

The screenshot shows a web form for recording a COVID-19 vaccination. At the top, there are four buttons: 'Zero shots', 'One shot', 'Two shot', and 'Booster'. Below these is an 'Exemption' button with an information icon. The 'Vaccine' section has radio buttons for 'Pfizer', 'Astrazeneca', 'Moderna', and 'Other'. The 'Booster date' field contains '25/11/2021'. The 'Employee comment' field contains 'booster 25Nov'. Below this is an 'Add attachments' section with a text input field, an 'Upload' button, and a list of files. A file named 'roof 1.png' is listed with a green background and a close button. A red arrow points to the 'Upload' button, and another red arrow points to the 'roof 1.png' file. At the bottom is a blue 'Submit' button.



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**13.** The attachment will upload against your record.

Click Submit (the blue button).

Zero shots   One shot   Two shot   **Booster**

**Exemption**

**Vaccine \***

Pfizer

AstraZeneca

Moderna

Other

**Booster date \***

25/11/2021

**Employee comment**

booster 25Nov

**Add attachments (vaccine certificate, cards, medical exemption certificates etc)**

Upload

CLICK ON UPLOAD TO ADD A SELECTED FILE TO THE FORM

roof 1.png X

**Submit** 13.

Repeat the process for your second shot and booster if required.  
Or select Exemption and upload the related certification.

Page Break

**Guidance on how to find your Employee Number**

On your payslip.



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## UNDERSTANDING YOUR NEW PAYSリップ (Wages)

**Downer**  
Relationships creating success

DOWNER EDI WORKS PTY LTD  
ABN : 66008709608

**Your Employee number.**  
Downer, Mr. Jake  
1 Orchard Drive  
Baulkham Hills NSW 2153

**Gross earnings before deductions**

**Take home pay**

Paypoint	NSW Silverwater
Period Date	23-AUG-2015 - 29-AUG-2015
Pay Date	01-SEP-2015

Employee Number	1000123	Location	NSW Silverwater
Grade	NSW Silverwater Sydney Ops AWU Asphalt4	Job	Production Operator
Base Rate	36.45	Position	Production Leading Hand.15531

Or find it in Activate.

Users > Clive Higgins

Clive Higgins

Details Organisation Roles Distribution Lists Services Assets Folder Access

Update Delegate Approvals Favorites Order Services Distribution Lists Folder Access Show Advanced

First Name	Clive	Display Name	Clive Higgins
Last Name	Higgins	Email	Clive.Higgins2@downer.co.nz
Login Name	Clive.Higgins2	Title	IT Business Analyst
Cost Centre	92021	Department	92021 - ITG PMO Projects
Employee ID	1055118	Location	Kerrs Rd - Wiri

Phone Details

Direct Dial		Extension	
Mobile	027 207 9994	Fax	

Address Details

Street	130 Kerrs Rd, Wiri
PO Box	Private Bag 93325, Otahuhu 1640, Auckland