Entering a flu vaccination received outside of an RRH flu vaccination clinic or Employee Health Office

Please use the entry form for declination; this way, you can indicate that you decline to receive the flu vaccination from an RRH flu clinic or from the Employee Health Office because you already were vaccinated elsewhere. Follow these steps:

1. **Access WorkReady’s Enterprise Health employee portal:**
   a. Open the RRH Intranet.
   b. Click on the WorkReady’s **Enterprise Health Tile** on the upper right hand side of the home screen.
   c. Click **Continue** on the next screen.
   d. Or [Click Here](#) to access the portal directly.
   e. Click on the top Login option and use your RRH username and password.
2. Select **Message Center**.
3. Select additional forms.

4. Next to Influenza Declination Form select begin.
5. Select “Yes” that you have read influenza education. This should have been supplied to you where you received your vaccination.

6. If you have already received the vaccine:
   a. Select the option “Already had flu vaccine this season.”
   b. Enter the date of the vaccination.
   c. Upload a picture showing the vaccination.
7. Select “I decline the vaccine” and then select Submit.
   a. You are declining getting the flu vaccination at one of the RRH flu vaccination clinics or in an Employee Health Office—not the actual flu vaccination.

   ![DECLINATION CONFIRMATION]

8. After a few seconds you will be directed back to the main Portal page.
   a. To Sign Out, click on your name and select Sign Out at the bottom of the menu.