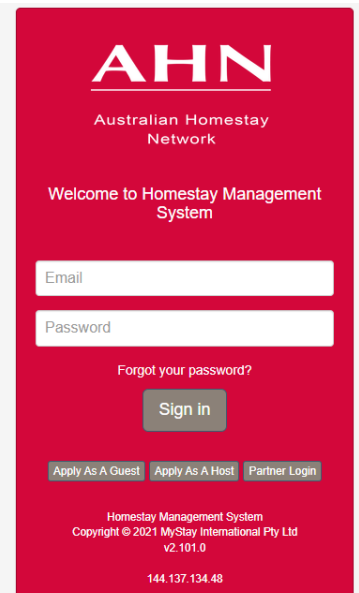
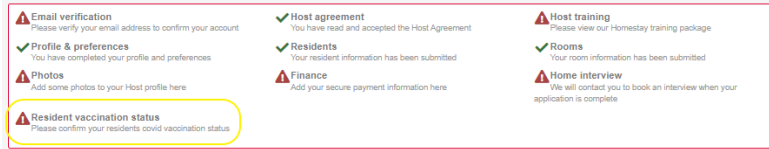


How to Update your Residents' Vaccination Status with AHN

1. Log in to the Homestay Management System (HMS) via <https://au.homestaynetwork.org/login> (click Forgot Password and enter your email

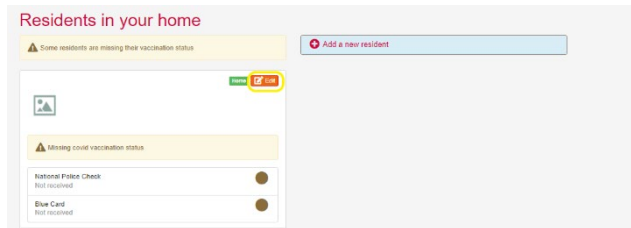


2. On your Host Dashboard click on Resident Vaccination Status in the red box.



3. From the resident screen you can review each Resident in your home and if needed, add additional Residents.

4. Click on the Edit button next to the first resident you need to update.



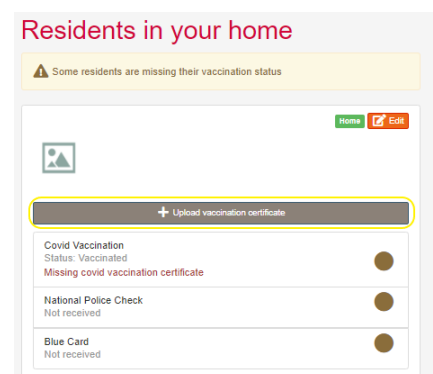
5. Scroll down to Update the Covid Vaccination Details for that specific resident. Enter the status (Vaccinated, Unvaccinated or Exempt) and if applicable, enter the first and second dose dates.

- **Vaccinated:** Select this status if you have had at least one dose of an approved vaccine, you will be prompted to add the vaccination dates. If you have had both doses of vaccine you will need to upload your vaccination certificate as per steps 7 and 8.
- **Unvaccinated:** Select this status if you have not received any dose of an approved vaccine. If you do not intend to be vaccinated, please choose this option.
- **Exempt:** Select this option if you have a valid exemption certificate. You will be required to upload a copy of the certificate as per steps 7 and 8.

6. Press save once all the information has been supplied.

7. Click on the "+ Upload Vaccination Certificate button".

8. Attach your COVID-19 Digital Certificate (or Exemption Certificate) and click Upload.



9. Repeat steps 4 through 7 for each resident.

If you have any questions, please contact your local [AHN Office](#).