How to Update your Residents' Vaccination Status with AHN

Log in to the Homestay Management System (HMS) via 1.

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.

Email verification Please verify your email address to confirm your account	✓ Host agreement You have read and accepted the Host Agreement	Host training Please view our Homestay training package
Profile & preferences You have completed your profile and preferences	Your resident information has been submitted	✓ Rooms Your room information has been submitted
Add some photos to your Host profile here	Add your secure payment information here	We will contact you to book an interview when your annination is complete
Resident vaccination status Please confirm your residents covid vaccination status		аррионност са чистрова

- From the resident screen you can review each Resident in your home and if needed 3 additional Residents.
- Click on the Edit button next to the first resident you need to update. 4.

Some residents are missing their vaccination status		Add a new resident	
Missing covid vaccination status			
National Police Check	•		
Not received	_		

- Scroll down to Update the Covid Vaccination Details for that specific 5. 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.
- Click on the "+ Upload Vaccination Certificate button". 7.
- 8. Attach your COVID-19 Digital Certificate (or Exemption Certificate) and click Upload.

Upload Vaccination Certificate		
File		
Choose file	COVID-19 Digital Certificate 20211011.pdf	
Vpload		

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Repeat steps 4 through 7 for each resident. 9.

If you have any questions, please contact your local AHN Office.

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