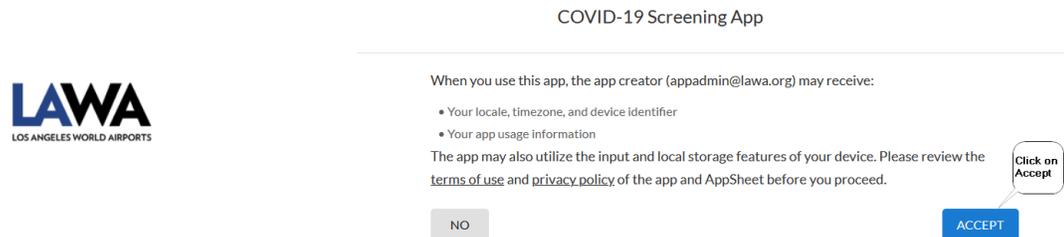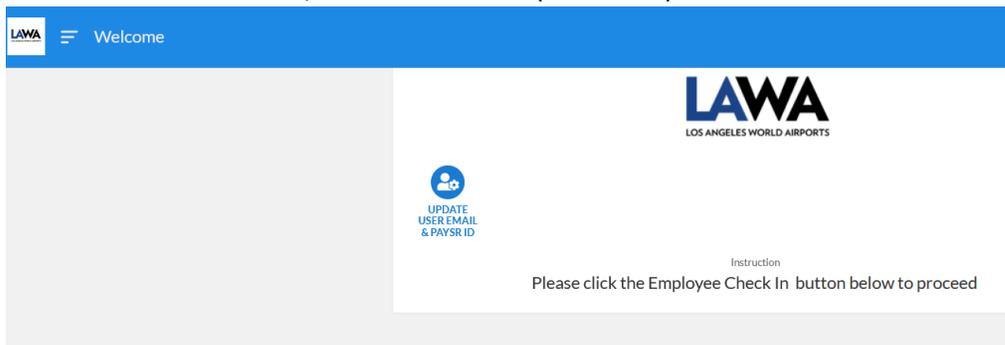# Setup
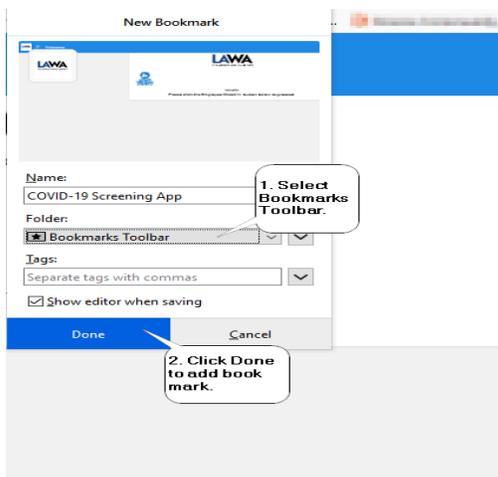
1. Copy the COVID-19 Screening App URL link provided in the email and paste in URL address box of your browser (For **best user experience** please use **Firefox/Microsoft Edge/Chrome**)

2. Click "Accept" on the Disclaimer screen.

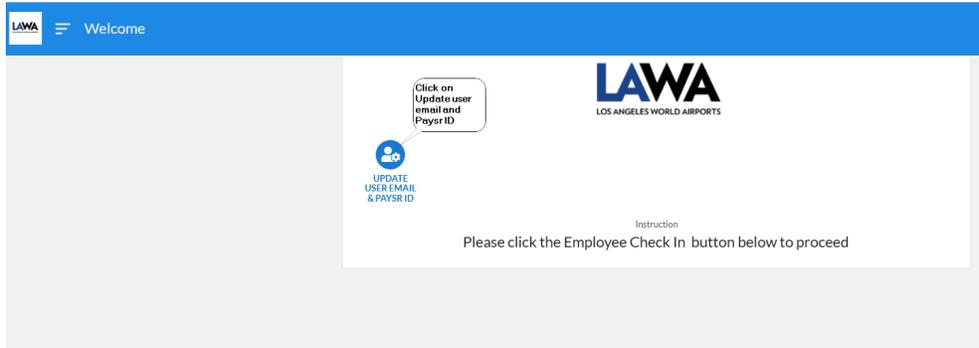3. At the User Home Screen, create a short cut (Control -D)

4. In the Bookmark box select "Bookmarks Toolbar" for easy access, then "Done" to complete.
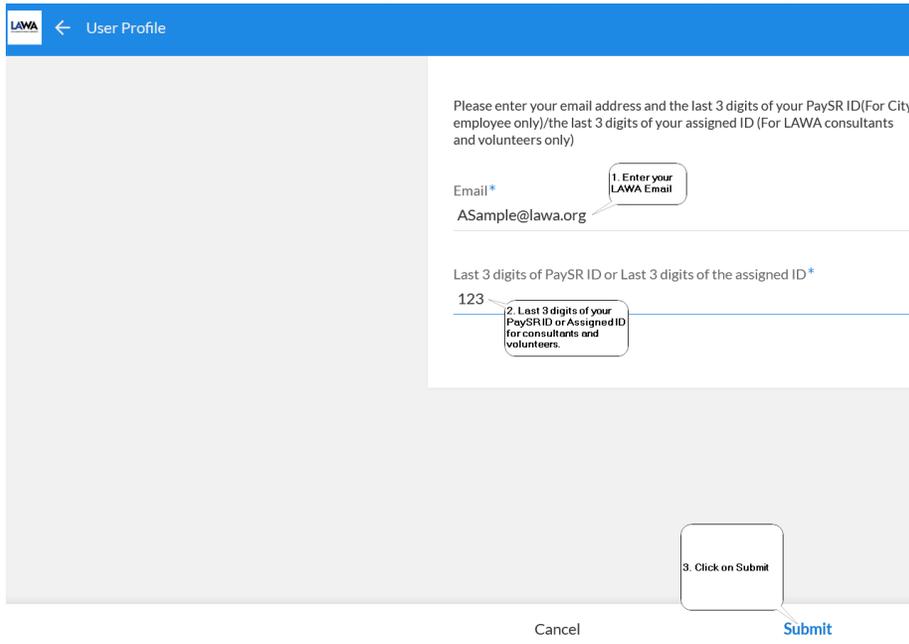

5. On the Welcome Screen Click on "Update User Email and PAYSR ID"

6. Put in your Lawa Email, last 3 digits of your PaySR number (or assigned ID) and the click "Submit".
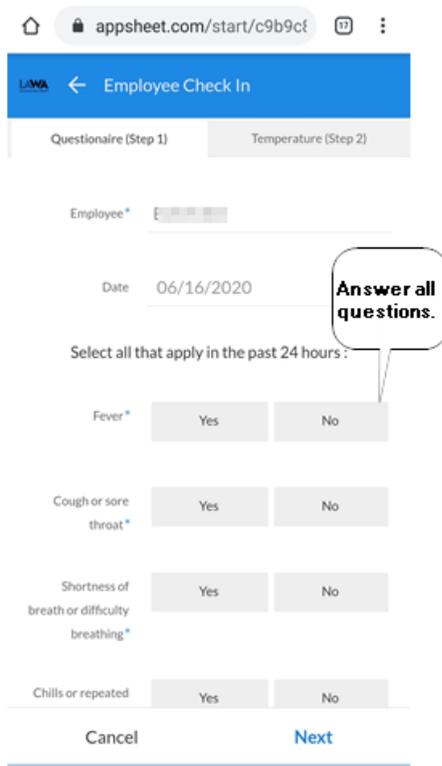

7. You have completed setting up the application.

Submitting a Check-In

1. At the "Welcome" screen. Click on the "Employee Check In" to begin health questionnaire. (For **best user experience** please use **Firefox/Microsoft Edge/Chrome**)
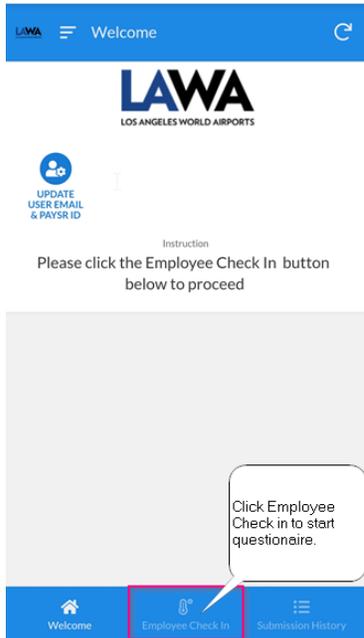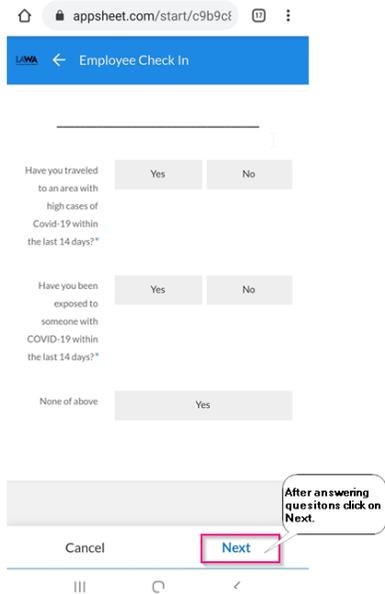

2. Click Answer Yes or No to all Symptoms and Activities on Questionnaire (Step 1).
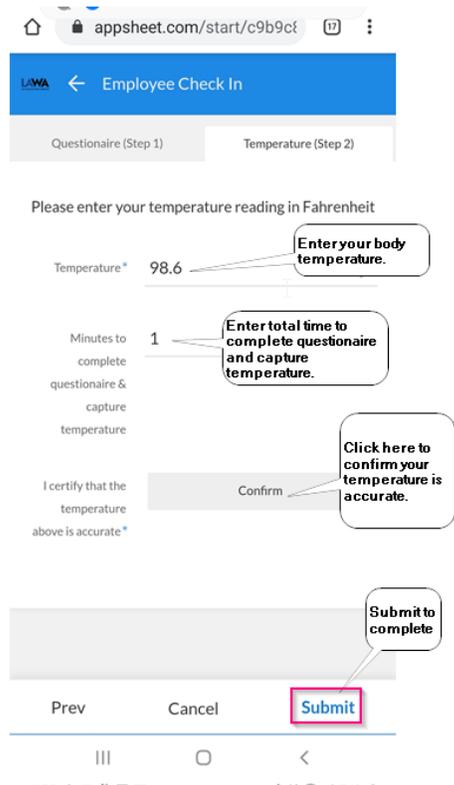
3. Continue scrolling down the screen to complete 12 questions on Questionnaire (Step 1).

4. Questionnaire (Step 2) enter your body temperature and approximate time it took you to complete questions.
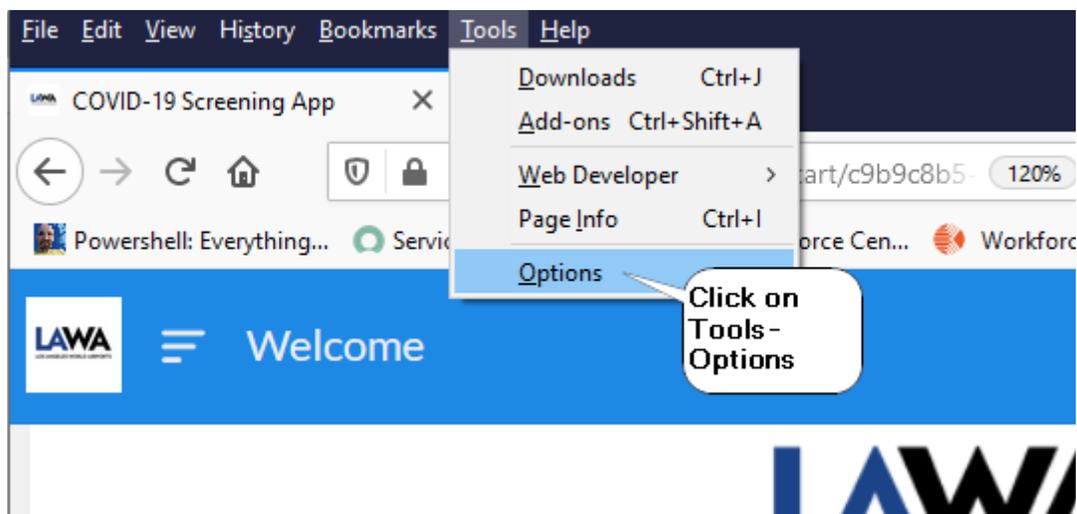
5. Pass/Fail result will appear on your screen and will be emailed to your LAWA email address.
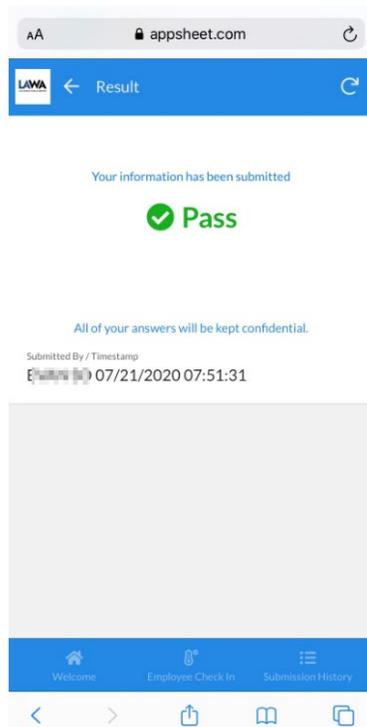
*Note for those sharing a computer to submit their COVID-19 Screening, we **recommend** clearing the browser cache to **protect** your sign in authentication. Following instructions is for Firefox

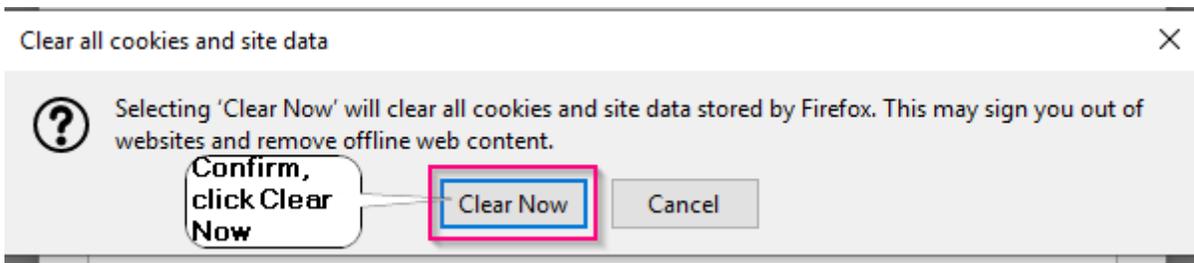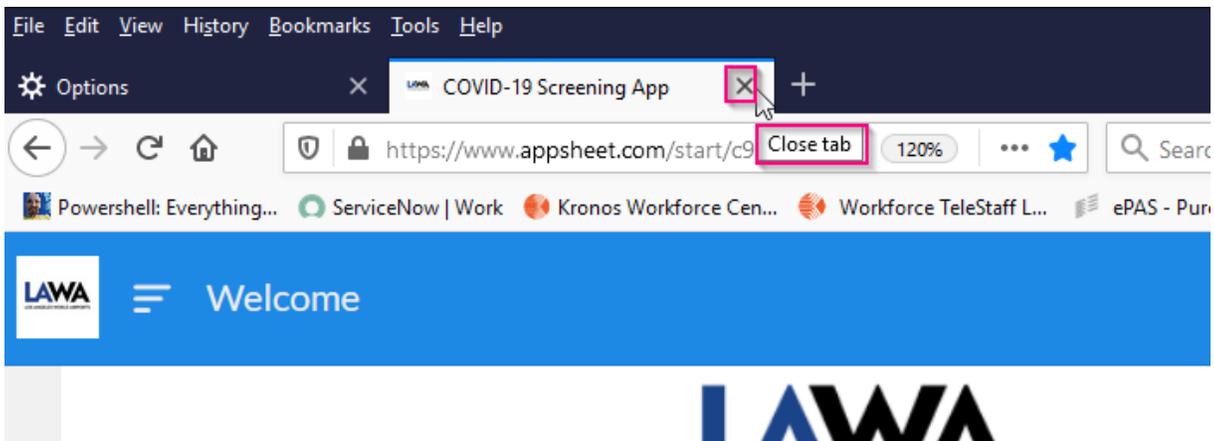1. From the Tool Bar of the browser click on Tools ➔ Options

2. On the left panel click on the Privacy & Security, look for the Cookies and Site Data section, then click on "Clear Data".
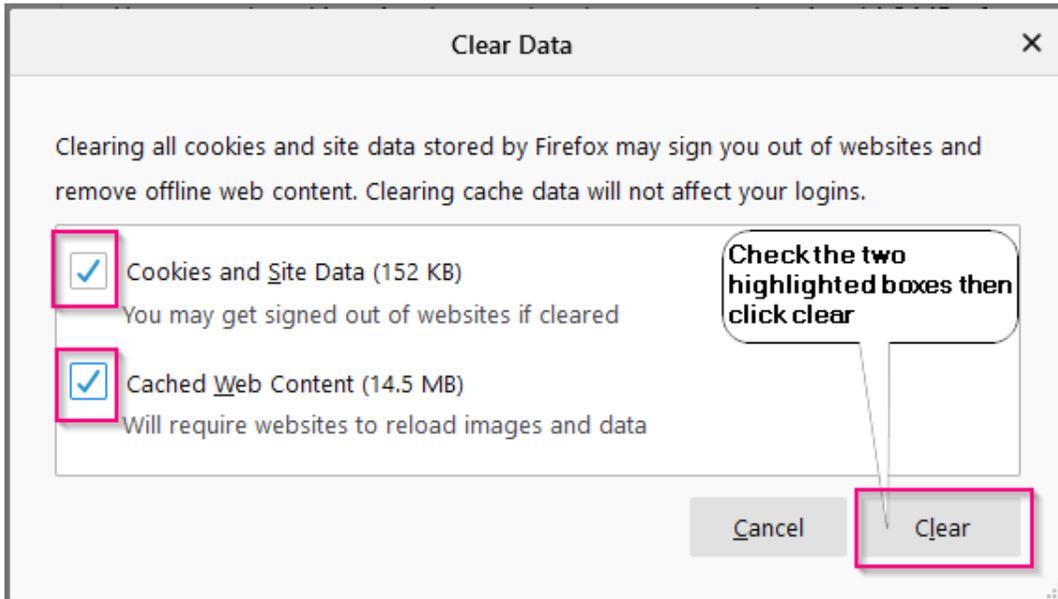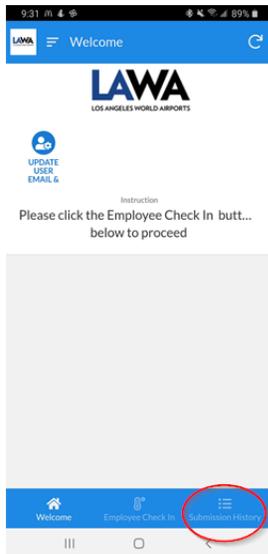

3. Confirm clearing the Cookies and Site Data

4. Close the COVID-19 Tab on your browser.

Reviewing your past Check-In

1. At the "Welcome" screen click on the Submission History. (For **best user experience** please use **Firefox/Microsoft Edge/Chrome**)

2. Up to 14 days of submission history results can be displayed.