

Step by Step

How to Upload your COVID Vaccination Card

1

Once you've registered, look for an email from NOVIR with the subject "Welcome join Novir INSTAPass!" within 48 hours. You may need to check your other and/or junk email folders.

2

Complete the hyperlinked survey and upload your vaccination card.

3

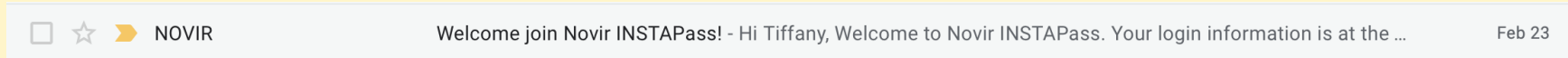
After your submission has been reviewed by our third party vendor NOVIR, you'll see an email from NOVIR with the subject "Your check in request status changed!".

4

Open the email, and click the "VIEW MY PASS" button to view and save your pass.

Step One

Once you've registered, look for an email from NOVIR with the subject "Welcome join Novir INSTAPass!" within 48 hours. You may need to check your other or junk email folder.



When you open the email, you'll see this message populated with your name, username, and temporary password. Click the hyperlink.

A screenshot of the email body content. At the top, there is a dark blue header with the INSTAPass logo (a white circle containing a stylized 'i' and 'P') and the text "INSTAPass DIGITAL HEALTH PASSPORT By Novir". Below the header, the text reads: "Hi Tiffany, You'll see your name here." followed by "Welcome to Novir INSTAPass. Your login information is at the bottom of this email. Please use the below customized url/link to complete your registration for Central States Communication Association." Then, "Click this link or copy and paste it into your web browser." is followed by "You'll see a hyperlink here." and a yellow button with the text "CLICK HERE" and a mouse cursor icon. Below this, there are two paragraphs of instructions: "If for some reason, you are not certain where to click after you are logged in simply click the link again which will start you at the beginning." and "If the link above does not work for you for any reason, Please just login directly to novirinstapass.com (link below) from any web browser and follow these simple steps." This is followed by "CLICK-My Access, then CLICK-Check In, then search for Central in the location search. Select the location to continue and complete." Then, "Novir INSTAPass account has been created and you are now linked as a/n GVP User to at 'Central States Communication Association'." Below this, it says "Username: You'll see your email address here." and "Temporary password: You'll see a temporary password here." At the bottom, there is a dark blue button with the text "LOGIN". At the very bottom, there is a small line of text: "If you have problems using the above button, click here".

Step Two

Complete the hyperlinked survey and upload your vaccination card.



Note: Please wait to test/post your negative test result until the week of the convention if you are planning to provide a negative test result rather than a vaccination card.

Step Three



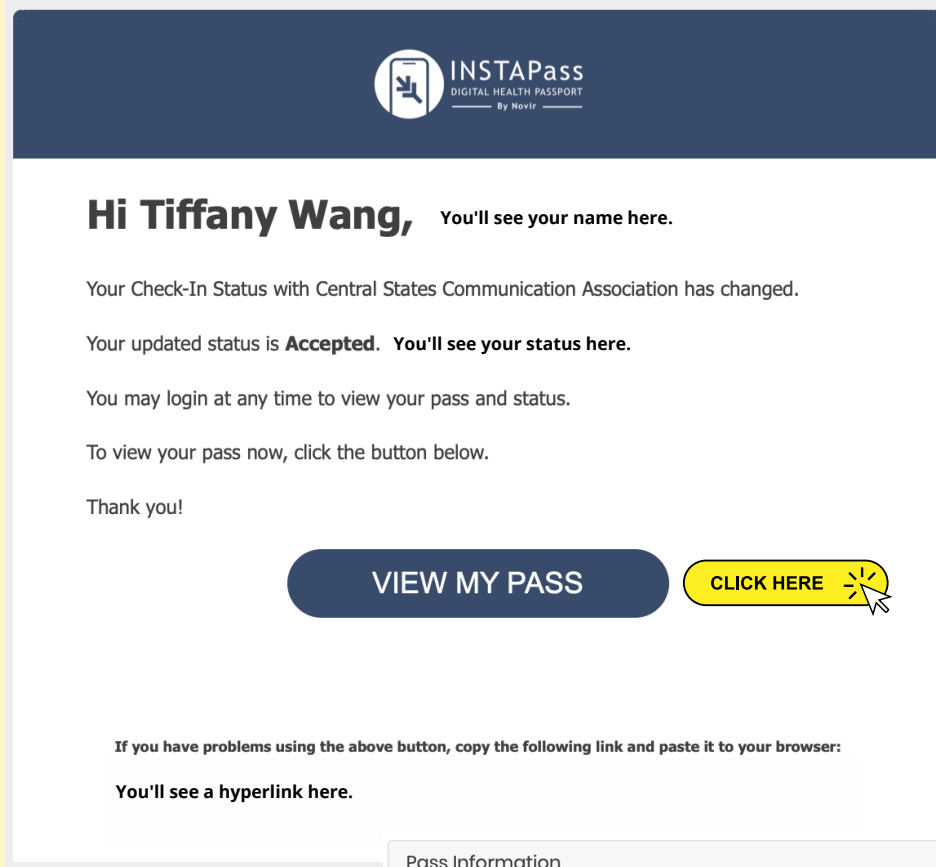
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☐ ☆ ➤ NOVIR

Your check in request status changed! - Hi Tiffany Wang, Your Check-In Status with Central States Commun...

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Step Four



When you open the email, you'll see this message populated with your name and updated status. You can click the "VIEW MY PASS" button to view and save your pass.

Please print a copy of your pass or save a digital copy of your pass to your phone.

