

Vaxn8 app – How to guide



1. Use the QR code above to access the app or go to

<https://vaxn8.downergroup.com/>

- the padlock symbol in the address bar indicates that you have reached a secure connection.

Access on your smart phone, or via a desktop.

2. Enter your first name.
3. Enter your last name.
4. Enter your Employee Number. This can be found on your payslip.

Click link for [Guidance on how to find your Employee Number](#), or ask your HR partner.

5. If anything fails; hit the @ Need Help ? icon which will raise an email to VAXn8@downergroup.com

The screenshot shows a web browser window with the address bar displaying 'vaxn8.downergroup.com/login'. A red arrow labeled '1.' points to the address bar. The page title is 'Covid-19 Vaccine Tracker'. The login form has three input fields: 'Legal first name *', 'Last name *', and 'Employee number *'. Red arrows labeled '2.', '3.', and '4.' point to these fields respectively. Below the fields is a 'Login' button. A red arrow labeled '5.' points to the '@ Need help ?' link at the bottom right of the form.

Vaxn8 app – How to guide



6. Click Login to reveal the verification code request.

The screenshot shows the Vaxn8 app login page. The form has three fields: 'Legal first name' with the value 'Clive', 'Last name' with the value 'Higgins', and 'Employee number' with the value 'N43567'. A red arrow points to the 'Login' button.

7. Verification code stage.

If the system recognises you, it will display your mobile phone number or email address.

If the system doesn't recognise you, please contact your HR Partner.

Hit Send verification code.

The screenshot shows the Vaxn8 app verification code stage. The form has three fields: 'Legal first name' with the value 'Clive', 'Last name' with the value 'Higgins', and 'Employee number' with the value 'N43567'. A red arrow points to the 'Send verification code' button.

Vaxn8 app – How to guide



8. Enter verification code that was emailed or sent to you via SMS. It will be six integers.

Click the blue Verify button.

The screenshot shows the Vaxn8 app login page in a web browser. The browser tabs show 'Vaxn8 app' and the address bar shows 'vaxn8.downergroup.com/login'. The page has a black header with the 'Downer' logo and 'Covid-19 Vaccine Tracker'. The form fields are: 'Legal first name' (Clive), 'Last name' (Higgins), 'Employee number' (N43567), and 'Code' (123456). Below the code field is a blue 'Verify' button and a 'Cancel' button. A message above the code field says 'We have sent a verification code. Please enter it to sign in'. A link for 'Need help?' is at the bottom right.

9. After your verification code is accepted.

The next stage is to read the privacy statement (linked in blue).

The screenshot shows the Vaxn8 app login page in a web browser. The browser tabs show 'Vaxn8 app' and the address bar shows 'https://vaxn8.downergroup.com/login'. The page has a black header with the 'Downer' logo and 'Covid-19 Vaccine Tracker'. The form fields are: 'Legal first name' (Clive), 'Last name' (Higgins), and 'Employee number' (N43567). Below the employee number field is a message: 'Downer is required to comply with its obligations under public health orders and directions of each State and Territory, work health and safety laws, and its agreements and contracts with customers. To facilitate these purposes, we are collecting your personal information. The information that we will collect, and how we will use, handle and store it. In order to continue you need to consent to our collection, use and handling of your personal information'. Below this message is a blue link 'Read Privacy Statement'.

Vaxn8 app – How to guide



10. You are now in the app.

If you are in the queue for a first vaccination, then click the blue Submit button.

This will create your vaccination record.

The image shows two screenshots of the Vaxn8 app interface. The top screenshot is the login page at <https://vaxn8.downergroup.com/login>. It displays a privacy policy overlay with sections: "How your information is stored", "You can access or correct your information", and "Complaints". At the bottom of the overlay are two buttons: "I need to think about" and "I confirm that I have read the privacy policy". A red arrow points to the "I confirm that I have read the privacy policy" button. The bottom screenshot shows the "Covid-19 Vaccine Tracker" form. It includes fields for "Employee: Clive Higgins [No N43567]" and "Business unit: A5 Industrial L4". Under "Your current vaccination status *", there are four options: "0.0 Zero shots" (selected), "One shot", "Two shot", and "Booster". There is also an "Exemption" option. Below these are fields for "Comment (vaccine info (Pfizer, AstraZeneca etc))" and "Add attachments (vaccine certificate, cards, medical exemption certificates etc)". At the bottom is a blue "Submit" button.

Vaxn8 app – How to guide



When you have had your first vaccination. Re-enter the app and select 'One shot'. Select the date of the shot and feel free to add comments.

The screenshot shows the Vaxn8 app interface in a web browser. The URL is vaxn8.downergroup.com/success. The page displays a green checkmark and the message: "Your vaccination record has been created".

The screenshot shows the Vaxn8 app interface in a web browser. The URL is vaxn8.downergroup.com. The page displays the "Your current vaccination status" form. The form includes a status selector with options: "Zero shots", "One shot" (selected), "Two shot", "Booster", and "Exemption". A red arrow points to the "One shot" option, which is labeled "10.". Below the status selector is a "First shot date" calendar. A red arrow points to the date "20" in the calendar. Below the calendar is a "Comment (vaccine info (Pfizer, AstraZeneca etc))" text box. A red arrow points to the text box, which contains the text "Pfizer". Below the comment box is an "Add attachments (vaccine certificate, cards, medical exemption certificates etc)" section with an "Upload" button. At the bottom of the form is a "Submit" button.

Vaxn8 app – How to guide



11. Take a photo or scan your vaccine certificate / card, and add as an attachment.

The screenshot shows the Vaxn8 app interface. At the top, there's a navigation bar with various icons. Below it, the 'Your current vaccination status' section shows '0.0 Zero shots' and buttons for 'One shot', 'Two shot', and 'Booster'. The 'First shot date' section has a calendar for September 2021. Below the calendar is a 'Comment (vaccine info (Pfizer, Astrazeneca etc))' text area. The 'Add attachments (vaccine certificate, cards, medical exemption certificates etc)' section has an input field and an 'Upload' button. A red arrow labeled '11.' points to the input field.

12. Click the Upload button.

This screenshot is identical to the previous one, but with a red arrow labeled '12.' pointing to the 'Upload' button in the 'Add attachments' section. The input field now contains the text '11.jpg'.

Vaxn8 app – How to guide



13. The attachment will upload against your record.

Click Submit.

The screenshot shows the Vaxn8 app interface. At the top, there's a navigation bar with various icons. The main section displays 'Your current vaccination status' with options for 'Zero shots', 'One shot', 'Two shot', and 'Booster'. Below this is a calendar for 'First shot date' with a date picker set to September 2021. There's a text input field for 'Comment (vaccine info (Pfizer, AstraZeneca etc))' with 'Pfizer' entered. At the bottom, there's a section for 'Add attachments (vaccine certificate, cards, medical exemption certificates etc)' with an 'Upload' button. A red arrow points to the 'Add attachments' button, labeled '13.'.

Repeat the process for your second shot and booster if required.

Or select Exemption and upload the related certification.

Guidance on how to find your Employee Number

UNDERSTANDING YOUR NEW PAYSHEET (Wages)



The screenshot shows a Downer paysheet. At the top, there's a header with the Downer logo and 'Relationships creating success'. Below this, there's a section for 'Your Employee number.' with a box containing '1000123'. To the right, there's a section for 'Gross earnings before deductions' with a box containing '1000123'. Further right, there's a section for 'Take home pay' with a box containing '1000123'. Below these sections, there's a table with employee details:

Employee Number	1000123	Location	NSW Silverwater
Grade	NSW Silverwater Sydney Ops AWU Asphalt4	Job	Production Operator
Base Rate	36.45	Position	Production Leading Hand.15531

Annotations with green boxes and arrows point to the 'Employee Number', 'Gross earnings before deductions', and 'Take home pay' fields.