



OADN 2021 CONVENTION
CB Real Vaccination ID
Order & User Guide

Thank you for your interest in ordering a Real Vaccination ID for the upcoming OADN 2021 Convention.

PLACING AN ORDER

1. To place your **Real Vaccination ID** order, please visit: <https://realvaccinationid.com/OADN2021>.
2. Once you navigate to the site, please select **one of three "Register"** buttons that applies to you in order to proceed to the package review screen.



Looking to move beyond 2020 at the OADN Convention in Austin?

We give you the power.

All attendees and vendors must prove their vaccination status prior to entry. Claim your no-cost CB Real Vaccination ID courtesy of OADN now.

Attendee

I plan on attending the annual 2021 OADN convention in Austin, TX.

REGISTER AS ATTENDEE

Virtual Attendee

I plan on virtually attending the annual 2021 OADN convention in Austin, TX.

REGISTER AS VIRTUAL ATTENDEE

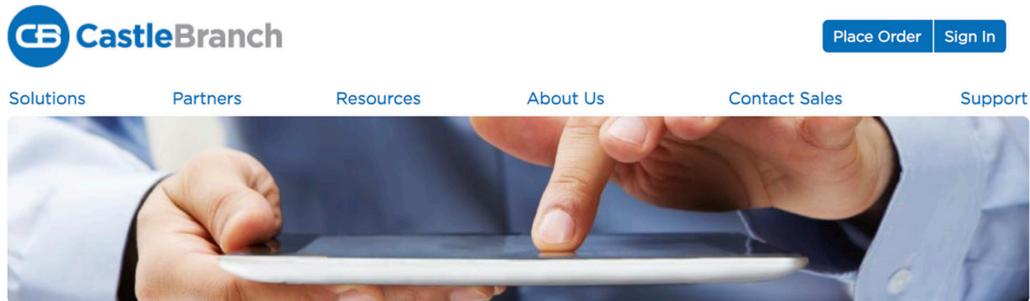
Vendor

I'm a vendor attending the annual 2021 OADN convention in Austin, TX.

REGISTER AS VENDOR

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3. You will see the package contents and description, check the box confirming you have read **CastleBranch's Terms and Conditions**, and then select the "**Continue**" button at the bottom of the screen.



Please review

RVID Demo includes the following package contents:

Package: VG93realid
CB Real Vaccination ID

Additional Information

Following order placement, you will be asked to provide a photo of yourself and personal identifiers. You will also be asked to upload proof of all required doses of an available COVID-19 vaccine. Once all information has been verified, your Real Vaccination ID card will be created and shipped to your address.

Don't have all doses of the vaccine yet? Don't worry. You can place your order now and upload information for your Real Vaccination ID at a later date - no problem.

Your COVID-19 vaccination documentation, shareable via the QR Code on the back of your card, will remain accessible for a period of one year after the date of order. At the end of one year, you will have the option to renew access for an additional charge of \$19.95.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

4. Enter your personal information, required for order placement, then select the “Next” button at the bottom of the screen. **Please Note:** All required fields are indicated with a *.


Contact Us Logout

Place Order:

1 — 2 — 3 — 4 — 5 — 6

[Chat With Us](#)

PERSONAL INFORMATION

Legal First Name:*	<input type="text"/>	
Legal Middle Name:*	<input type="text"/>	
	<input type="checkbox"/> No Middle Name	
	<small>As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify, to the best of my knowledge, that the applicant does not have a legal middle name.</small>	
Legal Last Name:*	<input type="text"/>	
Suffix:	<input type="text"/>	
Phone:*	<input type="text"/>	
Alt Phone:	<input type="text"/>	
Email Address:*	<input type="text"/>	<small>Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.</small>
Confirm Email:*	<input type="text"/>	
Country:*	<input type="text" value="United States of America"/>	
Address 1:*	<input type="text"/>	
Address 2:	<input type="text"/>	
City:*	<input type="text"/>	
State:*	<input type="text"/>	
Zip Code:*	<input type="text"/>	

PERSONAL IDENTIFIERS

Social Security Number:*	<input type="text"/> - <input type="text"/> - <input type="text"/>	<small>If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order</small>
Date of Birth:*	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Sex:	<input type="radio"/> Female <input type="radio"/> Male	

* Indicates required information



5. Create your **myCB** account by choosing and confirming a password. Your username will be the email address you entered on the previous screen. Please select the **“Create Account”** button at the bottom of the screen to continue.



Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:

This email address is your username.

*Username:

Password:

*Password:

Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:



6. Confirm your name, which is pre-filled based on what you previously provided within the **Personal Information** screen. This will be the name that appears on your printed **Real Vaccination ID** card. Please select **“Next”** to continue.



[Contact Us](#) [Logout](#)

Place Order:



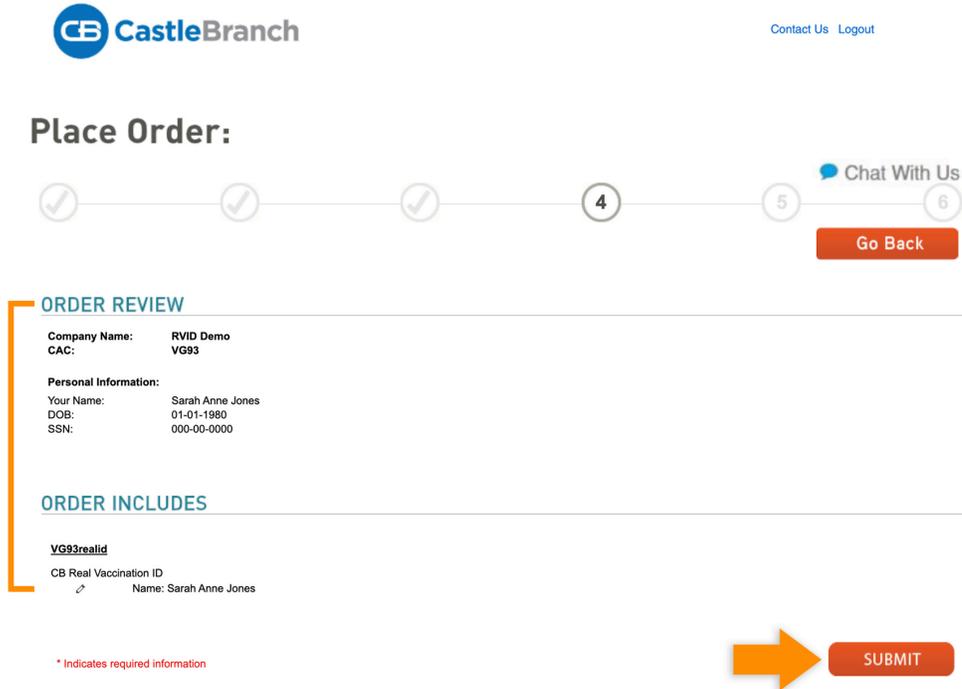
CB REAL VACCINATION ID

Name *

* Indicates required information



7. Review and confirm your order, then select “**Submit.**”



 **CastleBranch**
Contact Us Logout

Place Order:


Chat With Us
Go Back

ORDER REVIEW

Company Name: RVID Demo
CAC: VG93

Personal Information:
Your Name: Sarah Anne Jones
DOB: 01-01-1980
SSN: 000-00-0000

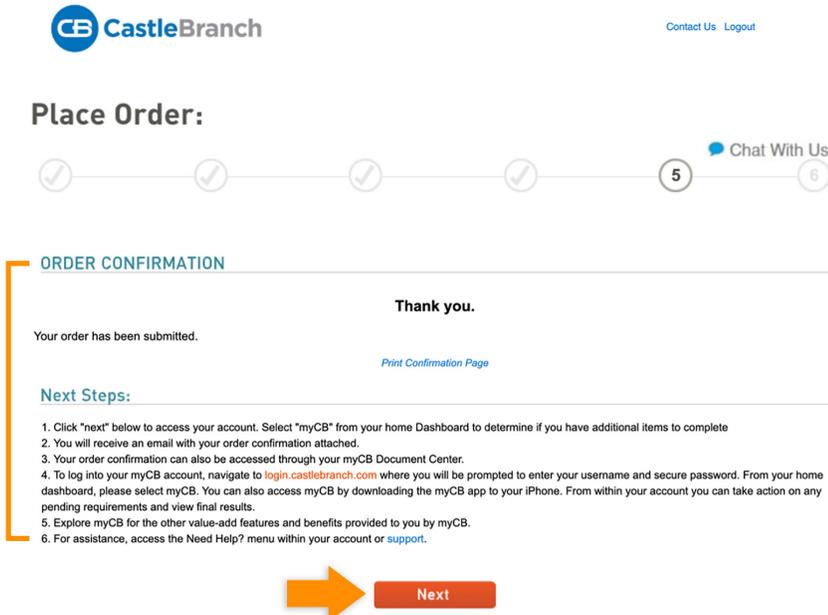
ORDER INCLUDES

VG93realid
 CB Real Vaccination ID
 Name: Sarah Anne Jones

* Indicates required information


SUBMIT

8. The next screen is an **Order Confirmation** that you can print or download if you desire. You will also receive a copy of your order confirmation at the email provided during order placement. Please select “**Next**” to enter your simplified access online dashboard. From here you will be able to access your **myCB** account and complete your **Real Vaccination ID** requirements. **Please Note:** Your order for your **Real Vaccination ID** will only be fulfilled after you have completed these requirements, as this is how **CastleBranch** receives the details pertinent to your ID card.



 **CastleBranch**
Contact Us Logout

Place Order:


Chat With Us

ORDER CONFIRMATION

Thank you.

Your order has been submitted.

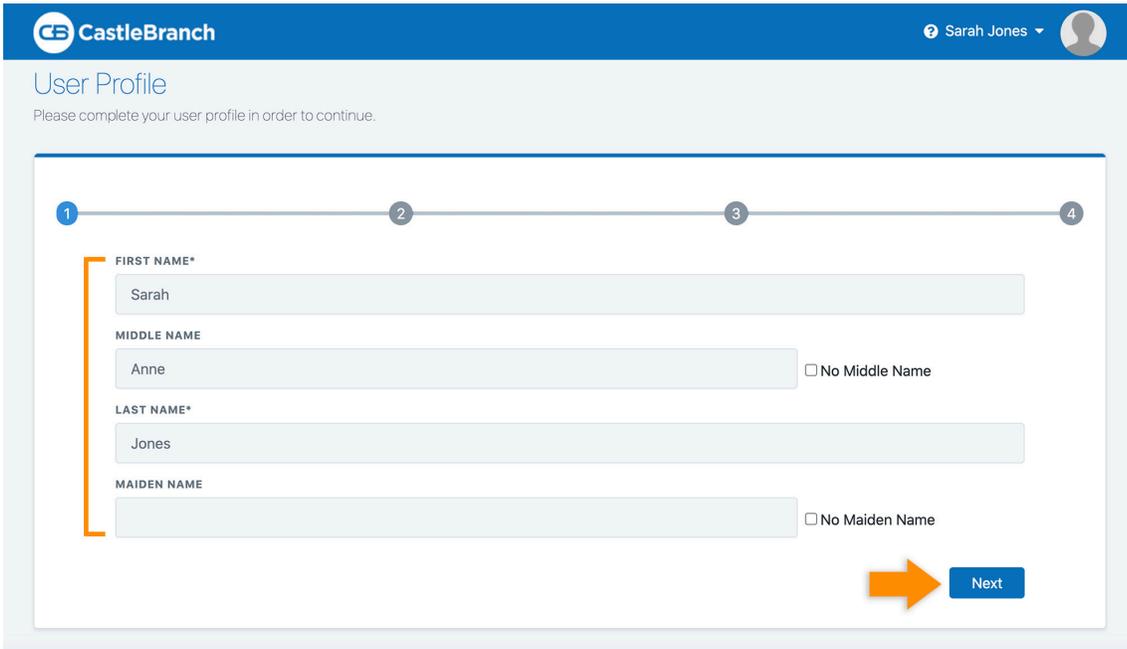
[Print Confirmation Page](#)

Next Steps:

1. Click “next” below to access your account. Select “myCB” from your home Dashboard to determine if you have additional items to complete
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. To log into your myCB account, navigate to login.castlebranch.com where you will be prompted to enter your username and secure password. From your home dashboard, please select myCB. You can also access myCB by downloading the myCB app to your iPhone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).

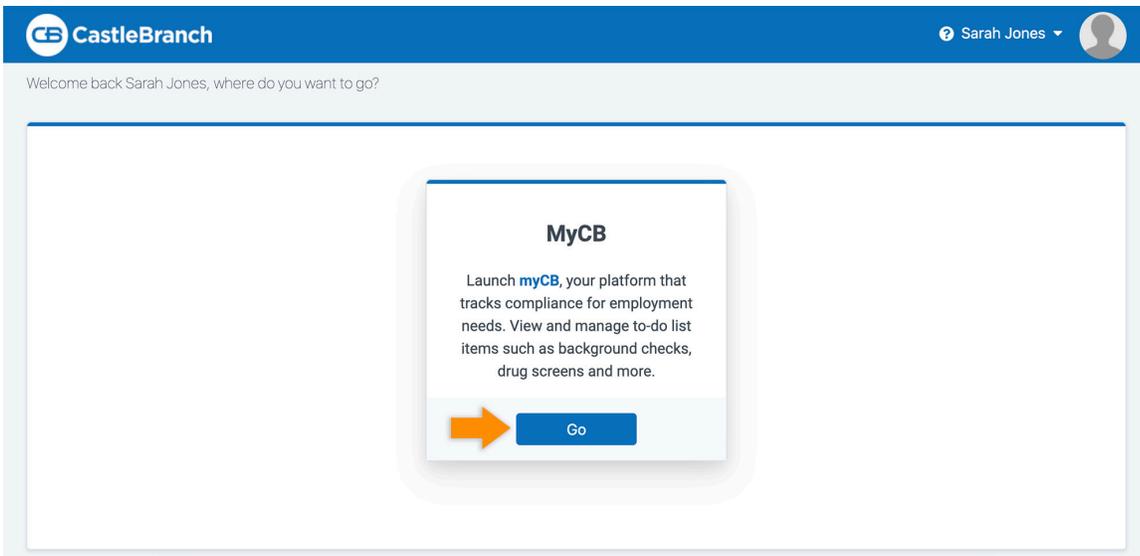

Next

9. After placing your order, please fill out the information in your **CB User Profile**.



The screenshot shows the 'User Profile' page in the CastleBranch system. The page header includes the CastleBranch logo and the user's name 'Sarah Jones' with a dropdown arrow and a profile icon. Below the header, the title 'User Profile' is followed by the instruction 'Please complete your user profile in order to continue.' A progress bar at the top of the form area shows four steps, with the first step (1) highlighted in orange. The form contains four input fields: 'FIRST NAME*' with 'Sarah' entered, 'MIDDLE NAME' with 'Anne' entered and a checkbox for 'No Middle Name', 'LAST NAME*' with 'Jones' entered, and 'MAIDEN NAME' with a checkbox for 'No Maiden Name'. An orange arrow points to a blue 'Next' button at the bottom right of the form.

10. You will see the **myCB** tile on your dashboard. Please select “**Go**” to access your **myCB** account.



The screenshot shows the dashboard for 'Sarah Jones'. The header includes the CastleBranch logo and the user's name 'Sarah Jones' with a dropdown arrow and a profile icon. Below the header, the text 'Welcome back Sarah Jones, where do you want to go?' is displayed. The main content area features a large 'MyCB' tile. The tile has the title 'MyCB' and a description: 'Launch myCB, your platform that tracks compliance for employment needs. View and manage to-do list items such as background checks, drug screens and more.' An orange arrow points to a blue 'Go' button at the bottom of the tile.

11. You will see six **Real Vaccination ID** requirements listed in your **myCB** account to complete prior to receiving your **Real Vaccination ID** card.

Place Order
Account Settings

If you are visiting a Quest Diagnostics PSC for a drug screen, you must wear a mask/face covering such as a bandana, scarf, or handmade mask. This is a new requirement in addition to a no-contact forehead temperature check upon entry. Any donor with a temperature greater than 100.3 or without a mask will be turned away.

Submitted documentation typically takes 3-5 days to review (excluding weekends). If you have questions regarding your To-Do Lists, we invite you to access our Video FAQ's ([click here](#)) for assistance.

Do you have new documents to submit to a completed requirement or a general request? We can Help! [Click HERE](#) to submit a request. We will keep your Service History updated so you can stay informed. Please allow approximately 2 business days for a response.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! [Click \(here\)](#) to access the new videos!

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Real Vaccination ID 6 Requirements
INCOMPLETE
!

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

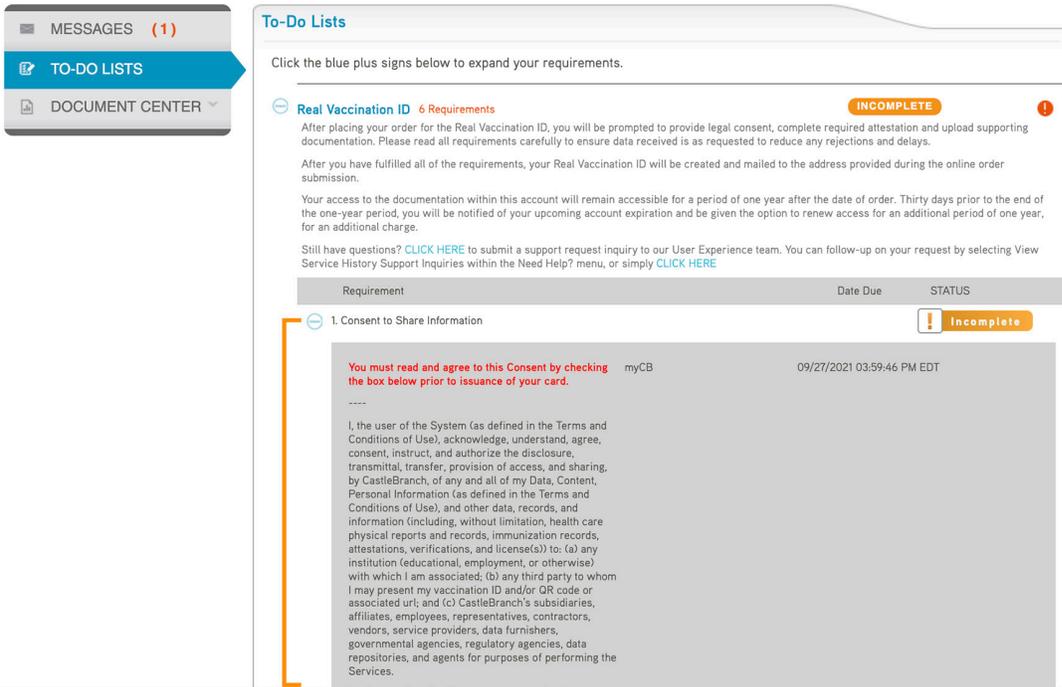
Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

Requirement	Date Due	STATUS
+ 1. Consent to Share Information		! Incomplete
+ 2. Attestation		! Incomplete
+ 3. Height and Eye Color		! Incomplete
+ 4. Upload Copy of Government Issued Photo Identification		! Incomplete
+ 5. Upload Copy of Recent Photo for Real Vaccination ID Card		! Incomplete
+ 6. Proof of COVID-19 Complete Vaccination		! Incomplete

12. Each of these six requirements lists specific instructions for how to complete it. Once you have completed all of the requirements, **CastleBranch** will create your **Real Vaccination ID** card. Those who complete their order and requirements list **on or before November 8, 2021** will receive their card at the **registration booth at the OADN convention**. Those who complete their order and requirements list **after November 8, 2021** will receive their card via **USPS mail**. Each requirement is detailed below:

- 1. Consent to share information:** Acknowledge that the **Real Vaccination ID** gives you the ability to share your vaccination proof with third parties, as you see fit. Please complete the displayed checkbox to provide consent, then click **“Submit.”**



MESSAGES (1)

TO-DO LISTS

DOCUMENT CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Real Vaccination ID 6 Requirements INCOMPLETE

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

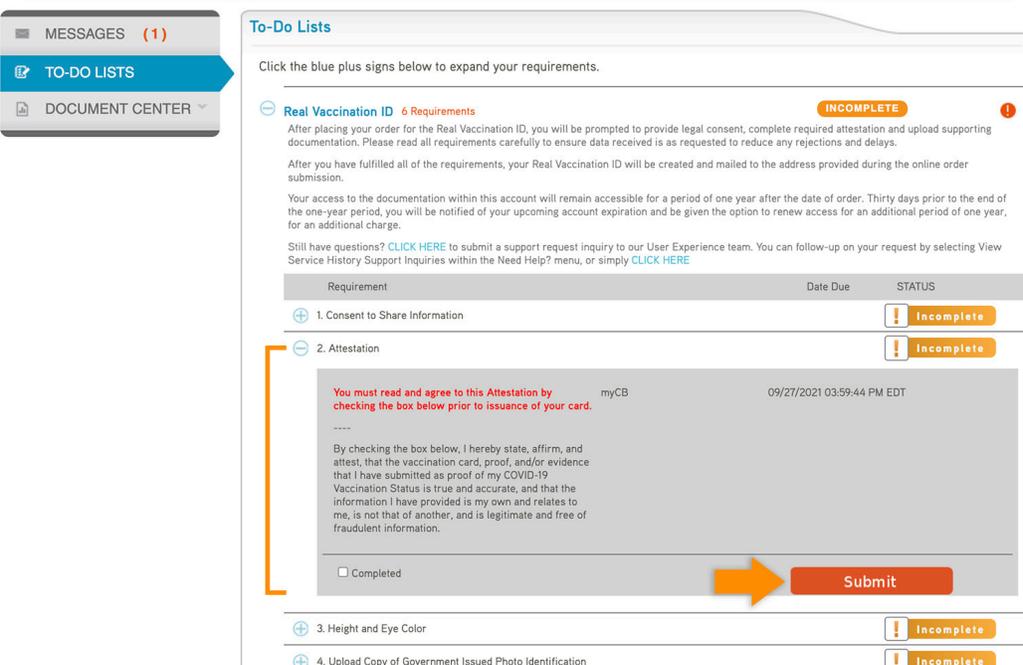
After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

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Requirement	Date Due	STATUS
<p>1. Consent to Share Information Incomplete</p> <p>You must read and agree to this Consent by checking the box below prior to issuance of your card.</p> <p>-----</p> <p>I, the user of the System (as defined in the Terms and Conditions of Use), acknowledge, understand, agree, consent, instruct, and authorize the disclosure, transmittal, transfer, provision of access, and sharing, by CastleBranch, of any and all of my Data, Content, Personal Information (as defined in the Terms and Conditions of Use), and other data, records, and information (including, without limitation, health care physical reports and records, immunization records, attestations, verifications, and license(s)) to: (a) any institution (educational, employment, or otherwise) with which I am associated; (b) any third party to whom I may present my vaccination ID and/or QR code or associated url; and (c) CastleBranch's subsidiaries, affiliates, employees, representatives, contractors, vendors, service providers, data furnishers, governmental agencies, regulatory agencies, data repositories, and agents for purposes of performing the Services.</p>	myCB	09/27/2021 03:59:46 PM EDT

- 2. Attestation:** Attest that the information you provide is valid and pertains to you specifically by clicking the provided checkbox, then clicking **“Submit.”**



MESSAGES (1)

TO-DO LISTS

DOCUMENT CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Real Vaccination ID 6 Requirements INCOMPLETE

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

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Requirement	Date Due	STATUS
<p>1. Consent to Share Information Incomplete</p>		
<p>2. Attestation Incomplete</p> <p>You must read and agree to this Attestation by checking the box below prior to issuance of your card.</p> <p>-----</p> <p>By checking the box below, I hereby state, affirm, and attest, that the vaccination card, proof, and/or evidence that I have submitted as proof of my COVID-19 Vaccination Status is true and accurate, and that the information I have provided is my own and relates to me, is not that of another, and is legitimate and free of fraudulent information.</p> <p><input type="checkbox"/> Completed</p> <p style="text-align: right;">Submit</p>	myCB	09/27/2021 03:59:44 PM EDT
<p>3. Height and Eye Color Incomplete</p>		
<p>4. Upload Copy of Government Issued Photo Identification Incomplete</p>		

3. Height and Eye Color: Type in your height and eye color to be used as an identifier printed on your **Real Vaccination ID**, then click **“Submit.”**

MESSAGES (1)

TO-DO LISTS

DOCUMENT CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Real Vaccination ID 6 Requirements INCOMPLETE

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

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Requirement	Date Due	STATUS
+ 1. Consent to Share Information		! Incomplete
+ 2. Attestation		! Incomplete
- 3. Height and Eye Color		! Incomplete
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Please enter your height and eye color in the response myCB field provided. For example: 5'5" Hazel.</p> <p style="text-align: right;">09/27/2021 03:59:43 PM EDT</p> <hr/> <p>Response: <input style="width: 80%;" type="text"/> Submit</p> </div>		
+ 4. Upload Copy of Government Issued Photo Identification		! Incomplete
+ 5. Upload Copy of Recent Photo for Real Vaccination ID Card		! Incomplete
+ 6. Proof of COVID-19 Complete Vaccination		! Incomplete

Upload Copy of Government-Issued Photo ID: Upload an image of your driver’s license or other government-issued photo ID from your device using the **“Browse”** and **“Upload”** functionality, to provide proof of identity, then click **“Submit.”**

DOCUMENT CENTER

Real Vaccination ID 6 Requirements INCOMPLETE

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

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Requirement	Date Due	STATUS
+ 1. Consent to Share Information		! Incomplete
+ 2. Attestation		! Incomplete
+ 3. Height and Eye Color		! Incomplete
- 4. Upload Copy of Government Issued Photo Identification		! Incomplete
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Please scan and upload a copy of your valid unexpired government issued photo identification to this requirement. Ensure all information is clearly visible or your upload will be rejected.</p> <p>Please attach your file from one of these options. If using a mobile device, please choose the large file option for the best image clarity. (Max file size 5 MB). The image must be legible to be accepted.</p> <p>My Documents Browse</p> <p>Your computer or flash drive Browse (Accepted File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)</p> <p>Or download the fax/mail requirement cover page Download</p> </div>		
+ 5. Upload Copy of Recent Photo for Real Vaccination ID Card		! Incomplete
+ 6. Proof of COVID-19 Complete Vaccination		! Incomplete

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4. Upload Copy of Recent Photo: Provide an image of yourself from your device to be used on your printed **Real Vaccination ID** card, then click **“Submit.”**

DOCUMENT CENTER ▾

Real Vaccination ID **6 Requirements**
INCOMPLETE
!

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

After you have fulfilled all of the requirements, your Real Vaccination ID will be created and mailed to the address provided during the online order submission.

Your access to the documentation within this account will remain accessible for a period of one year after the date of order. Thirty days prior to the end of the one-year period, you will be notified of your upcoming account expiration and be given the option to renew access for an additional period of one year, for an additional charge.

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Requirement	Date Due	STATUS
+ 1. Consent to Share Information		! Incomplete
+ 2. Attestation		! Incomplete
+ 3. Height and Eye Color		! Incomplete
+ 4. Upload Copy of Government Issued Photo Identification		! Incomplete
- 5. Upload Copy of Recent Photo for Real Vaccination ID Card		! Incomplete

Please attach a color photo to be used for your card. myCB 09/27/2021 03:59:42 PM EDT
 Formatting should be similar to that of your passport/driver's license.

Criteria for an acceptable photo are the following:

- Taken within the last 6 months to reflect your current appearance.
- Taken in front of a solid color background (i.e. a blank wall with one color). Make sure that the color of the wall is in strong contrast to that of your hair and clothing. (This will assist in the removal of the background for your card printing.)
- Taken in portrait formatting (vertical picture, not horizontal)
- Taken with only you as the subject, from the shoulders up facing the camera. Make sure that your full face and all of your hair are clearly visible and fully within the frame of the picture (i.e. no part of your face or hair are cropped out).

5. Proof of COVID-19 Vaccination: Upload a photo of your CDC-issued COVID-19 vaccination card as proof of vaccination, then click **“Submit.”**

DOCUMENT CENTER ▾

Real Vaccination ID **6 Requirements**
INCOMPLETE
!

After placing your order for the Real Vaccination ID, you will be prompted to provide legal consent, complete required attestation and upload supporting documentation. Please read all requirements carefully to ensure data received is as requested to reduce any rejections and delays.

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Requirement	Date Due	STATUS
+ 1. Consent to Share Information		! Incomplete
+ 2. Attestation		! Incomplete
+ 3. Height and Eye Color		! Incomplete
+ 4. Upload Copy of Government Issued Photo Identification		! Incomplete
+ 5. Upload Copy of Recent Photo for Real Vaccination ID Card		! Incomplete
- 6. Proof of COVID-19 Complete Vaccination		! Incomplete

Submit documentation of your complete COVID-19 vaccination series. myCB 09/27/2021 03:59:41 PM EDT

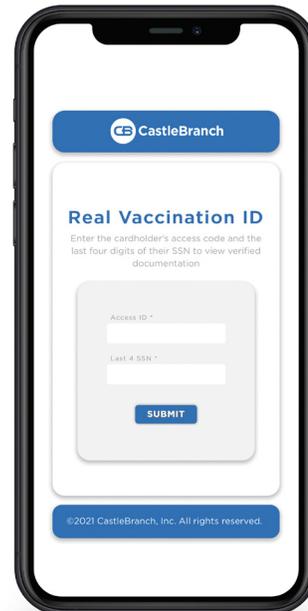
If the vaccine you were administered is a 2 dose series, do not submit your documentation to this requirement until you have received both doses. Documentation for both doses must be submitted at the same time to gain approval.

Documentation must include the following:

- First and last name
- Administration Dates
- Vaccine Manufacturer (i.e. Pfizer; Moderna; J&J Janssen Biotech)
- Copy of Vaccination Record Received after administration (i.e. CDC Immunization Card, Health Dept. Card, State Immunization Record,

USING YOUR REAL VACCINATION ID CARD

- Once you have received your **Real Vaccination ID**, you will be able share your COVID-19 vaccination proof by scanning the QR code on the back of your card with a mobile device. This will take you to an authentication page that will require you to provide the **access code** that is located on the back of your card, as well as the **last four digits** of your social security number.



- Once verified, you'll be able to see your vaccination information, as well as your uploaded proof of your **COVID-19 Vaccination**.

