

COVID Health Acknowledgement Form Instructions For All Who Desire to Attend an In-Person Worship Service or Gathering

The process is short and takes only a few minutes. To begin, go to the website: <https://evc.vaumc.org/home>, then click on the gold "COVID Health Acknowledgement Form" button to go to the "Welcome Screen." Please read the "Welcome Screen" Information.

Click on the green "Continue to Form" button to continue the process of completing a Health Acknowledgement Form or you can leave the process at any time by clicking on the red "Exit" button.

Please complete all pages to ensure your form is completed. On the "Select Your Church" page, select "Alexandria" from the District drop-down screen, then select the gray "Next" button.

On the next "Select Your Church" screen, select "Saint Stephen's UMC in Burke" and click the gray "Continue to Step 2" button to proceed to the "Your Name and Contact Information" screen.

On "Your Name and Contact Information" screen, enter the two required fields, "Name" and "Telephone Number." If possible, select a telephone number, so someone can leave you a message should your Health Acknowledgement Form need to be acknowledged via telephone. While it is not required, you are encouraged to enter your "Email Address", so your completed Health Acknowledgement Form can be acknowledged via email when it is about to expire.

If your form is not acknowledged by email or telephone within two full business days (Monday – Friday, excluding holidays), please call the church office: (703) 978-9724 and request a status check. Your form *must* be reviewed by a pastor *and* acknowledged prior to you attending an in-person worship service or in-person gathering.

If you wish to receive e-mail reminders when your registration is about to expire, click the "Yes" circle for the question, "Would you like an email reminding you to sign-up for Worship?", then click the gray "Continue to Step 3" button.

On the "Health Questionnaire" screen, carefully review each question on the form. If you can answer, "Yes" to each question, click the green "I Agree" button.

Please click the gray "Click Here to Finish" button to exit the system. If you wish to register another person, click the gray "Click here to fill out an additional form" button and the system will take you to the beginning.

Once your form is acknowledged, it is good for seven (7) days, beginning on the date you registered.