COVID Health Acknowledgement Form Instructions - Church Member

Go to the website https://evc.vaumc.org
Click on the gold button "COVID Health Acknowledgement Form"

Welcome Screen
Read the Welcome Screen information. The process is short and takes only a few minutes. Click on the "Continue to Form" button. Please complete all pages to ensure your form is complete. You can leave the process at any time by clicking on the "Exit" button.

Select Your Church and Screen
Find the church you want to attend by selecting your District Office from the drop-down screen. Then click the "Next" button. Select your church in the drop-down menu and click the "Continue to Step 2" button.

Your Name and Contact Information
Enter the required fields for Name and Telephone Number. The e-mail address is optional, but encouraged.   If you wish to receive e-mail reminders when your registration is about to expire, click the e-mail reminder box. Click the "Continue to Step 3" button.

Health Questionnaire

Carefully review and respond to each question on the form. When you are finished, click on the "Continue to Last Step" button to save your responses. The form is good for seven (7) days.

Thank You and Acknowledgement

Review the page. If you wish to register another person, please click on the "Click here to fill out an additional form" and the system will take you to the beginning.

If you are finished, click on the "Click Here to Finish" button to exit the system.

COVID Health Acknowledgement Form Retrieval Instructions - Clergy

Login to EVC using your Clergy Login and Password supplied to you by the Conference. The ability to request Event Registration Forms is limited to Clergy due to the confidential status of this information.

On the Main Manu click on the "COVID-19 Church Event Registration" button.

Health Forms have two dates: Effective Date and Expire Date.   The Effective Date is when the form was entered and becomes effective.   The Expire Date is seven days from the Effective Date.   The Form is not valid for attending a church event after the Expiration Date.

Retrieving Forms for an Upcoming Event

The system will generate a PDF document containing the Health forms for a selected date.   To obtain the forms active for a set date, click on the "Forms Upcoming Event" button.   A drop-down date selection is available for you to choose the church event date from the date of today to seven days out.   Click the "Submit" button.

The system will review the forms submitted for your church and provide you a report of the forms that are effective for the Event Date. The report will then be sent by e-mail to your business @vaumc.org e-mail account.

Retrieving Forms For Specific Persons

To search the system for a specific person, enter their first or last name. The system will locate all forms submitted for that person, put them into a single PDF file, and e-mail you the file.