

## Create an Account

- Go to <http://kvcccompliance.com/> If you're a new user, click on "New Users – Create an Account" in the top right hand corner of the page. Follow the steps to create your account. Once you create your account, you will receive an email with an activation link. Follow this link to log into your account. If you do not click on this link, your account will not be activated.
- Select your program of study from the dropdowns that appear on the order screen. Then click "Load Packages."
- Choose the appropriate package(s) for your program. The price of any packages ordered will be displayed as you select them. *If you are unsure of which package(s) to order, please reach out to your school.*
- Review the order information as well as personal information to make sure everything is entered correctly. You will also be prompted to read and sign the Disclosure & Authorization form before you complete your order.
- After entering your payment information, a confirmation of payment from American DataBank will be sent to the email address you provided.



**Tracking**

**Immunization Package(s)**

Kennebec Valley Master Package

12 Months (\$18.00)

24 Months (\$28.00)

Estimated Tracking Total:

**Screening**

Criminal Background Check (\$60.00)

You will choose from these packages. If you're unsure of which package to order, please contact KVCC.

I have read and agree to the above Disclosure & Authorization form.

**Sign Here** [Clear Signature](#)

# Uploading Documents

Background Checks are typically completed in 3 business days

American Databank | Since your last login

Since your last login 0 item(s) have been marked "meets requirements", 0 item(s) have been marked "does not meet requirements", and 0 are still pending review.

**You are still not compliant in the following category(s):**

- Hepatitis B

**You have following upcoming expiration category(s):**

Category Name	Expiration Date
Influenza Vaccine	10/1/2018
Professional Liability Insurance	12/19/2018
Tuberculosis	1/6/2019
American Heart Association BLS Provider CPR	11/1/2020
Tdap	12/19/2027

Each time you login, Complio will remind you which categories are still not compliant.

It will also show you if you have any categories that will expire soon.

From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen. Browse through your files for the documents you want to upload into your Complio document library.

Upload Documents | Video Tutorials | Place Order

File Explorer showing files such as Chest X-ray.jpg, Completed Screening.pdf, CPR card.png, Handbook/grubhub.pdf, Health Insurance.png, Hepatitis B titer .png, Influenza .jpg, Manual/TBScreening/Ann.pdf, Multi Scan 1 and 2.gif, MRI Titer.jpg, Performance Standards.jpg, Positive PPD.jpg.

You can also upload these as you completed each requirement individually. You can associate the same document to more than one requirement. If the requirement needs a series of titers or shots, you will need to associate your document to each item.

Upload Documents

Click browse button to select files.

- Chest X-ray.jpg x Remove  
Description:
- CPR card.jpeg x Remove  
Description:
- Health Insurance.png x Remove  
Description:
- Hepatitis B titer .png x Remove  
Description:
- Influenza .jpg x Remove  
Description:

Browse | Upload All | Cancel

Pro Tip: Take the time to label your documents so you can easily tell what each PDF shows. This will make associating the documents much easier!

# Associating Documents

- Return to your Home page, where you will see the list of requirements listed.
- Click “Enter Requirements” to the right & indicate which required items you are submitting. You will see what is required to become compliant for each category as soon as you click “Enter Requirements”.
- Choose documents from your document library that should be associated with each item. You may upload these individually into the category.
- You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.
- Enter the details required for each item – date, results, etc.
- Documents are reviewed within 1-3 business days. Be sure to submit documents at least 3 business days prior to any deadline you have.
- Don’t forget to click “Submit”

**You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer – Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.**



# Questions?

©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

**Email:** Complio@americandatabank.com

**Phone:** **800-200-0853**

Live Service: 7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays

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