CrowdPass Information and How To Guide

- **What is [CrowdPass](#)?**
  - CrowdPass is a digital health clearance platform that ILA has chosen to use for vaccine and negative COVID-19 test results verification. If you attended Reaching Forward or Reaching Forward South this year, you're already familiar with this platform.
- **Why is ILA using CrowdPass?**
  - The health and safety of ILA members, conference attendees, speakers, exhibitors, and other participants is our top priority. We realize that COVID-19 is an ongoing concern and to ensure the safest possible environment for all Annual Conference participants, ILA compared health clearance platforms to see which would best fit our needs and budget and decided to utilize CrowdPass.
  - ILA also wants to ensure the privacy of all Annual Conference participants and using a third-party platform for the verification process ensures that no ILA staff will see vaccine records or COVID-19 test results.
- **How secure is CrowdPass?**
  - CrowdPass utilizes MedStack and Securicy to comply with HIPAA regulations. Your information is stored for 28 days (the length of time needed for contact tracing) before being securely disposed. Securicy provides quality control for CrowdPass' system security.
  - Your information is only used for verification and contact tracing purposes.
- **What information does CrowdPass need?**
  - For our purposes, you will need to provide your first and last name, email, phone number, and either your vaccination record or negative COVID-19 test result. Phone numbers are included in case someone does test positive for COVID-19 during or shortly after the Annual Conference and contact tracing is needed.
- **Who will see my information?**
  - Only CrowdPass will "see" your vaccination record or negative COVID-19 test results. ILA staff will only see your name, email, and whether your submission has been approved or rejected.
- **If I uploaded my vaccination record for Reaching Forward or Reaching Forward South, do I still need to complete the verification process?**
  - Yes! Even if you submitted your vaccination record for Reaching Forward or Reaching Forward South, we are still requiring participants to submit this information again. This makes it easier on ILA staff to track who has or hasn't completed the verification process.
- **Will I need to show anything at check-in at the Annual Conference?**
  - Nope! Once you've received your confirmation email from CrowdPass, you're all set! ILA staff are able to see who has been approved so we'll have a list of everyone who's been approved at check-in.
- **I submitted my information but realized some of my information was wrong, what do I do?**
  - Don't worry, you can log in to CrowdPass and edit your submission.

- **How do I upload my vaccination record or negative COVID-19 test results?**
    - We do recommend using a smartphone or tablet if you have one as this is the easiest way, but you can use a computer. Follow the CrowdPass link or scan the QR code available on the [Participant Verification Process](#) webpage.
    - Please use the name that is on your vaccination record or negative COVID-19 test results regardless of if your name has changed or if you go by a different name.
    - If you have used CrowdPass before, you will be able to login with your email and password. If you have not used CrowdPass before, you will create an account with your email. **Note:** Your CrowdPass account is NOT tied to your ILA profile. You will need to create a login for CrowdPass if you have not previously done so.
    - Once you're logged in, you'll complete the health form for the ILA Annual Conference. First, read over the Liability Waiver and Release of Claims and the Event Waiver and Release of Claims and then check the box. The Liability Waiver is for CrowdPass and the Event Waiver is ILA's [Acknowledgment of Personal Responsibility](#).
    - Next, answer the screening question and upload either proof of vaccination or your negative COVID-19 test results. If you're using a smartphone or tablet you can use your camera.
        - You will not be able to upload negative COVID-19 test results until 72 hours before the first day of the Annual Conference.
    - You'll receive an email within 48 hours with either a confirmation or a rejection. If your submission has been rejected, you'll need to resubmit your information. Typically this happens because the upload was blurry and you will need to resubmit.

If you still have questions or need help with submitting your information, please email ila@ila.org.