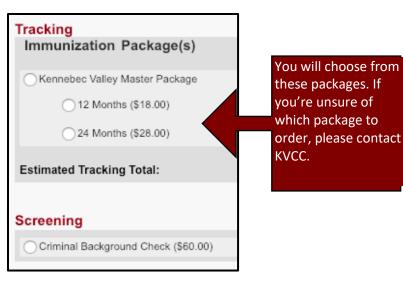
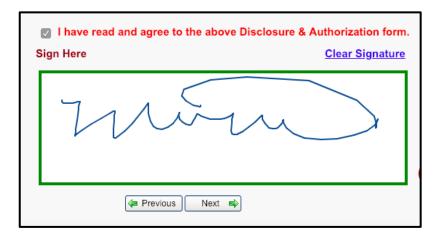


Create an Account

- 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.

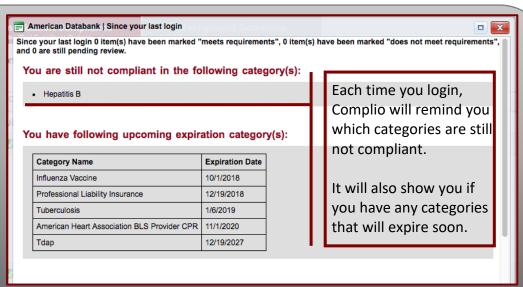






Uploading Documents





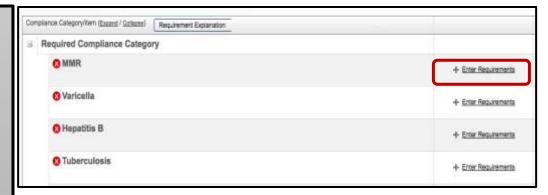
From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen. Browse through your files for the documents you want to upload into your Complio document library.

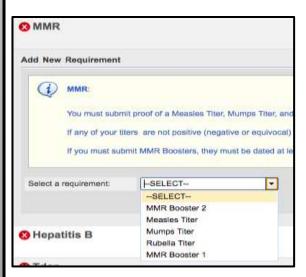
You can also upload these as you completed each requirement individually. You can associate the same document to more than one requirement. If the requirement needs a series of titers or shots, you will need to associate your document to each item.



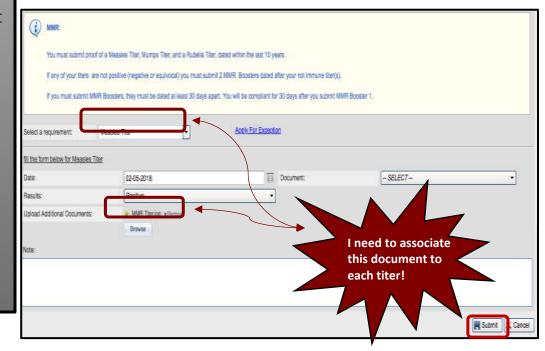
Associating Documents

- 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"



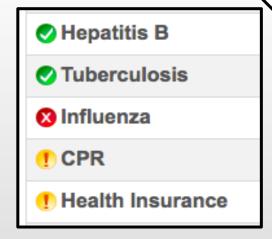


You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer — Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.

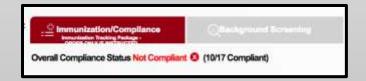


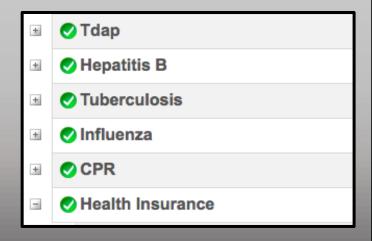
Document Review

- Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.
- American DataBank will review your documents to ensure they meet your University's standards.
- If you have any questions about what your documents needs to have in order to be approved, please click on "Requirement Explanation", at the top of your screen.
- Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.
- A green check mark means the category is compliant.
- A red X means the category is not compliant. If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.
- Your account will show all green check marks once you are fully compliant









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

<u>Live Service</u>: 7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays

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Denver, CO 80202