



## **Step-by-Step Guidance for Submitting Flu Consent Forms to Stratford Health Department**

1. All required forms can be obtained by visiting: [www.townofstratford.com/flu](http://www.townofstratford.com/flu)
  - a. This page can also be accessed from our homepage or our RSS feed at [www.townofstratford.com/health](http://www.townofstratford.com/health)
2. Click on the Flu Consent Form (English or Spanish) located on the website.
3. This will open up the Flu Consent PDF
4. Please download and save this document to your computer desktop PRIOR to completing the form.
5. Once it is saved to your desktop, you can fill in the form by typing your responses into the fillable slots. (Please note: you can type in your name as the signature).
6. Save the completed form.
7. Repeat this step for everyone that will be receiving a flu shot at the clinic.
8. Return to the flu webpage at [www.townofstratford.com/flu](http://www.townofstratford.com/flu)
9. Select the link marked “secure email portal”.
10. This link will bring you to the Town of Stratford secure email system. There are two ways of logging into the system.
  - a. You can sign in using an existing Google or Microsoft account by clicking the corresponding icon
  - b. You can register as a new user by selecting the ‘Register’ button under the New to Secure Email box. It will ask you to input your email and create a password. A confirmation email will be sent to your email with instructions to activate your account.
11. Once you have entered the secure email portal, select Compose to send a message.
12. Please attach completed consent forms to the email and send to Bernice Bova, Public Health Nurse at [bbova@townofstratford.com](mailto:bbova@townofstratford.com)
13. We will send confirmation email or follow-up if there any issues.