



# Volunteer Hub

## How to update your COVID-19 vaccination details with DFES

[dfes.wa.gov.au](https://dfes.wa.gov.au)



## How to update your COVID-19 vaccination details with DFES including your vaccination certificate

1. Log in to your profile on the Volunteer Hub: <https://volunteerhub.dfes.wa.gov.au/logon>

Complete the registration process if you have not used the Volunteer Hub before.

For staff: access through your Employee Kiosk.

The Volunteer Hub is a place where Western Australian emergency service volunteers can share and find information about their related activities.

13,737 Training Hours in 2020

5 Reasons to use the Volunteer Hub

- 1. Your Profile**  
View your volunteer profile. See your awards, service and response history.
- 2. Connect with us**  
Access information and support from the DFES team.
- 3. Find Resources**

Log in

- Log in as Volunteer
- Don't have a login? Register here
- DFES Staff login

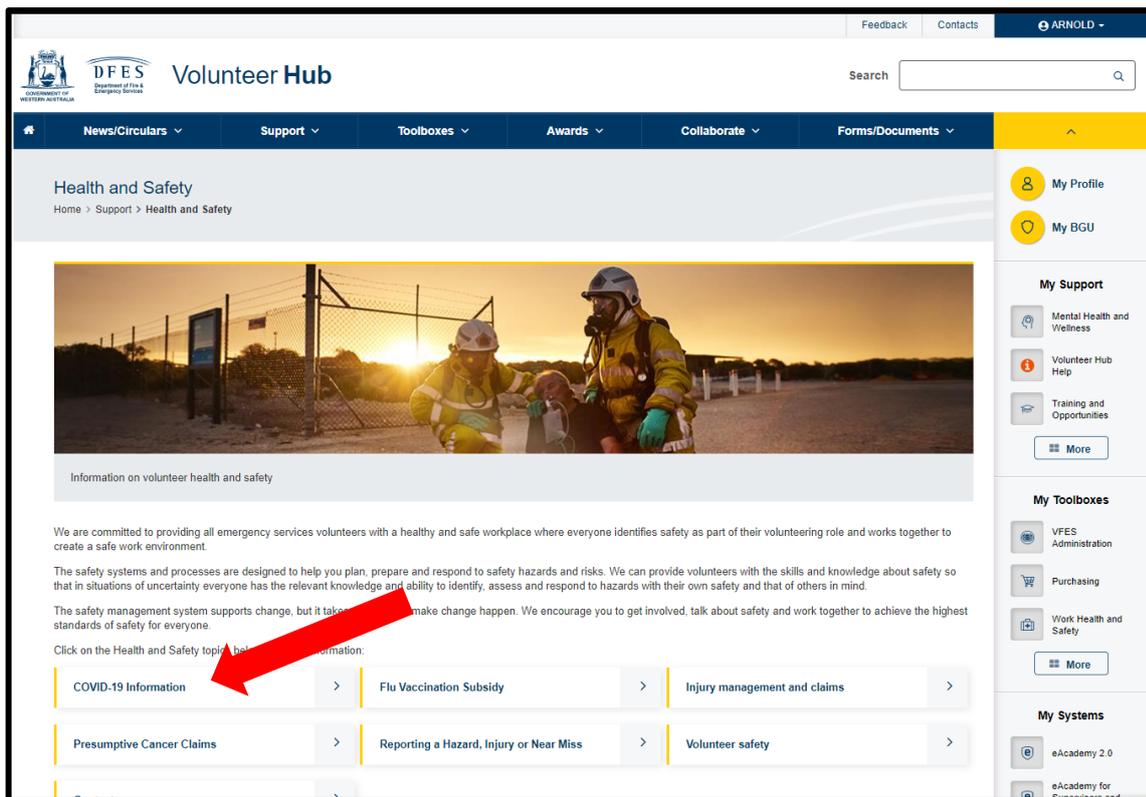
2. You have now logged in and will see the Volunteer Hub homepage. Scroll down the page to the My Support section and click on the Health and Safety button.

My Support

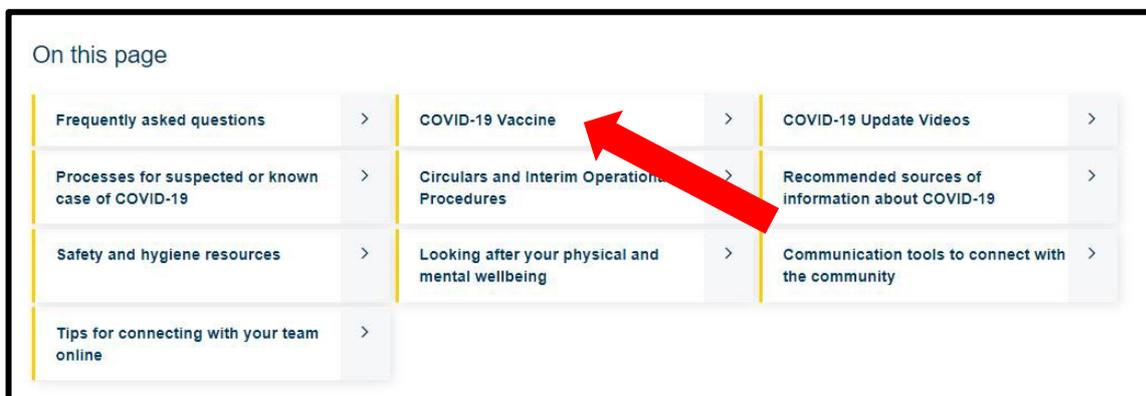
Here you'll find all the support services DFES provides to assist you.

Grievances	Health and Safety	IT and Technical Support	Mental Health and Wellness	Standards and Conduct
Strategic Volunteer and Youth Programs	Support for your Employer	Training and Opportunities	Volunteer Hub Help	Youth Safety

3. From the Health and Safety support section, select COVID-19 Information.



4. The COVID-19 page provides information and resources to support you as an emergency services volunteer during the pandemic.



5. The COVID-19 Vaccine section includes information about:
1. find out how and where to get vaccinated;
  2. how to access your vaccination certificate from MyGov; and
  3. how to provide evidence to DFES that you have received your vaccination.

COVID-19 Vaccine Collapse ^

Fire and emergency services volunteers are now required to have received their first vaccination by 31 December and be fully vaccinated by 31 January 2022.

Volunteers who have not complied with the specified dates will not be allowed to remain at or enter fire and emergency services sites.

To book your appointment visit [Vaccinate WA](#) or call 13 COVID (13 268 43) for assistance.

Visit Vaccinate WA website

1.

[Go to site](#)

Volunteers will also need to provide evidence of their vaccination status to DFES. The easiest way to obtain this evidence is through the MyGov website.

You will need an account, [which can be created here](#).

You will also need to link your Medicare account to MyGov – [instructions on this process can be found here](#).

The button below will take you to MyGov. See further below for instructions on advising DFES of your vaccination status.

Access your myGov account

2.

[Go to site](#)

Volunteers who have only received one dose of a COVID-19 vaccine are asked to enter the date of their first vaccination in the Volunteer Hub using the form below.

If you have obtained your COVID-19 vaccination certificate from MyGov, you can also upload this to the Hub using the form below. An instructional guide is available [here](#).

There will be alternative options made for volunteers to advise DFES of their vaccination status in the coming days.

Upload your COVID-19 vaccination details with DFES

3.

[Go to form](#)

When ready to upload your vaccination details with DFES, use the third button as indicated above.

## COVID-19 vaccination certificate

For volunteer use only, staff access through Employee Kiosk.

### Name

ARNOLD RECALL

### Email

volunteering@dfes.wa.gov.au

### Volunteer Number

185397

### First Dose Date\*

27/09/2021

Calendar picker



### Second Dose Date

If you have completed a second dose, enter the date and attach the PDF certificate from MyGov. Otherwise leave blank.

19/10/2021

Calendar picker



### Vaccination Certificate

Please scan as a PDF file (less than 1 MB) and attach here.

Uploaded File: VRS-000000015.pdf

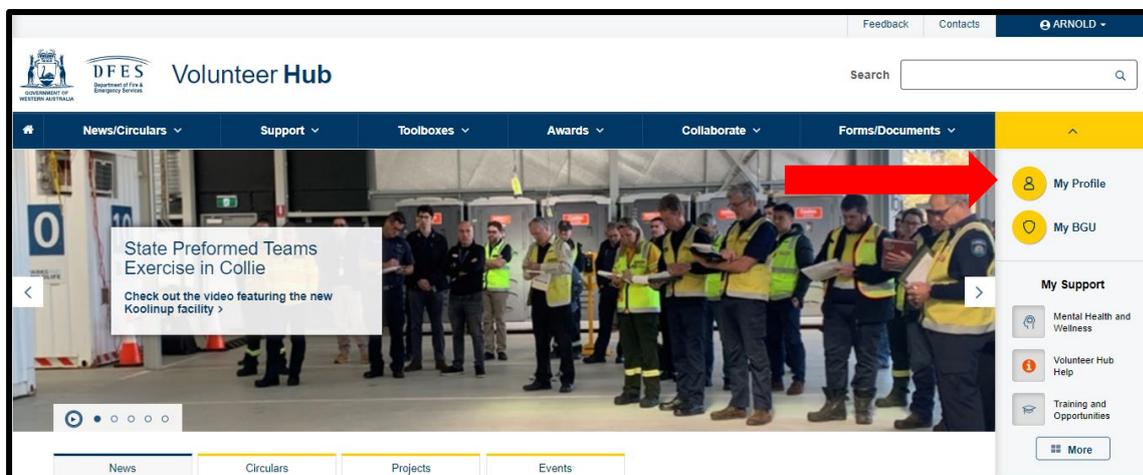
 Upload file

Submit

Ensure you are using a web browser such as Google Chrome, Microsoft Edge or Apple Safari to access all features of the upload function – including the calendar date picker illustrated above.

Internet Explorer is not supported and will be phased out by most countries in 2022.

6. Once you have updated your vaccination details in the Volunteer Hub, you can visit the My Profile section in the Volunteer Hub to see your current vaccination status registered with DFES.



7. Scroll down to My Details and you will see information about your COVID-19 vaccination status registered with DFES. If you need to update this at any time, go back to the COVID-19 page in Health and Safety support section: <https://volunteerhub.dfes.wa.gov.au/home/support/health-and-safety/novel-coronavirus>

