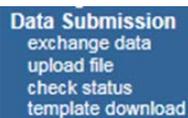


Uploading the Spreadsheet

You will need a FluSafe Spreadsheet with appropriate employee information to complete this process. Please refer to the “Getting and Filling Out the Spreadsheet” user guidance at [Participate in FluSafe](http://www.health.state.mn.us/divs/idepc/diseases/flu/vaccine/vaxhcw/flusafe/participate.html) (<http://www.health.state.mn.us/divs/idepc/diseases/flu/vaccine/vaxhcw/flusafe/participate.html>) for more information.

1. Log into the Minnesota Immunization Information Connection (MIIC).
 - a. If you cannot log into MIIC, contact the MIIC Help Desk at 651-201-5207 or health.miichelp@state.mn.us for assistance.
2. Select the **upload file** option from the left-hand side list of menu items under “Data Submission.”
 - a. If you do not have the **upload file** option, contact the MIIC Help Desk at 651-201-5207 or health.miichelp@state.mn.us for assistance.



3. Click **Browse...** to find your FluSafe Spreadsheet on your computer.
 - a. A pop-up window will appear to let you look through your file system for the spreadsheet.
4. Select the file and then click **Open**.
5. Enter your phone number in the area provided.
 - a. This will be used if there is an issue with the spreadsheet and FluSafe staff need to reach you.
6. Click **UPLOAD FILE** to begin the process.

File Upload

File Browse...

Phone number - -

Please enter your phone number in case there are problems with your file.

UPLOAD FILE

7. After a moment you should see a screen that tells you that the file was “uploaded successfully.”
 - a. This process saves a copy of your file for MDH staff to review and load into MIIC. This is not an automated process and you will need to wait a few business days for your data to show up in MIIC. If your upload was not successful, contact health.flusafe@state.mn.us.
8. After a few business days, you can check the MIIC records or run a FluSafe report for the people on your spreadsheet to see if their data have been loaded.