




## Immunization and Medical Compliance Account Creation and Submission Procedure

In order to be compliant with the immunization and medical requirements of NMCC, students must create an account with *American-Databank - Complio* (  American DataBank - [complio](#)) following the steps below.

### 1. Account Creation

- a. **Students cannot begin the account creation process until they receive a student ID number. Students accepted for Summer 2025 and Fall 2025 semesters will not be issued a student ID# until late Spring of 2025.**
- b. Create a “Complio” account by following this link (<http://northernmainecompliance.com/>). The same link can be found on the front page of the NMCC student portal, as can a link to the requirements based on your program!
- c. After you create your account, check your email for a message from [non-reply@americandatabank.com](mailto:non-reply@americandatabank.com)
- d. You must follow the link in the email to activate your account.
- e. You will then be prompted to log in and “Get Started”
- f. Take the following steps:
  - i. Select your program of study and click “Load Packages”
  - ii. Select Northern Maine CC Tracking Package/24 months and click “Next”
  - iii. Confirm your personal information and insert your student ID #
    1. **NOTE: Students accepted for Summer 2025 and Fall 2025 semesters will not be issued a student ID# until late Spring of 2025.**
  - iv. Please sign the Terms of Use agreements.
  - v. Finally, you will have 2 order confirmation pages to click through and then you will be finished setting up your account.
- g. Once this step is taken you will receive an “Invoice Order Confirmation” email and an “Action Required” email, stating that you need to upload your documents to be compliant.

### 2. Now it’s time to upload your documents!

- a. Your program of study will determine what you are required to submit. Not all students have the same requirements.
- b. Be sure to upload each document within the specific requirement field.
- c. Make sure you enter the dates of your vaccinations/immunizations when prompted to do.
- d. Click the “Browse” button to find files on your computer.
- e. If you are using your phone, you can simply take a photo of your document and upload it directly!

### 3. Additional Requirements

- a. You must use NMCC forms found on the Complio site, or those directly from your doctor's office.
- b. Every form must include your full name and date of birth
- c. If your form has a doctor’s signature line, it must be signed
- d. Some forms are front and back, be sure to upload both sides.
- e. We must be able to read your forms.

Additional guidance and details regarding your health records and your Complio Account

- You will have this Complio account for life, providing 24/7 access to your health files if ever needed.
- There is no direct cost to you from Complio. All costs are covered by your NMCC fees.
- If you have not watched the Complio tutorial videos within your Complio account, please do so.
- If you are still stuck, please call the Complio Help Line at 1-800-200-0853. You can also reach to Malorie Buck (Health Requirements Manager) at [mbuck@mainecc.edu](mailto:mbuck@mainecc.edu)