Welcome to Complio Tracking!

Complio is an online tracking system, selected by your school, to host details and documentation proving your compliance with immunizations and other requirements. Follow these step-by-step instructions to create an account and move towards compliance.

▶ Video: Complio Overview

Create your Account

Step 1: Create an account by going to http://vanguard.complio.com/. Navigate to the Complio homepage by following the prompts on the page. Click **Create an Account** to get started. Enter your personal information. Be extra careful with your Email Address, as this is the system's main mode of communication with you.

Step 2: Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

Subscribe

Step 3: Please note: An Account is not the same as a Subscription. Before you can begin entering information, you will need to order a subscription. Click **Get Started** to begin your order. If you are unsure of the subscription you need to order, please contact the individual at your Institution who directed you to Complio and request clarification before proceeding.

▶ Video: Subscribe to Complio

Step 4: Carefully enter the information required to complete your order. Please read the Disclaimer on the next screen, sign, and click **Accept & Proceed** to continue.

▶ Video: Signing Forms

Step 5: Review your information on the **Order Review** screen. If everything is correct, enter your payment ($15 for 12 months). You can pay by credit card or money order. Once we have received payment for your subscription, you can begin to enter your data by clicking **Enter Requirement** for each category.

Add Details & Documents

Step 6: Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.

▶ Video: Upload Documents

Step 7: Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.

▶ Video: Entering Data

Step 8: **Select a Requirement**, complete the required fields and select from the drop-down list of documents you've uploaded. Click **Submit** to save what you've entered. You can **Update** the item at any time before it is approved.

▶ Video: Exceptions - When and How to Apply

Wait for Approval

At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend); if your school is reviewing, the timeframe may be different.

complio

Monitor Your Status
We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration, or if a new requirement is added.

Questions?
Please contact American DataBank if you have questions about your account, compliance requirements, or using Complio.

We are available to assist you Monday-Friday 7am-6pm MT (Denver). You can contact us via email to complio@americandatabank.com or by calling (800) 200-0853.