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://www.mdccompliance.com/. On the right hand side of the page, click Create an Account to get started with Complio. 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 Place Order to begin your order. If you are unsure of your program of study or 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 consent for participation in clinical rotations on the next screen, sign, and click Next to continue. You will also need to read and sign the disclaimer, sign and click Next to continue.

Video: Signing Forms

Step 5: Review your information on the Order Review screen. If everything is correct, enter your payment. You can pay by credit card or money order. Once we have received payment for your subscription, you can begin to enter your data and upload your documentation.

Add Details & Documents

Step 6: Click Upload Documents and use the Browse button to locate documents within your computer. You can select one or multiple documents to upload at one time or you can upload them individually. Name the documents appropriately and click Upload All and the documents will appear below in the uploaded documents. Detailed instructions for document upload are provided in the video below.

Video: Upload Documents
Step 7: After uploading documents click Home and you will see your requirements. 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 or to the Get Started menu button on the left.

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).

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.