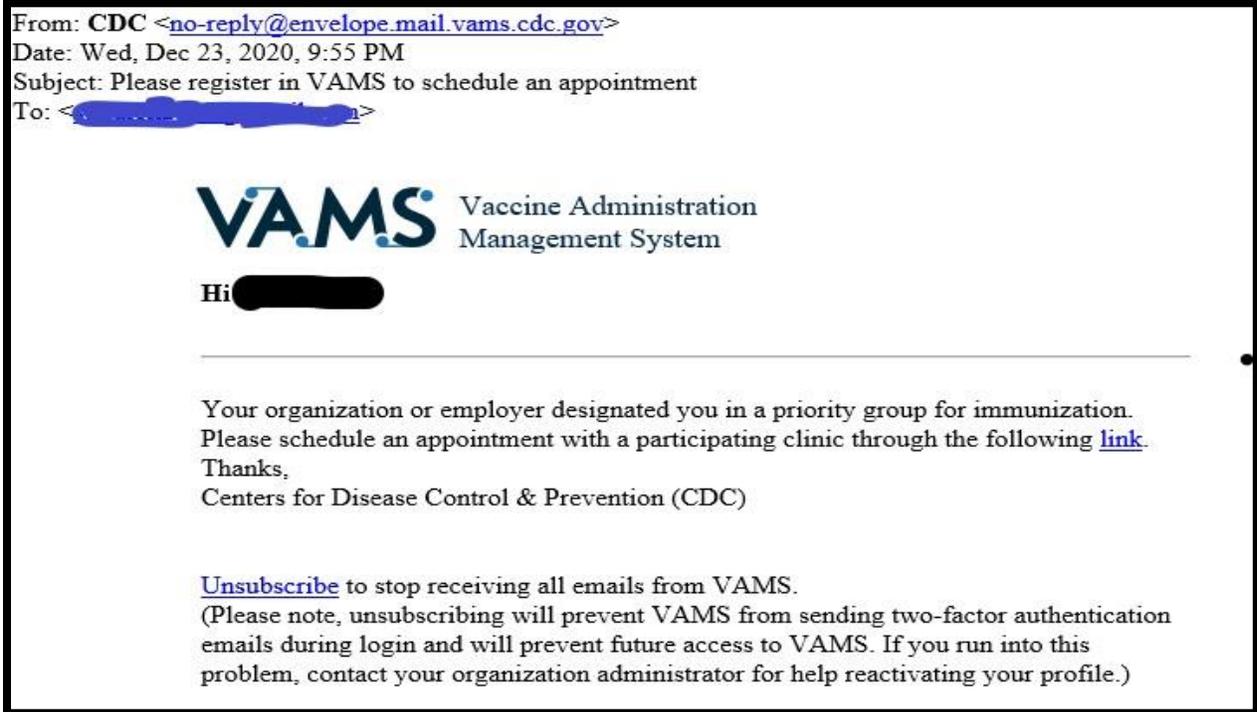


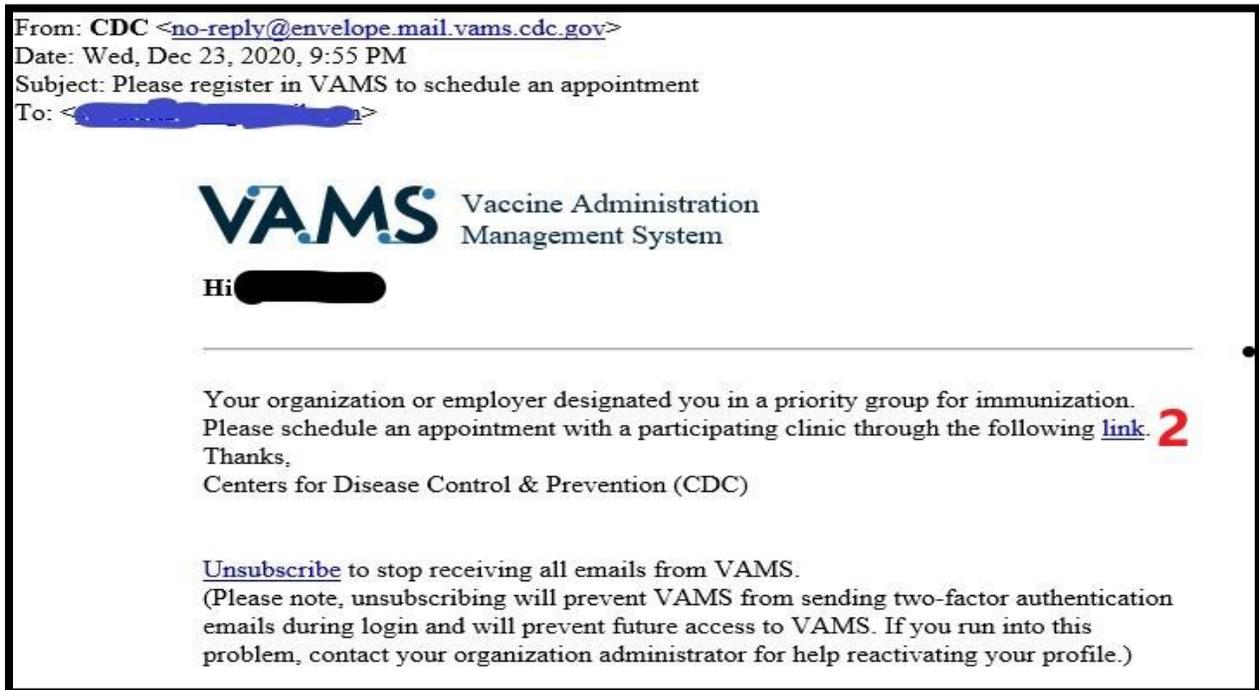
## Step by Step Process for Registering in VAMS and Scheduling for Clinics

*Please utilize this step-by-step guide for how to schedule an appointment in VAMS. Important steps have a red number in the picture that correlates to an action item.*

1. Once invited, you will receive an email from: [no-reply@envelope.mail.vams.cdc.gov](mailto:no-reply@envelope.mail.vams.cdc.gov) with a subject line “Please register in VAMS to schedule an appointment”. An example of this email is depicted here:



2. Click on the “link” in the email:



3. Once you click on the “link”, it will take you the “Welcome to the VAMS” Page.

***Please note: you should open this page on Google Chrome/Firefox/Edge/Safari only. Internet explorer is not compatible.***

4. In this page, select “no” to the question “Have you already registered as a vaccine recipient with VAMS?”

5. Select your state as “New Hampshire”, and County (your home address county)

6. Click on the “I’m not a robot” box and complete the robocheck as instructed on the screen

7. Click on the “Next”.

### Welcome to VAMS

Welcome to the Vaccine Administration Management System (VAMS). Registering for this application allows for you to be pre-screened and, if qualified, register for an account and schedule your COVID-19 vaccination. Creating an account will allow for your State Health Department and The Centers for Disease Control and Prevention to collect your information to use in public health data analysis. Your name or other information that may identify you will not appear when we talk about the vaccine or results from the analyses.

Confirm the following questions to register your account.

\* Have you already registered as a vaccine recipient with VAMS?

Yes **4**  
 No

\* My home address is located in

\* State

New Hampshire **5**

\* County

Merrimack County

I'm not a robot **6**  
  
reCAPTCHA  
Privacy - Terms

8. You will be prompted to enter a one time “two Factor Authentication” code. *The code will go to the same email address where you received your first invitation email.*

Hi, %USERNAME%. Welcome to VAMS  
Please create your Account to Access the Recipient Module

Your Username

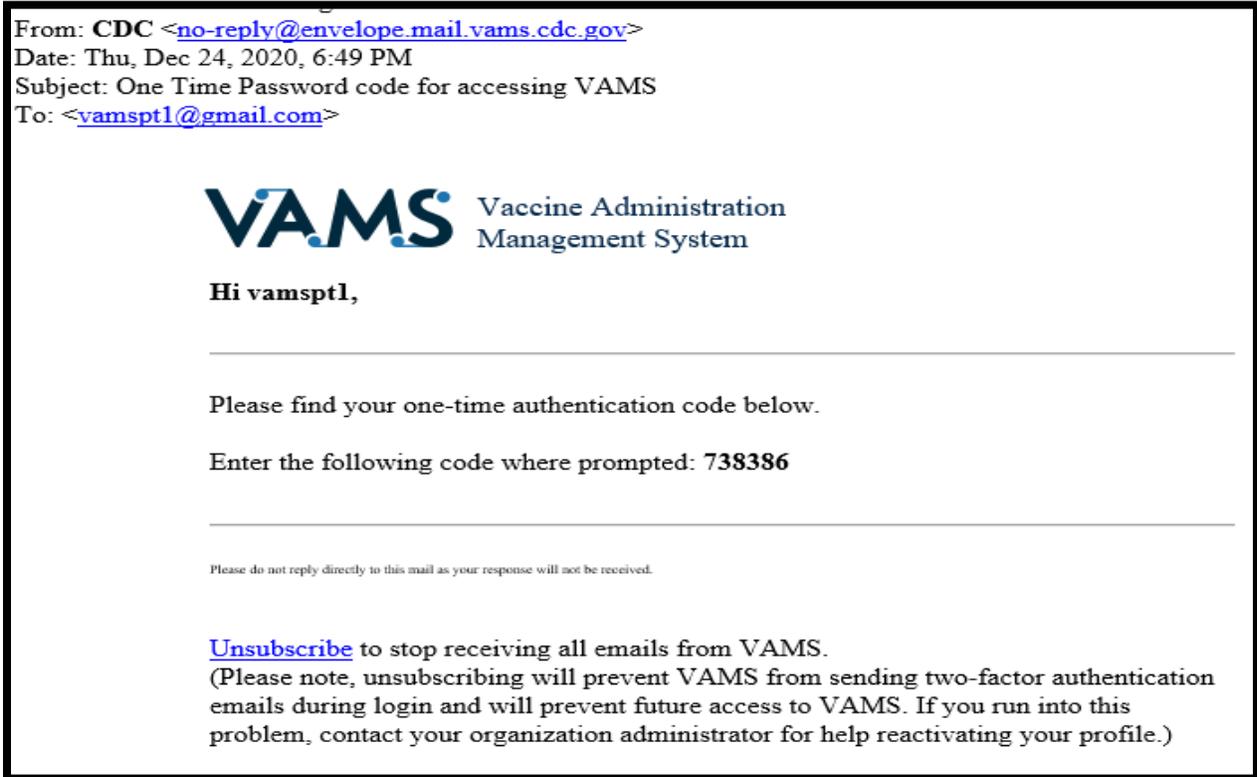
### Two-factor authentication

A code has been sent to va\*\*\*\*\*@gm\*\*\*.com. This code will be valid for the next 60 minutes and no new code will be generated for the next 60 minutes. If you don't receive your code, check your spam folder before requesting a new one.

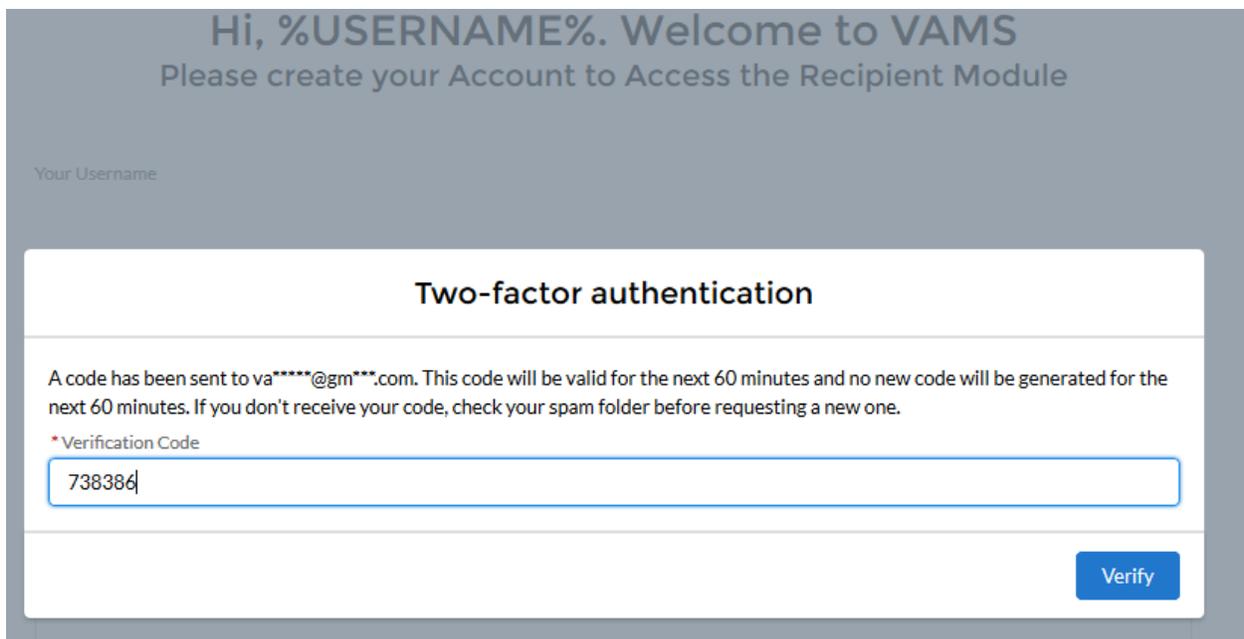
\* Verification Code

Verify

9. The email will come from: [no-reply@envelope.mail.vams.cdc.gov](mailto:no-reply@envelope.mail.vams.cdc.gov) with a subject line “One time password code for accessing VAMS”. The email looks like below:



10. Please enter the code on your browser screen and click on “Verify”



11. You will be prompted to create a password in this screen. Create a password and click on the “By checking this Box, I agree to the specified terms”.

## Hi, vamspt1. Welcome to VAMS

### Please create your Account to Access the Recipient Module

Your Username  
vamspt1@gmail.com

Your password must be at least 8 characters long and include at least 3 of the following categories:

- 1 uppercase character
- 1 lowercase character
- 1 number
- 1 special character ⓘ

\* Create Password

\* Verify Password

Security Alert - This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

By Checking this Box, I Agree to the specified terms.

[Create Account](#)

12. In the next screen, you will be prompted to enter your demographics information. You need to enter information in all fields with a red asterisk. (Please note the “Date of Birth” can be only in the format of **MMM DD, YYYY, ie. Jan 01, 1950**). Once you complete all of the red asterisks fields, please click on the “Next” button.

The screenshot shows the 'Register my account' form with five steps: My Information, Medical History, Insurance, Organization, and Review. The 'My Information' step is active and highlighted in blue. The form contains the following fields:

- Salutation: --None--
- First name: vamspt1
- Middle name: (empty)
- Last name: vamspt1
- Username: vamspt1@gmail.com
- \* Gender: Radio buttons for Female, Male, Decline to Specify, and Other.
- \* Date of birth: (empty)
- \* Ethnicity: Radio buttons for Hispanic or Latino, Not Hispanic or Latino, and Unknown / Not Reported.

13. In the next screen, please complete the “Medical History” in the blue highlighted tab. You need to address all fields with a red asterisk. Once this is completed, click on the “Next” button.

The screenshot shows the 'Medical History' step of the registration process, highlighted in blue. The form contains the following sections:

- \* I am currently living in a nursing home. Radio buttons for Yes and No (No is selected).
- \* Indicate any known allergies: A list of allergens with checkboxes. 'None' is selected.
- \* Indicate any known existing conditions: A list of conditions with checkboxes. 'No existing conditions' is selected.

14. In the next screen, you will be asked to enter your insurance information. *This is an optional segment, and you don't need to enter anything on this screen.* You can click on the "Next" button.

Provide applicable insurance information, if available.

Insurance provider

Group number

Policy number

Previous Next

15. In the next screen, you will see which organization has invited you for to schedule a vaccine appointment. You don't need to do anything on this screen. Click on the "Next" button.

If you work at more than one organization, completing the vaccination schedule more than one time will provide no additional benefit. You have the ability to identify up to two additional organizations for tracking purposes.

\* Primary organization

Outbreak

Organization email  
[REDACTED]

Organization address  
29 HAZEN DR  
CONCORD, New Hampshire 03301  
United States

Role/position

Priority group  
Select Priority group

Add Organization

Previous Next

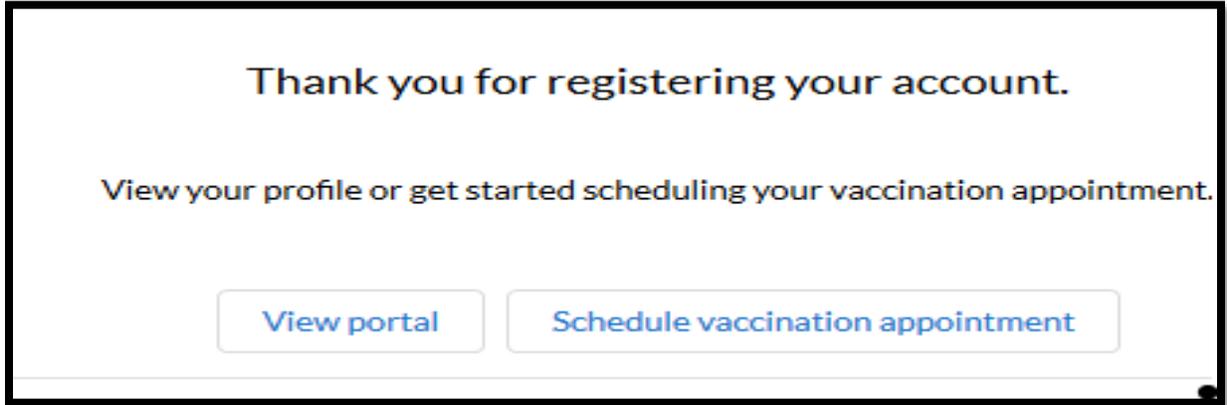
16. In the next screen, please verify all of the information. If you are satisfied with all entered information, please click on the "agree" button on the bottom of this page. Click on the "Finish" button.

*You can always click on the "previous" tab to go back to the any previous screen to update your information.*

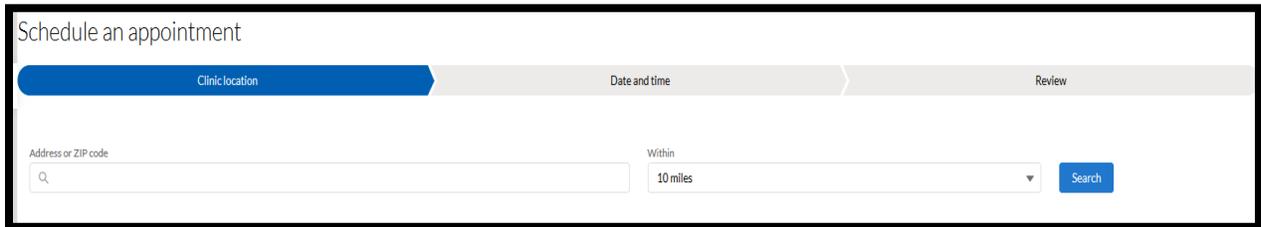
\* I have reviewed and confirmed that the data above is correct.

Agree

17. Once finished, you will receive “Thank you for registering your account” message. Please click on the “Schedule vaccination appointment”.



18. In this screen, put your home or work zip code, select the radius mile and hit “search”.



19. On the search result screen, under “Clinic result”, you will be able to see all VAMS participating clinics. **Please select a location from one of the 13 fixed vaccination sites available; these clinic names begin with the prefix State of NH-(insert clinic location name).**

**Note: If you are registering for a closed POD sponsored by your public health network coordinator, please select the location that was provided to you.**

Once you select your clinic, click on “Next” in the bottom right corner.

Address or ZIP code: 03301      Within: 10 miles      Search

**Clinic Results (2)**

- Concord Hospital (1.1 mi.)  
250 Pleasant Street, Concord, New Hampshire
- State of NH-Concord (3.3 mi.)**  
270 Loudon Rd., Concord, New Hampshire

Next

20. Select a date and time in the next screen of your choice (or as instructed to do so by your supervisor).

Schedule an appointment

▼      Date and time      Review

Clinic location  
State of NH-Concord

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Saturday  
December 26, 2020  
Time zone: America/New\_York

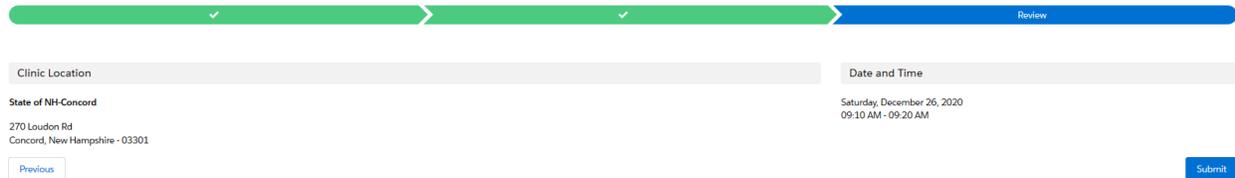
09:10 AM - 09:20 AM	12:00 PM - 12:10 PM	01:50 PM - 02:00 PM	03:30 PM - 03:40 PM
09:20 AM - 09:30 AM	12:10 PM - 12:20 PM	02:00 PM - 02:10 PM	03:40 PM - 03:50 PM
09:40 AM - 09:50 AM	12:20 PM - 12:30 PM	02:10 PM - 02:20 PM	03:50 PM - 04:00 PM
10:40 AM - 10:50 AM	12:30 PM - 12:40 PM	02:20 PM - 02:30 PM	
10:50 AM - 11:00 AM	12:40 PM - 12:50 PM	02:30 PM - 02:40 PM	
11:00 AM - 11:10 AM	12:50 PM - 01:00 PM	02:40 PM - 02:50 PM	
11:10 AM - 11:20 AM	01:10 PM - 01:20 PM	02:50 PM - 03:00 PM	
11:20 AM - 11:30 AM	01:20 PM - 01:30 PM	03:00 PM - 03:10 PM	
11:40 AM - 11:50 AM	01:30 PM - 01:40 PM	03:10 PM - 03:20 PM	
11:50 AM - 12:00 PM	01:40 PM - 01:50 PM	03:20 PM - 03:30 PM	

Next

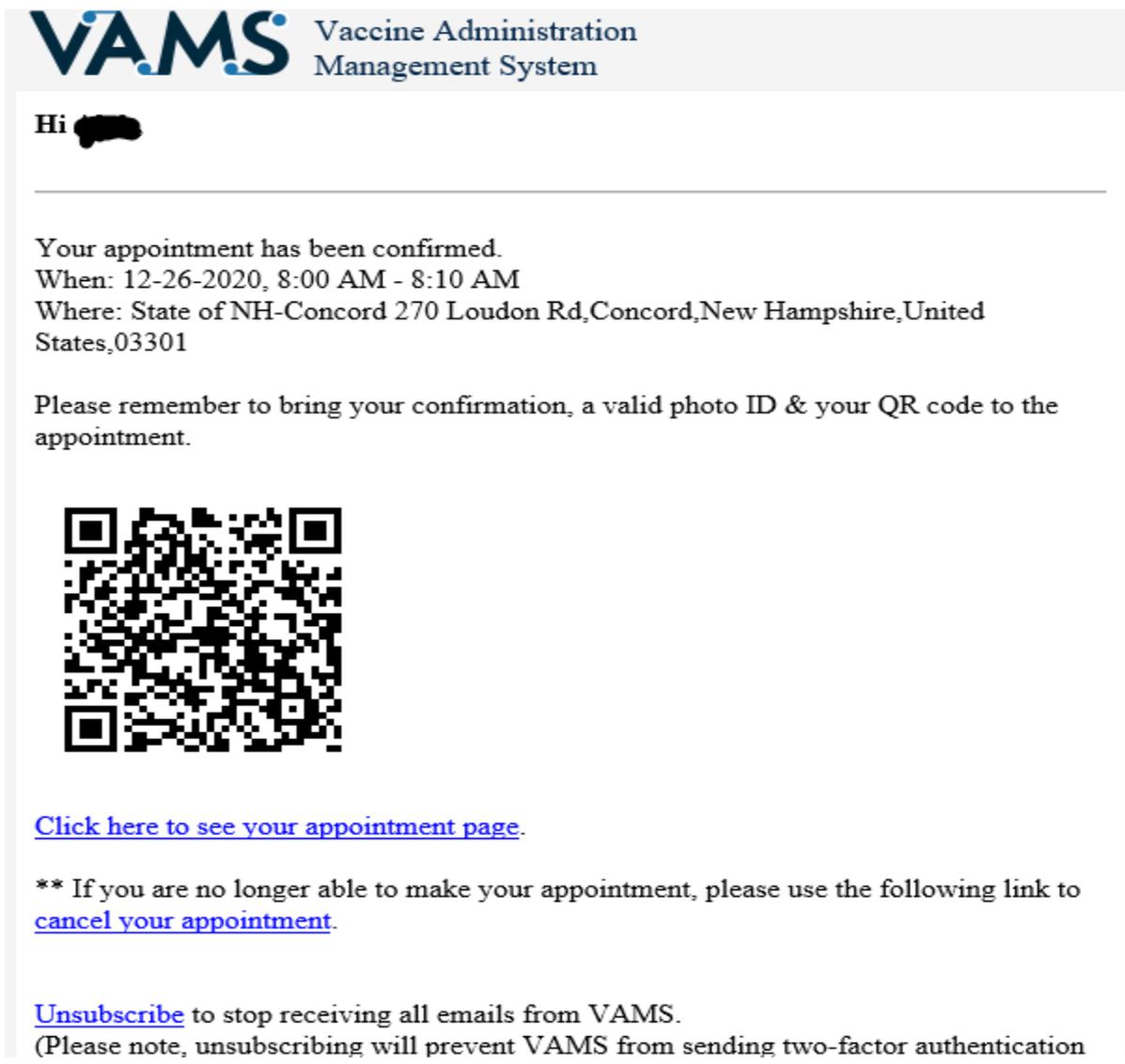
Return to search results

21. Click on the “Next” button. Once again, verify your clinic location. This should be the clinic where you have selected to go for your vaccination (or where you were instructed to go by your supervisor). Verify the date and time. Click on the Submit button.

Schedule an appointment

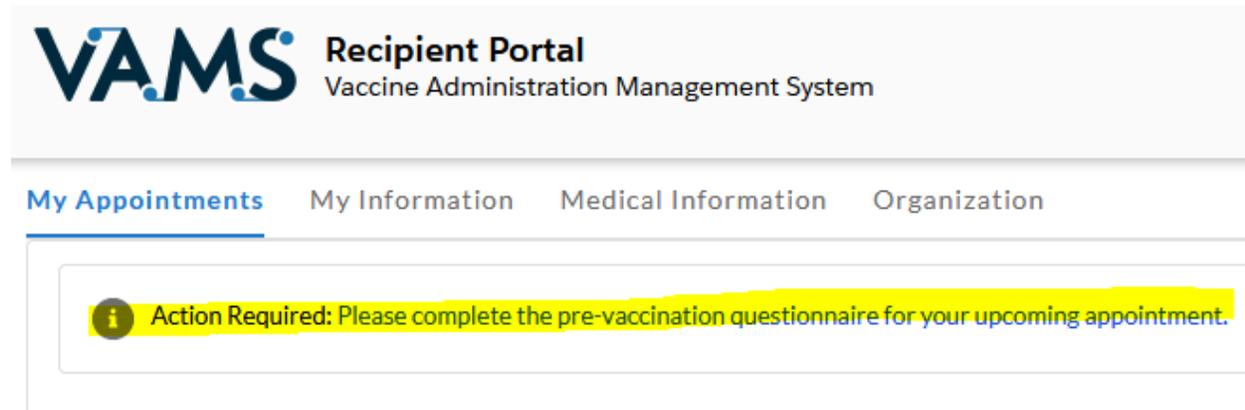


22. Once submitted, you will be given a confirmation page with a QR code on it. The same information will be emailed to you. You will receive an email from: [no-reply@envelope.mail.vams.cdc.gov](mailto:no-reply@envelope.mail.vams.cdc.gov) with a subject line “Your appointment has been scheduled and confirmed”. Here is an example of the confirmation email you will receive:



## Completing Pre-vaccination Questionnaire

1. **You are required to complete a pre-vaccination questionnaire before coming to the clinic.** To complete the questionnaire, please log in to your VAMS Recipient portal at <https://vams.cdc.gov> within 12 hours before your scheduled appointment time. Use your registered email and password to login to your VAMS account.
2. Once you login, on your portal, you will see an “Action Required” prompt. You will only see this prompt 12 hours before your appointment time, not date. Example: if your vaccination appointment time is at 5 PM on Dec 25, 2020, you will able to see this prompt on your account at 5 AM on Dec 25, 2020.



3. Please click on the link to complete the questionnaire. Once completed, click on the “Next”. This will complete this step. Please click on the “finish” button.

### **Scheduling for Second Dose**

1. You will get a reminder to schedule for your second dose when you get close to 28 days (if you are getting Moderna) or 21 days (if you are getting Pfizer). VAMS will send a reminder email to your registered email account.
2. When you receive the reminder email, please login to your VAMS account using your registered email account and password. You need to complete Step 18 to Step 22 as before to schedule a time for vaccination.
3. You still need to complete the “pre-vaccination questionnaire” 12 hours before your scheduled second dose appointment time.

### **General Scheduling Reminders**

- Please do not arrive at the 13 fixed vaccination clinic without scheduling an appointment in VAMS
- To reset your VAMS password, follow the instructions on [page 14](#) of this reference guide
- If you are unable to schedule an appointment via VAMS due to technical difficulties, please contact the Covid-19 Coordinating Office at 603-271-5980 or [covidvaccinescheduling@dhhs.nh.gov](mailto:covidvaccinescheduling@dhhs.nh.gov) for assistance.

## Instructions for resetting your VAMS password

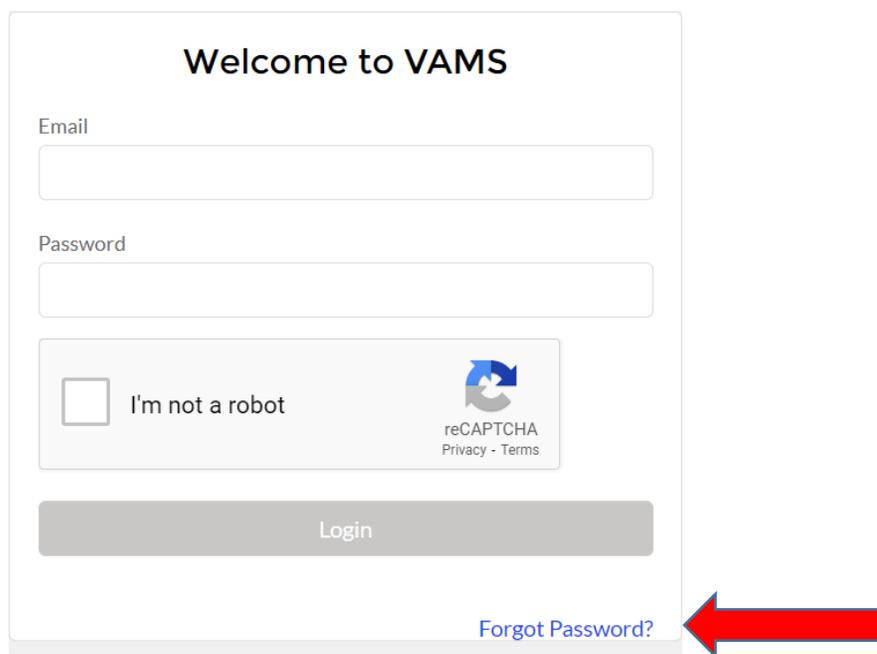
1. Go to <https://vams.cdc.gov/vaccineportal/s/login/?ec=302&startURL=%2Fvaccineportal%2Fs%2F> and select “Login to VAMS” on the homepage:

### Already a registered VAMS user?

- Schedule COVID-19 vaccination appointments as a vaccine recipient
- Manage employees or members as an organization or employer
- Manage COVID-19 vaccination appointments as a healthcare provider
- Manage organizations and clinics within a jurisdiction as an administrator



2. The next screen that appears is “Welcome to VAMS”. Click on the Forgot password? Button.

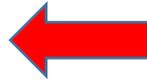


3. Please enter the username and select "Reset Password". (Your username is the email that received your first invitation email).



**PASSWORD RESET**

To reset your password, we'll need your username.  
We'll send password reset instructions to the email address associated with your account.

4. Please follow the instructions sent to your email to reset your password.