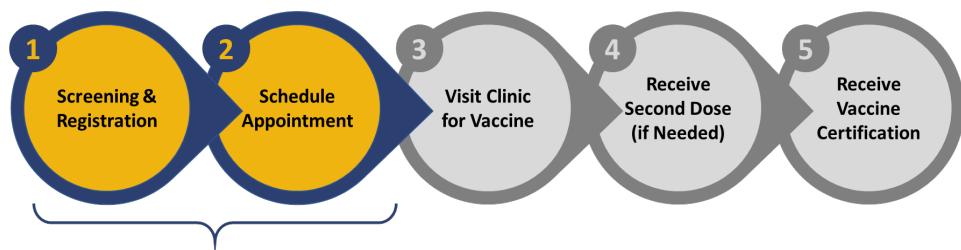


# Vaccine & Immunization Network Interface (VINI)

## How to Register for and Schedule a COVID-19 Vaccine Appointment



This Tip Sheet is to help recipients schedule COVID-19 vaccine appointments in the New Hampshire Vaccine & Immunization Network Interface (VINI). This guide walks through the screening, registration, and scheduling steps.



## Screening & Registration

You can check your eligibility for the current phase of vaccination by visiting [www.vaccines.nh.gov](http://www.vaccines.nh.gov) and clicking “Do I Qualify?” Or you can do the screening as a part of the registration process and navigate directly to “Register Now” to register for a VINI account.

- **Screening:** This section includes questions about your age to determine if you are eligible to be vaccinated.
- **Medical Acknowledgement:** If you are eligible, you are taken to the Medical Acknowledgment questions.
  - This section includes questions about severe allergic reactions, antibody therapy, recent vaccine administration, immunocompromised conditions, and pregnancy. After you answer these questions, you will proceed to the pre-registration section unless you have had severe allergic reactions or would like to first discuss with your doctor.
- **Registration:** At this stage in the process, you will be asked to enter your personal information, which helps create your profile in VINI.
  - This information includes Name, Date of Birth, Gender, Race, Ethnicity, Address, Medical Information, and Insurance (optional). After you complete all the mandatory fields, click **Submit**.
- **Email Acknowledgement:** After registering, you will receive an email confirmation with a link to activate your VINI account. The email will come from [noreply\\_NHVMS@notices.nh.gov](mailto:noreply_NHVMS@notices.nh.gov). If you do not receive an email within 10 minutes, please check your spam folder or call 2-1-1.
  - On the email, click **Activate** to enter VINI, where you will create a password to access your account.
  - Create a password for your account and proceed to scheduling your COVID-19 vaccine appointment. The link to activate your account will **expire after 24 hours**, so please create your account as soon as possible after receiving your initial email. If your link expires before you are able to activate your account, please call 2-1-1 to get your password reset.

Two screenshots of the New Hampshire COVID-19 Vaccines registration process. The left screenshot shows the 'Please create your Account Module' step, which includes fields for First Name, Last Name, Your Username, and Your Password. The right screenshot shows the activation email with a red arrow pointing to the 'Activate' button. The activation email also includes a note that the username is your email address and provides helpful resources for COVID-19 appointments.

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## Scheduling an Appointment

Once you create your password and account, you will see VINI's Welcome Page. To schedule a COVID-19 vaccine appointment, follow the directions below.

### Scheduling Your First Appointment

- Click **Create/Manage Appointment** on the Welcome Page and on the next screen, click **Schedule Appointment** in the upper right-hand corner of the screen.
- Select your **Dose Type** as **First**.
- Next, enter your **Address or ZIP Code** to search for the clinics within your desired range. A list of clinics that fit your search criteria will appear; select one and click **See availability** to see available appointments at this location.
- After selecting your desired clinic, choose a desired date and time slot. If there are no available time slots, please check another date. After selecting your desired time slot, click **Submit**.
  - If you would like to view available appointments at a different clinic, click **Change** under Clinic Information on the top left of the screen.
  - If you wish to change your appointment details, click **Cancel Appointment** or **Reschedule Appointment**. Clicking **Reschedule Appointment** will bring you back to the screen where you choose your Dose Type. If you choose to reschedule your appointment, your existing appointment will be cancelled only after a new date/time is confirmed.
- You will be taken to a page that confirms your appointment was scheduled and lists the appointment details and a QR code. You will need to bring the VINI QR code, that is also in your confirmation email, to your appointment, either on your mobile device or printed.
- Please refer to the list below for what you will also need to bring to your appointment:
  - **Valid, unexpired driver license or non-driver ID card.**
  - **Valid, unexpired passport**

A screenshot of the VINI 'Search Location' page. At the top, there is a search bar with 'Address or Zipcode' containing '03301'. Below it is a dropdown menu for 'Dose Type' set to 'First'. To the right, there is a 'Within' radius selector set to '10 miles' and a 'Search' button. The main area shows a table of clinic locations. The first row has a red circle around the 'Address or Zipcode' input field and an arrow pointing to the 'See availability' button in the last column. The second row has a red circle around the 'See availability' button. The columns in the table are 'Clinic Location Name', 'Clinic Address', 'Distance', 'Next Available Appointment', and 'Total number of future slots from the available date'.A screenshot of the VINI 'Choose Date and Time' page. It displays a grid of appointment slots for Monday, March 08, 2021. The grid is organized by hour and minute. Each slot is represented by a small box with a time and a number in parentheses indicating the number of available slots. The grid shows availability from 08:00 AM to 04:45 PM. A red circle highlights the 'See availability' button at the bottom right of the grid. A 'Submit' button is located at the bottom right of the entire page.

**NOTE:** For 16 and 17-year olds without one of these documents, a birth certificate or passport must be brought as proof of age, and a parent/guardian must provide one of the above documents.

- All additional information required for your appointment, including a questionnaire you should fill out before your appointment to save time, will arrive in follow-up emails.

### Scheduling Your Second Appointment (if necessary)

If you are registering for a two-shot COVID-19 vaccine (Moderna or Pfizer), the clinic staff can schedule your second dose appointment at check out after you receive your first dose. This appointment will appear in your VINI

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account after it is scheduled. You can also log back into your VINI account after you receive your first dose to schedule your second dose.

If you choose to schedule your second appointment yourself, log into your VINI account and choose the **Create & Change My Appointments** and click

A screenshot of the VINI search interface. At the top, there's a blue bar with "Search Location" and "Choose Date and Time". Below that, there are three main search fields: 1. "Dose Type" dropdown set to "Second", 2. "Dose 1 Administration Date" input field with placeholder "Enter a Date", 3. "Manufacturer Name" dropdown with placeholder "Select Manufacturer". Below these are two search filters: "Address or Zipcode" with placeholder "Enter Address or Zipcode" and a "Within" dropdown set to "10 miles". A "Search" button is at the bottom right.

**Schedule Appointment.** Select your **① Dose Type as Second**. If the system does not recognize your information, VINI will ask you to select your **② Dose 1 Administration Date** and **③ Manufacturer Name**. If the system recognizes your information, it will pre-populate this information. Only appointment slots that have the same vaccine manufacturer as your first dose will appear in your search. See below for details on when you are able to schedule your second appointment, if necessary.

First Appointment	Second Appointment
You schedule your first appointment at a clinic with the Moderna COVID-19 vaccine on <b>May 1st, 2021</b> .	After you receive your first vaccine, the system allows you to schedule your second appointment on or after <b>May 29th, 2021</b> .
You schedule your first appointment at a clinic with the Pfizer COVID-19 vaccine on <b>May 1st, 2021</b> .	After you receive your first vaccine, the system allows you to schedule your second appointment on or after <b>May 22nd, 2021</b> .
You schedule your first appointment at a clinic with the Johnson & Johnson COVID-19 vaccine on May 1 <sup>st</sup> , 2021.	No further action is needed as Johnson & Johnson COVID-19 vaccines do not require a second dose.

- If you wish to change or cancel your second appointment, you can access your account, click **Create/Manage Appointment**, and book a new appointment.

**Congratulations – you have booked an appointment for your COVID-19 vaccine!**

**If you have any questions throughout this process, please dial 2-1-1 for support.**