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 with a subject line “Please register in VAMS to schedule an appointment”. An example of this email is depicted here:

From: CDC <no-reply@envelope.mail.vams.cdc.gov>
Date: Wed, Dec 23, 2020, 9:55 PM
Subject: Please register in VAMS to schedule an appointment
To: <[Redacted]>

VAMS
Vaccine Administration Management System

Hi [Redacted],

Your organization or employer designated you in a priority group for immunization. Please schedule an appointment with a participating clinic through the following link.

Thanks,

Centers for Disease Control & Prevention (CDC)

Unsubscribe to stop receiving all emails from VAMS.
(Please note, unsubscribing will prevent VAMS from sending two-factor authentication emails during login and will prevent future access to VAMS. If you run into this problem, contact your organization administrator for help reactivating your profile.)
2. Click on the “link” in the email:

From: CDC <no-reply@envelope.mail.vams.cdc.gov>
Date: Wed, Dec 23, 2020, 9:55 PM
Subject: Please register in VAMS to schedule an appointment
To: <name>

VAMS Vaccine Administration Management System

Hi [name],

Your organization or employer designated you in a priority group for immunization. Please schedule an appointment with a participating clinic through the following link. 2

Thanks,
Centers for Disease Control & Prevention (CDC)

Unsubscribe to stop receiving all emails from VAMS.
(Please note, unsubscribing will prevent VAMS from sending two-factor authentication emails during login and will prevent future access to VAMS. If you run into this problem, contact your organization administrator for help reactivating your profile.)

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

From: CDC <no-reply@envelope.mail.vams.cdc.gov>
Date: Thu, Dec 24, 2020, 6:49 PM
Subject: One Time Password code for accessing VAMS
To: <vamsptl@gmail.com>

VAMS Vaccine Administration Management System

Hi vamsptl,

Please find your one-time authentication code below.

Enter the following code where prompted: 738386

Please do not reply directly to this email as your response will not be received.

Unsubscribe to stop receiving all emails from VAMS.
(Please note, unsubscribing will prevent VAMS from sending two-factor authentication emails during login and will prevent future access to VAMS. If you run into this problem, contact your organization administrator for help reactivating your profile.)

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.

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.
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.

![Insurance Information](image)

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.

![Organization Information](image)

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.

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

<table>
<thead>
<tr>
<th>Clinic name</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concord Hospital</td>
<td>250 Pleasant St, Concord, NH</td>
<td>Tuesday: 8:00 AM - 4:00 PM, Wednesday: 9:00 AM - 6:00 PM, Thursday: 8:00 AM - 5:00 PM, Friday: 8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>State of Me-Concord</td>
<td>100 Main St, Concord, NH</td>
<td>Tuesday: 9:00 AM - 5:00 PM, Wednesday: 9:00 AM - 5:00 PM, Thursday: 9:00 AM - 5:00 PM, Friday: 9:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Banks of NH Concord</td>
<td>123 Main St, Concord, NH</td>
<td>Tuesday: 9:00 AM - 5:00 PM, Wednesday: 9:00 AM - 5:00 PM, Thursday: 9:00 AM - 5:00 PM, Friday: 9:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>
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.

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 with a subject line “Your appointment has been scheduled and confirmed”. Here is an example of the confirmation email you will receive:

VAMS Vaccine Administration Management System

Hi [Name]

Your appointment has been confirmed.
When: 12-26-2020, 8:00 AM - 8:10 AM
Where: State of NH-Concord 270 Loudon Rd, Concord, New Hampshire, United States, 03301

Please remember to bring your confirmation, a valid photo ID & your QR code to the appointment.

Click here to see your appointment page.

** If you are no longer able to make your appointment, please use the following link to cancel your appointment.

Unsubscribe to stop receiving all emails from VAMS.
(Please note, unsubscribing will prevent VAMS from sending two-factor authentication
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](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 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:

   ![Login to VAMS](image)

   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

   Login to VAMS

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

   ![Welcome to VAMS](image)
3. Please enter the username and select “Reset Password”. (Your username is the email that received your first invitation email).

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