Steps for scheduling a COVID immunization appointment:

1. **Pre-register at** [www.vaccines.nh.gov](http://www.vaccines.nh.gov). This allows the State of NH to approve you for the next step. Prepare to answer questions about medication and allergies. Sharing health insurance information is optional.

2. You will receive the **first email** from the CDC stating you are ‘designated as a priority group for immunization.’ Click on the link ‘here’ to continue.

3. You will be brought to the VAMS welcome page and will be asked for your address and re-registration status.
4. Once these welcome questions are answered, you will see a screen asking for a confirmation code. This code will be sent in a second email by the CDC. This email provides the confirmation code you must enter to move to the next step.

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Two-factor authentication

A code has been sent to Your provided email. 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.

* Confirmation Code

*TIP*
This code lasts 60 min. Make sure you check your email within that time.

Verify
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5. You will be brought to the VAMS account password creation page.

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

Your Username
Your provided email

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

*TIP*
This requires a long password. Write your password down in a safe place once created.
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6. Once you’ve created a password for your account, which will allow you access to the Recipient Module, you will be asked to enter in your personal information including required cell phone number and address.

*TIP* This may be information you have already given. You must enter it again here.

*TIP* Click on selection and press right arrow to apply it.
7. The next page will ask for your allergy and medication information.

*TIP*
Have a list of health conditions, allergies and medications ready for this step.

8. Next you will be asked to verify your, ‘organization,’ which is designated by the state. Choose your priority group according to the COVID vaccine timeline.
9. Now you have completed the pre-registration and registration process. Next you will be asked to ‘Schedule a Vaccination Appointment.’ You will need to identify your address and zip code and how far you are willing to travel.

10. Use the map and list to the left to choose your preferred clinic.

*TIP*
Once you enter your address, zip code and location distance you will be brought to the CALENDAR. Here you will attempt to choose dates for your appointment. Don’t be discouraged if you can’t choose one right away - as of January 25, bookings may be as late as March or April. Keep trying until you find one that is available.
11. Upon choosing a location you will be asked to confirm the date, time and location you have selected (in the past two steps) for your appointment.

12. Once you confirm your appointment information, press ‘Submit.’ You are now registered and have been scheduled for your COVID vaccination!

13. You will be sent a third email with confirmation that you are scheduled for an appointment, as well as a QR code. You may scan this, or take a picture of it, to use for quick check-in for the appointment at your chosen location. You can also use the username and password you created for check in at your appointment.

14. You will need to bring proof of residency with you to your appointment.