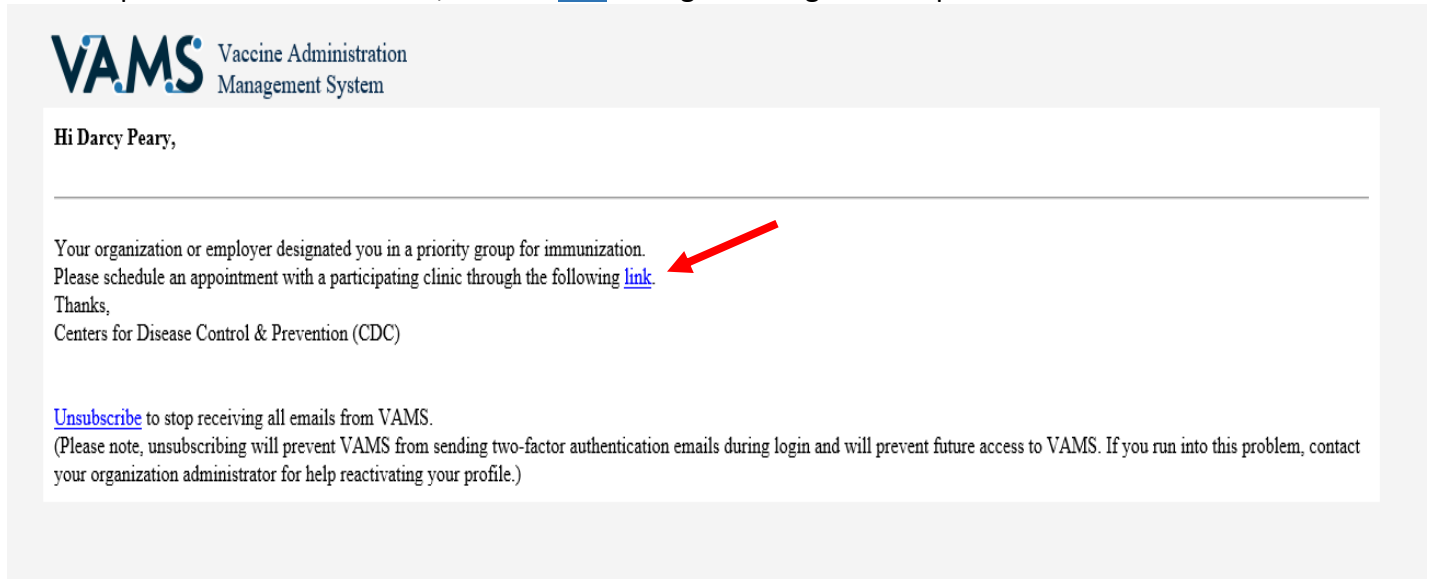


## Covid-19 Vaccination VAMS (Vaccine Administration Management System) Instructions

Once your name is input into the VAMS website, you will receive an email from [no-reply@mail.vams.cdc.gov](mailto:no-reply@mail.vams.cdc.gov). The ONLY way to register is thru the email that you receive.

An example of the email is below, click on [link](#) to begin the registration process



The link will take to the VAMS website, you should see the following screen:

**(PLEASE NOTE: VAMS is only compatible on Google Chrome, Microsoft Edge, Mozilla Firefox and Safari)**

A screenshot of the VAMS registration page. At the top, the VAMS logo and "Vaccine Administration Management System" are displayed. Below the logo, the text "Welcome to VAMS" is centered. A paragraph of introductory text follows, explaining the purpose of the system and the collection of information. Below this, a heading says "Confirm the following questions to register your account." There are two questions: "Have you already registered as a vaccine recipient with VAMS?" with radio buttons for "Yes" and "No", and "My home address is located in" with dropdown menus for "State" and "County". At the bottom, there is a reCAPTCHA widget with the text "I'm not a robot" and a "Next" button in the bottom right corner.

If this is your first time on the VAMSS website, click No to the first question. Enter your home state and county. Click the I'm not a robot button and select the images and click verify. Then click next.

You'll receive a Two-factor authentication pop-up box. You'll need to go into your email where the registration link was sent and obtain the verification code. Input the code and click verify.

## Two-factor authentication

A code has been sent to dp\*\*\*\*@lr\*\*.org. This code will be valid for the next 30 minutes. If you don't receive your code, check your spam folder before requesting a new one. To send a new code, refresh this page.

\* Verification Code

Verify

This will bring you to the create account screen for VAMS. On this screen you will see your username – should be the email that your registration link was sent. You'll need to create a password on this screen. **PLEASE, use a password that you'll remember or write-it down – we are unable to retrieve passwords for you.** Click on that you agree with the terms and click Create Account.

## Hi, Darcy. Welcome to VAMS

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

Your Username

dpeary@lrgh.org

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

This will bring up the Register my account screen. There are 5 screens that you must go thru in order to register for a shot. Fill out the My Information screen and click next.

**Notes:** if you are registering from a cell phone, in order to change the year of your birth, click on 2020 and select the correct year. For race, click on your race and use the right arrow to move it into the selected options box.

### Register my account

Progress bar: My Information (selected), Medical History, Insurance, Organization, Review

Salutation  
--None--

First name  
Darcy

Middle name

Last name  
Peary

Username  
dpeary@lrgh.org

\* Gender  
 Female  
 Male  
 Decline to Specify  
 Other

\* Date of birth

\* Ethnicity  
 Hispanic or Latino  
 Not Hispanic or Latino  
 Unknown / Not Reported

\* Race  
Available Options      Selected Options

Fill in the remaining screens for Medical History, Insurance (for this you will need your Insurance Card), Organization and Review. Once you have reviewed your information, click agree and FINISH.

The following screen will appear to schedule your vaccination appointment, click on schedule vaccination appointment:

**Thank you for registering your account.**

View your profile or get started scheduling your vaccination appointment.

[View portal](#)

[Schedule vaccination appointment](#)

The following screen will appear. You'll need to search for a clinic location. Input the zip code of 03246 and click search. Select LRGH-Franklin Hospital. Scroll down and click next.

## Schedule an appointment

Clinic location
Date and time
Review

Address or ZIP code 
✕
 Within 
▼
Search



**Clinic Results (1)**

**LRGH-Franklin Hospital (3.5 mi.)**  
80 Highland Street, Laconia, New Hampshire

The Schedule an appointment screen will appear, click on any of the **BOLD** black dates. These are dates when the vaccine is being administered. Click a date and time that works for your schedule and click next. You may want to book at date/time where you have the availability to have a couple of days off to recover (if needed).

**Please note:** some dates will notify you that there are NO slots available for this day. We will be adding more dates and times as we receive notification of incoming vaccines.

## Schedule an appointment

✔
Date and time
Review

Clinic location  
LRGH-Franklin Hospital

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	<b>21</b>	22	23	24	25	26
27	28	29	30	31	1	2

Monday  
**December 21, 2020**  
Time zone: America/New\_York

09:45 AM - 10:00 AM	01:00 PM - 01:15 PM	03:30 PM - 03:45 PM
<b>10:00 AM - 10:15 AM</b>	01:15 PM - 01:30 PM	03:45 PM - 04:00 PM
10:15 AM - 10:30 AM	01:30 PM - 01:45 PM	
10:30 AM - 10:45 AM	01:45 PM - 02:00 PM	
10:45 AM - 11:00 AM	02:00 PM - 02:15 PM	
11:00 AM - 11:15 AM	02:15 PM - 02:30 PM	
11:15 AM - 11:30 AM	02:30 PM - 02:45 PM	
11:30 AM - 11:45 AM	02:45 PM - 03:00 PM	
11:45 AM - 12:00 PM	03:00 PM - 03:15 PM	
12:45 PM - 01:00 PM	03:15 PM - 03:30 PM	

Review your appointment and time and click submit.

## Schedule an appointment

✓

✓

Review

Clinic Location

LRGH-Franklin Hospital

80 Highland Street  
Laconia, New Hampshire - 03246

Previous

Date and Time

Monday, December 21, 2020  
10:00 AM - 10:15 AM

Submit

You will receive an confirmation email from [no-reply@mail.vams.cdc.gov](mailto:no-reply@mail.vams.cdc.gov) that confirms your appointment. Should you need to return to your appointment page – click on the link below. Should you need to cancel your appointment – click on the link to cancel your appointment.


**VAMS** Vaccine Administration Management System

Hi Darcy,

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Your appointment has been confirmed.  
When: 12-21-2020, 10:00 AM - 10:15 AM  
Where: LRGH-Franklin Hospital 80 Highland Street,Laconia,New Hampshire,United States,03246

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.](#)