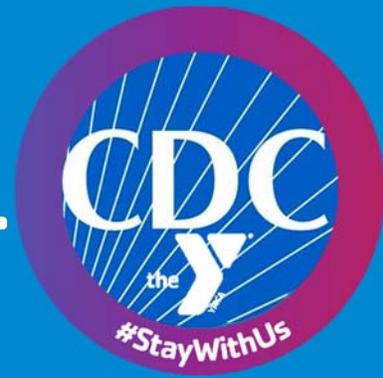




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CENTERS FOR DISEASE CONTROL & V.A.M.S.



## Setting Up Appointment for Immunization

**GREAT NEWS!** The Y has designated you in a priority group for immunization. Once you receive the email from the Centers for Disease Control & Prevention (CDC), you will see the logo illustrated to the right, which is their Vaccine Administration Management System (VAMS).



Please click on the link in the email to start the process, and use the steps below to get your appointment set up. Please note that each link is unique and not transferrable. The link that is sent is specifically designated for the recipient to set up their appointment for the COVID-19 vaccine.

Once you click on the link, you will go to the VAMS home page, and you will see a welcome message.

- Please **Complete the Questions**.
- Select Virginia and County.
- Click to check the reCAPTCHA as illustrated below.
- **Click Next**.

Confirm the following questions to register your account.

\* Have you already registered as a vaccine recipient with VAMS?  
 Yes  
 No

\* My home address is located in

\* State  
Virginia

\* County  
Alexandria City

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Please Complete Questions, click to Check the reCAPTCHA, and click Next.**

Next

The system will ask you to authenticate to create your profile. A message will be sent to your email address with the confirmation code. Check your messages for the code (please also check junk, spam, and clutter). **Enter Code and Click Verify.**

The next step is to **Create a Password**, which must contain at least three of the following:

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

Please **Click the Blue Button** at the bottom to continue.

The next step is to **Register your Account**. There are a few tabs, which are:

- My Information
- Medical History
- Insurance
- Organization
- Review

Under **My Information**, please **Complete All Fields**, and then please **Click Next** all the way at the bottom.

On this screen please **Enter Medical Information**, and the **Click Next** at the bottom of the screen.

**VAMS Recipient Portal**  
Vaccine Administration Management System

Register my account

Progress: [Completed] Medical History [Active] Insurance [Next] Organization [Next]

\* I am currently living in a nursing home.  
 Yes  
 No

\* Indicate any known allergies

- Crustacean shellfish (e.g. crab, lobster, shrimp)
- Eggs
- Fish (e.g. bass, flounder, cod)
- Food
- Gelatin/Egg Protein
- Latex
- Medication(s)
- Milk
- Neomycin
- No existing or known allergies
- None
- Other
- Peanuts
- Soybeans
- Thimerosal
- Tree nuts (e.g. almonds, walnuts, pecans)
- Vaccine or vaccine component
- Wheat
- Yeast

On this screen please **Enter Insurance Information**, and the **Click Next** at the bottom of the screen.

**VAMS Recipient Portal**  
Vaccine Administration Management System

Register my account

Progress: [Completed] [Completed] Insurance [Active] Organization [Next]

Provide applicable insurance information, if available.

Insurance provider

Group number

Policy number

**HAVE QUESTIONS?**  
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**CDC INFORMATION**  
[About CDC](#) | [File Viewers & Players](#) | [OIG](#)

On this screen organization information will be prepopulated. Please **Enter Any Additional Information**, and the **Click Next** at the bottom of the screen.

Progress: [Completed] [Completed] [Completed] Organization [Active]

**i** 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  
 YMCA of Metropolitan Washington  
 Organization email

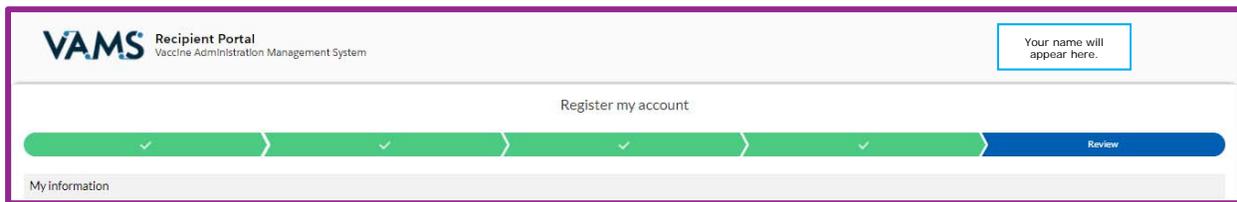
Organization address  
 420 East Monroe Avenue  
 Alexandria, Virginia 22301  
 United States

Role/position

Priority group

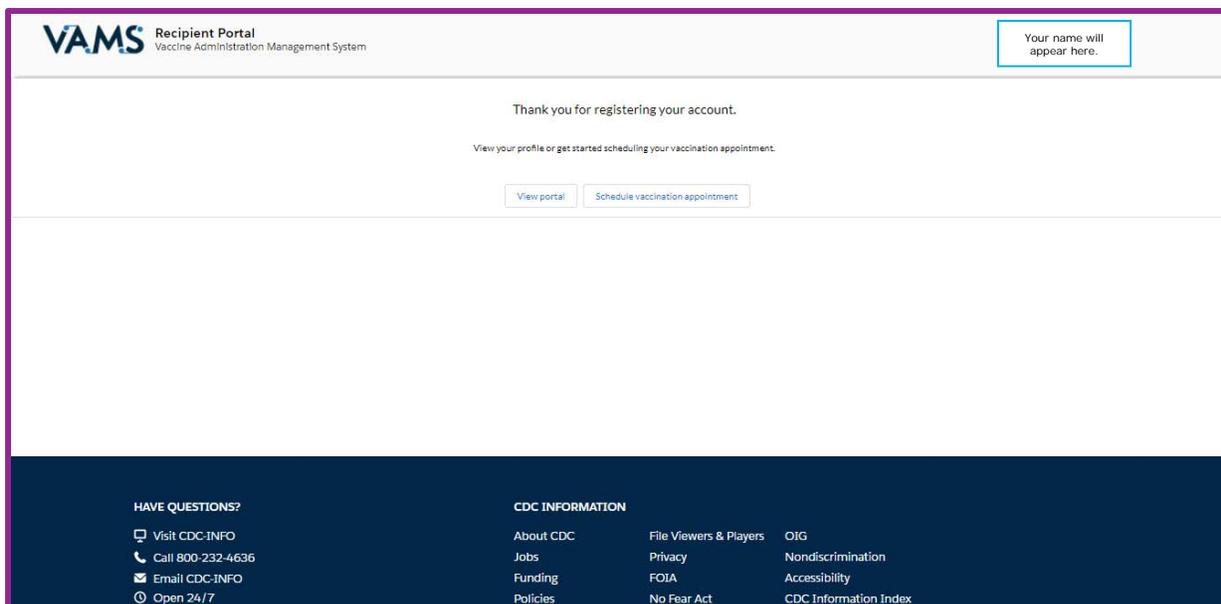
[Add Organization](#)

Once you click Next on the Organization tab, you will be at a final review. Please check all information to ensure that everything is correct. Then **Click Next** at the bottom of the screen.



**CONGRATULATIONS!** You have successfully completed your profile.

Please **Click the Schedule Vaccination Appointment** button to schedule your appointment.



The next screen will ask you “Have you received the vaccine?” Please **Answer the Question** by selecting the answer from the drop down menu, and then **Click Update My Info**, which will take you to the screen below to schedule your appointment. Please **Click Schedule Appointment** to find a list of available sites from which you can choose, and select your preferred location. You will receive an email or text confirmation based on what you selected in your profile. Once you receive the confirmation you are finished. **GREAT JOB!**

