

MAUI HEALTH COVID-19 VACCINE CLINIC VAMS Job Aid – Community Vaccinations

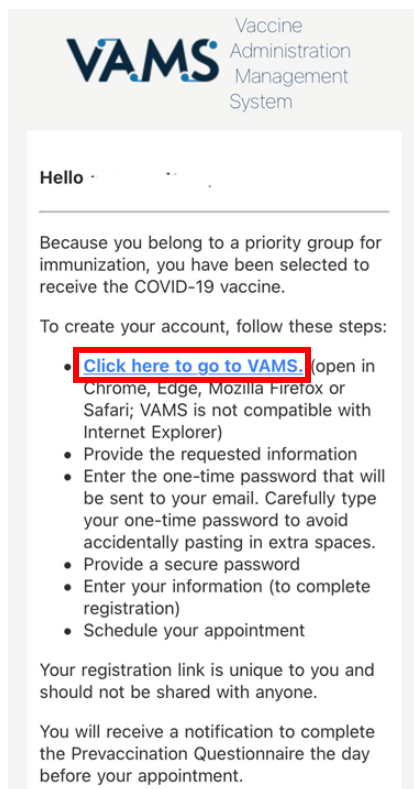
If you qualify to receive a COVID-19 Vaccine and would like to make an appointment, you must fill out the online Maui Health Vaccine Health Record Form at www.mauihealth.org/covidvaccine prior to completing the following steps.

***If you are filling out the form for someone else, and you have already registered yourself with VAMS, you must use a different email address. Only ONE PERSON may register with each email address.**

GETTING REGISTERED IN VAMS (VACCINE ADMINISTRATION MANAGEMENT SYSTEM)

After you complete the request form, you will receive an email from the CDC / VAMS (no-reply@envelope.mail.vams.cdc.gov).

Click the link in the email to begin registration with VAMS.



1. Fill out the welcome page. If this is your first time registering with VAMS, make sure you select NO. Otherwise it will assume you already have an account and password. Fill in State/County and then click **NEXT**.

VAMS is only compatible with the most current stable version of Edge, Chrome, Mozilla Firefox and Safari.

VAMS Vaccine Administration Management System

Welcome to VAMS

Welcome to the Vaccine Administration Management System (VAMS). Registering for this application allows for you to be pre-screened and, if qualified, register for an account and schedule your COVID-19 vaccination. Creating an account will allow for your State Health Department and The Centers for Disease Control and Prevention to collect your information to use in public health data analysis. Your name or other information that may identify you will not appear when we talk about the vaccine or results from the analyses.

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

Select a State

* County

Select a County

I'm not a robot

reCAPTCHA

Privacy - Terms

[Next](#)

2. A confirmation code will be sent to the email you used to register and received your initial VAMS email. Check your email, enter code and click **VERIFY**.

VAMS Vaccine Administration Management System

Hi, %USERNAME%. Welcome to VAMS

Please create your Account to Access the Recipient Module

Two-factor authentication

A code has been sent to ma*****@go.org. 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

Complete this field.

[Verify](#)

* Verify Password

Security Alert: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and

VAMS

Vaccine Administration Management System

Hi [redacted],

Please find your one-time authentication code below.

Enter the following code where prompted: →

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.)

3. Create a password for your new VAMS account. See requirements below. After you've set and verified your password, check the "agree" box and click CREATE ACCOUNT.

Hi, [Name]. Welcome to VAMS
Please create your Account to Access the Recipient Module

Your Username
youremail@email.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

Complete this field.

* 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](#)

4. Fill out your information accordingly.

Register my account

My Information | Insurance

Salutation
--None--

* First Name
--

Middle name

* Last Name

Username
kimstest2kxp@outlook.com

* Gender
 Female
 Male
 Decline to Specify
 Other

* Date of birth

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

* Race
 American Indian or Alaska Native
 Asian
 Black or African American

* Race
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Unknown / Not Reported

5. Provide insurance information if available.

VAMS Recipient Portal
Vaccine Administration Management System

Register my account

Insurance Organization Review

Provide applicable insurance information, if available.

Insurance provider
Group number
Policy number

Previous Next

6. Confirm details, click **AGREE** and then **FINISH**.

Register my account

Review

My information

Salutation
First name
Middle name
Last name
Username
Gender
Date of birth
Race
Priority Group
Are you Hispanic, Latino, or, Spanish-origin?
Home address

Organization

* Primary organization
Maui Health
Organization email
Organization address
221 Mahalani Street
Wailuku, Hawaii 96793
United States
Role/position
Priority group
Inpatient healthcare providers

*I have reviewed and confirmed that the data above is correct.
 Agree

Previous Finish

7. After you finish your registration, you can now **schedule your appointment**.

⚠ VAMS is only compatible with the most current stable version of Edge, Chrome, Mozilla Firefox and Safari.

VAMS Recipient Portal
Vaccine Administration Management System

Thank you for registering your account.

View your profile or get started scheduling your vaccination appointment.

[View portal](#) [Schedule vaccination appointment](#)

8. If this is your first dose of the COVID Vaccine, select **NO**, and click **continue**.

VAMS Recipient Portal
Vaccine Administration Management System

Before you schedule
We do not currently have a record of vaccination for you. Please answer the questions to schedule your appointment.

i Note: This is in reference to vaccination, not to any COVID-19 testing you may have received.

*Have you ever received a COVID-19 vaccine?

Yes

No

[Continue](#) [Cancel](#)

10. Search for a **Maui Health Location (listed below)**, then click **NEXT** at the bottom right hand corner.
 - a. MH MMMC (Pfizer vaccine)

***You MUST select a Maui Health location. If you select any other location, you will be turned away when you arrive for your appointment.**

VAMS Recipient Portal
Vaccine Administration Management System

Schedule your 1st dose appointment

Clinic location | Date and time | Review

Address or ZIP code: 96732 | Within: 10 miles | Search

Clinic Results (2)

- MH-MMMC Main Lobby -Pfizer ONLY (1.9 mi. | Earliest date possible: Feb 26, 2021)
221 Mahalani Street, Waikuku, Hawaii 96793
- MH Kihei? (8.6 mi. | Earliest date possible: Feb 26, 2021)
1279 South Kihei Rd, Suite 120 (Kaiser Permanente Clinic), Kihei, Hawaii 96753

Note: "Earliest date possible" is an estimate and might change. Select the clinic to see the exact availability.

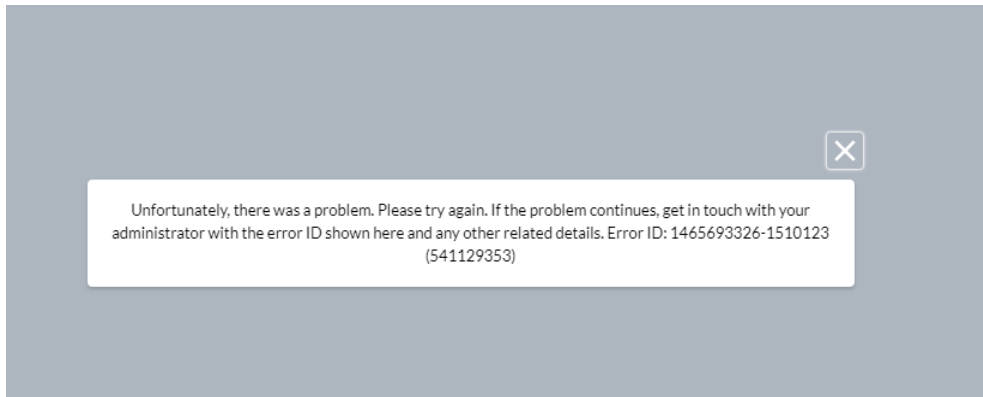
Next

11. Select your preferred appointment date and time, then submit.

Wednesday
December 23, 2020
Time zone: Pacific/Honolulu

08:00 AM - 08:15 AM	10:30 AM - 10:45 AM	01:00 PM - 01:15 PM	03:30 PM - 03:45 PM	06:00 PM - 06:15 P
08:15 AM - 08:30 AM	10:45 AM - 11:00 AM	01:15 PM - 01:30 PM	03:45 PM - 04:00 PM	06:15 PM - 06:30 P
08:30 AM - 08:45 AM	11:00 AM - 11:15 AM	01:30 PM - 01:45 PM	04:00 PM - 04:15 PM	06:30 PM - 06:45 P
08:45 AM - 09:00 AM	11:15 AM - 11:30 AM	01:45 PM - 02:00 PM	04:15 PM - 04:30 PM	06:45 PM - 07:00 P
09:00 AM - 09:15 AM	11:30 AM - 11:45 AM	02:00 PM - 02:15 PM	04:30 PM - 04:45 PM	07:00 PM - 07:15 P
09:15 AM - 09:30 AM	11:45 AM - 12:00 PM	02:15 PM - 02:30 PM	04:45 PM - 05:00 PM	07:15 PM - 07:30 P
09:30 AM - 09:45 AM	12:00 PM - 12:15 PM	02:30 PM - 02:45 PM	05:00 PM - 05:15 PM	07:30 PM - 07:45 P
09:45 AM - 10:00 AM	12:15 PM - 12:30 PM	02:45 PM - 03:00 PM	05:15 PM - 05:30 PM	07:45 PM - 08:00 P
10:00 AM - 10:15 AM	12:30 PM - 12:45 PM	03:00 PM - 03:15 PM	05:30 PM - 05:45 PM	
10:15 AM - 10:30 AM	12:45 PM - 01:00 PM	03:15 PM - 03:30 PM	05:45 PM - 06:00 PM	

You may receive an error message after you select submit, **please disregard and REFRESH your browser.**




12. You will receive an email notification confirming your appointment. Please remember to bring a **valid ID, insurance card(s), and proof of employment** (if you are a healthcare or essential worker). To streamline your appointment, please bring a paper copy of your ID and insurance card(s), Insurance Information Form, and Pre-vaccination Questionnaire. Arrive on time!

VAMS Vaccine Administration Management System

Hi Chrissy,

Your appointment has been confirmed.
When: 12-23-2020, 8:00 AM - 8:15 AM
Where: Maui Health Employee Health Department 221 Mahalani Street (Attn: Employee Health, Auditorium), Wailuku, Hawaii, United States, 96793

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.](#)

Q & A and other information

What do I do next? [Make sure you completed all steps on the step-by-step checklist.](#)

- Register with V-Safe at <https://vsafe.cdc.gov>.
- Complete the [pre-vaccination questionnaire](#) in VAMS. You will get an email 24 hours in advance. You can also [download](#) and print ahead of time.
- Arrive to your appointment on time and with all requested documents listed in step-by-step checklist.

What if I need to cancel my appointment?

If you need to cancel, log in to your VAMS account (<https://vams.cdc.gov>). Go to “appointments” and cancel appointment. You will then be able to schedule a new date/time. **APPOINTMENTS ARE LIMITED SO PLEASE CANCEL AT LEAST 24 HOURS IN ADVANCE.**

How does the recipient make their next appointment?

After completing their first appointment, recipients will receive a notification via their preferred contact method to schedule their next appointment.

Will I receive a notification when it's time to schedule my follow-up appointment?

After you have completed your first appointment, you will receive a notification that provides the earliest date you can receive the next dose of vaccine along with a link to schedule your follow-up appointment.

If the date when you can receive the next dose passes, you will receive a notification reminding you to schedule your follow-up appointment along with a link to schedule the appointment.

CDC Vaccine Administration Management System - SMS messages

- SMS will be used for notification services including registration confirmation and appointment confirmation and reminders.
- You can cancel the SMS service at any time. Just text "STOP" to the short code. After you send the SMS message "STOP" to us, we will send you an SMS message to confirm that you have been unsubscribed. After this, you will no longer receive SMS messages from us. If you want to join again, just sign up as you did the first time and we will start sending SMS messages to you again.
- If you are experiencing issues with the messaging program you can reply with the keyword HELP for more assistance, or you can get help directly at 800-CDC-INFO (800-232-4636)(TTY 888-232-6348)
- Carriers are not liable for delayed or undelivered messages
- As always, message and data rates may apply for any messages sent to you from us and to us from you. You will receive a varying amount of messages monthly. If you have any questions about your text plan or data plan, it is best to contact your wireless provider.
- If you have any questions regarding privacy, please read our privacy policy: <https://www.cdc.gov/Other/policies.html>

Troubleshooting with VAMS

Didn't receive an e-mail from the CDC to register in VAMS?

- Your information must first be uploaded to VAMS. After that, an invite to register is sent and can take a few days. If you haven't received an email *after 72 hours*, e-mail MH-Covid-Vaccine@kp.org.
- Is someone else registered with the same email? The VAMS system uses email as the main identifier for accounts and tracking.
- **Each user must have their own email address.** You cannot share an email with family, friends, or anyone else. This is the only way that the VAMS system can identify and differentiate each user for their vaccines.
- Users can get a free Gmail, Yahoo account online.
 - If you've already requested a vaccine and completed the Maui Health Vaccine Health Record form, email MH-Covid-Vaccine@kp.org with your name, previous email used, and *new* email.

I'm unable to log-in. I don't have a password.

- Please review the VAMS Job Aide (page 2,), STEP 1. At this step, you should be selecting NO. The question is ***"Have you already registered as a vaccine recipient with VAMS?"***. You should answer NO.
- You will then be asked to verify your email (by sending you a verification code) and once you input that code, the next screen should then allow you to CREATE a password.
- We recommend you go to your email from VAMS, click the link in a new, fresh browser, then start the process again and FOLLOW THE JOB AID.
- Also, please make sure you're not using Internet Explorer and are using the most updated version of the browser (Chrome, Edge, Firefox, Safari).

I'm unable to load the VAMS page or keep getting errors.

- Use an updated/current version of Google Chrome, Edge, Safari.
- Do NOT use Internet Explorer.