# RECIPIENT SHARED ACCOUNT – ADD ADDITIONAL USERS/MEMBERS

Registered VAMS users are able to add additional users/members to their account (shared account) without the need of additional emails or cell phone numbers. Up to 10 additional users may be added to an account.


Note: Account members with login information have access to all account members information. Shared accounts are restricted to users that only have a recipient account and are not able to access clinic or organization portals.

Add a user/member to your existing account

Step 1 -- On the **VAMS landing** page select **VAMS recipient login.**
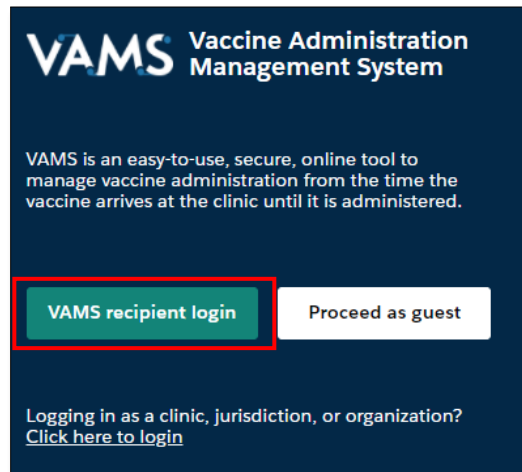
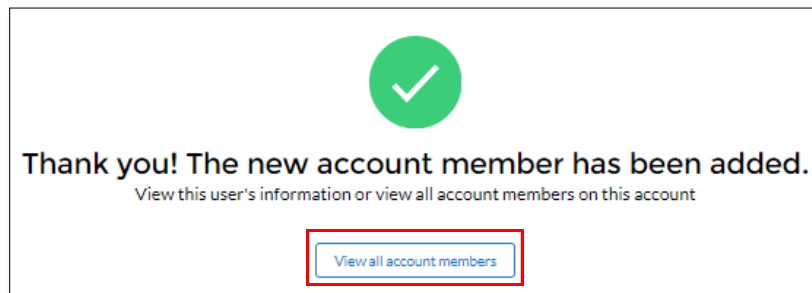**Step 2 --** On the **My Appointments** page, click **+Add account member**.
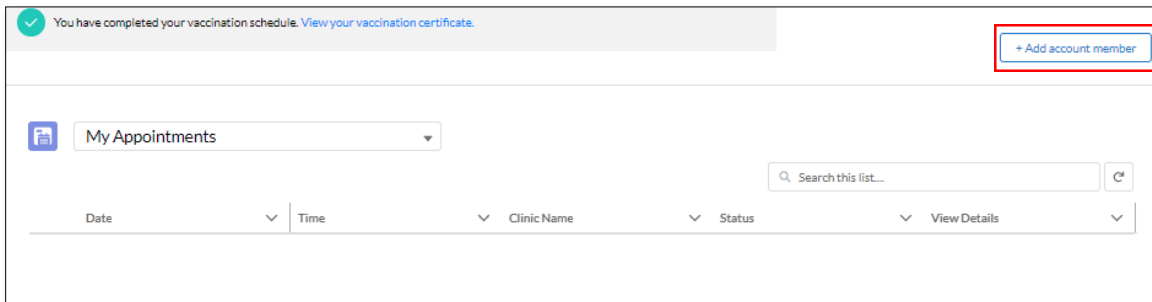
Step 3 -- On the **Add account member** page, your information will prefill in the Representative/guardian information. Complete the demographic information and contact information (address will prefill with primary VAMS users address). All questions with a red asterisk are mandatory. Click **Next**. Check the box to confirm the information provided is accurate and click **Submit**.
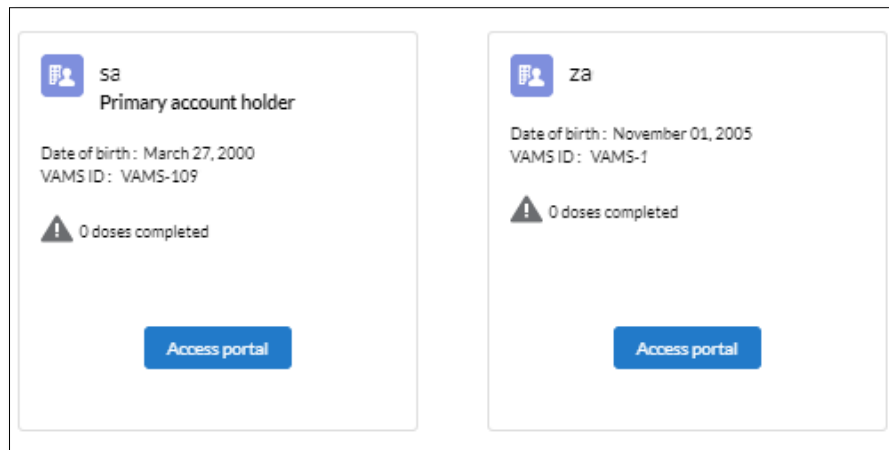
> Note: Communication preferences are set by the primary VAMS user. Notifications for all users will be sent to the primary VAMS user.
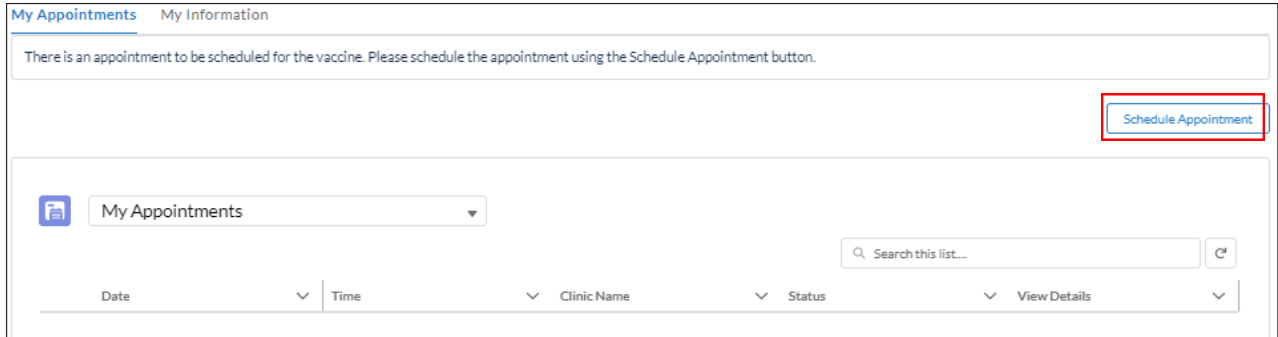
To Schedule User/Member Vaccination Appointment

Step 1 -- Click **View all account members.**

Thank you! The new account member has been added.
View this user's information or view all account members on this account

View all account members

Step 2 -- Click **Access portal** for the recipient you would like to schedule an appointment for.

sa
Primary account holder

Date of birth : March 27, 2000
VAMS ID : VAMS-109

⚠ 0 doses completed

Access portal

za

Date of birth : November 01, 2005
VAMS ID : VAMS-1

⚠ 0 doses completed

Access portal

Step 3 -- Click **Schedule Appointment**.
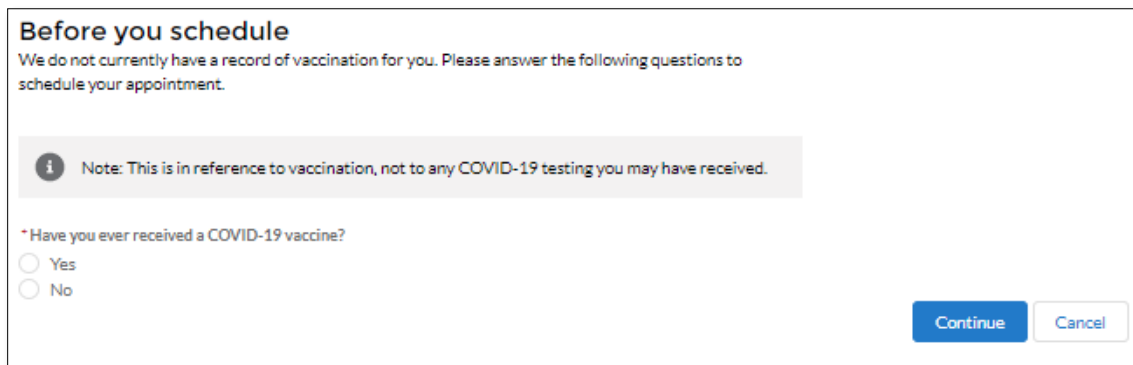
Step 4 -- If this is the recipient's 1st vaccination in VAMS then the question, "**Have you ever received a COVID-19 vaccine?"** will be asked. If the recipient has not received a 1st dose of a COVID-19 vaccine then answer the question **No**. If the recipient has received a 1st dose of the COVID-19 vaccine from a clinic outside of VAMS then answer the question **Yes**. If you answer **Yes**, you will be asked which vaccine you received and the prior vaccination date. Click **Continue**.

Step 5 -- In the **Address or Zip Code** field, enter your address or ZIP code and select **Search**. You can expand your search results by clicking on **Within** to search within a 5-,10-, 20-, 50-, or 100-mile radius.
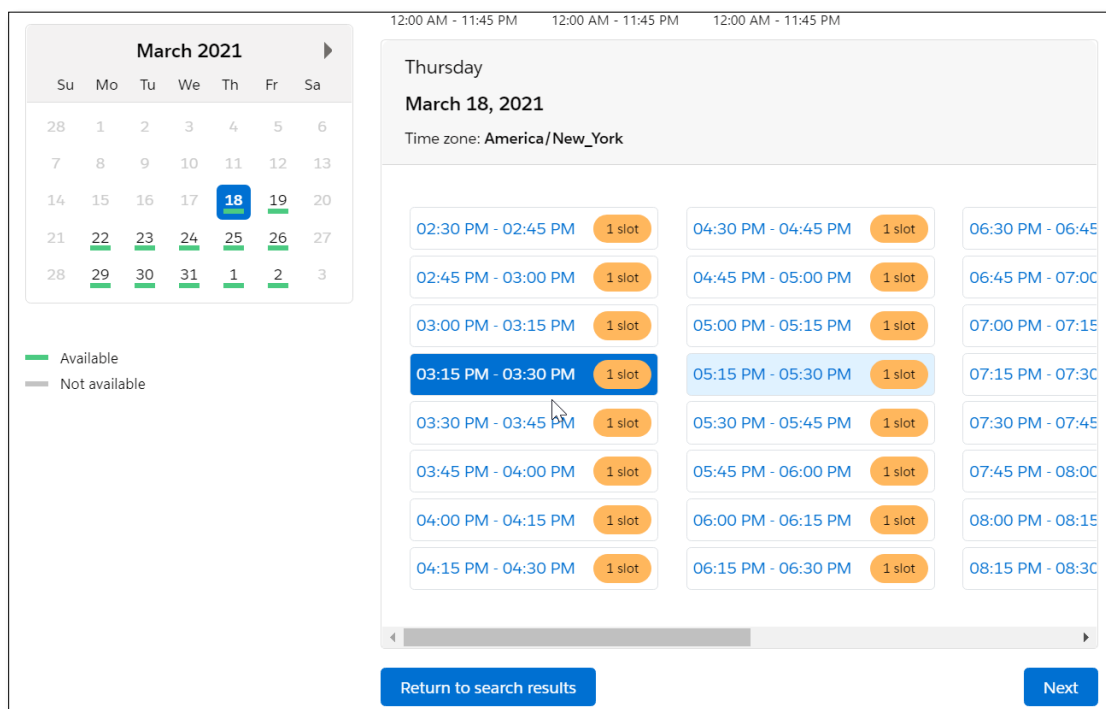
Step 6 -- Select a clinic to view their location, hours of operations and vaccines they provide. Click **Next** to view open appointment dates.

Step 7 -- Available appointment dates appear with a green line. Select an available date that works for you by clicking on the date in the calendar.

Step 8 -- Select your **Appointment Time** by clicking on the slot. If appointment slots do not appear for the date you picked, click on another date or **Return to the search results** to select another clinic. Select **Next** to continue.

If you do not find a desired appointment timeslot in VAMS:

- Check back, as more appointments are added each week into VAMS.
- You may also visit: https://portal.ct.gov/vaccine-portal/ to "Find a Vaccine Provider Near You" and click 'Schedule on Provider Site' or call the phone if listed.
- Some clinics offer walk-up appointments and these locations are at: https://portal.ct.gov/vaccine-portal/COVID-19-Vaccination-Walkup

Step 9 -- Review your appointment information. Then click on **Submit** to schedule your appointment.