

# RECIPIENT SHARED ACCOUNT – ADD ADDITIONAL USERS/MEMBERS

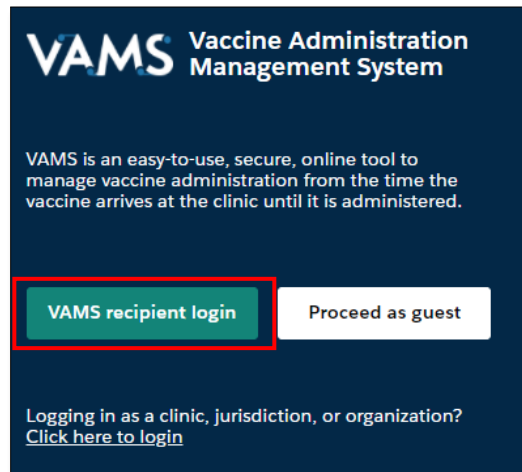
Registered VAMS users are able to add additional users/members to their account (shared account) without the need of additional emails or cell phone numbers. Up to 10 additional users may be added to an account.



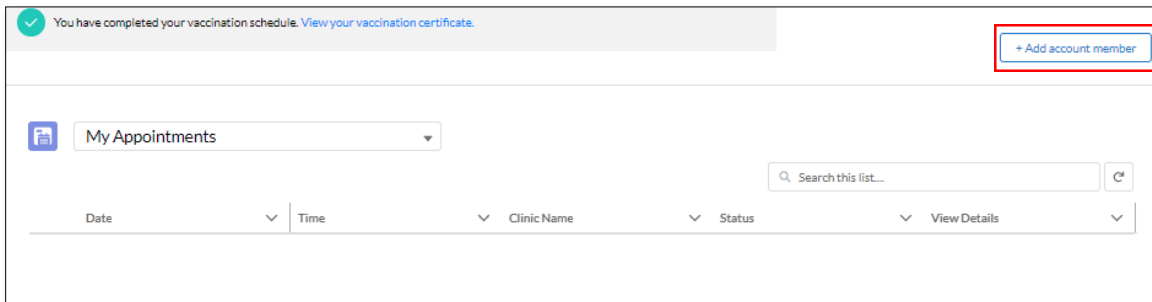
Note: Account members with login information have access to all account members information. Shared accounts are restricted to users that only have a recipient account and are not able to access clinic or organization portals.

## 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.



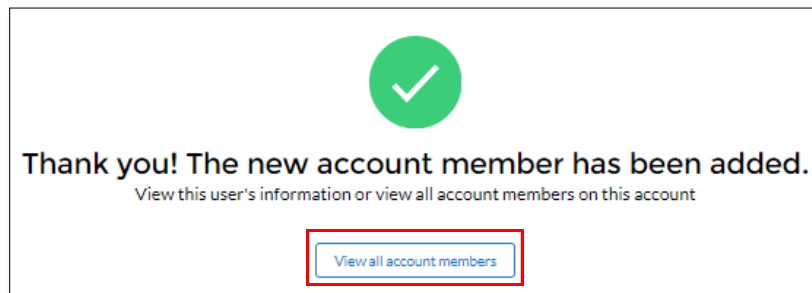
**Step 3 --** On the **Add account member** page, your information will prefill in the Representative/guardian information. Complete the demographic information and contact information (address will prefill with primary VAMS users address). All questions with a red asterisk are mandatory. Click **Next**. Check the box to confirm the information provided is accurate and click **Submit**.



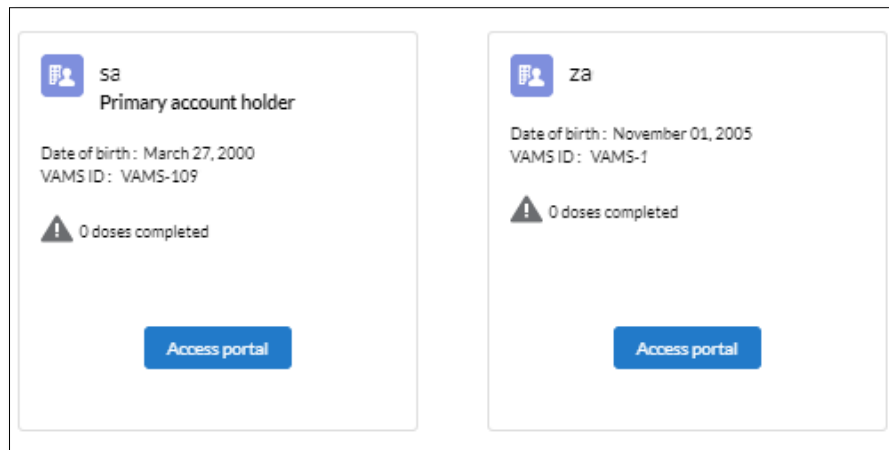
Note: Communication preferences are set by the primary VAMS user. Notifications for all users will be sent to the primary VAMS user.

## To Schedule User/Member Vaccination Appointment

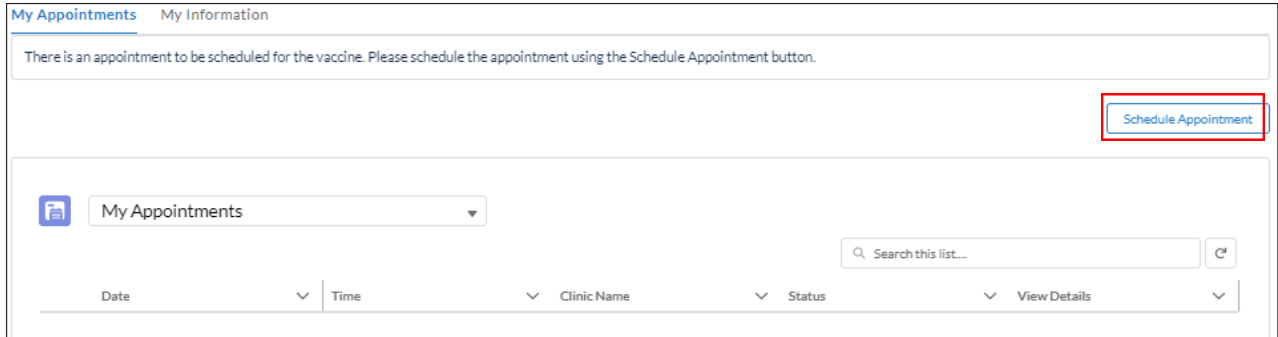
**Step 1 --** Click **View all account members**.



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



### Step 3 -- Click **Schedule Appointment**.



My Appointments My Information

There is an appointment to be scheduled for the vaccine. Please schedule the appointment using the Schedule Appointment button.

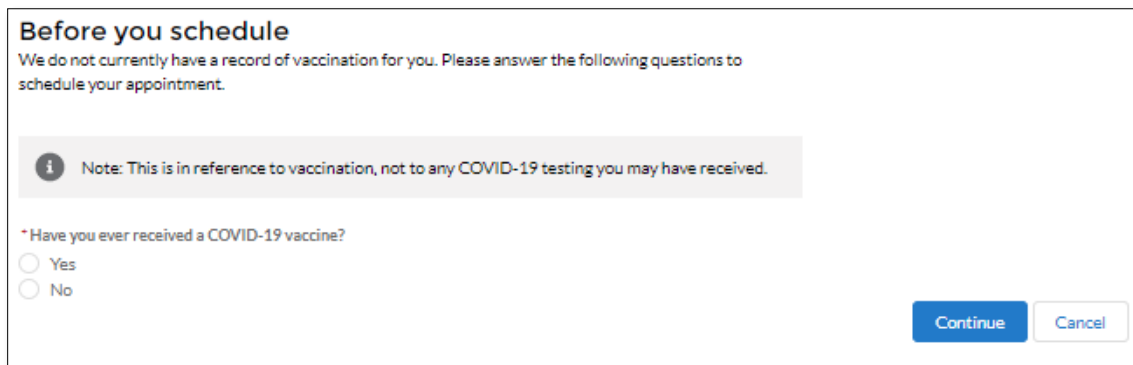
Schedule Appointment

My Appointments

Search this list...

Date Time Clinic Name Status View Details

**Step 4 --** If this is the recipient's 1<sup>st</sup> vaccination in VAMS then the question, "**Have you ever received a COVID-19 vaccine?**" will be asked. If the recipient has not received a 1<sup>st</sup> dose of a COVID-19 vaccine then answer the question **No**. If the recipient has received a 1<sup>st</sup> 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**.



**Before you schedule**

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

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

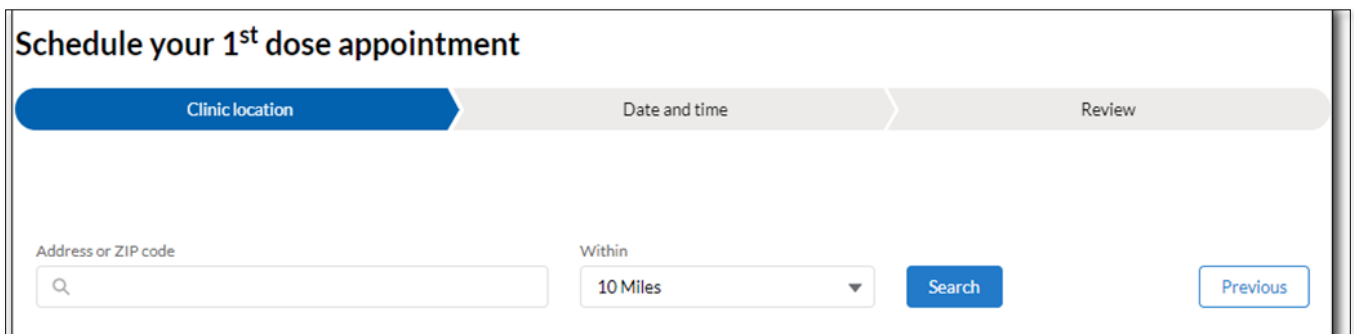
\* Have you ever received a COVID-19 vaccine?

Yes

No

Continue Cancel

**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.



**Schedule your 1<sup>st</sup> dose appointment**

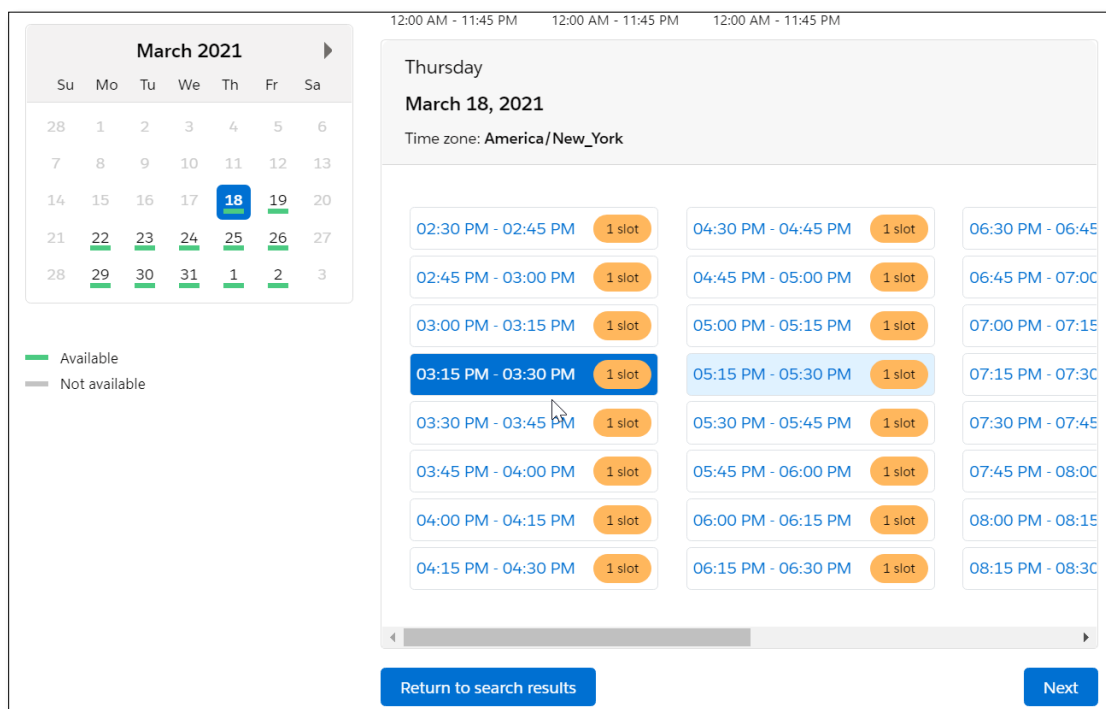
Clinic location Date and time Review

Address or ZIP code Within Search Previous

10 Miles

**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.



The screenshot displays a web interface for scheduling an appointment. On the left, a calendar for March 2021 is shown, with the date 18 (Thursday) highlighted in blue and a green underline, indicating it is available. A legend below the calendar shows a green line for 'Available' and a grey line for 'Not available'. The main area shows the selected date: Thursday, March 18, 2021, with a time zone of America/New\_York. Below this, a grid of appointment slots is displayed, each with a time range and '1 slot' indicator. The slot for 03:15 PM - 03:30 PM is highlighted in blue, indicating it is the selected slot. At the bottom, there are two buttons: 'Return to search results' and 'Next'.

**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.