



## Summary

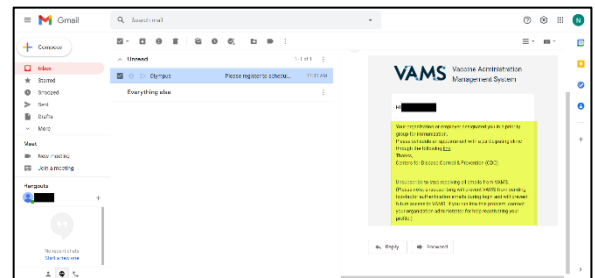
As a vaccine recipient, you can register in VAMS to schedule vaccination appointments, receive information on next steps, and be notified of follow-up appointments. To get started, you must activate an account in VAMS to use the system. After you have been uploaded into VAMS by Richmond and Henrico Health Districts, you will receive an email from [@envelope.mail.vams.cdc.gov](mailto:@envelope.mail.vams.cdc.gov) with a registration link.

## Key Steps

### Step 1: Activate Your VAMS Account

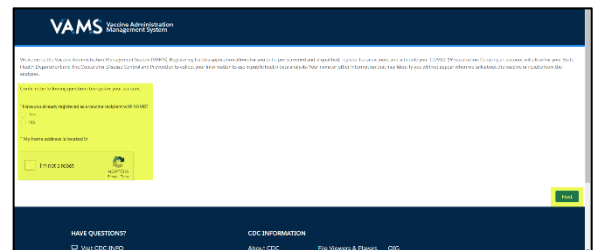
- Search your inbox for an email from [@envelope.mail.vams.cdc.gov](mailto:@envelope.mail.vams.cdc.gov) and click the **registration link** in the email.

This takes you to the **account creation page** in VAMS

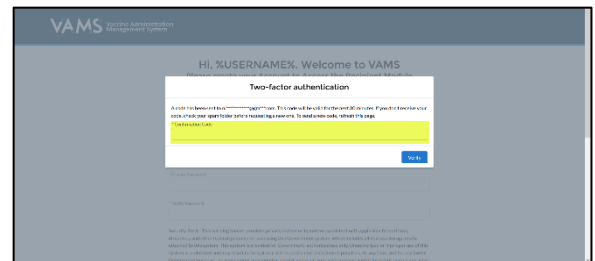


- Once you are in the account creation page, **verify your email address**
  - Your email address will be your **username** when logging in to VAMS.
  - When asked “Have you already registered as a vaccine recipient in VAMS?” please select **no**.

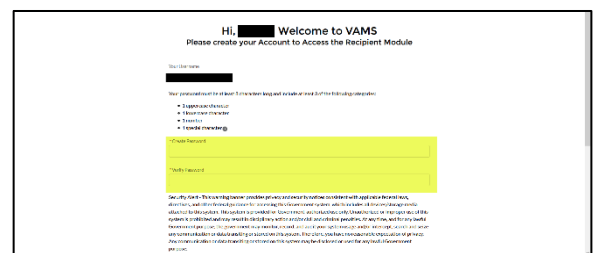
Create and verify your **password**



- Check your email account for a **verification code** from [@envelope.mail.vams.cdc.gov](mailto:@envelope.mail.vams.cdc.gov), enter the verification code into VAMS when prompted.



- Create and verify your password. Click **Create Account**





## Step 2: Provide Personal Information

- a. After activating your VAMS account, you will be taken through the account registration process

The first step of this process is to **enter your personal information**.

- Your name and email address will already be entered since you just activated your account

- b. You are **required** to enter a response into the items marked with a **red asterisk (\*)** such as; **date of birth, home address, etc.**

Click **Next** when finished

## Step 3: Provide Medical History

- a. After entering personal information, you'll be asked to enter your **medical history**

- b. You are **required** to enter a response into the items marked with a **red asterisk (\*)** such as; **any known allergies, whether you live in a nursing home, etc.**

Click **Next** when finished



## Step 4: Enter Insurance Information (Optional)

- a. If you do not want to enter your insurance information, click **Next**. Otherwise, complete the items listed on this page

## Step 5: Review Organization Information

- a. Review the information shown for your primary employer or organization

Continue to the next step if you have more than one employer, if not click **Next**

## Step 6: Review Your Information

- a. Review your personal, medical, insurance, and organization information for accuracy
- If any information is inaccurate, click **Previous** to make edits before moving forward. **Confirm** all information is correct and complete, then **check the box** confirming the information is correct

Click **Finish**. This takes you to the confirmation page.

## Additional Resources

CDC VAMS User Manuals: <https://www.vdh.virginia.gov/immunization/vams-resources-external/>