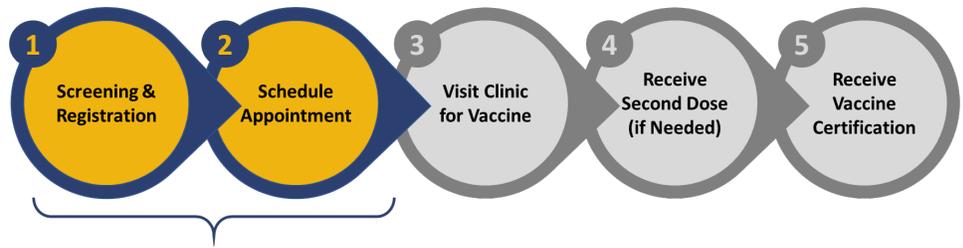


Vaccine & Immunization Network Interface (VINI)

How to Register for and Schedule a COVID-19 Vaccine Appointment



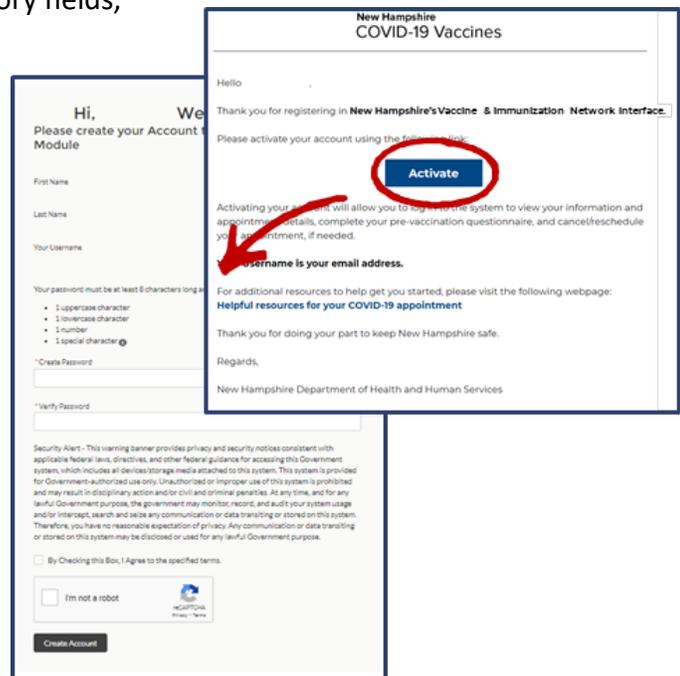
This Tip Sheet is to help New Hampshire residents schedule COVID-19 vaccine appointments in the New Hampshire Vaccine & Immunization Network Interface (VINI). This guide walks through the screening, registration, and scheduling steps.



Screening & Registration

You can check your eligibility for the current phase of vaccination by visiting www.vaccines.nh.gov and clicking “Do I Qualify?” Or you can do the screening as a part of the registration process and navigate directly to “Register Now” to register for a VINI account.

- **Screening:** This section includes questions about your age, occupation, and medical conditions to determine the phase in which you will be eligible to be vaccinated.
- **Medical Acknowledgement:** If you are eligible in the current phase, you are taken to the Medical Acknowledgment questions.
 - This section includes questions about severe allergic reactions, antibody therapy, recent vaccine administration, immunocompromised conditions, and pregnancy. After you answer these questions, you will proceed to the pre-registration section unless you have had severe allergic reactions or would like to first discuss with your doctor.
- **Registration:** At this stage in the process, you will be asked to enter your personal information, which helps create your profile in VINI.
 - This information includes Name, Date of Birth, Gender, Race, Ethnicity, Address, Medical Information, and Insurance (optional). After you complete all the mandatory fields, click **Submit**.
- **Email Acknowledgement:** After registering, you will receive an email confirmation with a link to activate your VINI account. The email will come from noreply_NHVMs@notices.nh.gov. If you do not receive an email within 10 minutes, please check your spam folder or call 2-1-1.
 - On the email, click **Activate** to enter VINI, where you will create a password to access your account.
 - Create a password for your account and proceed to scheduling your COVID-19 vaccine appointment. The link to activate your account will **expire after 24 hours**, so please create your account as soon as possible after receiving your initial email. If your link expires before you are able to activate your account, please call 2-1-1 to get your password reset.



Scheduling an Appointment

Once you create your password and account, you will see VINI's Welcome Page. To schedule a COVID-19 vaccine appointment, follow the directions below.

Scheduling a Household Member's Appointment (if necessary)

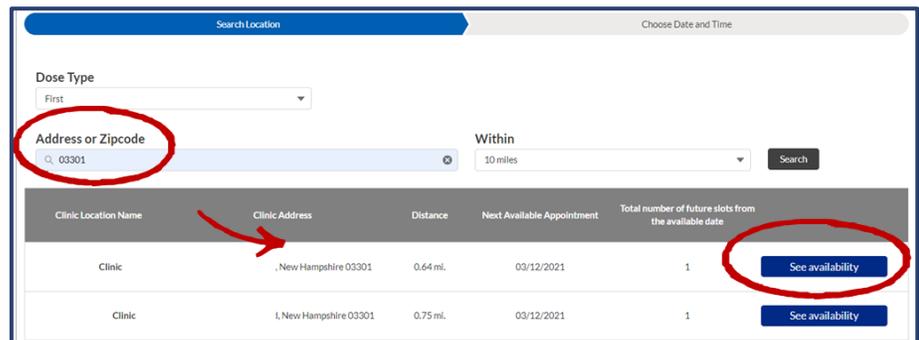
- You are allowed to bring one (1) household member to your appointment, if they are also eligible in any of the open phases. Register your family member **BEFORE** scheduling your appointment. This is done by clicking **Add a Family Member** on the VINI Home page and then clicking **Add a Family Member**. You will be brought through the Screening and Registration Process for your household member. After registering your household member, they will be able to accompany you to your appointment.



- **Note:** If you register your household member through this process, all communications will be sent to the email address that registered the account in VINI. If your household member prefers to manage their own COVID-19 vaccine appointment and receive direct communications, please instruct them to independently complete the screening and registration process using an email address different from the one already used.

Scheduling Your First Appointment

- Click **Create/Manage Appointment** on the Welcome Page and on the next screen, click **Schedule Appointment** in the upper right-hand corner of the screen.
- Select your **Dose Type** as **First**.
- Next, enter your **Address** or **ZIP Code** to search for the clinics within your desired range. A list of clinics that fit your search criteria will appear; select one and click **See availability** to see available appointments at this location.
- After selecting your desired clinic, choose a desired date and time slot. If there are no available time slots, please check another date. After selecting your desired time slot, click **Submit**.
 - If you would like to view available appointments at a different clinic, click **Change** under Clinic Information on the top left of the screen.
 - If you wish to change your appointment details, click **Cancel Appointment** or **Reschedule Appointment**. Clicking **Reschedule Appointment** will bring you back to the screen where you choose your Dose Type. If you choose to reschedule your appointment, your existing appointment will be cancelled only after a new date/time is confirmed.



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- You will be taken to a page that confirms your appointment was scheduled and lists the appointment details and a QR code. You will need to bring the VINI QR code, that is also in your confirmation email, to your appointment, either on your mobile device or printed.
- Depending on which phase you qualify under, please refer to the list below for what you will also need to bring for your appointment:
 - **Phase 1A:** ID from employer or pay stub with name/address and driver license or non-driver ID card
 - **Phase 1B:** One of the following:
 - Valid, unexpired NH driver license or non-driver ID card.
 - A payroll check, payroll document, or employment contract showing individual's legal New Hampshire address, dated within the last 60 days
 - A government issued payment (i.e., Social security), showing individual's legal New Hampshire address, dated within the last 60 days
 - **Phase 2A:** A valid, unexpired NH driver license or non-driver ID card AND one of the following:
 - A payroll check, payroll document, or employment contract showing your employment at a school, childcare facility, or youth camp, dated within the last 60 days
 - A letter on school, childcare facility, or youth camp letterhead stating that you meet Phase 2A eligibility
 - A photo identification card issued by a school, childcare facility, or youth camp
 - **Phase 2B:** One of the following:
 - Valid, unexpired NH driver license or non-driver ID card
 - A payroll check, payroll document, or employment contract showing individual's legal New Hampshire address, dated within the last 60 days
 - A government issued payment (i.e., Social security), showing individual's legal New Hampshire address, dated within the last 60 days
- All additional information required for your appointment, including a questionnaire you should fill out before your appointment to save time, will arrive in follow-up emails.

Scheduling Your Second Appointment (if necessary)

If you are registering for a two-shot COVID-19 vaccine (Moderna or Pfizer), the clinic staff can schedule your second dose appointment at check out after you receive your first dose. This appointment will appear in your VINI account after it is scheduled. You can also log back into your VINI account after you receive your first dose to schedule your second dose.

If you choose to schedule your second appointment yourself, log into your VINI account and choose the **Create & Change My Appointments** and click

Schedule Appointment. Select your **1 Dose Type** as **Second**. If the system does not recognize your information, VINI will ask you to select your **2 Dose 1 Administration Date** and **3 Manufacturer Name**. If the system

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recognizes your information, it will pre-populate this information. Only appointment slots that have the same vaccine manufacturer as your first dose will appear in your search. See below for details on when you are able to schedule your second appointment, if necessary.

First Appointment		Second Appointment
You schedule your first appointment at a clinic with the Moderna COVID-19 vaccine on March 1st, 2021.		After you receive your first vaccine, the system allows you to schedule your second appointment on or after March 29th, 2021.
You schedule your first appointment at a clinic with the Pfizer COVID-19 vaccine on March 1st, 2021.		After you receive your first vaccine, the system allows you to schedule your second appointment on or after March 22nd, 2021.
You schedule your first appointment at a clinic with the Johnson & Johnson COVID-19 vaccine on March 1 st , 2021.		No further action is needed as Johnson & Johnson COVID-19 vaccines do not require a second dose.

- If you wish to change or cancel your second appointment, you can access your account, click **Create/Manage Appointment**, and book a new appointment.

Congratulations – you have booked an appointment for your COVID-19 vaccine!

If you have any questions throughout this process, please dial 2-1-1 for support.