



# New User Guide-Person Registration

## Vaccine Registration Application

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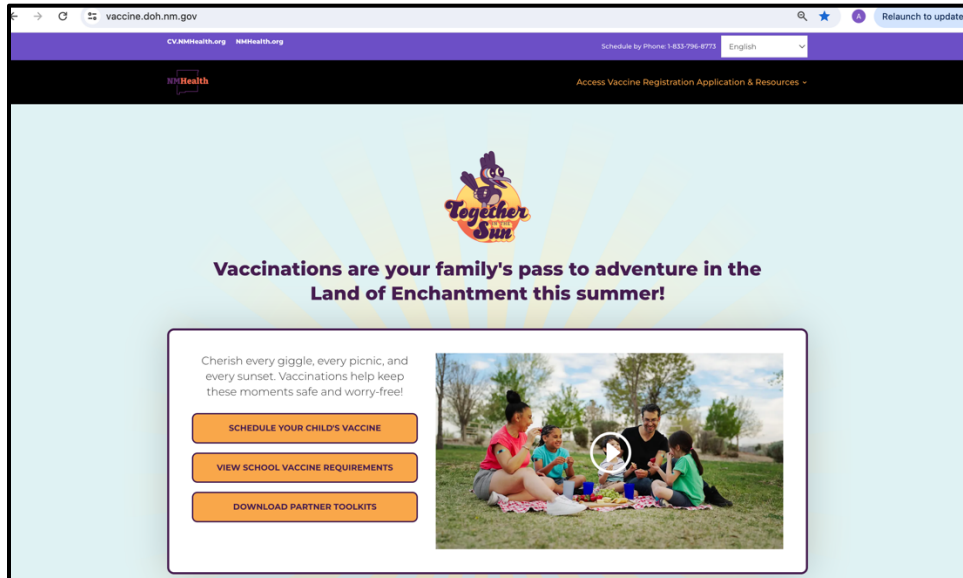
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# New User Guide- Person Registration

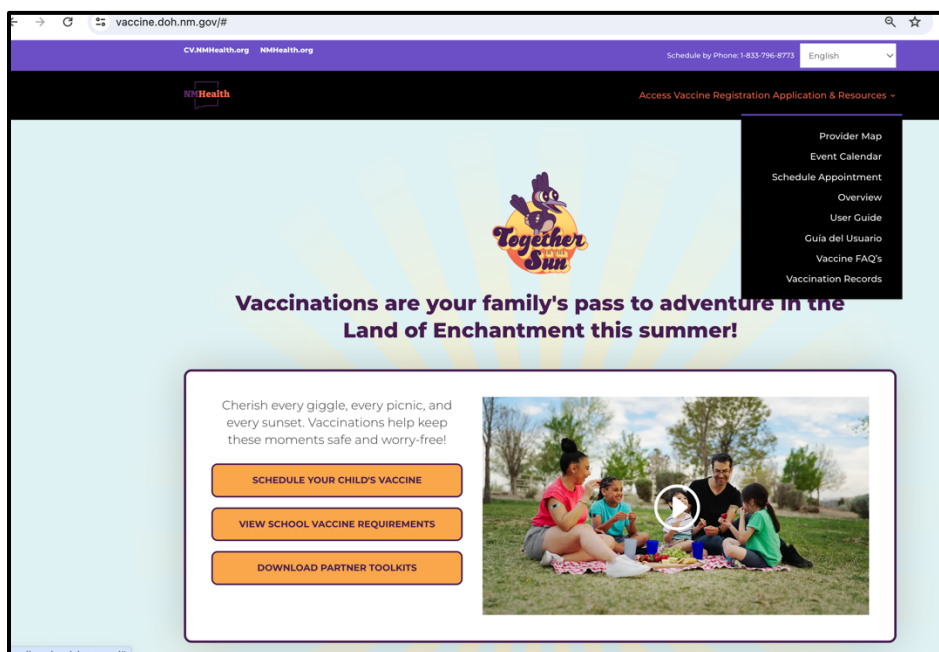
## New Mexico Health Vaccination Website

To register for vaccination appointments, new users can access the Vaccine Registration Application by visiting the New Mexico Health Vaccination Website at:

<https://vaccine.doh.nm.gov/>

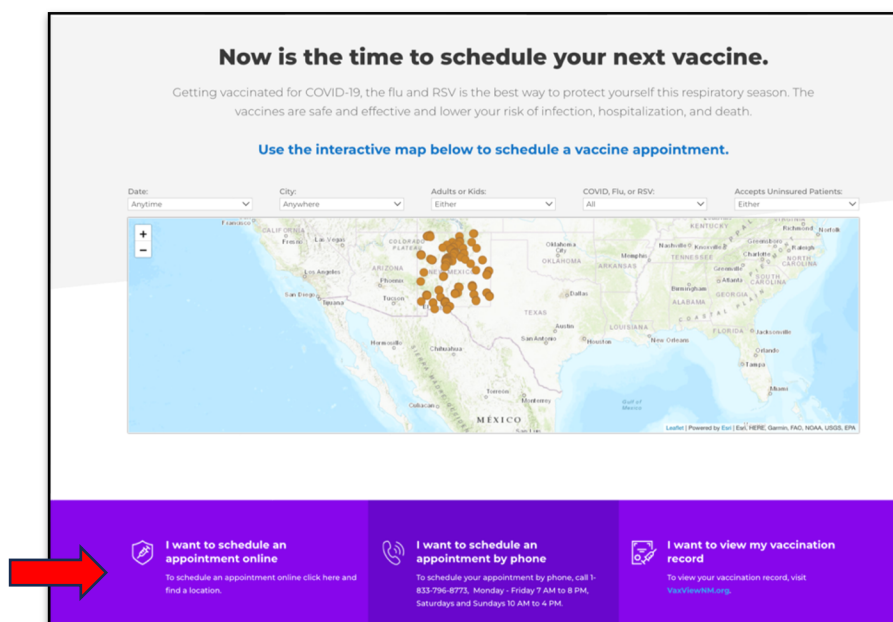


Users can access the Vaccine Registration Application & Resources by using the dropdown menu in the right top corner. Users can access the Interactive Provider Map, Event Calendar, Schedule Appointment, Overview, User Guide, Vaccine FAQ's & Vaccination Records.



## I. Interactive Provider Map:

To find an immunization location near you, use the interactive map. Set the dropdown filters to narrow the choices by Date, City, Adult/Child Age Range, and Vaccine type. Then hover over the dots to view the available sites.



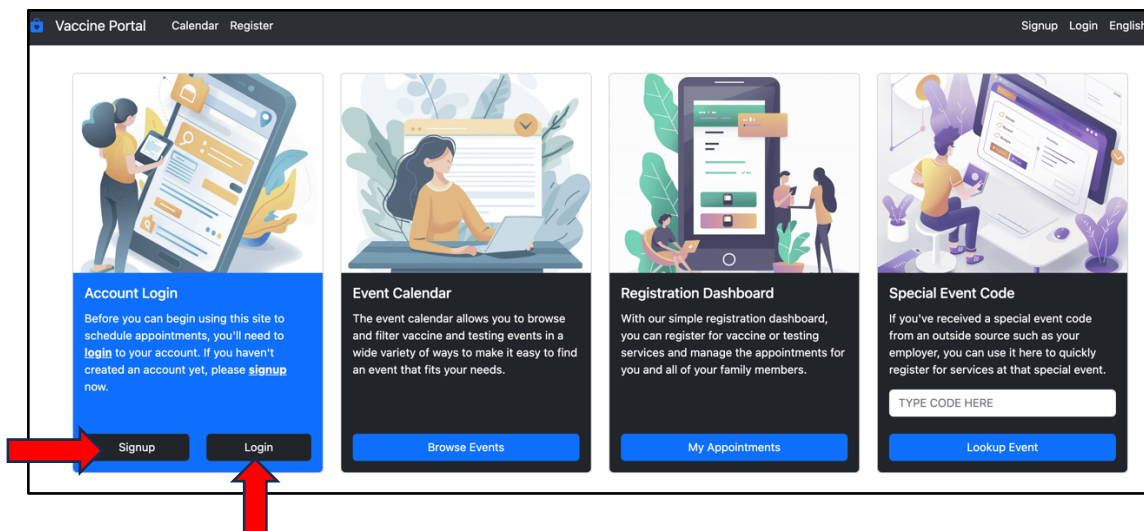
Once the user has chosen your vaccination site, the user will click on “I want to schedule an appointment online” and will be redirected to the NM DOH Vaccine Portal where the user can register, login and schedule appointments.

<https://getvaxedtest.doh.nmdoh.nmsg>



## II. Vaccine Portal Sign Up/Registration:

The first step is to sign up with a valid email address and complete registration by clicking Signup in the options menu or Login if you are an existing user.



## III. Email & Password:

### New User Signup:

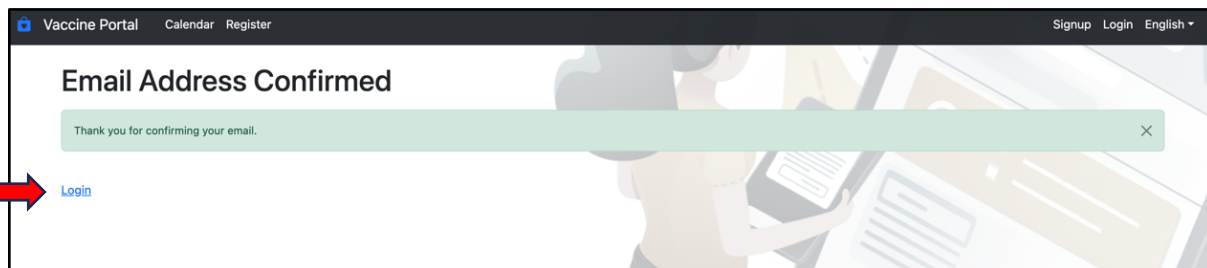
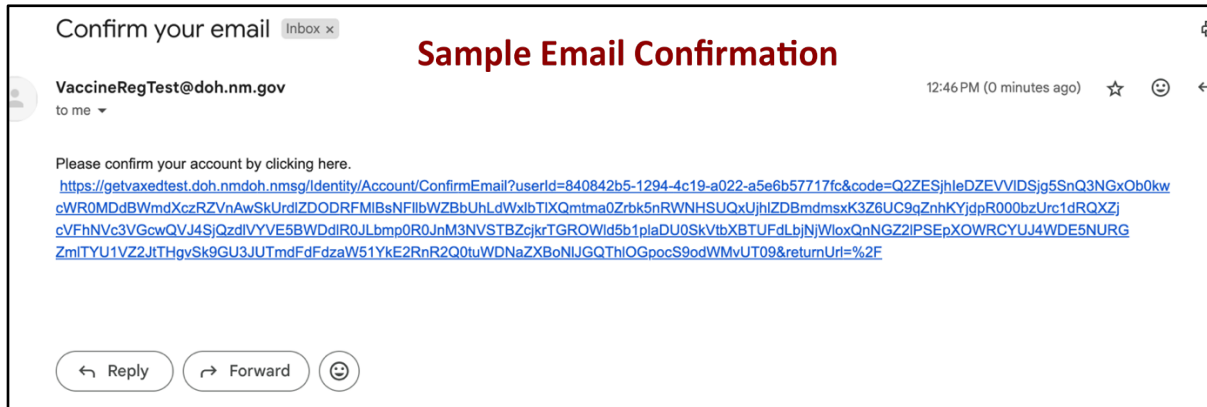
Once the user clicks Signup you will be prompted to enter a valid email address and create a password with the following requirements:

- At least 8 characters long.
- At least 1 special character.
- At least 1 uppercase letter.
- At least 1 number.

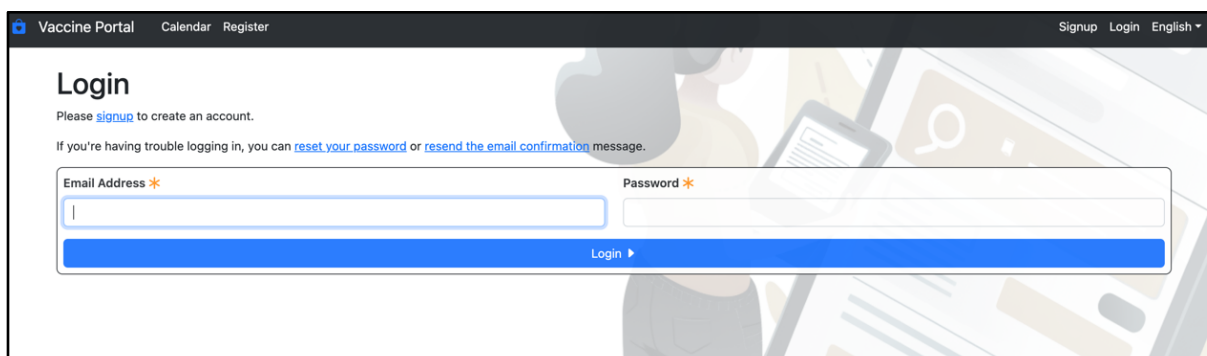
A screenshot of the Vaccine Portal Signup form. The page has a dark header with 'Vaccine Portal', 'Calendar', and 'Register' on the left, and 'Signup', 'Login', and 'English' on the right. The main content area features a 'Signup' section with a blue background. It includes a link to 'login' if the user already has an account. Below this is a form with three input fields: 'Email Address', 'Password', and 'Confirm Password'. To the right of the 'Password' field are the 'Password Requirements' listed in a bulleted format. At the bottom of the form is a blue 'Signup' button with a right-pointing arrow.

## IV. Email Confirmation:

Once the user has entered a valid email address and a unique password, an email confirmation will automatically generate to the users email address. Once the user opens their email, they will click on the link and will be redirected back to the vaccine portal.

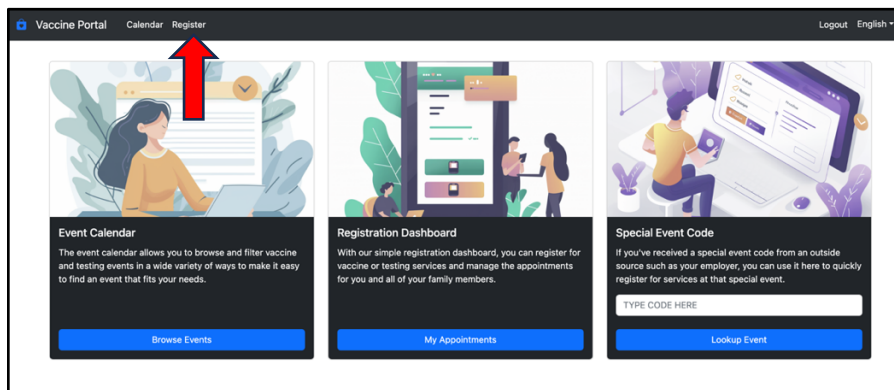


Once the users email address has been confirmed click on login to continue the registration process. Enter the user email address and password to login.

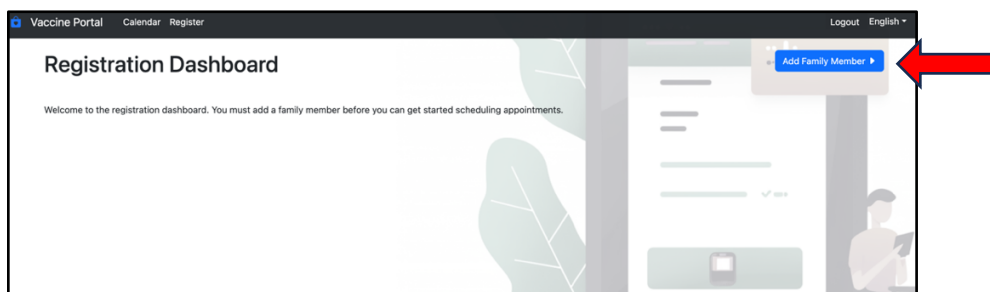


## V. User Registration/Importing Previous Data/Adding Multiple Family Members:

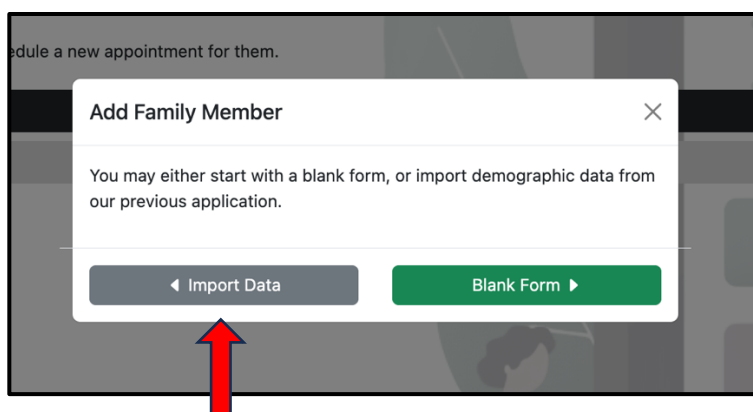
Once a user has completed the login process, they will enter the vaccine portal where the user will click register at the top.



Click on Add Family Member



Users may import data from a previous account by clicking on Import Data



Users have the option to enter their username and password from the legacy application to import previously entered demographic data.

**Import Family Member**  
Dashboard / Import

Please enter your username and password from the legacy application to import your demographic data. You may also start over with a [Blank Form](#) if you would rather re-enter the information.

**Legacy Login**

Old Username \*  Old Password \*

[Blank Form](#) [Authenticate](#)

Users may also start over with a blank form if you would rather re-enter the information.

**Import Family Member**  
Dashboard / Import

Please enter your username and password from the legacy application to import your demographic data. You may also start over with a [Blank Form](#) if you would rather re-enter the information.

**Legacy Login**

Old Username \*  Old Password \*

[Blank Form](#) [Authenticate](#)

Users will enter personal information or a new family member, contact information, address, and demographics. All fields marked with an asterisk \* are required. Users can also register multiple family members for vaccination appointments.

**Add Family Member**  
Dashboard / Add Family Member

You can add a family member using the form below. Once they have been added to your account, you can begin scheduling appointments for them.

**Person**

First Name \*  Middle Initial  Last Name \*

Gender \*  Birth Date \*

Social Security Number (Optional)  Mother's Maiden Name \*

**Contact**

Which of the following methods may we use to contact you? \* ☐ Text Message ☐ Email Address ☐ Voicemail

Cell Phone  Confirm Cell Phone  Home Phone

Email Address  Confirm Email Address

Emergency Contact Name  Emergency Contact Phone

**Address**

Line 1 \*  Line 2  Zip \*

City \*  State \*  County \*

**Demographics**

Primary Language \* ☐ English ☐ Spanish ☐ Vietnamese

Which of the following races do you identify as? \* ☐ American Indian ☐ Native Hawaiian/Pacific Islander ☐ Decline to Respond

☐ Asian ☐ White ☐ Other

Ethnicity \* ☐ Black/African American ☐ Non-Hispanic ☐ Decline to Respond

☐ Hispanic

[Back to Dashboard](#) [Confirm Patient](#)

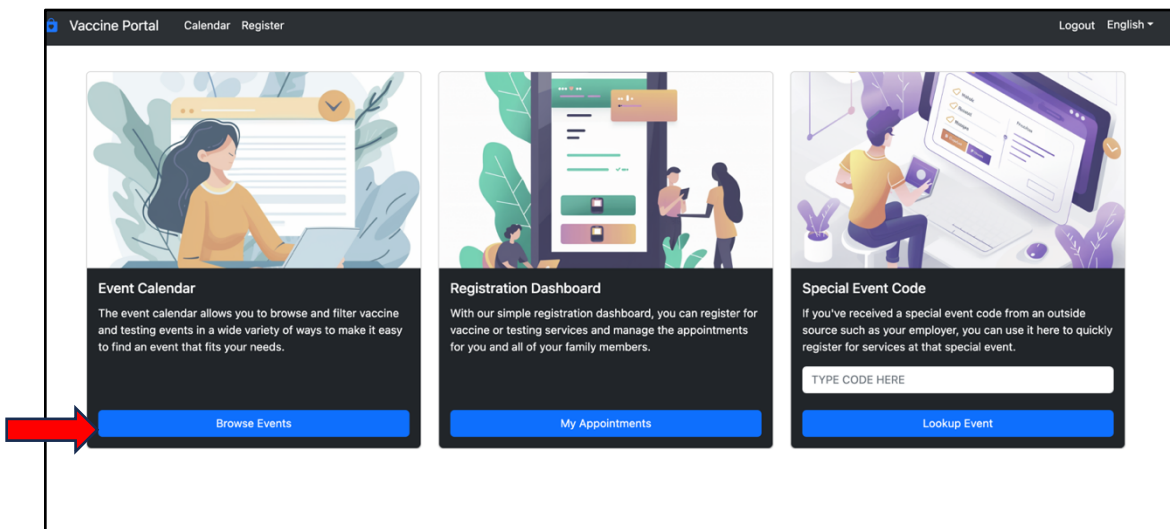
## VI. Scheduling Vaccine Appointments:

Once a user has completed the registration process and are directed back to the vaccine portal there are various options to schedule appointments.

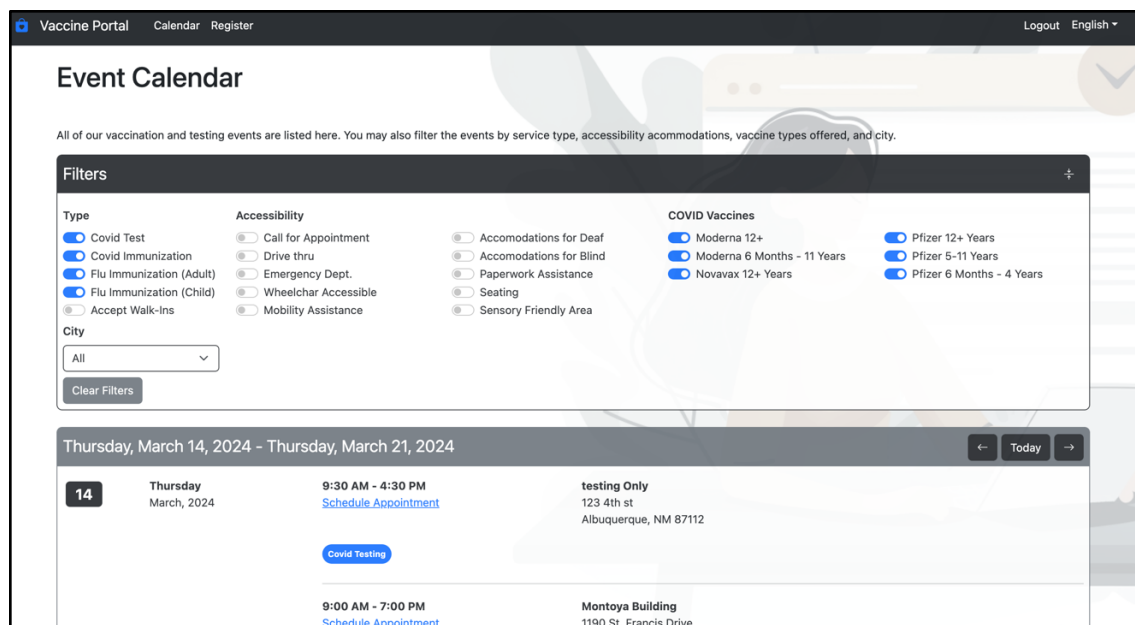
### Option 1: Event Calendar Registration

#### 1. Event Calendar:

By clicking the Browse Events option, users will be given a list of vaccination and testing events. Users can filter the events by service type, accessibility accommodations, vaccine type offered and by city.



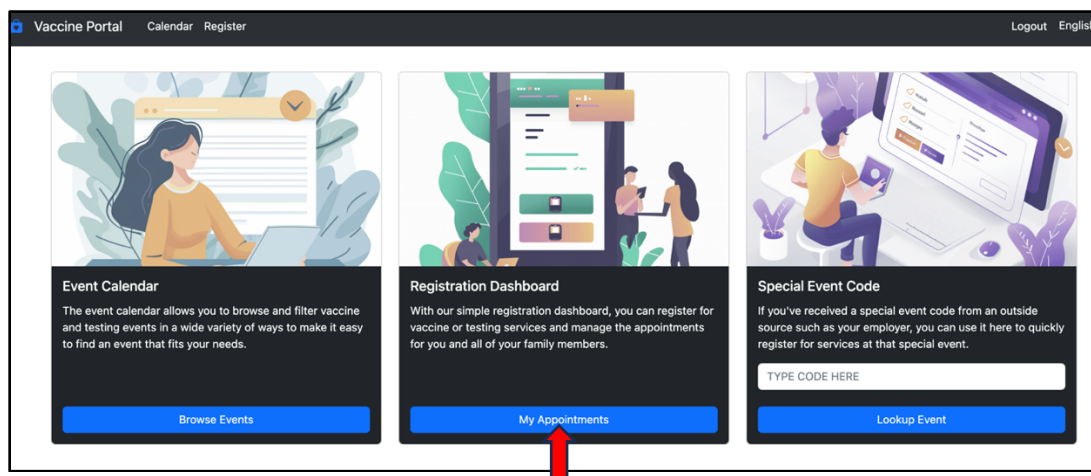
After selecting the event, users will be redirected to the Registration Dashboard to register.



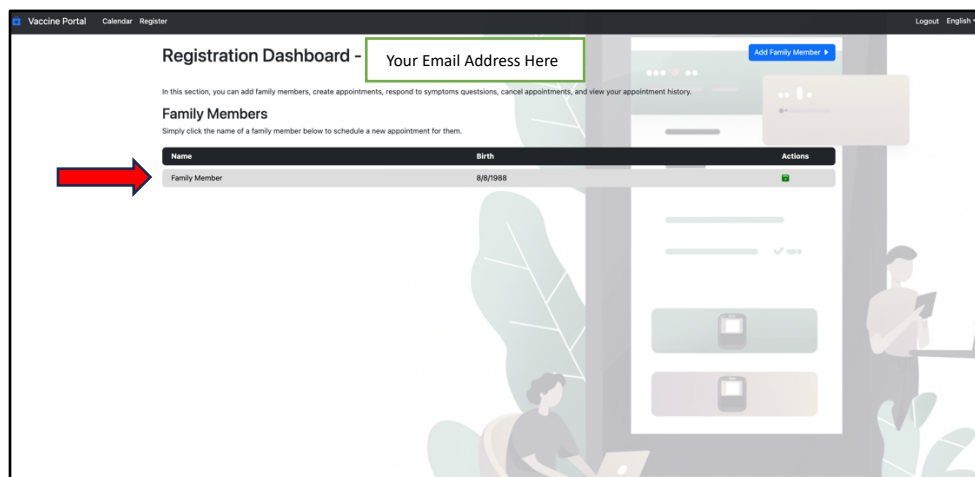
## Option 2: Registration Dashboard:

### 2. Registration Dashboard:

With the registration dashboard users can register for vaccination services and manage the appointments for themselves and other family members.



Click on the Family Member to schedule a new vaccination appointment.



Select the specific services, location, date, and appointment time.

The screenshot shows the 'Schedule Appointment' page in the Vaccine Portal. The page has a dark header with 'Vaccine Portal', 'Calendar', and 'Register' links. Below the header, the title 'Schedule Appointment' is displayed, followed by a breadcrumb trail: 'Dashboard / Patient / Appointment/Insurance'. A sub-header reads: 'Please select the specific services you would like to schedule. Then select the location, date, and time for your appointment.'

The form is divided into two main sections: 'Details' and 'Schedule'.

**Details Section:**

- Services:** Includes radio buttons for 'COVID Immunization', 'Influenza Vaccine (Adult)', and 'Influenza Vaccine (Child)'.
- Do you have insurance (Medicare, Medicaid or Private/Commercial)?** Includes radio buttons for 'Yes' and 'No'.
- Amenities:** Includes a radio button for 'Accessibility'.

**Schedule Section:**

- Do you have a special event code?** Includes radio buttons for 'Yes' and 'No'.
- Filter the available locations by city?** Includes a text input field and a 'Show locations in all cities' button. A green message states 'There are 14 sites available.'
- Which location will you be visiting?** Includes a text input field.
- Select a Date:** Includes a date picker.
- Select a Time:** Includes a time picker.

At the bottom of the form are two buttons: 'Back to Patient' (grey) and 'Schedule Appointment' (green).

Once the user has completed the appointment details, the user will need to provide insurance information and will receive an Insurance Coverage confirmation.

The screenshot shows the 'Insurance Coverage' page in the Vaccine Portal. The page has a dark header with 'Vaccine Portal', 'Calendar', and 'Register' links. Below the header, the title 'Insurance Coverage' is displayed, followed by a breadcrumb trail: 'Dashboard / Patient / Appointment / Insurance'. A sub-header reads: 'Next we would like to know about your health insurance coverage, if you access alternate care services, and the contact information for your primary care provider.'

The form is divided into two main sections: 'Insurance' and 'Required Consent'.

**Insurance Section:**

- NOTICE:** The Governor's Executive Order 2020-004 prohibits co-pay or cost-sharing for COVID-19 services. This means we do charge your health insurance company, but you don't pay anything!
- Do you have any form of medical insurance?** Includes a radio button for 'No'.
- Do you access care from any of the following services?** Includes radio buttons for 'Indian Health Service (IHS)', 'Veteran's Administration (VA)', and 'TriCare'.

**Required Consent Section:**

- I agree to the following billing consent statement:** Includes a checkbox.
- By consenting to this service, I understand that my insurance will be billed for the services rendered. You will not be charged by DOH for these services.**

At the bottom of the form are two buttons: 'Back to Appointment' (grey) and 'Provide Insurance' (green).



Users will Agree and Consent to the Billing Statement

Vaccine PortalCalendarRegister

Insurance Coverage

[Dashboard](#) / [Patient](#) / [Appointment](#) / [Insurance](#)

Next we would like to know about your health insurance coverage, if you access alternate care services, and the contact information for your primary care provider.

Insurance

NOTICE: The Governor's Executive Order 2020-004 prohibits co-pay or cost-sharing for COVID-19 services. This means we do charge your health insurance company, but you don't pay anything!

Do you have **any form** of medical insurance? \*

No

Do you access care from any of the following services?

☐ Indian Health Service (IHS)☐ Veteran's Administration (VA)☐ TriCare

Required Consent

☒ I agree to the following billing consent statement: \*

By consenting to this service, I understand that my insurance will be billed for the services rendered. You will not be charged by DCH for these services.

Back to Appointment

Provide Insurance

Users will get a confirmation code and the appointment registration is complete.

Vaccine PortalCalendarRegisterLogout

Registration Complete

[Dashboard](#) / [Patient](#) / [Appointment](#) / [Insurance](#) / [Review](#) / [Complete](#)

Your registration is complete and a confirmation code has been generated for you to help streamline your experience. Please retain the code below and provide it to our staff when you arrive on site.

Confirmation

Code	Service	Type	Age
7WPSM5	Immunization	COVID	Adult

Appointment

Date	Location	Contact	Hours
Monday, April 8, 2024	2427 365 Jaba 2400 Moon Light Street, Santa Fe, NM 87501	(505) 988-1010	08:00 AM to 05:00 PM

Patient

Name	Date of Birth	Address	City
Family Member	8/8/1988	2222 Vaccine Portal	Santa Fe

Return to Dashboard

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5/13/2024

When users return to the Registration Dashboard, users will be able to view Family Member Actions, Pending Symptoms, Upcoming Appointments and Appointment History.

Vaccine Portal Calendar Register

## Registration Dashboard

Your Email Address Here [Add Family Member](#)

In this section, you can add family members, create appointments, respond to symptoms questions, cancel appointments, and view your appointment history.

### Family Members

Simply click the name of a family member below to schedule a new appointment for them.

Name	Birth	Actions
Family Member	8/8/1988	<a href="#">+</a>

### Pending Symptoms

The following appointments are awaiting a response to the symptoms questions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jabs	4/8/2024	7WP5M5	<a href="#">+</a>

### Upcoming Appointments

Your upcoming appointments are listed below. If you need to cancel an appointment, click the appointment and then follow the instructions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jabs	4/8/2024	7WP5M5	<a href="#">-</a>

### Appointment History

These appointments have already passed and are listed for historical purposes only.

Name	Birth	Age	Service	Type	Location	Date	Code
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jabs	4/8/2024	7WP5M5

## Option 3: Special Event Code:

### 3. Special Event Code:

Alternatively, users can use a specific Special Event Code. If a user has received a special event code from an outside source such as an employer, users can enter it here to quickly register for services at that special event.

Vaccine Portal Calendar Register [Signup](#) [Login](#) [English](#)

#### Account Login

Before you can begin using this site to schedule appointments, you'll need to [login](#) to your account. If you haven't created an account yet, please [signup](#) now.

[Signup](#) [Login](#)

#### Event Calendar

The event calendar allows you to browse and filter vaccine and testing events in a wide variety of ways to make it easy to find an event that fits your needs.

[Browse Events](#)

#### Registration Dashboard

With our simple registration dashboard, you can register for vaccine or testing services and manage the appointments for you and all of your family members.

[My Appointments](#)

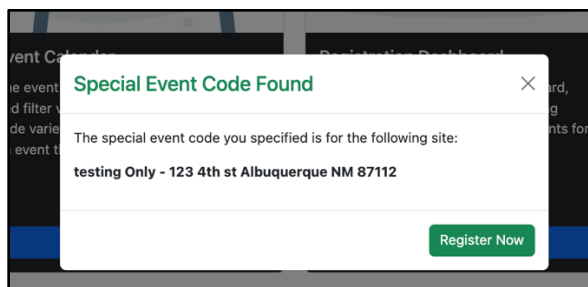
#### Special Event Code

If you've received a special event code from an outside source such as your employer, you can use it here to quickly register for services at that special event.

TYPE CODE HERE

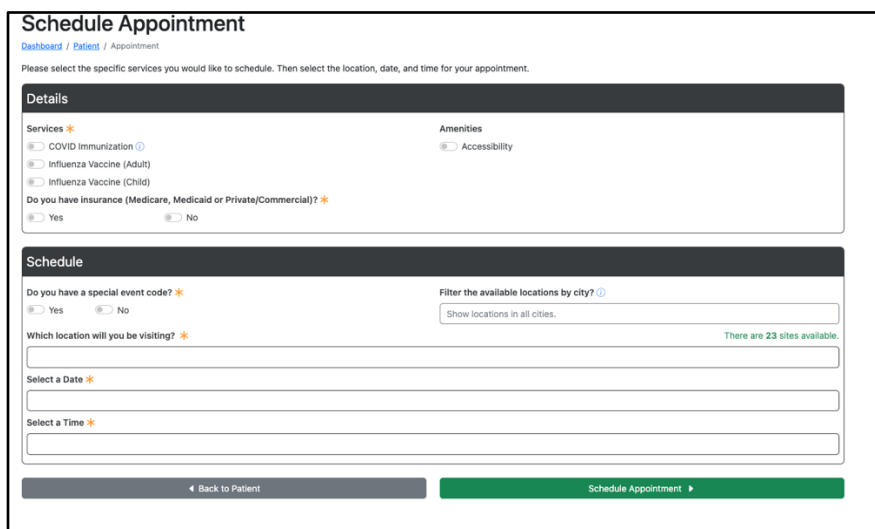
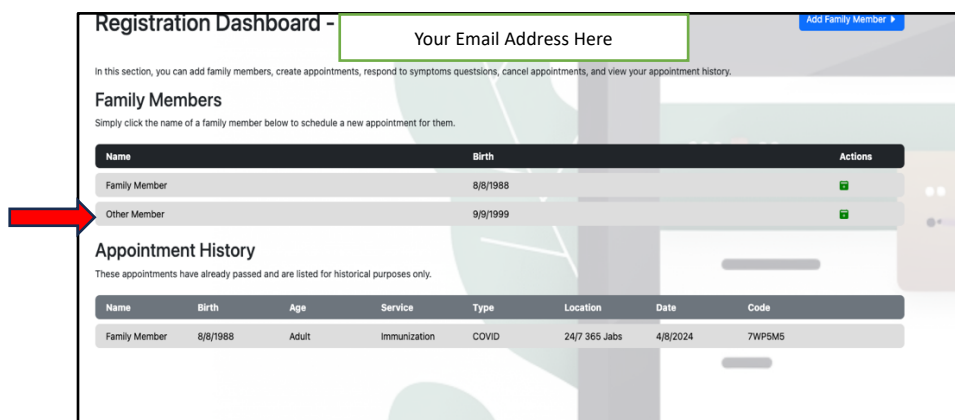
[Lookup Event](#)

Once the user types in the specific Special Event Code the following message will appear and allow the user to register for the vaccination event.



## VII. Scheduling Appointments for Multiple Family Members:

Once the new family member has been added to the Registration Dashboard, click on the name and users will be able to schedule appointments.

A screenshot of the "Schedule Appointment" form. The form has a header with the title and a breadcrumb trail: "Dashboard / Patient / Appointment". Below the header, there's a section for "Details" with checkboxes for "Services" (COVID Immunization, Influenza Vaccine (Adult), Influenza Vaccine (Child)) and "Amenities" (Accessibility). There's also a question "Do you have insurance (Medicare, Medicaid or Private/Commercial)?" with "Yes" and "No" options. Below this is a "Schedule" section with a question "Do you have a special event code?" with "Yes" and "No" options. There's a text input field for "Filter the available locations by city?" with a "Show locations in all cities" button. Below this is a question "Which location will you be visiting?" with a text input field. There are also input fields for "Select a Date" and "Select a Time". At the bottom, there are two buttons: "Back to Patient" and "Schedule Appointment".

Details

Services \*

☐ COVID Immunization [?](#)

☐ Influenza Vaccine (Adult)

☐ Influenza Vaccine (Child)

Amenities

☐ Accessibility

Do you have insurance (Medicare, Medicaid or Private/Commercial)? \*

☐ Yes ☐ No

Schedule

Do you have a special event code? \*

☐ Yes ☐ No

Filter the available locations by city? [?](#)

Show locations in all cities.

Which location will you be visiting? \*

There are 23 sites available.

Select a Date \*

Select a Time \*

[Back to Patient](#) [Schedule Appointment](#)

## VIII. View Upcoming Appointments/Appointment History:

In the Registration Dashboard users can view Upcoming Appointments and Appointment History

**Registration Dashboard** Your Email Address Here [Add Family Member](#)

In this section, you can add family members, create appointments, respond to symptoms questions, cancel appointments, and view your appointment history.

**Family Members**  
Simply click the name of a family member below to schedule a new appointment for them.

Name	Birth	Actions
Family Member	8/8/1988	
Other Member	9/9/1999	

**Pending Symptoms**  
The following appointments are awaiting a response to the symptoms questions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

**Upcoming Appointments**  
Your upcoming appointments are listed below. If you need to cancel an appointment, click the appointment and then follow the instructions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

**Appointment History**  
These appointments have already passed and are listed for historical purposes only.

Name	Birth	Age	Service	Type	Location	Date	Code
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jabs	4/8/2024	7WPSM5

## IX. Appointment Cancellation:

In the Registration Dashboard users can cancel Upcoming Appointments by selecting the red trash can in the Actions section.

**Registration Dashboard -** Your Email Address Here [Add Family Member](#)

In this section, you can add family members, create appointments, respond to symptoms questions, cancel appointments, and view your appointment history.

**Family Members**  
Simply click the name of a family member below to schedule a new appointment for them.

Name	Birth	Actions
Family Member	8/8/1988	
Other Member	9/9/1999	

**Pending Symptoms**  
The following appointments are awaiting a response to the symptoms questions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

**Upcoming Appointments**  
Your upcoming appointments are listed below. If you need to cancel an appointment, click the appointment and then follow the instructions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

**Appointment History**  
These appointments have already passed and are listed for historical purposes only.

Name	Birth	Age	Service	Type	Location	Date	Code
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jabs	4/8/2024	7WPSM5

Click “**Cancel Appointment**” and the cancelled appointment will be removed from your Registration Dashboard

### Cancel Appointment

[Dashboard](#) / Cancel Appointment

Are you sure you want to cancel the following appointment?

Details

Name	Service	Type	Location	Date	Code
Other Member	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMA0WS

[◀ Back to Dashboard](#)[Cancel Appointment ▶](#)

