New User Guide-Person Registration

Vaccine Registration Application

Revision History Log

Revision Number	Date of Change	Description of Change	Page or Section Changed	Change Made By
1	5/6/2024	Initial Version	All	Antonia Martinez
2	9/19/2024	Change Screen Shots and Instructions	4-5	Antonia Martinez
3	9/23/2024	Add Revision History Log	2	Antonia Martinez
4	9/26/2024	Revised Screenshot and instructions	5	Antonia Martinez

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Vaccine Registration Application

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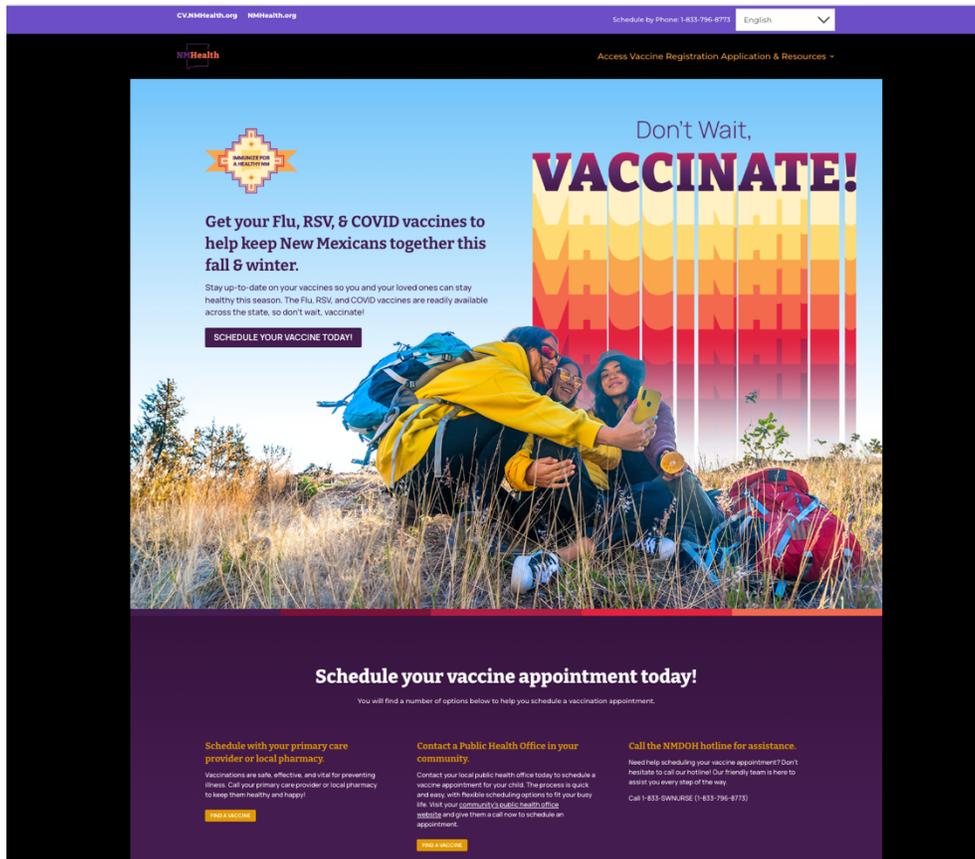
Users can access the Vaccine Registration Application & Resources by using the dropdown menu in the right top corner. Users can access the Interactive Provider Map, Schedule Vaccine, User Guide, Vaccine FAQ's & Vaccination Records.
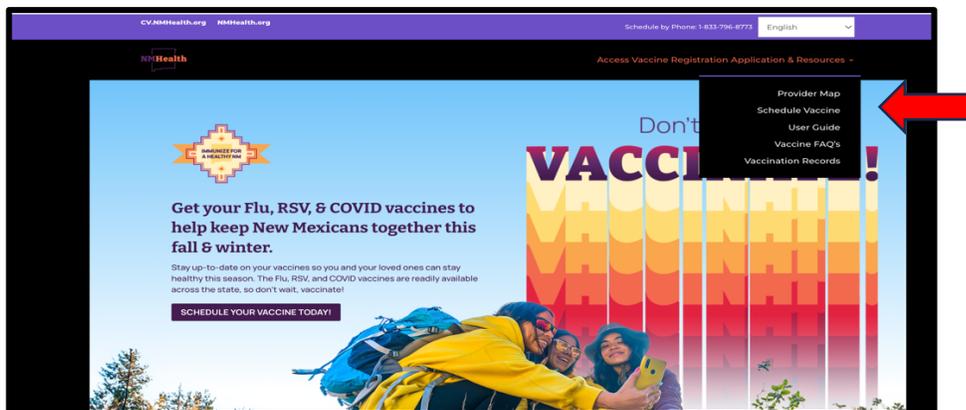
I. Interactive Provider Map:

To find an immunization location near you, use the interactive map. Set the dropdown filters to narrow the choices by Adult or Kids Vaccine, City, Events, Availability or Vaccine Manufacturer. Then hover over the dots to view the available sites.

There is the option to only select sites that "Accept Walk-Ins".
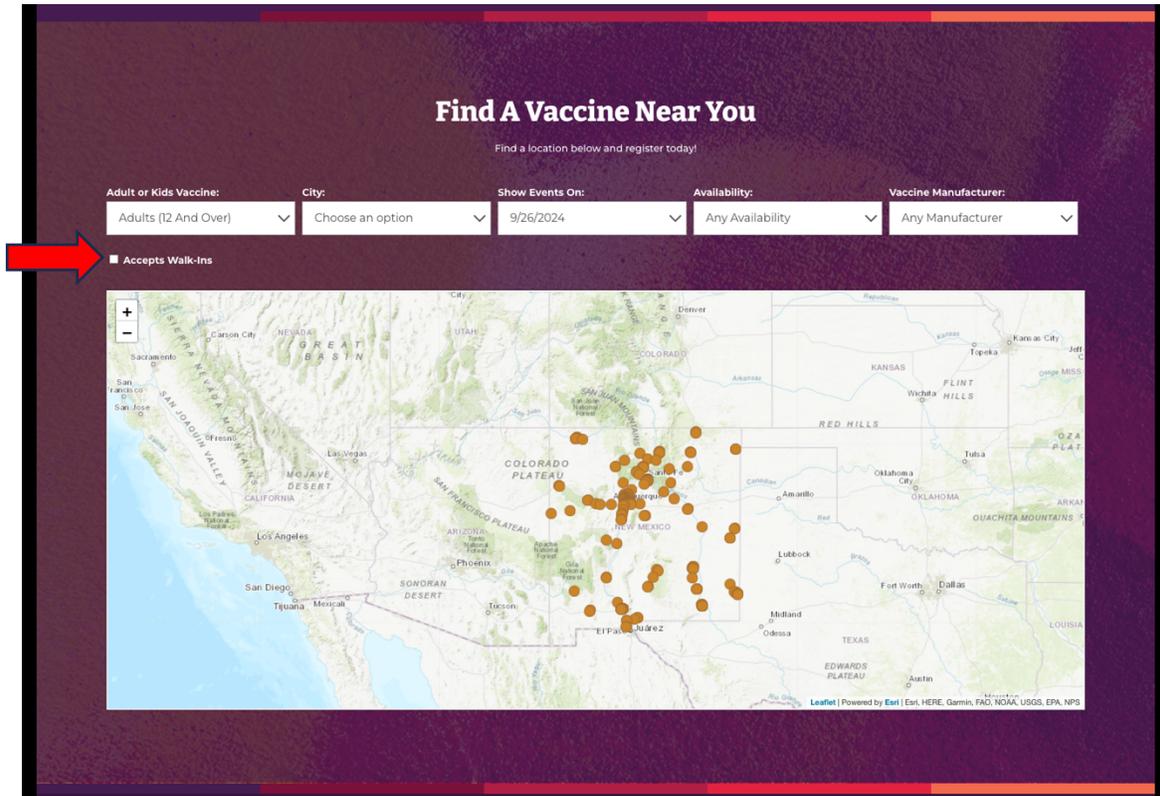
Once the user has chosen the vaccination site, user will click on "Check with Provider" and user will be directed to the selected health office.

To Register for the Vaccination Registration Application, user will visit:

https://vaccinereg.doh.nm.gov/

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.
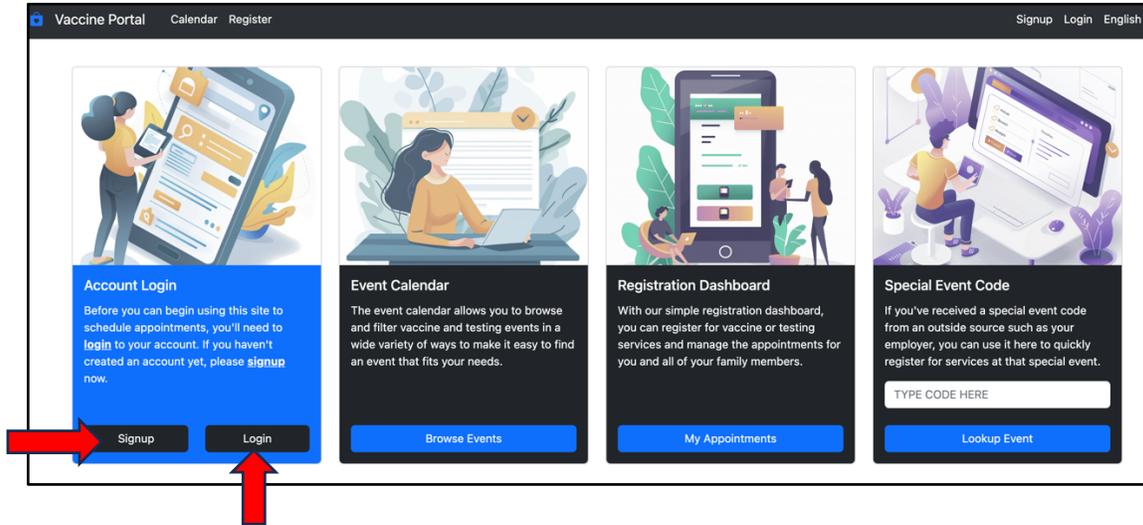
III. Email & Password:

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.

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.
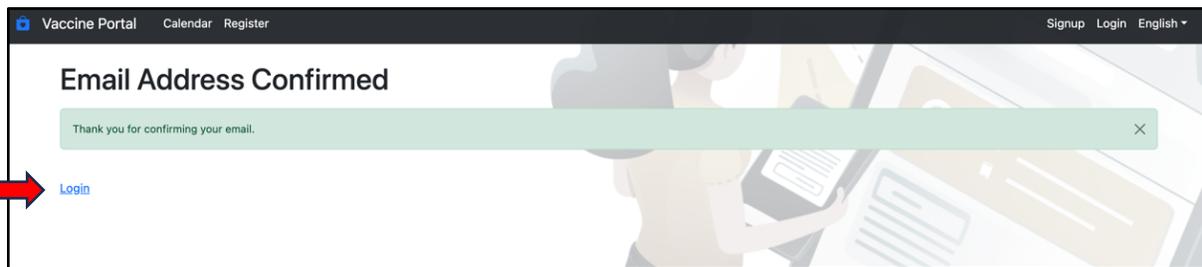
Once the users email address has been confirmed click on login to continue the registration process. Enter the user email address and password to login.
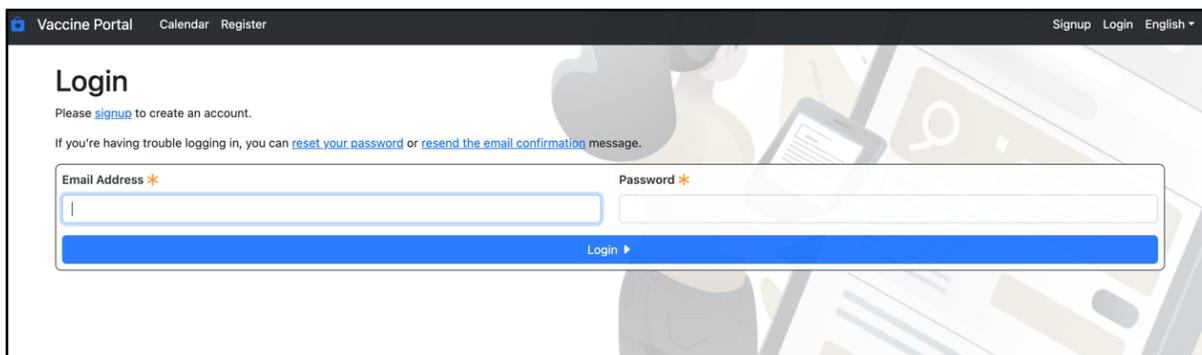
V. User Registration/Importing Previous Data/Adding Multiple Family Members:

Once a user has completed the login process, they will enter the vaccine portal where the user will click register at the top.
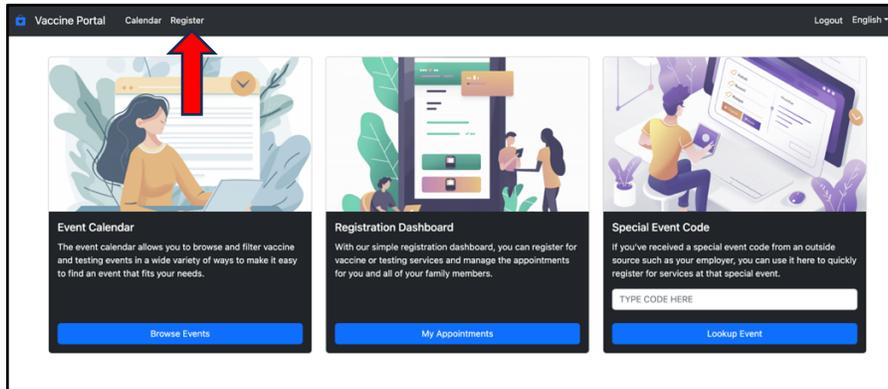
Click on Add Family Member
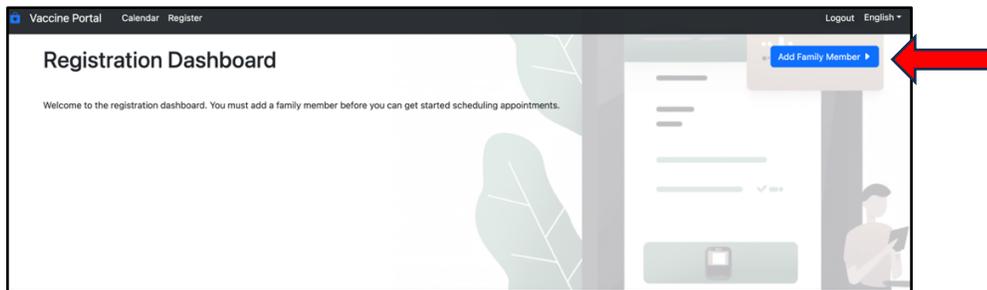
Users may import data from a previous account by clicking on Import Data
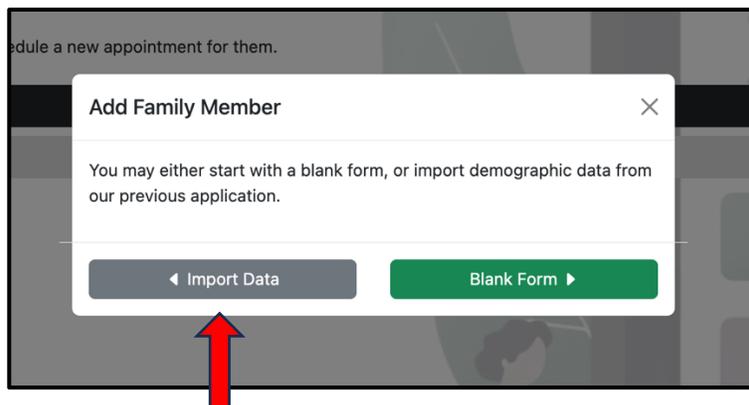
Users have the option to enter their username and password from the legacy application to import previously entered demographic data.

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

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.

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.
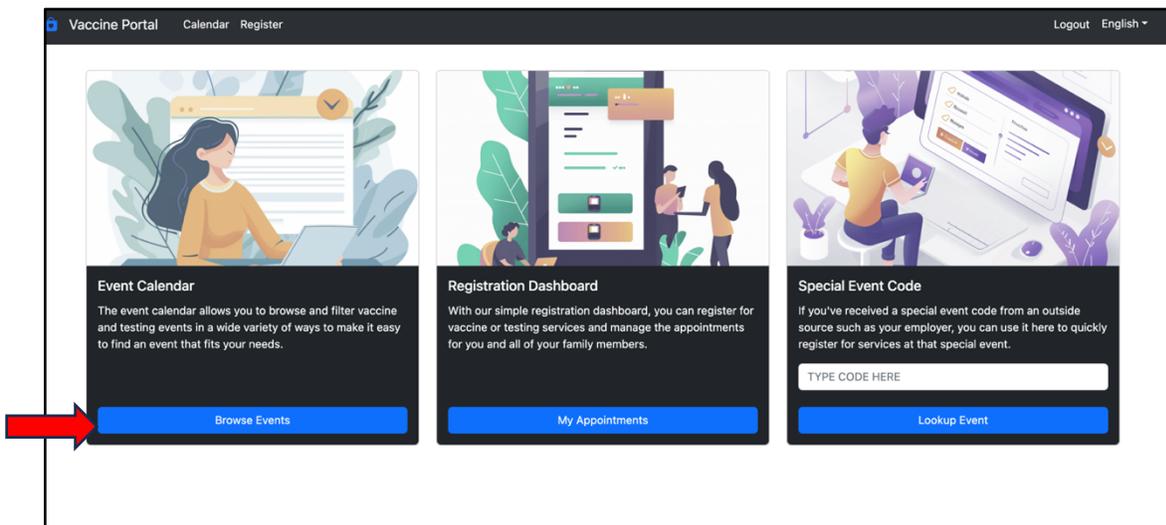
After selecting the event, users will be redirected to the Registration Dashboard to register.
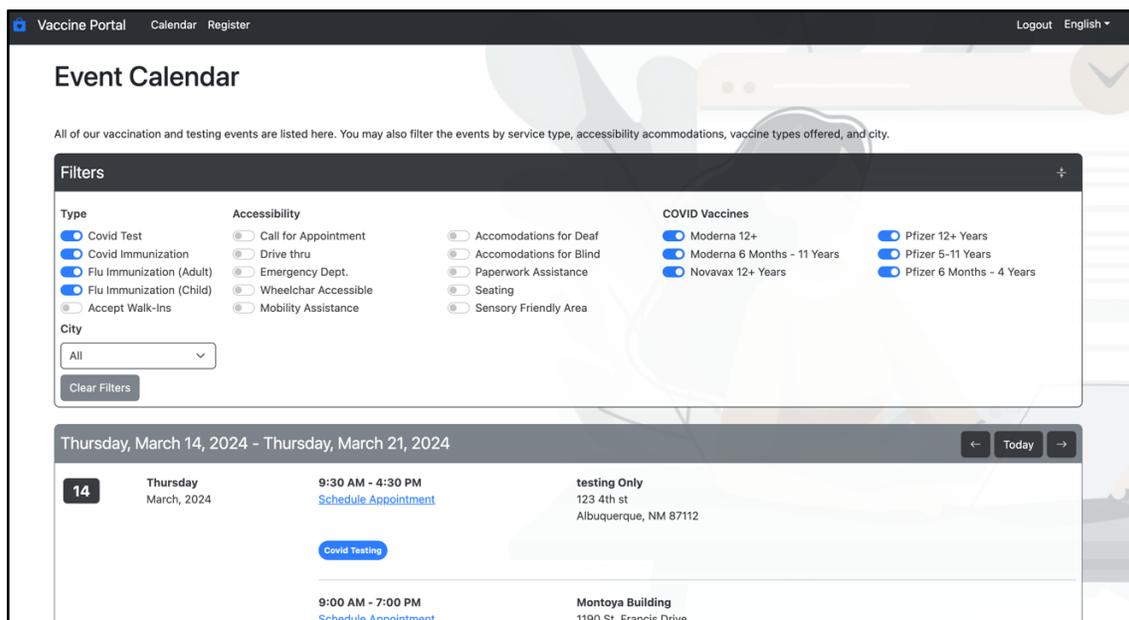
Option 2: Registration Dashboard:

2. **Registration Dashboard:**

With the registration dashboard users can register for vaccination services and manage the appointments for themselves and other family members.
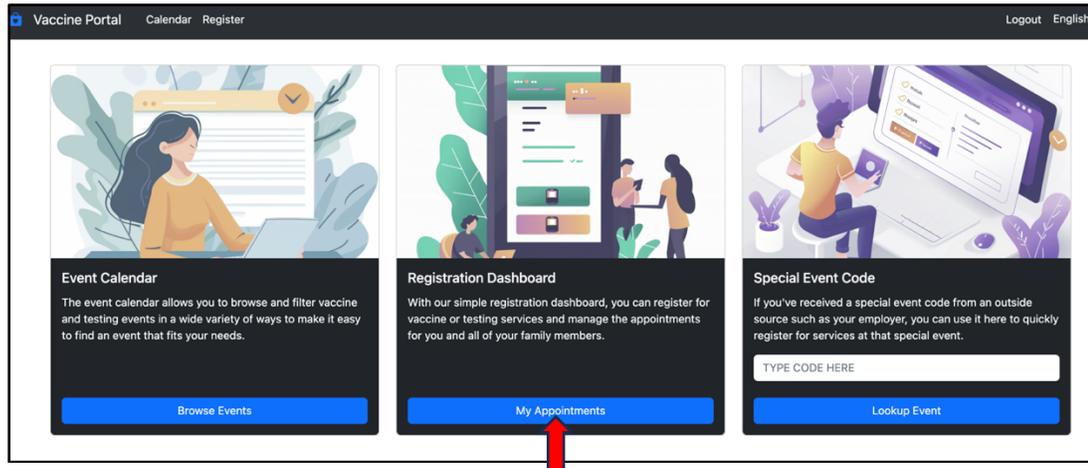
Click on the Family Member to schedule a new vaccination appointment.
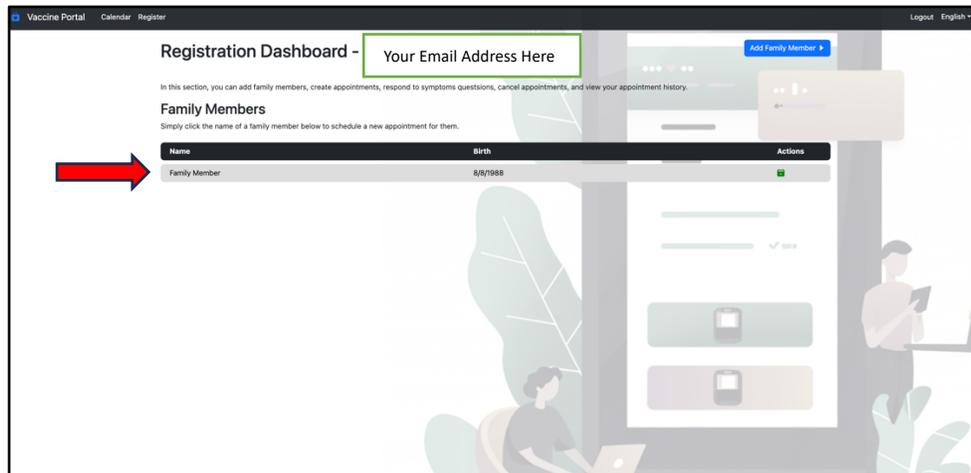
Select the specific services, location, date, and appointment time.

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

Users will Agree and Consent to the Billing Statement

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

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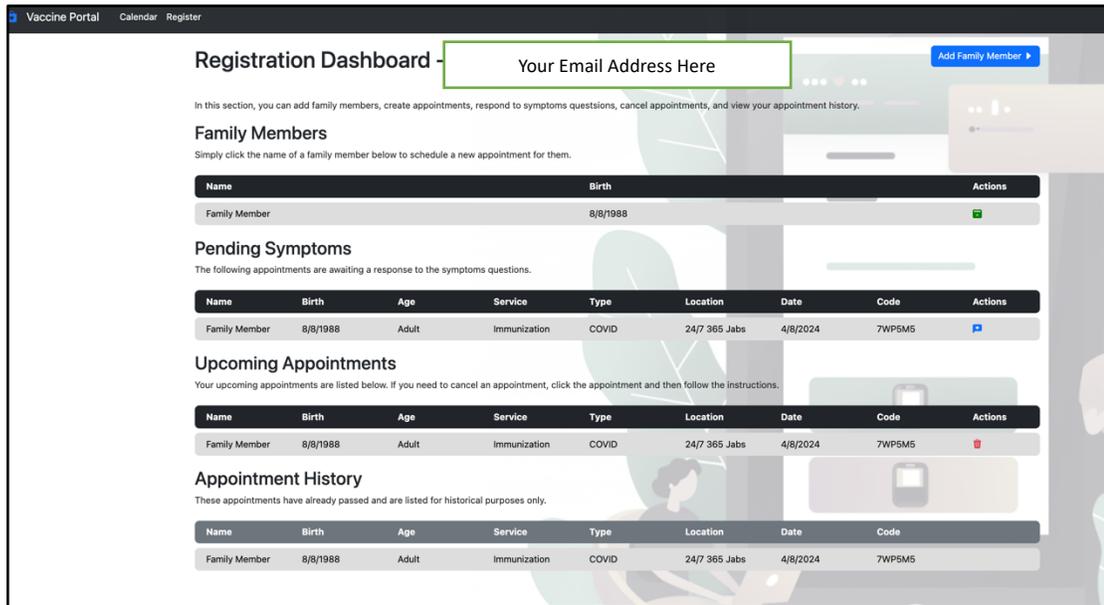

Option 3: Special Event Code:

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.
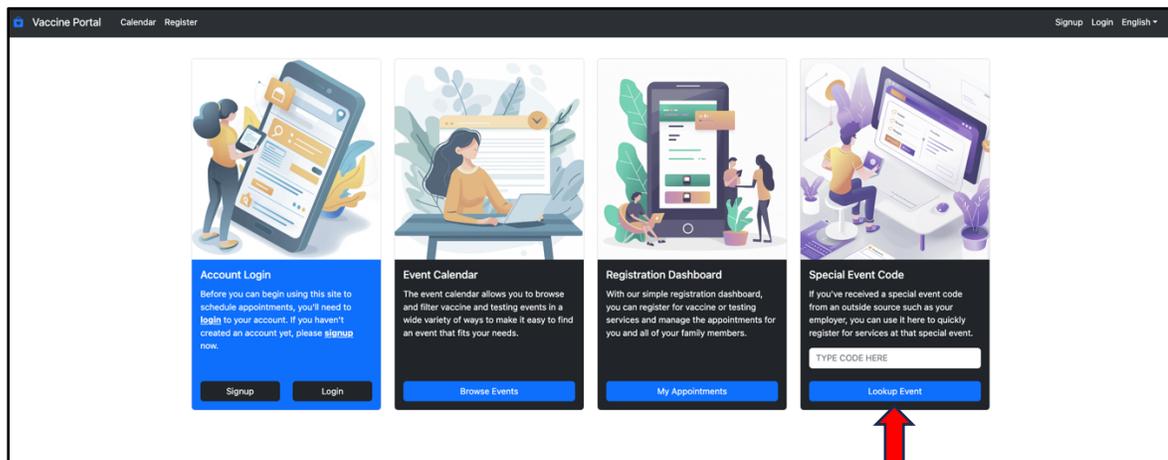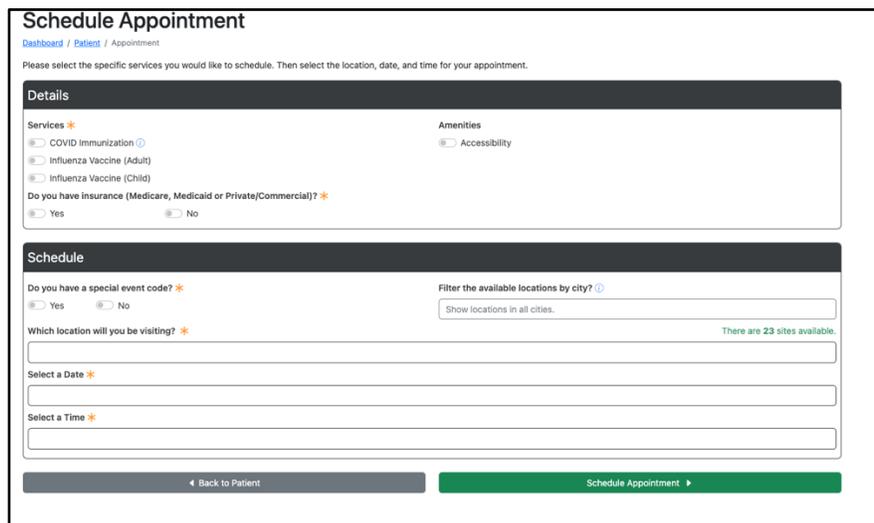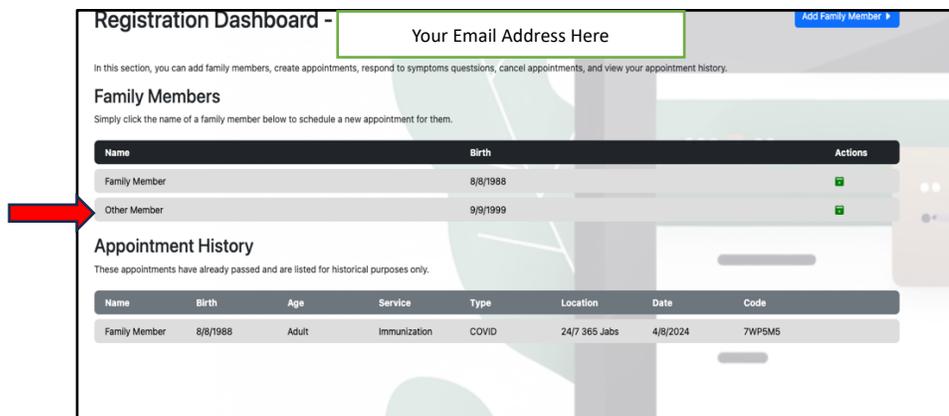
Once the user types in the specific Special Event Code the following message will appear and allow the user to register for the vaccination event.
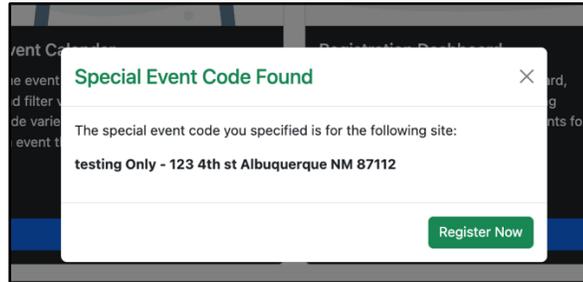
VII. Scheduling Appointments for Multiple Family Members:

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

VIII. View Upcoming Appointments/Appointment History:

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

IX. Appointment Cancellation:

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

Click "**Cancel Appointment**" and it the cancelled appointment will be removed from your Registration Dashboard