

Using an Existing Account

If you have ever signed up for COVID-19 testing through the Health Department, then you already have an account! You should use that same account to make a vaccination appointment.

- Go to <https://vermont.force.com/events/s/login/>
- If you have forgotten your password, select “Forgot Password” on this screen and follow the prompts.
- If you have not received your password reset email within 15 minutes, call 855-722-7878.

Creating a New Account

- Go to <https://vermont.force.com/events/s/selfregistration> to create a new account.
- After you create an account, an email is immediately sent to the email address you entered. The email will come from **Vermont AHS** (ahs.vdhocenhancedtestingcoordinationteam@vermont.gov) and the subject will read “Your Account has been created”.
- Click on the link in the email to verify your account. The link will take you to the registration website where you will enter your Patient ID number and create a password.

For best performance of this application, please use the latest version of Chrome, Firefox, or Safari (on Mac OS).

Confirm Your Account

* Patient ID (Forgot Your Patient ID?)

P-123456

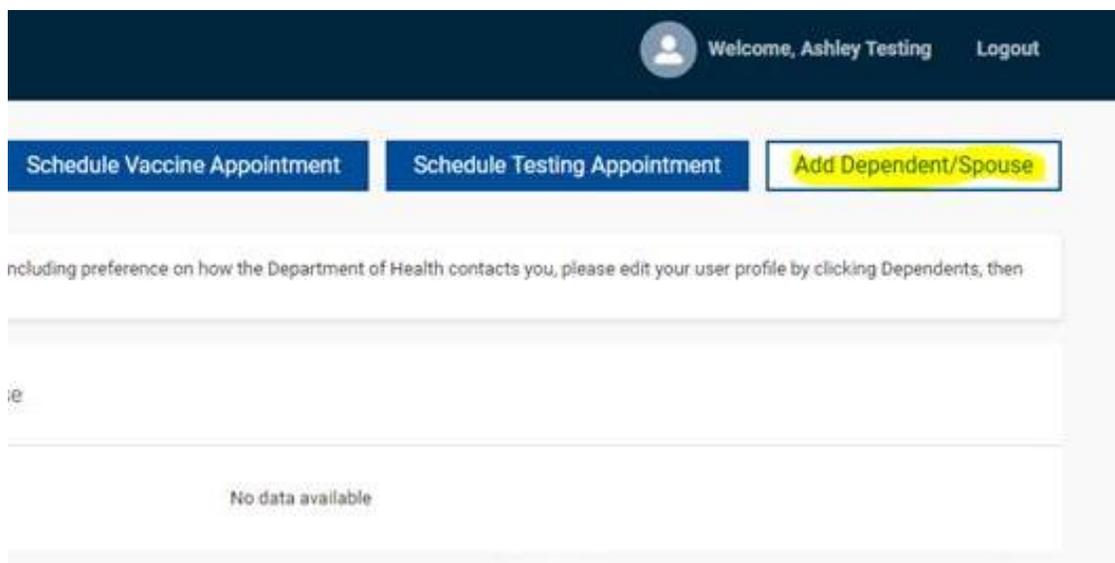
- If you receive an error such as “**Information not found. Please contact your administrator**” doublecheck that you are entering your patient ID including “P-” and the 6-digit number included in your verification email.

Making an Appointment

- When you are eligible to get a vaccine, you can make an appointment one of two ways:
 - **Online** at <https://vermont.force.com/events/s/login/> (this is the fastest way to make an appointment)
 - **By phone** 855-722-7878. If you are not comfortable with using the internet or email, call 855-722-7878. Our call center is there to help!

How to Make Two Appointments from One Account

- **If you are making an appointment online**, you can either:
 - **Create an account for each person.** You cannot use the same email address by following this process. Each person must have their own email address.
OR
 - **Create one account and add the other person as a dependent or spouse** by clicking on the “Add Dependent/Spouse” button at the top of the screen and following the prompts in the system. You will need an email address to create an account and can use the same address for more than one person.
 - **If you are making an appointment for a family member**, we recommend that you create an account, and then sign them up as a “dependent.”



Need help? We're here!

Our call center staff are here to help Monday-Friday, 8:15 a.m.-5:30 p.m., Weekends 10 a.m.-3 p.m.).

Call 855-722-7878 for help if:

- You do not have an email address to create an account.
- You need help in a language other than English.
- You have questions or need help creating an account or scheduling an appointment.
- You are unable to make an appointment online.
- You are unable to reschedule an existing appointment online.
- You have not received your password reset email (if requested) after 15 minutes.
- You have created an account and have not received your Patient ID email after 15 minutes.
- You have received an email that says you are locked out of your account.

Call 802-863-7240 (Option 9) for help if:

- An error has occurred in adding dependents to your account, or in trying to link between accounts.
- You have received more than one email containing your patient ID.