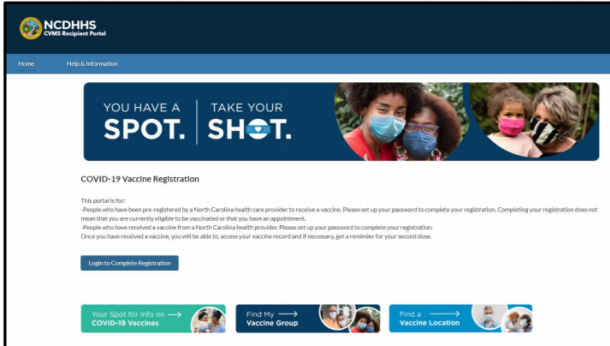


North Carolina COVID-19 Vaccine Management System (CVMS) Overview



The primary intent of the CVMS Recipient Portal is to enable you to register for the COVID-19 vaccine.

At this time, you will need to be invited by an authorized organization such as your employer or your Healthcare provider to complete the registration process through the CVMS Recipient Portal. This is because with the limited COVID-19 vaccine supply, North Carolina has implemented an approach that focuses on our most at risk populations first. At a later stage, **we expect this to change allowing any North Carolinian to register via the CVMS Recipient Portal prior to receiving the COVID-19 vaccine.**

In this guide, you will learn how to:

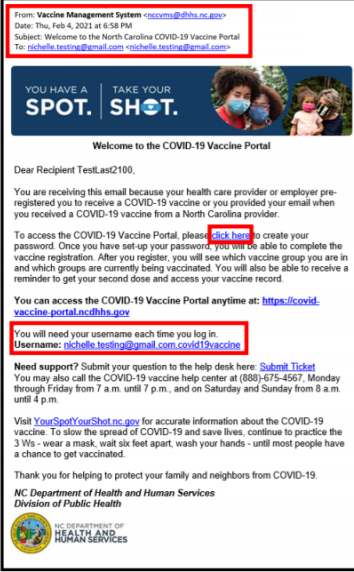
1. Complete the COVID-19 Vaccine Registration
2. Update your registration details, if needed
3. View your Proof of Vaccination after receiving each of your vaccine doses

The link to the CVMS Recipient Portal is <https://covid-vaccine-portal.ncdhhs.gov>

Now, let's get started!

How do I register for the CVMS portal?

Step 1 of 8: Register for the CVMS Recipient Portal



After your employer or Healthcare provider shares your name and email address, **you will receive an email inviting you to register on the CVMS Recipient Portal.**

The email will come from:
Vaccine Management System nccvms@dhhs.nc.gov

Email Subject: Welcome to the North Carolina Vaccine Management Recipient Portal

This EMAIL CONTAINS A LINK TO SETUP YOUR PASSWORD. Your **CVMS RECIPIENT PORTAL USERNAME** is listed in the email.

1. Click the **LINK** in the email
2. The password setup page appears, follow the instructions to create your password

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Tips
Your CVMS Recipient Portal username is unique. It will have **.covid19vaccine** added to the end of the email address that was provided when your account was created.

Step 2 of 8: Change your CVMS Recipient Portal Password

1. Follow the prompts to create a password for the Recipient Portal
2. Click **CHANGE PASSWORD**
3. You will be directed to the CVMS Recipient Portal Homepage

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Tips

Choose a password that meets the criteria specified on the page.

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Step 3 of 8: Complete the COVID-19 Vaccine Registration

1. From the Home Page, you will be prompted to complete the **COVID-19 Vaccine Registration**
2. Click **COVID-19 VACCINE REGISTRATION**
3. After completing the COVID-19 Vaccine Registration, you will receive your **ELIGIBILITY** and **Priority Tier**

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Step 4 of 8: Begin COVID-19 Vaccine Registration

After clicking COVID-19 Vaccine Registration, the COVID-19 Vaccine Registration appears. You must complete the registration to receive your Priority Tier and Eligibility Status. **The COVID-19 Vaccine Registration must be completed either by you in CVMS prior to your first dose appointment or by the participating COVID-19 vaccinating provider on your behalf at the time of your first dose appointment for you to receive the COVID-19 vaccine.**

1. **READ** the statement before starting the questionnaire
2. You must **CHECK THE BOX** to confirm your consent
3. Click **NEXT** to continue the Vaccine Registration process

Home Vaccine Registration My Dashboard Profile Help & Information

Introduction Contact and Demographic Detail Medical Details Confirmation

COVID-19 Vaccine Registration

Thank you for your interest in the COVID-19 vaccine. We must gather personal information to determine what priority tier you align to when the COVID-19 vaccine is available. The questionnaire takes about 5-10 minutes to complete.

☒ I certify that I am: (a) at least 18 years of age (b) the parent or legal guardian of the minor patient; or (c) the legal guardian of the patient. Further, I hereby give my consent to the licensed healthcare provider administering the vaccine, as applicable (each an 'Applicable Provider'), to share my personal, demographic and health condition information in order to provide me with vaccination services for the COVID-19 vaccine. I understand that the health information shared within this questionnaire will be used to determine my eligibility for receiving the COVID-19 vaccination and further determine timing of when the vaccine will be made available to me.

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Step 5 of 8: Enter Your Contact and Demographic Details

You will first enter your **CONTACT AND DEMOGRAPHIC DETAILS**.

1. Enter **ALL REQUIRED FIELDS**
2. Answer the **REQUIRED QUESTION** at the bottom of the page
3. Click **NEXT** at the bottom of the page

Home Vaccine Registration My Dashboard Profile Help & Information

Introduction Contact and Demographic Detail Medical Details Confirmation

Tell us a bit about yourself

*First Name
Test

*Last Name
Test

*Street
test

*City
test

*Country
North Carolina

*State
North Carolina

*Zip Code
:

*Email
:

*Mobile Phone
:

*Date of Birth (MM/DD/YYYY)
:

*Best way to contact you
--None--

*Race
--None--

*Gender
--None--

*Ethnicity
--None--

*Do you identify as any of the following?
--None--

Next

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Tips

You will be able to update this information after you submit the form.

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Step 6 of 8: Enter Your Medical Details

You will then be directed to **MEDICAL DETAILS**.

1. Answer the **REQUIRED QUESTION**
2. Click the **LINK** to see the list of conditions known to increase risk of severe illness to COVID-19
3. Click **NEXT**

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Home Vaccine Registration My Dashboard Profile Help & Information

Introduction Contact and Demographic Detail **Medical Details** Confirmation

Please provide your medical background

* How many conditions known to increase risk of severe illness from COVID-19 do you have?

☐ None

☐ 1

☐ 2 or more

* Review the CDC website to see list of conditions known to increase risk of severe illness to COVID-19 at:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Previous **Next**

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Step 7 of 8: Confirm and Submit Your COVID-19 Vaccine Registration

REVIEW the information you entered before submitting the COVID-19 Vaccine Registration.

1. If the information is correct, click **SUBMIT**
2. To make a change, click **PREVIOUS**

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Introduction Contact and Demographic Detail Medical Details **Confirmation**

Confirm and submit to enroll

Please confirm your details below, and click submit at the bottom of the page to complete your enrollment

Background Information

First Name: test

Last Name: test

Street: test

City: test

County: Alamance

State: North Carolina

Zip Code: 20002

Country: test

Email: [redacted]

Home Phone:

Mobile Phone:

Best way to contact you: Email

Date of Birth: 9/2/1993

Race: American Indian or Alaska Native

Ethnicity: Not Hispanic or Latino

Gender: Female

Do you identify as any of the following? Other Essential Worker (non-frontline)

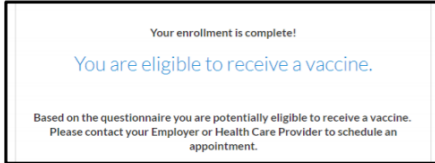
How many conditions known to increase risk of severe illness from COVID-19 do you have? 2 or more

Previous **Submit**

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Step 8 of 8: View your Eligibility Status

After clicking Submit, your **REGISTRATION IS COMPLETE**. On this page, you will be told if you are potentially **ELIGIBLE** or **NOT ELIGIBLE YET**.



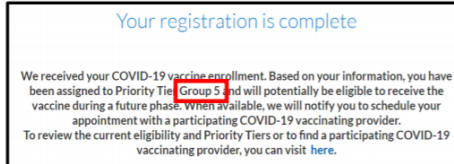
If you are Eligible, you will read a message displaying **YOU ARE ELIGIBLE TO RECEIVE A VACCINE**.

It is recommended you contact a participating COVID-19 vaccinating provider to schedule an appointment.

To find a participating COVID-19 vaccinating provider, please go to: <https://covid19.ncdhhs.gov/findyourspot>

If you are not yet eligible, your **PRIORITY TIER** group will be visible on the confirmation screen
You will be notified once your group becomes eligible

If you believe the system did not assign the correct Priority Tier group, you can review your answers to the COVID-19 Vaccine Registration and update them if wrongly answered (reference section **UPDATE COVID-19 VACCINE REGISTRATION** on this user guide).



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Tips

Check the CVMS Recipient Portal for changes to your Eligibility Status.

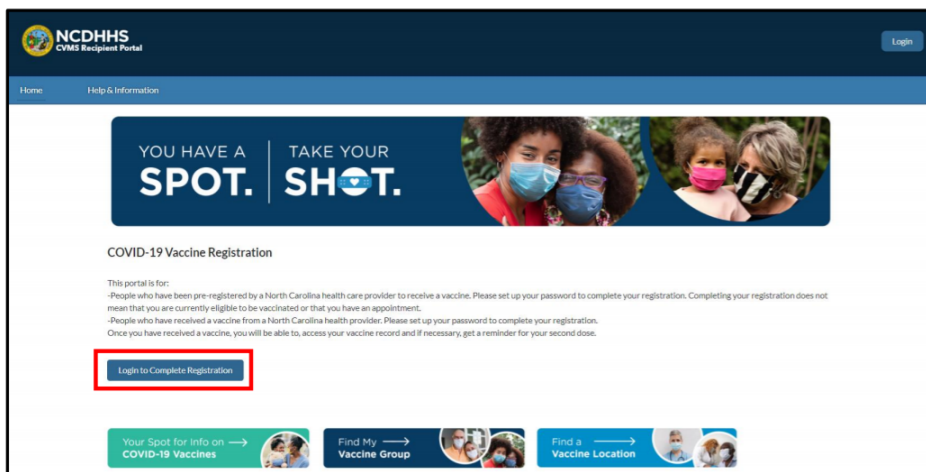
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Logging in to the CVMS Recipient Portal

Step 1 of 4: Login to the CVMS Recipient Portal

After registering for a CVMS Recipient Portal account, you may Log In to the CVMS Recipient Portal.

1. From the Log In screen, click **LOGIN TO COMPLETE REGISTRATION**
2. The Log In page appears



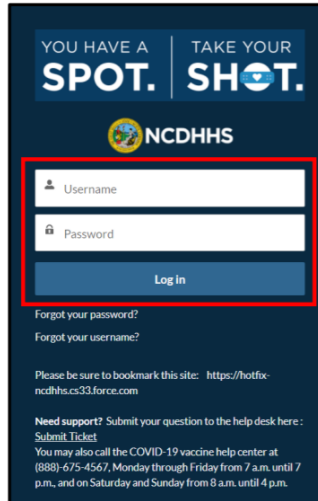
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Recipient

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Step 2 of 4: Enter Username and Password

1. On the Log In page, enter your **USERNAME** and **PASSWORD**
2. Click **LOG IN**



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Tips

Refer to your email from *Vaccine Management System* for your username.

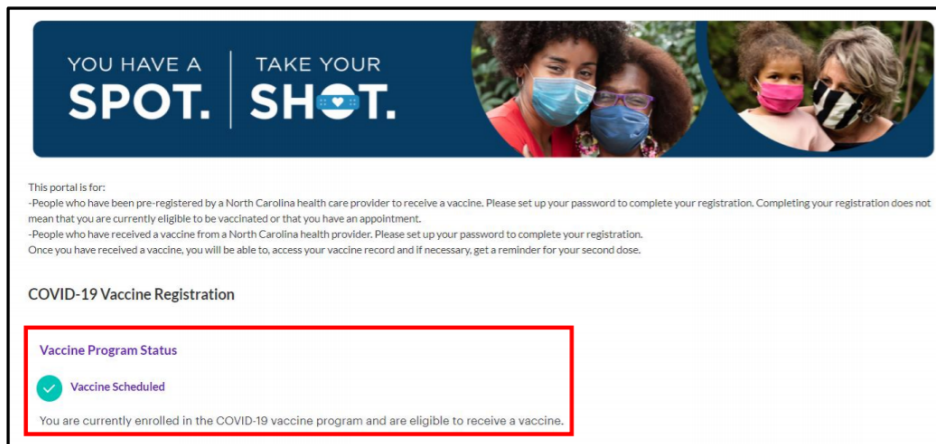
Your CVMS Recipient Portal username is unique. It will have **.covid19vaccine** added to the end of the email address that was provided when your account was created.



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Step 3 of 4: View the Homepage

1. After logging in, the **CVMS RECIPIENT PORTAL HOMEPAGE** appears
2. The Homepage displays your **VACCINE PROGRAM STATUS** and indicates if you are **ENROLLED** or **NOT ENROLLED**



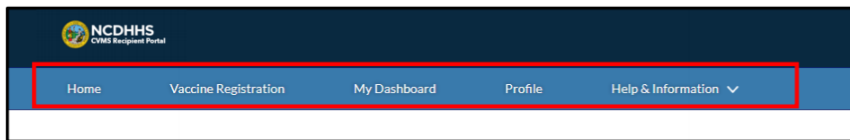
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Step 4 of 4: View the CVMS Recipient Portal Tabs



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In the CVMS Recipient Portal, **TABS** help you navigate between pages.

1. Use the **HOME** tab to return to the Homepage
2. Use the **VACCINE REGISTRATION** tab to register for the COVID-19 vaccine.
 - You can only register once, after registration is complete, refer to the **Update COVID-19 Vaccine Registration** section in this training guide.
 - For initial registration, refer to the **Register for the CVMS Recipient Portal** section.
3. Use the **MY DASHBOARD** tab to view your Appointments and your Vaccine Record
4. Use the **PROFILE** tab to update your COVID-19 Vaccine Registration and personal information
5. Use the **HELP & INFORMATION** tab for Frequently Asked Questions