Vaccination Appointment Guide

The District of Columbia Department of Health (DC Health) continues to make progress with our COVID-19 vaccine distribution planning. We are working with the federal government and local partners within the District to plan for the distribution of the COVID-19 vaccine as doses become available.

In order to receive the vaccine, you must register for an appointment. Please use the following guide to help you through the process of registering for an appointment online.

Before You Start:

Before beginning registration, visit vaccinate.dc.gov to confirm you are in the current priority group.

You will be asked for your email to send your appointment confirmation, please be sure to have an email that you have access to prior to registering.

If you are unable to access the online vaccine portal or do not have internet access, please call the District’s call center at 855-363-0333, for assistance with vaccine registration.
How to Register for a Vaccination Appointment Online
1. From vaccinate.dc.gov click the blue “Proceed to Vaccination Registration Portal” button to start.

Note: For the best experience, please use a modern web browser such as Chrome, Safari, Edge, or Firefox. Internet Explorer will not work. Your computer should also be using the following operating system: Windows 7, 8.1, 10 and above and iOS Leopard and above (Version 11).
2. You are now on the COVID-19 Appointment Portal. Please review and gather the information needed to make an appointment.

Click the blue “Take Questionnaire” Button.
3. Initial Screening. CAPTCHA

What is a CAPTCHA? A CAPTCHA is a type test used in computing to determine whether or not the user is human or a bot.

To fill out the CAPTCHA type the letters and numbers as you see them in the image. Press the "Next" button.

If it's hard to see the letters, click the words “Play the audio code”. You will hear some words and/or numbers. Type the number(s) and/or the first letter of each word you hear.

In the example picture above there is the code pW2TQmz, so this is what you would hear: papa whiskey 2 tango queen mike zulu.

You will type pw2tqmz

When you type in the letters, it does not matter if they are capital (M) or lowercase (m). Click the blue “Next” button. If you cannot hear the words, make sure the volume on your computer, tablet or phone is loud enough.
4. **Begin answering the questionnaire.** Click the arrow (▼) on the right hand side of each box. You will see several choices. Pick the one that is true for you.

Please complete all of the questions that have a red asterisk*

![Questionnaire Image]

**Please Note:** For District residents aged 65 and older, you do not need to bring a work ID badge, letter from your employer, or a pay stub to your appointment. This is a note meant for health care workers part of phase 1a.

**Click** the blue "Next" button to continue.
5. If you’re not sure you have a high risk or chronic medical condition, click the words “High Risk Details” and look at the list of medical conditions that appears. If you see your condition on that list, click “Yes”.

Click the blue “Next” button to continue.
6. If you have not gotten sick before when you had a vaccine, answer “No”.

Click the blue “Next” button to continue.
7. If the doctor has not told you to stay home or away from other people because you have COVID-19 or another sickness, answer “No”. If the doctor has told you to stay home or away from other people because you have COVID-19 or another sickness, answer “Yes”.

If this is the first time you have had a COVID-19 vaccination, answer “Yes”. If this is not the first time you have had a COVID-19 vaccination, answer “No”.

Click the blue “Next” button to continue.
8. **Type in your** First Name, Last Name, Email Address and Phone Number.

For the Address Field, as you type a drop down will appear searching for your location so that you may auto-fill your full address. Please click from that drop down, **DO NOT** ignore it and type it in yourself.
9. **Select your** gender, race, ethnicity, birth month, day, and year.

Click the blue **“Next”** button at the bottom of the page.
10. If you have forgotten to complete a required question or a question wasn’t answered correctly, a pink box will appear and give you instructions for correcting.

After you make any corrections, **click** the blue “Next” button to continue.
11. You will be prompted to verify the information. Check the form to make sure everything is correct.

If the information is correct, click the small box near the words “I verify that the above information is accurate”.

Click the blue “Next” button at the bottom of the page.
12. **If the information is not correct**, click the white “Previous” button at the bottom of the screen. You can then return to your form and make changes.

Once the information is correct, click the small box near the words “I verify that the above information is accurate”.

**Click** the blue “Next” button at the bottom of the page.
13. **Find a location.** On this page you will look at locations offering vaccines, choose one that works for you by clicking the bright blue hyperlinked name.

Use the map to see locations in proximity to your residence. The numbers correlate to the list of locations on the right side of the screen.
14. **Click** the **Get Directions** button under a location to generate a map from where you are to the appointment address.

Check your address and click “Get Directions”.
15. **Select an appointment.** Once you select your location, you will see a list of available appointments. Click “Book” to make your appointment.

If appointments are NOT available, please use the Change Location button to select other centers. If no other centers are available, please sign up to be alerted when more appointments are available.

If there are no appointments available or you want to book at a different location, **DO NOT** click your back button on your browser, please click the blue “Change Location” button.
16. Next you are asked to review your name, date of birth, and appointment location, date and time. To confirm your booking click “Submit”.

To find a different booking click “Back”.
Confirmation
After your appointment is successfully booked, you will see this confirmation message. Please print or take a screen shot of this page. You will also receive an email confirmation with full details.

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**DC HEALTH**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Your booking is confirmed.

Due to high volumes, your confirmation email may take up to 24 hours to process. Please print or screen shot this page as your confirmation. If you are unable to locate the email in either your inbox or spam folder, please contact DC Health at vaccinatedc@dc.gov for assistance.

Name
Sylvia Murph

Appt ID
62399-V0Z7F

Start Time
01/28/2021 5:00 PM

Vaccine Location
Bread for the City – Medical Clinic
Email Confirmation

The subject of the email is: **COVID Vaccine Notification - Booking Confirmation.** Be sure to check your SPAM or JUNK folder. After 24 hours, if you are unable to find the email, please email vaccinatedc@dc.gov for assistance.

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**From:** NO-REPLY-VRAS <no-reply-vras@dc.gov>
**Date:** Wednesday, January 27, 2021 at 5:50 PM
**To:** Sylvia Murph <ldyfm@email.com>
**Subject:** COVID Vaccine Notification - Booking Confirmation

Hello Sylvia,

You have been approved to receive a COVID-19 Vaccine. Please bring the below confirmation code and/or QR code with you (on your phone or printed) and report to the vaccine center.

**Scheduling Confirmation:**

**Name:** Sylvia Murph  
**Email:** ldyfm@email.com  
**Appointment ID:** 62399-V0Z7F  
**Vaccination Location:** Bread for the City – Medical Clinic  
1525 7th St NW  
Washington, DC 20001  
**Start Time:** 1/28/2021 5:00 PM EST  
**End Time:** 1/28/2021 6:00 PM EST

Please be prepared to provide verification of your work setting at the time of your vaccine appointment. This can include an ID badge, letter or email from a supervisor, or other methods. The provider who administered your first dose is responsible for scheduling your second dose. If you have any issues scheduling your second doses, please click here for contact information for your provider. All other questions may be directed to vaccinatedc@dc.gov.

You can cancel your booking by clicking on this link.
Cancelling Your Appointment
1. If you need to cancel your appointment, open your confirmation email for the appointment and select either option at the bottom of the email.

From: NO-REPLY-VRAS <no-reply-vras@dc.gov>  
Date: Wednesday, January 27, 2021 at 5:50 PM  
To: Sylvia Murph <ldyfm@email.com>  
Subject: COVID Vaccine Notification - Booking Confirmation

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Email: ldyfm@email.com  
Appointment ID: 62399-V0Z7F  
Vaccination Location: Bread for the City – Medical Clinic  
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You can cancel your booking by clicking on this link.
2. Confirm your date of birth.

Click the blue “Next” button to continue.
3. Enter the CAPTCHA code shown.

![CAPTCHA Image]

Click the blue “Next” button to continue.

4. Your appointment has now been cancelled.

![Appointment Cancellation Image]
Further Assistance
If you have any difficulty or cannot find your confirmation email, please email vaccinatedc@dc.gov for support.

You may also call the District’s call center at 855-363-0333, for assistance with vaccine registration.

To receive alerts via email or text for future announcements or when more appointments become available go to vaccinate.dc.gov