Vaccination Appointment Guide

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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.

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From vaccinate.dc.gov click the blue "Proceed to Vaccination Registration Portal" button to start.
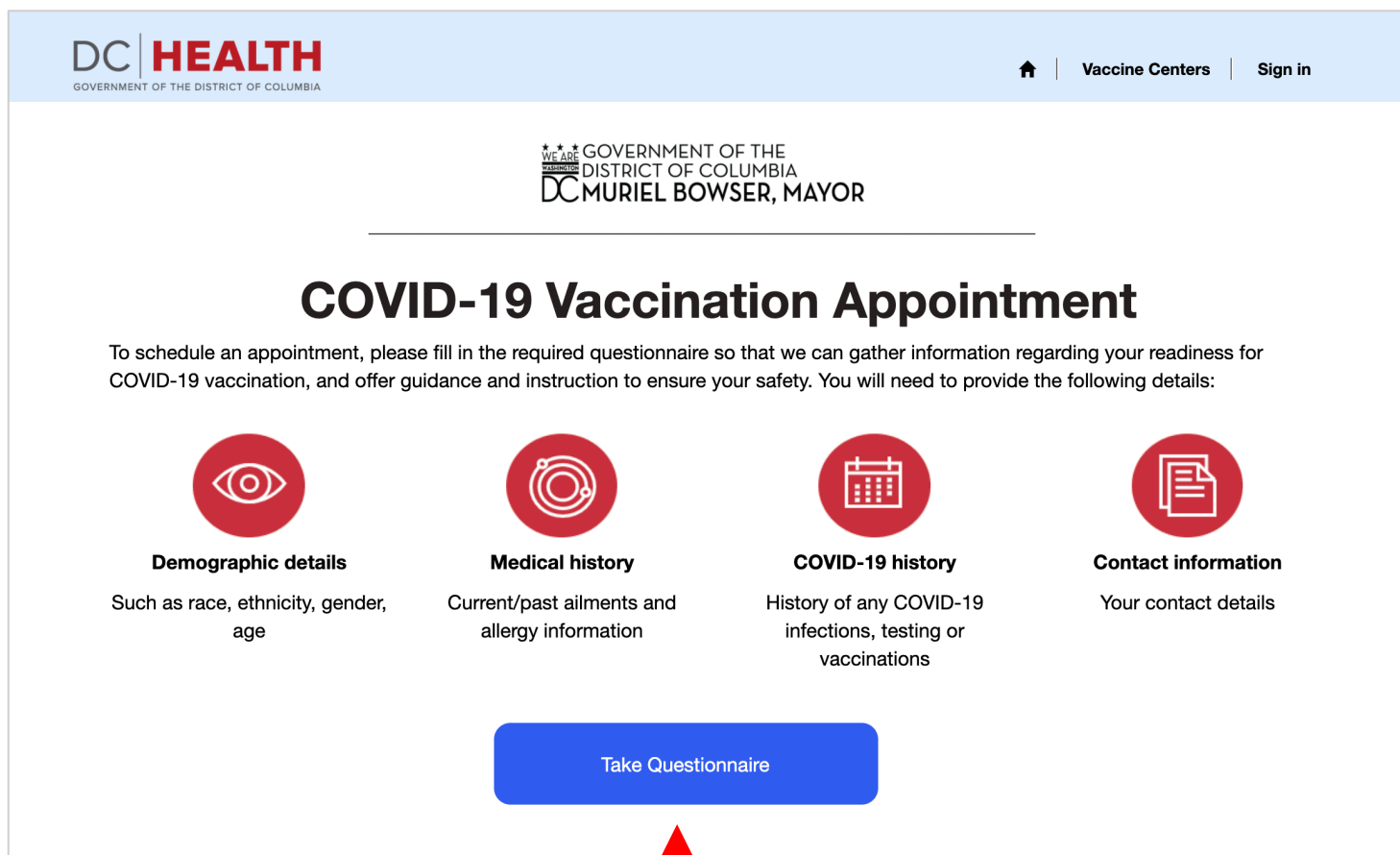
ℹ️ **Note:** For best experience, please use a modern web browser such as Chrome, Safari, Edge, or Firefox. Internet Explorer will not work. Your computer should also be using the following operating system: Windows 7, 8.1, 10 and above and iOS Leopard and above (Version 11).

1. **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.

2. Fill out the CAPTCHA. Type the letters and numbers as you see them in the image. Press the **"Next"** button.

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.

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.

3. 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*

This questionnaire is designed to gather information regarding your readiness for C| instruction to ensure your safety.

| 16% |

Are you a District Resident or Work in the District of Columbia? *

District Resident ⌄

Do you work in one of the following settings? *

No, I do not ⌄

If you selected any of the above, you must bring verification to your appointment (w| of provider license, pay stub or other means of verification).

Please Note: For District residents aged 65 and older, you do not need to bring a workIID 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.

vaccinate.dc.gov
v.01/17/2021

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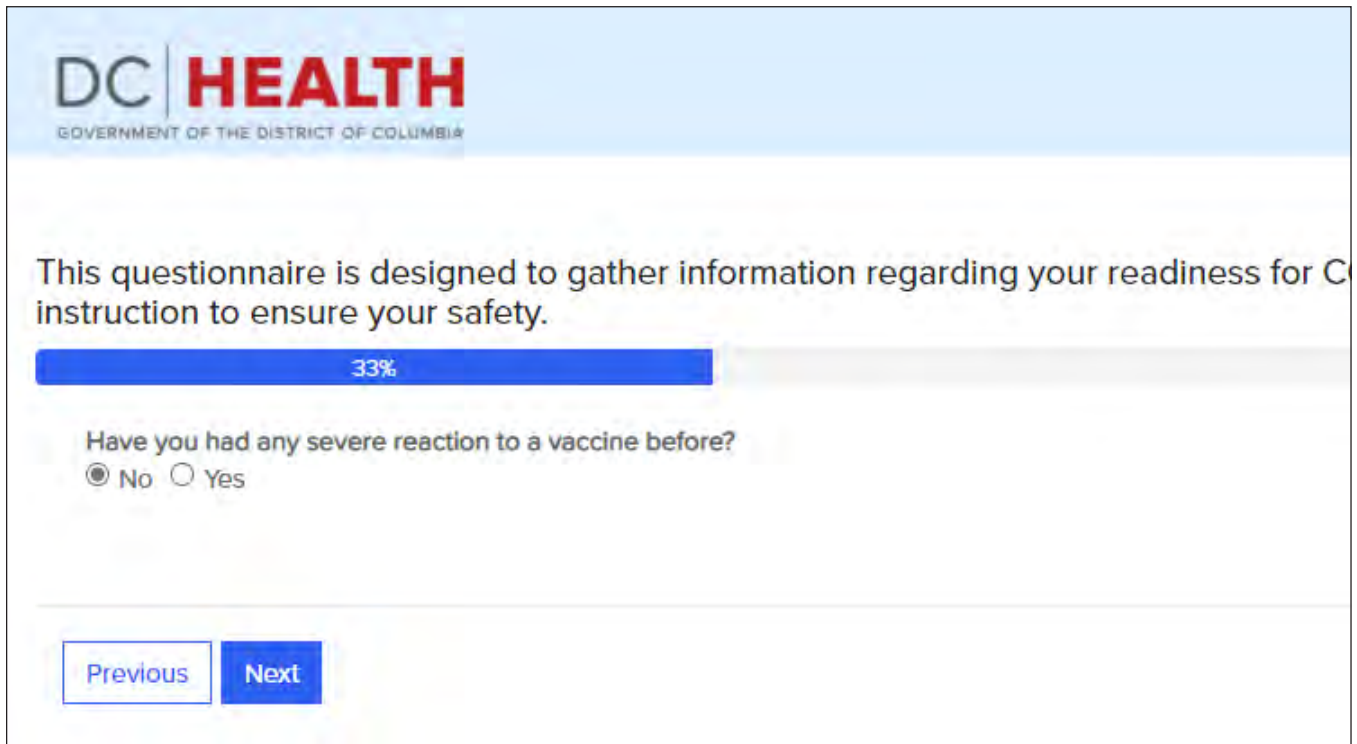
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If you're not sure you have a high risk or chronic medical condition, click the words "High Risk Details" and look at the list of medical conditions that appears. If you see your condition on that list, click "Yes".

Please complete all of the questions that have a red asterisk *
Click the blue "**Next**" button to continue.

4. If you have not gotten sick before when you had a vaccine, answer "No".

Click the blue "**Next**" button to continue.

5. 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.

6. Type in your: First Name, Last Name, your Address, Email Address and Phone Number.

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This questionnaire is designed to gather information regarding your readiness for CC instruction to ensure your safety.

`66%`

Resident Information Collection

Please provide your information below.

First Name *

Middle Name

Last Name *

Address (search for and select your address here) *

Apartment, Suite, Unit Number

Email Address *

Phone Number *

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7. Select your: gender, race, ethnicity, birth month, day, and year, and insurance info.

Gender *

Race *

If other race, please specify

Please describe your ethnicity *

Please provide your date of birth

Month *

Day *

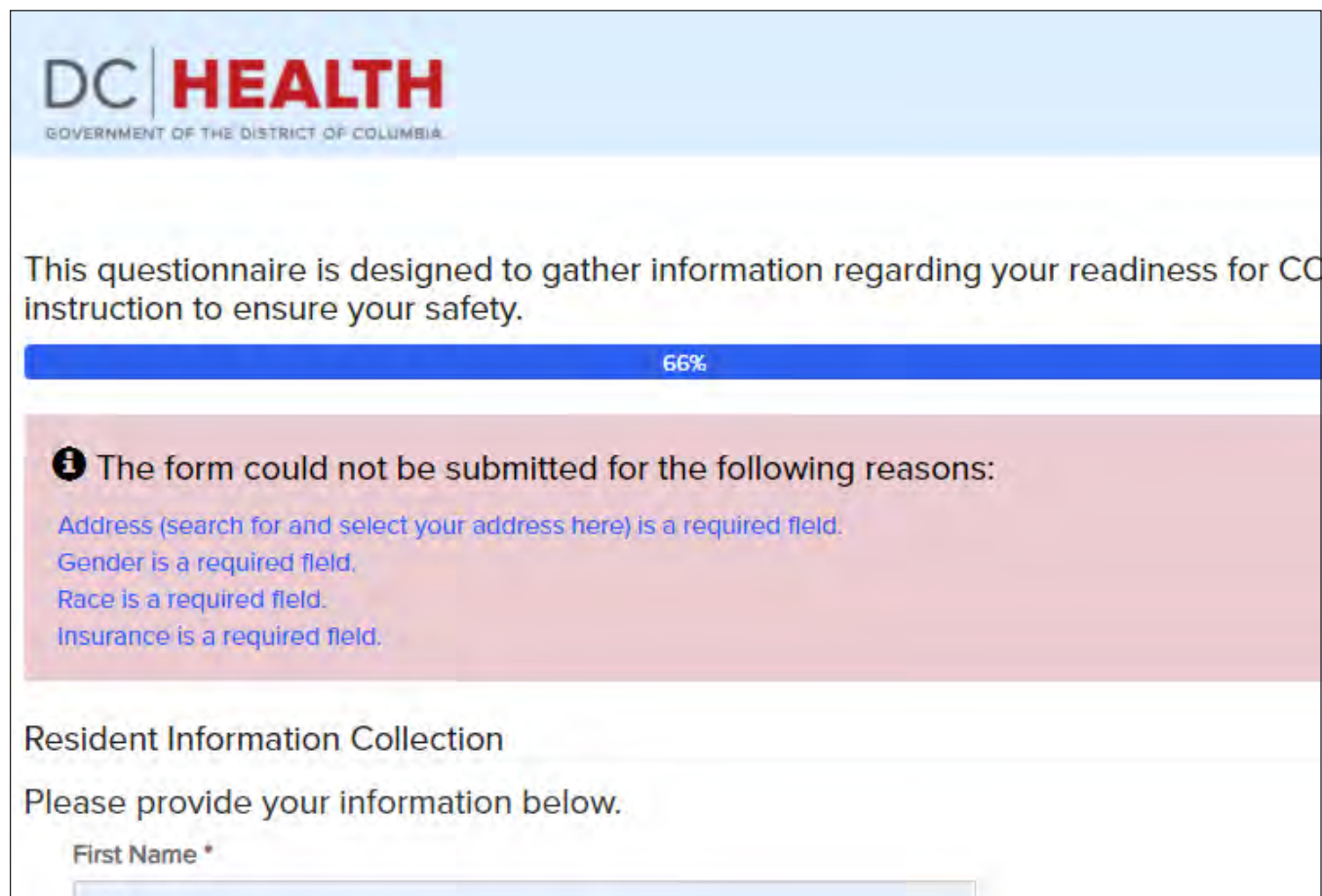Year *

Insurance Information

Insurance *

Click the blue "**Next**" button at the bottom of the page.

Previous   Next

8. 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.

9. 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.

10. 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.

By clicking "next" you agree that the above information is accurate. Yo[...]
information, you authorize us to share your personally identifiable info[...]
vaccination program. A copy of our privacy policy can be found by clic[...]

☑ I verify that the above information is accurate *

Previous   Next

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.

11. Find a location. On this page you will look at locations offering vaccines and choose one that work for you.

Use the map to see locations in proximity to you. The numbers correlate to the list of locations on the right side of the screen.

Click the hyperlinked name of the location to open a new page with available appointments.

Click the Get Directions button under a location to generate a map from where you are to the appointment address.
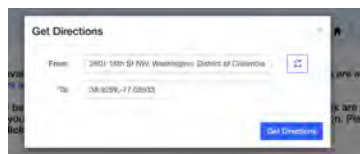
Check your address and click "Get Directions"

12. **Select an appointment.** Once you select your location, you will see a list of available appointments. Click "Book" to make your appointment.
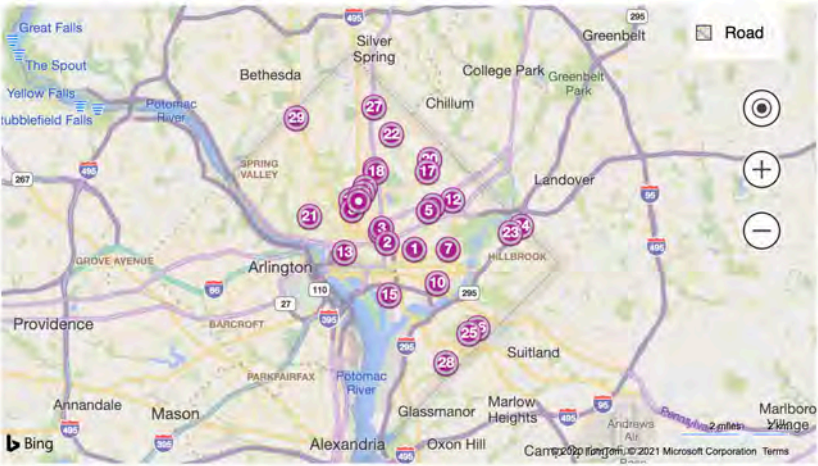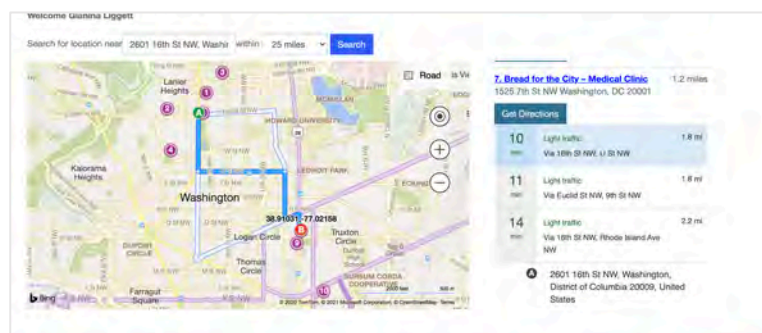
If appointments are NOT available, please go back and select other centers. If no other centers are available, please sign up to be alerted when more appointments are available.

Please confirm your booking within : 170 seconds

Date Range	Resource ↑	Start Time	End Time	Duration	
🗓	Bread for the City – Medical Clinic	1/16/2021 11:00 AM	1/16/2021 12:00 PM	60	Book
Apply	Bread for the City – Medical Clinic	1/16/2021 12:00 PM	1/16/2021 1:00 PM	60	Book
	Bread for the City – Medical Clinic	1/16/2021 1:00 PM	1/16/2021 2:00 PM	60	Book
Back	Bread for the City – Medical Clinic	1/16/2021 4:00 PM	1/16/2021 5:00 PM	60	Book
	Bread for the City – Medical Clinic	1/17/2021 9:00 AM	1/17/2021 10:00 AM	60	Book
	Bread for the City – Medical Clinic	1/17/2021 10:00 AM	1/17/2021 11:00 AM	60	Book

Next you are asked to confirm your name, date of birth, and appointment location, date and time.

Please complete another CAPTCHA **to ensure you are not a robot.** If you cannot see the graphic, select "Play Audio Code"

Please confirm your booking within : 150 seconds

Please review your appointme   Sylvia Murph   fore submitting.

Name

Gianina Liggett

DOB

6/4/1940

Vaccination Location *

Bread for the City – Medical Clinic

Start Time *

1/16/2021 4:00 PM

End Time *

1/16/2021 5:00 PM

Please enter the code you see below and then click Submit.

RRmT4Ym
Generate a new image
Play the audio code
[   ] Enter the code from the image

Submit   Back

Email Confirmation

After successfully booked, you will see this confirmation message. Please check your email for a confirmation with full details.

The subject of the email is: **COVID Vaccine Notification - Booking Confirmation.** Be sure to check your SPAM or JUNK folder. After 20 minutes, if you are unable to find the email, please email vaccinatedc@dc.gov for assistance.
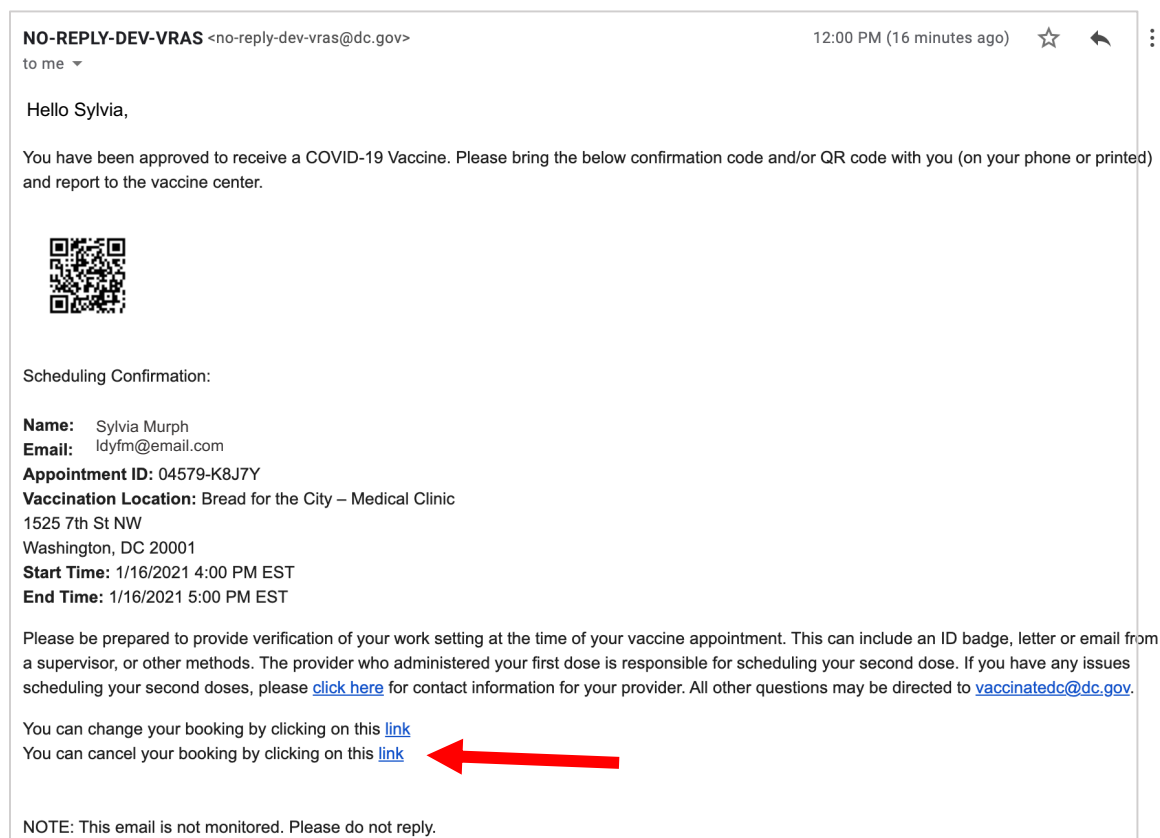
Cancel Your Appointment

If you need to cancel or change your appointment, open your confirmation email for the appointment and select the link underneath "You can cancel your booking by clicking on this link".

Cancelling Your Appointment Continued

Confirm your date of birth.

Cancelling Your Appointment Continued

Enter the code shown on the next screen.

Cancelling Your Appointment Continued

Your appointment has been cancelled.
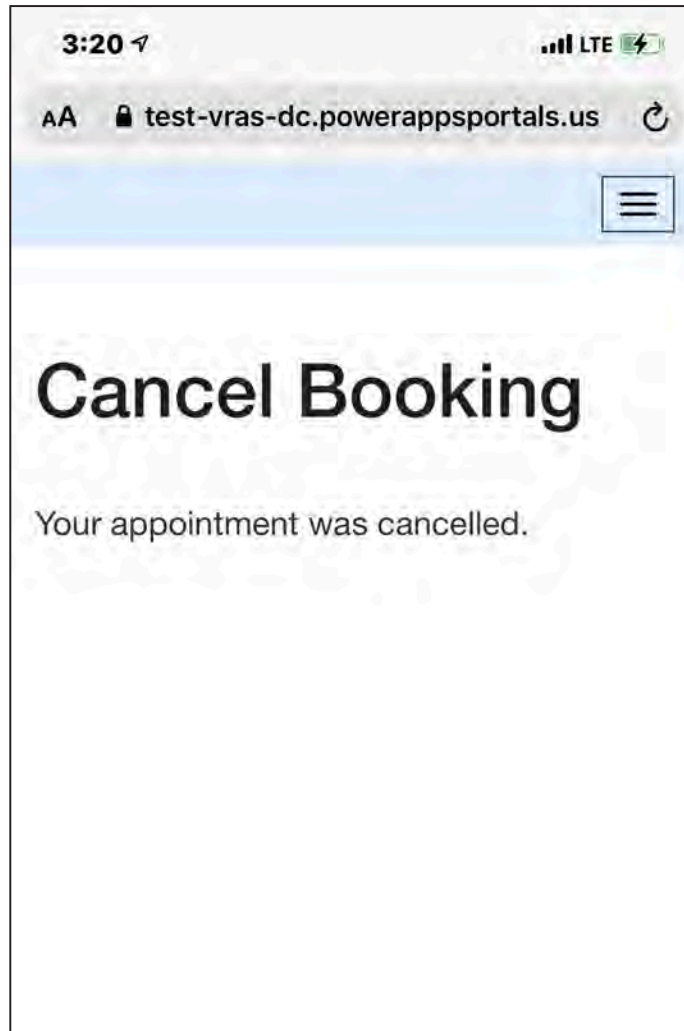
If you have any difficulty or cannot find your confirmation email please email **vaccinatedc@dc.gov** for support. The representatives that monitor that inbox have the ability to cancel an appointment for you.

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

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