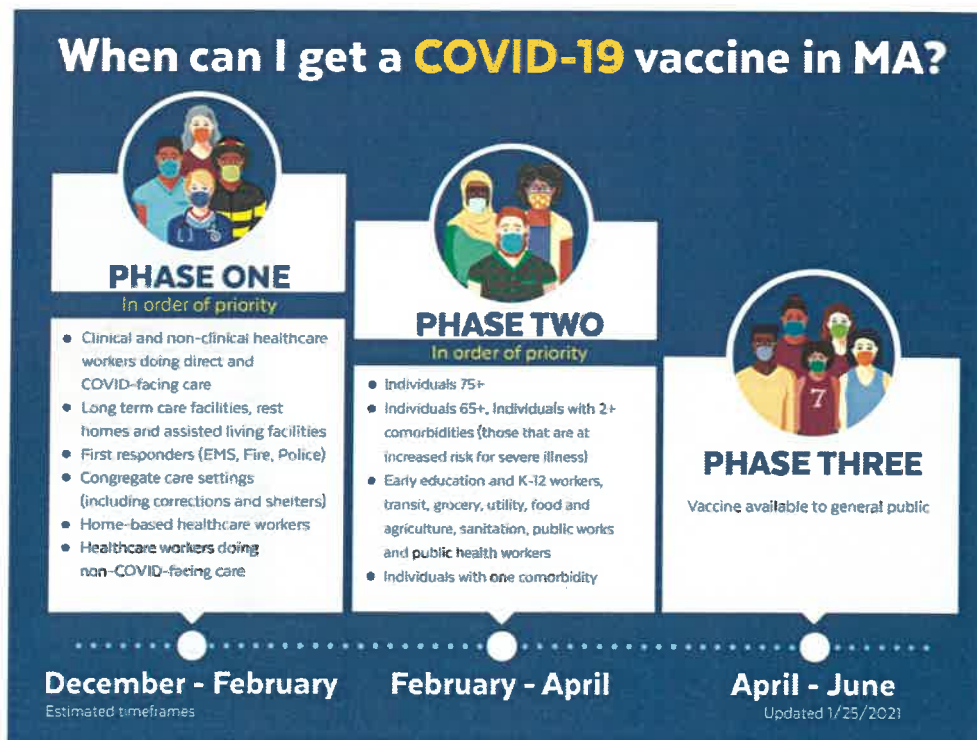


# HOW TO SIGN UP FOR A COVID-19 VACCINE

OVL provides these instructions in an effort to assist you in navigating the online process to make an appointment for a Covid vaccine. These instructions are by no means a complete tutorial on what is a lengthy process. These instructions will however assist you in navigating the Mass.gov portion of your vaccine registration, up until the point where you will be choosing your preferred location and preferred pharmacy, whether it be CVS, Walgreens or some Stop & Shop locations. For assistance in navigating respective pharmacy sites to complete your registration, the best bet is to contact the pharmacy help line, usually a 1-800 number which can be provided by calling your local branch. Whereas the entire online process is new, know that it is subject to delays, outages and changes.

First, familiarize yourself with the “phases”...



**Second, Carefully follow the instructions below to make a vaccination appointment:**

- 1) Log onto a computer, open a search engine (google) and access the Mass.gov website by typing Mass.gov into the search field.
- 2) Select the top most link provided by the google search. It will say "Mass.gov, Official website of the Commonwealth of Massachusetts." To avoid confusion, disregard the entries immediately below this link which mention Covid.
- 3) The Mass.gov website will have a picture of the state house dome, and will say "Welcome to Massachusetts." Directly above the state house picture you will see several headings, or titles. "Living, Working, Learning" etc. Among these headings, at the far right, you will see "Covid 19" in yellow. Click this.
- 4) The page you now see on your screen will say "Covid 19 Updates & information." Slowly scroll down until you see a table of contents. Click on "Covid 19 Vaccine."
- 5) The page you now see on your screen will allow you to choose "Covid 19 Vaccine in Ma, When can I get the vaccine?" And Covid 19 Frequently asked questions" Click on the left selection, "Covid 19 Vaccine in Ma"
- 6) The page you now see on your screen will say "Massachusetts Covid 19 Vaccine Information." Slowly scroll down until you see a number of categories presented in rectangular light blue blocks. Click on "Map: Covid 19 Vaccine Locations for Individuals in Phase 1 (as additional phases - phase 2, and phase 3 - are soon offered for vaccine eligibility, this category will reflect the subsequent phases) To be clear, click on this rectangle to access the map to find your vaccination location regardless of your phase.
- 7) The page you now see on your screen will say "Covid 19 Vaccination Locations for Individuals In Eligible Groups and Phases." Slowly scroll down to the table of contents and click on "Find a location to get vaccinated if eligible."
- 8) Read the page before you, which will say "Find A Location to Get Vaccinated if Eligible." You will be using the map on the lower part of the page (scroll down if necessary to see it) Familiarize yourself with the map legend (red, green, blue, yellow stars etc.) Read the entire page carefully. As you do, you will note that you need what is called a "Self Attestation Form." Ask a library staff member for one, as we have printed out copies to streamline your process. Fill out the form and bring it with you to your appointment, which you will make in the next step! Almost done!
- 9) Go to the map on the lower part of your screen. Navigating the map is tricky, just go slowly, it's trial and error until you get the feel. Direct your attention to Cape Cod on the map and find a "star" that is close to you. Click on it. These are the vaccine locations. They may be CVS stores, or Walgreens, or Stop & Shop Pharmacies.

- 10) Once you've clicked on a star, you will see information provided to the left of the map indicating whether the location you've chosen is a CVS, Walgreens or Stop & Shop. Also provided will be a link (in blue) which you will use to book your appointment. Click the link.**
- 11) From here, you will be using either the CVS, Walgreens or Stop & Shop website. Each one works in a different way. If you have trouble navigating these pharmacy sites to set up your appointment you will need to speak to Customer Service for the pharmacy with which you desire to set up an appointment. They will have the knowledge to advise you best. These numbers can be found by calling your local pharmacy and inquiring. Hold times are likely to be long. Be patient, and good luck!**