

COVID-19 Vaccination Registration Instructions

1. Open a web browser and navigate to <https://vaccine.beaumonttexas.gov>.
2. You will see the initial registration screen below.

Verify Registration Login

COVID-19 VACCINATION

To get vaccinated by the Southeast Texas Regional Operations Center for COVID-19 is a multi-step process.

If you are unable to register via the website or require assistance, call centers have been established at (409) 550-2536 for further assistance. This covers citizens in Hardin, Jefferson, Jasper, Newton, and Orange counties. Call center assistance will be available Monday through Friday, 8am to 5pm.

STEP 1: SIGN UP
Complete the sign-up form by clicking on the "Sign-Up to Be Vaccinated for COVID-19" button. It is located at the bottom of this page.
After you submit your registration, you will receive a confirmation message stating that you were successful in signing up for vaccination. Within (24) hours, you will also receive an e-mail from 'vaccine@beaumonttexas.gov' confirming your registration. Please check your junk, spam, or other e-mail.
The purpose of these two confirmations is to let you know that we have your e-mail and phone numbers in our system and that you are on our list to be vaccinated. These are **NOT** appointments.

STEP 2: SCHEDULE YOUR APPOINTMENT
The next communication received will be from the Southeast Texas Regional Operations Center informing you that you are eligible to schedule your vaccination appointment. This communication will come in the form of both an e-mail (to the address provided during sign-up) and an automated phone call.
After receiving your notification, you will return to this portal to complete the required paperwork and to schedule your appointment.

STEP 3: GETTING FIRST DOSE OF COVID-19 VACCINE
On the day of your appointment, go to location in which you scheduled your appointment to receive your first dose of the vaccine. Remember to bring your ID, registration confirmation, and signed consent form.

STEP 4: RECEIVING SECOND DOSE OF COVID-19 VACCINE
At your visit you will receive a card indicating the approximate time of when your next dose is due. A few days prior to that you will receive another message via phone and e-mail, asking you to once again schedule your second dose.

Sign-Up to Be Vaccinated for COVID-19

3. After reading through the above vaccination steps, select the orange **“Sign-up to Be Vaccinated for COVID-19”** button at the bottom of the page.



4. You will then automatically be taken to the Registration page.
 - a. **This is registration only.** This is just to put you on the list to be notified when vaccination is available.
 - b. **This is not an appointment.** You will be contacted later to schedule your vaccination as vaccines become available.
 - c. **Please do NOT use the auto-fill** function in your web browser.
 - i. Please fill in each field individually so that the system does not recognize you as spam.
 - ii. If you get an error message stating that there is something wrong with a field or that you have been recognized as SPAM, it generally means you have used the auto-fill function.
 1. If this happens, please fill in the fields individually and then resubmit.

5. The letters in the instructions below correspond the letters listed on the image below them.
 - a. **Vaccination location:** This is a drop-down box with all the locations that are currently taking registrations. You can choose any of the vaccination locations, but please only choose **one**.
 - i. It is a single system for all five counties and there is no need to create multiple accounts for multiple locations. Choose the location that you think you will want to be vaccinated at when the vaccines become available.
 - ii. This location can be changed during scheduling if there are vaccines available at other locations.
 - b. **First Name/Middle Name/Last Name:** Please enter your first, middle, and last name in the boxes provided. First name and last name are required.
 - c. **Date of Birth:** In this field you can either type in your date of birth MM/DD/YYYY or select it from the pop-up calendar.
 - i. If you choose to select it from the pop-up calendar, you can change the month and year by clicking the two white boxes in the top/middle of the calendar box. Then you will select your day from the date squares.

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Vaccination *
First Name
Date of Birth

Note: Please do not use

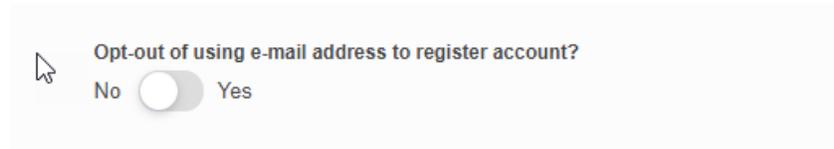
Jan 2024

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

account?

- d. **Gender:** Select your gender from the drop-down box.
- e. **Ethnicity:** Select your ethnicity from the drop-down box.
- f. **Race:** Select your race from the drop-down box.
- g. **Email Opt-Out:** If you do not have an email address or do not want to provide your email address, you will need to click this button.

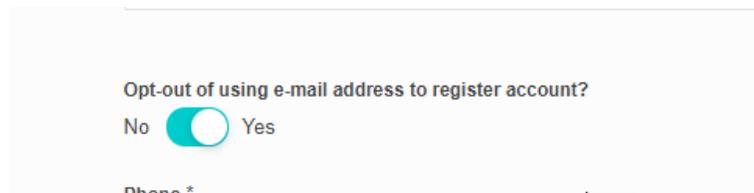
- i. **It is defaulted to No.** This means that you are providing your email address for account creation and notification.



Opt-out of using e-mail address to register account?

No Yes

- ii. **If you move it to Yes.** This means you do not want us to create you an account and you do not want us to notify you by email for scheduling.
 - 1. **It will turn green if you choose this option.**



Opt-out of using e-mail address to register account?

No Yes

Phone *

- h. **Email Address:** The email address will be used to create your account and it will be your account username.
 - i. You are not required to enter an email address; however, an email address is required to create an account.
 - ii. Each account will need a unique email address and password.
 - iii. Creating an account gives you access to advanced features, notification functionality, and easier scheduling.
 - iv. You may register and schedule without an email address but will be unable to access advanced online features and will have one less method of contact/notification.
- i. **Phone Number:** Please enter the phone number for us to contact you for scheduling.
- j. **Address:** Enter your address in this field.
- k. **Suite/Apt #:** Use this line for any additional address information you need to provide. For example, apartment number, suite number, or care of information.
- l. **City/State/Zip:** Enter your City, State, and Zip.
- m. **Next:** Once you have completed all fields in the registration form, select the orange “**Next**” button at the bottom of the page.

Next



COVID-19 VACCINATION SIGN-UP

Please fill out the form below to sign-up for the COVID-19 vaccination.

THIS IS NOT AN APPOINTMENT

You will be contacted at a later date to schedule your vaccination.

Note: Please do not use auto-fill as the system may recognize it as spam. Please fill out each field individually.

A Vaccination Location *

B First Name * Middle Name Last Name *

C Date of Birth * **D** Gender *

E Ethnicity * **F** Race *

G Opt-out of using e-mail address to register account?
No Yes

H Email Address * **I** Phone *

You may register and schedule without an email address, but will be unable to access advanced online features and will have one less method of contact/notification.

J Address *

K Address

Suite/Apt #

L Beaumont Texas Zip

City State Zip

M Next

6. You will then automatically be taken to the Summary page.



COVID-19 VACCINATION SIGN-UP

Please fill out the form below to sign-up for the COVID-19 vaccination.

THIS IS NOT AN APPOINTMENT

You will be contacted at a later date to schedule your vaccination.

Note: Please do not use auto-fill as the system may recognize it as spam. Please fill out each field individually.

Summary

		Edit
VACCINATION LOCATION	Beaumont	
FIRST NAME		
MIDDLE NAME		
LAST NAME		
DATE OF BIRTH		
GENDER		
ETHNICITY		
RACE		
EMAIL ADDRESS		
PHONE		
ADDRESS		

[Previous](#)

[Sign-Up](#)

- a. Please review all information and make sure it was entered correctly.
 - i. If there is anything you need to change, select the orange **“Edit”** button at the top right of the page.

- b. If everything is correct, select the orange “**Sign-Up**” button at the bottom of the page.



7. You will now automatically be taken to the confirmation page that will provide you your registration number.
- This registration number will be handy when calling in to the call center and/or when scheduling your appointment.
 - Within 24 hours you will receive an email for you to create a password to setup your account.
 - At this time, all you will be able to see is your registration information and the vaccine literature.
 - Once scheduling is available, you will use this login information that you create to log in and schedule your vaccination.



[Verify Registration](#) [Login](#)

COVID-19 VACCINATION SIGN-UP

Please fill out the form below to sign-up for the COVID-19 vaccination.
THIS IS NOT AN APPOINTMENT
You will be contacted at a later date to schedule your vaccination.

Note: Please do not use auto-fill as the system may recognize it as spam. Please fill out each field individually.

Your Registration # is:

Your COVID-19 vaccination sign-up was submitted successfully. You should receive an e-mail confirmation within the next (24) hours.

REMINDER: This is NOT an appointment. You will be contacted at a later date to schedule your appointment.

8. You will receive an email to finish setting up your account. You will need to log into your email account and check your email.

- a. Make sure to check your SPAM and Junk folders if you do not receive the email.



9. Select the **“Password Reset”** link in blue show above in the red box.
10. You will be automatically direct to the Password Reset web page.
 - a. If it does not automatically pull up, you can right click on the blue link above and select **“Copy hyperlink”**. Then you will want to past it in your web browser address bar.
11. Enter the email address that you used for registration.
 - a. This will be the email address that you received the email at.
12. Then select the orange **“Get New Password”** button at the bottom of the page.



[Verify Registration](#) [Login](#)

RESET YOUR PASSWORD

Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address *

[Get New Password](#)

13. You will automatically be taken to the login page and you will see a confirmation in the green box that your reset request was processed.



[Verify Registration](#) [Login](#)

LOGIN TO YOUR PROFILE

A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox.

E-Mail Address

Password

[Login](#)

Remember Me

[Forgot your password?](#)

14. You will need to open your email again and look for another email with the link to the reset page.



RESET YOUR PASSWORD

Enter your new password below.

New Password *

Confirm New Password *

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

16. Then you will automatically be brought to the login screen.
 - a. From here you will enter your email address and password that you created in the previous steps and click the orange **“Login”** button at the bottom of the page.



LOGIN TO YOUR PROFILE

Your password has been reset.

E-Mail Address

Password

Login

Remember Me

[Forgot your password?](#)

17. For now, when you login all you will see is your profile and the vaccine literature buttons.

- a. Once scheduling becomes available, you will see a button that will allow you to schedule.

The image shows two screenshots of a web portal. The top screenshot is the 'MY PROFILE' page. It features a header with various logos and navigation links for 'My Profile' and 'Logout'. The profile information is organized into two columns: NAME, DATE OF BIRTH, and VACCINATION LOCATION (Beaumont) on the left; and PHONE #, E-MAIL ADDRESS, and RACE/ETHNICITY on the right. Below the profile information are four buttons: 'What to Expect - Before Vaccination', 'What to Expect - After Vaccination', 'Moderna Fact Sheet', and 'Pfizer Fact Sheet'. A notice states: 'Scheduling is not yet available. Once you are eligible to schedule, you will receive a message (e-mail and phone). The option to schedule will then be available through this portal.' The bottom screenshot is the 'LOGIN TO YOUR PROFILE' page. It has a header with the same logos and navigation links for 'Verify Registration' and 'Login'. It contains two input fields: 'E-Mail Address' and 'Password'. A 'Login' button is positioned below the fields. There is a 'Remember Me' checkbox and a 'Forgot your password?' link (highlighted with a red box) at the bottom right.