# Vaccine Check User Guide

## Access

To access Vaccine Check you need to have a valid Health Commerce System and NYSIIS account. For questions about receiving a NYSIIS account, contact NYSIIS HelpDesk at: **(866) 389-0371** or send email to nysiishelpdesk@dxc.com

## Open Vaccine Check

1. Click link: https://vaccinecheck.ny.gov
2. Login to the **Health Commerce System**.

## Print Immunization Record

1. Click 

2. Click **Open** (Internet Explorer) OR click downloaded file (Chrome).

3. Print PDF record.
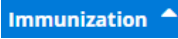


## Request Immunization History

1. Enter **First Name***.
2. Enter **Last Name***.
3. Enter **Date of Birth*** using mm/dd/yyyy format.

   **Note:** Only these three fields are required*, but completing more fields enhances search capability.

   Select Gender, enter Mother's Maiden Last Name, Street Address, City, State and Zip Code (*optional*).

4. Click **Submit.**

**TIPS:**

- If multiple matches are found, then no results will display. Enter more Information or continue to Advanced Search.

- Sort vaccine list by Immunization column.
  For ascending sort > click once.
  For descending sort click twice.

  

- Click **Reset** to clear data from the Request for Immunization History page.

- If **no match** is found based on the criteria entered,

OR

you are searching for an **adult without consent**,

OR

**Multiple matches** are found,



THEN either redo search with more information by clicking on **Go to Vaccine Check Search** or continue to **Advanced Search-NYSIIS** to search in NYSIIS (see options in image above).