

ALASKA
COVID-19
VACCINE TASK FORCE

AKVaxMatch

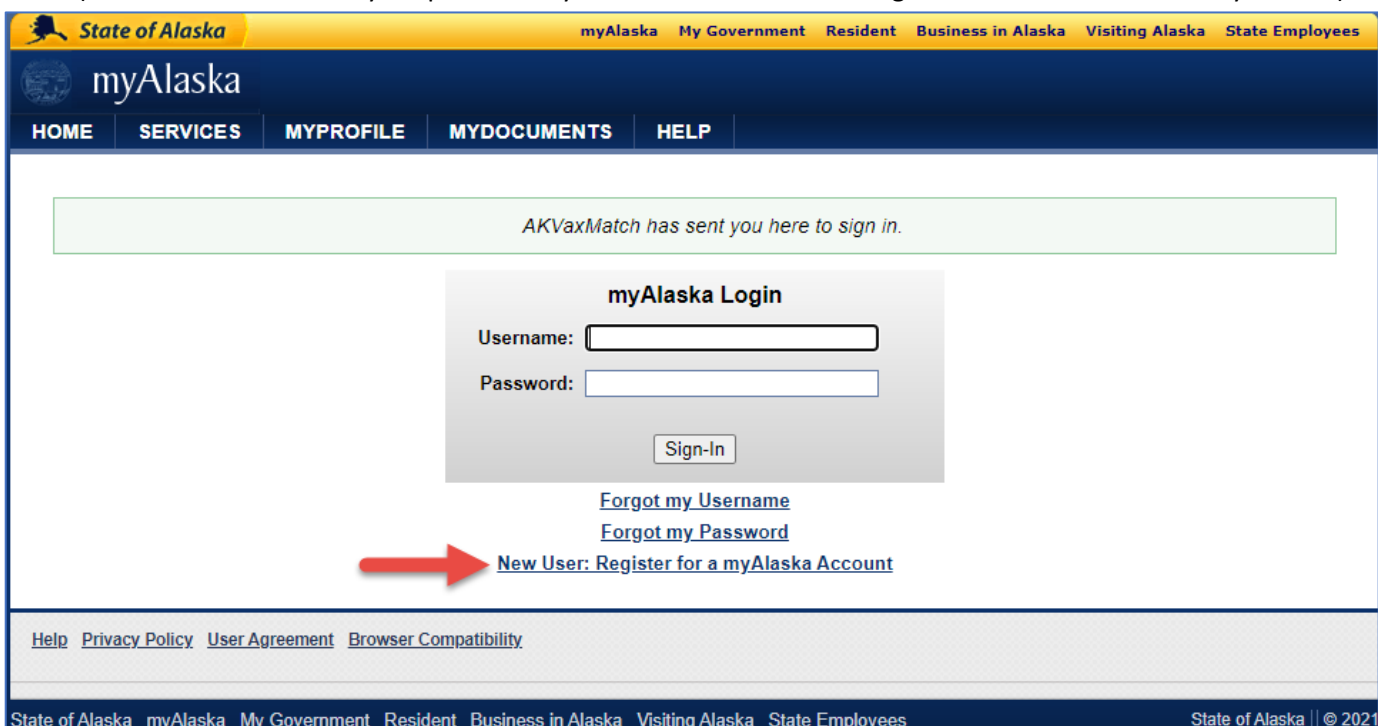
<http://akvaxmatch.dhss.alaska.gov/>

1. Register for a myAlaska Account by following the steps below

- Click on the link above to go to AKVaxMatch
- Click on “Log in to myAlaska” in the upper right of the page



- New users: click on “New User: Register for a myAlaska Account”
(You do not have to use your personal myAlaska account. You can register for another account if you wish)



- Choose your username and password; fill out all fields and click "Start Registration"

State of Alaska

[myAlaska](#)
[My Government](#)
[Resident](#)
[Business in Alaska](#)
[Visiting Alaska](#)
[State Employees](#)

myAlaska

Registered User : [Sign In](#)

[HOME](#)
[SERVICES](#)
[MYPROFILE](#)
[MYDOCUMENTS](#)
[HELP](#)

[Go to AKVaxMatch](#)

NEW ACCOUNT

Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question:

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☐ I accept the User Agreement

- Check your email

State of Alaska

[myAlaska](#)
[My Government](#)
[Resident](#)
[Business in Alaska](#)
[Visiting Alaska](#)
[State Employees](#)

myAlaska

Registered User : [Sign In](#)

[HOME](#)
[SERVICES](#)
[MYPROFILE](#)
[MYDOCUMENTS](#)
[HELP](#)

[Go to AKVaxMatch](#)

CONTINUE WITH NEW myALASKA ACCOUNT REGISTRATION

A confirmation email with instructions for continuing the registration process will arrive at the email address you provided.

Please check your email and follow the instructions provided there. If the confirmation email fails to appear in your inbox, please check your spam/junkmail.

You have **24 hours** to complete the steps outlined in that email or you will have to restart the registration process.

[Help](#)
[Privacy Policy](#)
[User Agreement](#)
[Browser Compatibility](#)

State of Alaska
[myAlaska](#)
[My Government](#)
[Resident](#)
[Business in Alaska](#)
[Visiting Alaska](#)
[State Employees](#)

State of Alaska | © 2021

- Look for an email from myAlaska; click on the URL within 24 hours

From: myAlaska <noreply@alaska.gov>
Sent: Wednesday, April 14, 2021 5:33 PM
To: hssdphepivaccinedepot (HSS sponsored) <VaccineDepot@alaska.gov>
Subject: myAlaska - Account Verification

This message was sent to you by a computer program, DO NOT REPLY to this message.

To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL **WITHIN 24 HOURS** of registration:

<https://my.alaska.gov/Confirm?type=NewAccount&ticketid=8702f744-8665-4a69-9253-ebced5a98d0> 

If you do not confirm your email address by visiting the above URL during the NEXT 24 HOURS you will have to restart the myAlaska registration process.

The Username that you selected is **Test.User**. Please note the Username for your records.

It is very important that the email address stored in your myAlaska profile is current.

Once your email address has been confirmed, <https://my.alaska.gov> provides access to all myAlaska services.

No unsolicited email will be sent to you from myAlaska, and myAlaska will not share your email address with other parties without your authorization.

The myAlaska Team
myalaska.help@alaska.gov

- Enter your username and password to confirm your myAlaska account

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP


ACCOUNT CONFIRMATION

Your arrival at this page has confirmed your email address.
Please enter your username and password again to continue the myAlaska registration process.

Username:

Password:

Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

Click Here to Continue 

State of Alaska


myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska


Signed in as Test.User: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Your account has been confirmed successfully.

Go to [AKVaxMatch](#) 

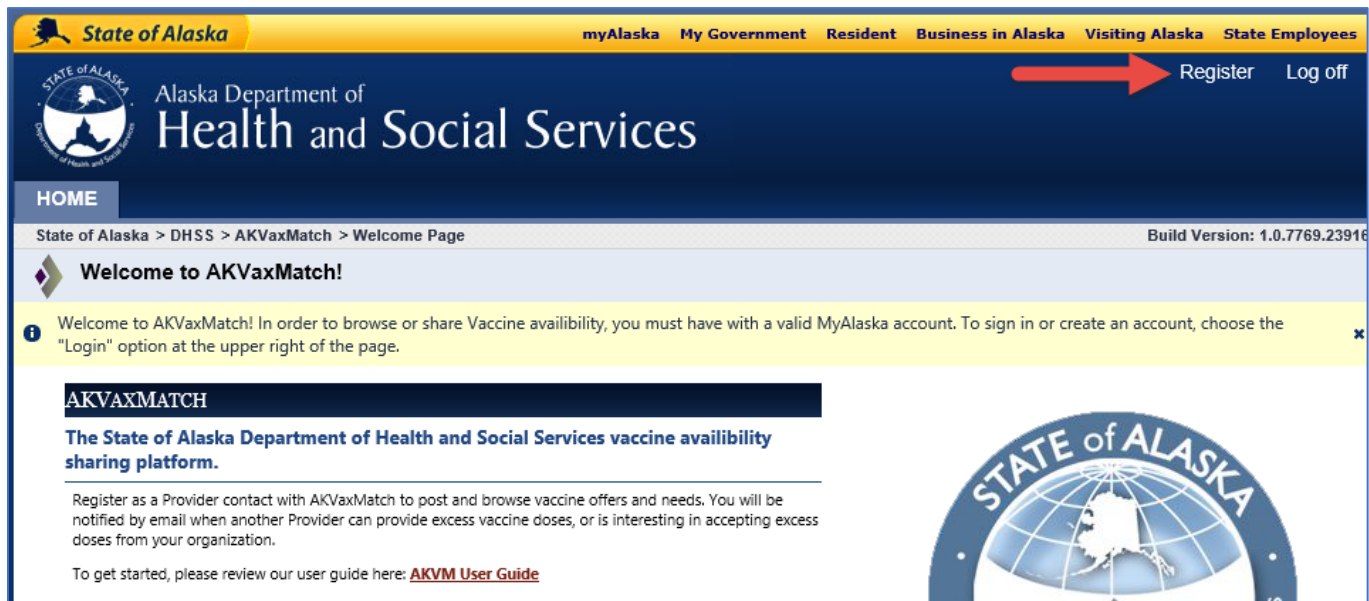
Welcome **Test.User**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

 **Services**

Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
[View Your Services](#)

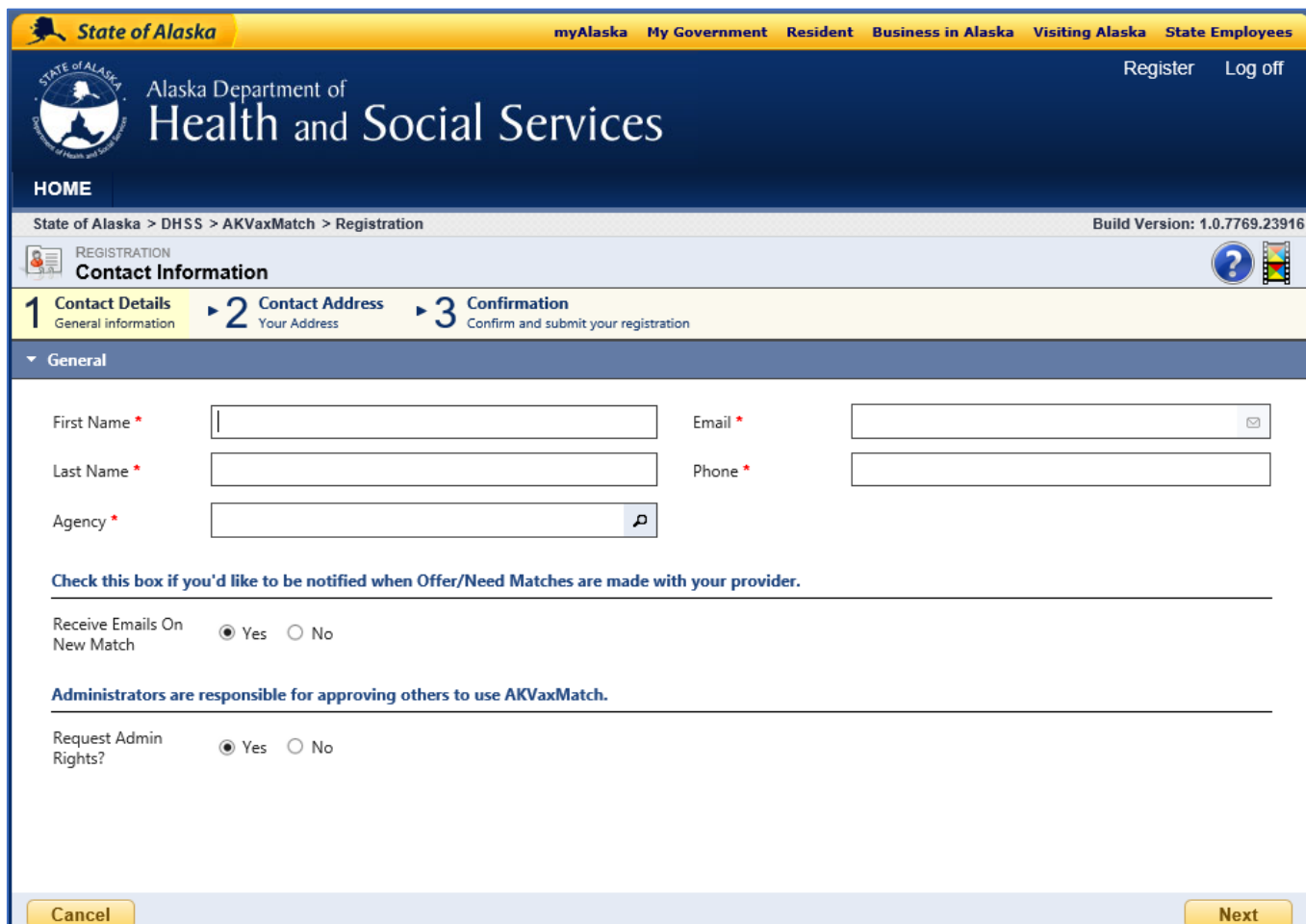
2. Register for an AKVaxMatch Account by following the steps below

- Click on "Register" in the upper right of the page



The screenshot shows the AKVaxMatch Welcome Page. At the top, there is a yellow navigation bar with the "State of Alaska" logo and links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". Below this is a dark blue header with the "Alaska Department of Health and Social Services" logo and name. A red arrow points to the "Register" link in the top right corner. The main content area has a light blue background with a "Welcome to AKVaxMatch!" message. A yellow banner below the welcome message states: "Welcome to AKVaxMatch! In order to browse or share Vaccine availability, you must have with a valid MyAlaska account. To sign in or create an account, choose the 'Login' option at the upper right of the page." Below this, there is a section titled "AKVAXMATCH" with the subtitle "The State of Alaska Department of Health and Social Services vaccine availability sharing platform." The text explains that users can register as a Provider to post and browse vaccine offers and needs, or as a Provider to provide excess vaccine doses. A link to the "AKVM User Guide" is provided. On the right side of the page, there is a large circular logo featuring the "STATE of ALASKA" text and a map of the state.

- Fill out all fields; choose your Facility name and PIN from the Agency drop down list



The screenshot shows the AKVaxMatch Registration Form. At the top, there is a yellow navigation bar with the "State of Alaska" logo and links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". Below this is a dark blue header with the "Alaska Department of Health and Social Services" logo and name. The main content area has a light blue background with a "REGISTRATION" section titled "Contact Information". The form is divided into three steps: "1 Contact Details", "2 Contact Address", and "3 Confirmation". The "1 Contact Details" step is currently active. It contains a "General" section with the following fields: "First Name", "Last Name", "Agency" (a dropdown menu), "Email", and "Phone". Below these fields, there is a checkbox labeled "Check this box if you'd like to be notified when Offer/Need Matches are made with your provider." with radio buttons for "Yes" and "No". Below this, there is another checkbox labeled "Request Admin Rights?" with radio buttons for "Yes" and "No". At the bottom of the form, there are two buttons: "Cancel" and "Next".

- Search for and choose your Facility name and PIN; click “Ok”

Lookup Record

Agencies Find

<input type="checkbox"/>	Account Name	PIN	Address 1: City	Email
<input type="checkbox"/>	Advanced Pain Centers Of Alaska, I...	11362F	Anchorage	bcontreras@ala...
<input type="checkbox"/>	Airlift Northwest - Juneau Base	11343F	Juneau	dman17@uw.edu
<input type="checkbox"/>	Akins Mobile Health And Clinical C...	11144F	Anchorage	akinsmobileheal...
<input type="checkbox"/>	Alaska Center For Pediatrics	100604	Anchorage	jnetherton@akp...
<input type="checkbox"/>	Alaska Family Care Associates	100871	Anchorage	bailie@alaskafa...
<input type="checkbox"/>	Alaska Heart Institute	11465F	Anchorage	cmcvey@alaska...
<input type="checkbox"/>	Alaska Internal Medicine And Pedi...	100917	Anchorage	sbird@akimp.co...
<input type="checkbox"/>	Alaska Job Corps	180519	Palmer	hotchkiss.aman...
<input type="checkbox"/>	Alaska Native Medical Center	100157	Anchorage	dlto buk@south...
<input type="checkbox"/>	Alaska Oncology Hematology	100896	Anchorage	jeremy.rosiecki...
<input type="checkbox"/>	Alaska Pediatric Surgery	11384F	Anchorage	kristi.davis@ala...
<input type="checkbox"/>	Alaska Regional Hospital	100456	Anchorage	donna.michaud...
<input type="checkbox"/>	Alaska Surgery Center	607F	Anchorage	roberta.horriga...
<input type="checkbox"/>	Alaska Trauma And Acute Care Sur...	11352F	Anchorage	cinderellat@ala...
<input type="checkbox"/>	Alaska Urgent Care	100883	Anchorage	princess@alask...
<input type="checkbox"/>	Alaska Urology - Palmer	11372F	Palmer	adischner@alas...
<input type="checkbox"/>	Alaska Urology - Providence	11371F	Anchorage	jkohl@alaskaur...
<input type="checkbox"/>	Alaska Veterans And Pioneer Hom...	386	Palmer	carol.meinen@a...
<input type="checkbox"/>	Alaska Women'S Health	180489	Anchorage	rswalling@akwo...

OK Cancel Remove Value

- You can leave these fields blank; click “Next”

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Register Log off

Alaska Department of Health and Social Services

HOME

State of Alaska > DHSS > AKVaxMatch > Registration Build Version: 1.0.7769.23916

REGISTRATION Address Information

1 Contact Details General information 2 Contact Address Your Address 3 Confirmation Confirm and submit your registration

General

First Name Last Name

Email Business Phone

Cancel Back Next

- Confirm that your information is correct; click “Register”



State of Alaska > DHSS > AKVaxMatch > Registration

Build Version: 1.0.7769.23916

REGISTRATION

Confirm Registration Details


Please ensure your registration information is accurate.

Contact Details

Name	Test User	Address	
Phone	(907) 269-8088		
Email	vaccinedepot@alaska.gov		
Agency	Juneau Test Provider		

Cancel Back Register

- Your registration must be approved by a staff at your facility with admin rights in AKVaxMatch or a state staff



State of Alaska > DHSS > AKVaxMatch > Welcome Page

Build Version: 1.0.7769.23916

HOME PROFILE

Welcome to AKVaxMatch!

Thank for for registering for AKVaxMatch. Your registration with your Provider Organization is currently pending, subject to approval by your Organization or DHSS administrators. You will be alerted by email when this approval is complete.

Your registration is pending. Please wait for an agency power user to approve your registration.

AKVAXMATCH

The State of Alaska Department of Health and Social Services vaccine availability sharing platform.

Register as a Provider contact with AKVaxMatch to post and browse vaccine offers and needs. You will be notified by email when another Provider can provide excess vaccine doses, or is interesting in accepting excess doses from your organization.

To get started, please review our user guide here: [AKVM User Guide](#)

- You will receive an email once your registration is approved; you may need to log out and log back in to AKVaxMatch if you haven't done so already

From: AKVM Portal <akvaxmatch.portal+donotreply@alaska.gov>
Sent: Thursday, April 15, 2021 9:48 AM
To: hssdphepivaccinedepot (HSS sponsored) <VaccineDepot@alaska.gov>
Subject: Registration Approved - AKVaxMatch

Greetings Test User,

Your registration to use the State of Alaska portal for AKVaxMatch has been approved. Use the portal to track and submit vaccine requests and offers. Please click the link to visit [AKVaxMatch](#).

If you have any questions or issues, please contact vaccinedepot@alaska.gov.

Thanks,
 The AKVaxMatch Team

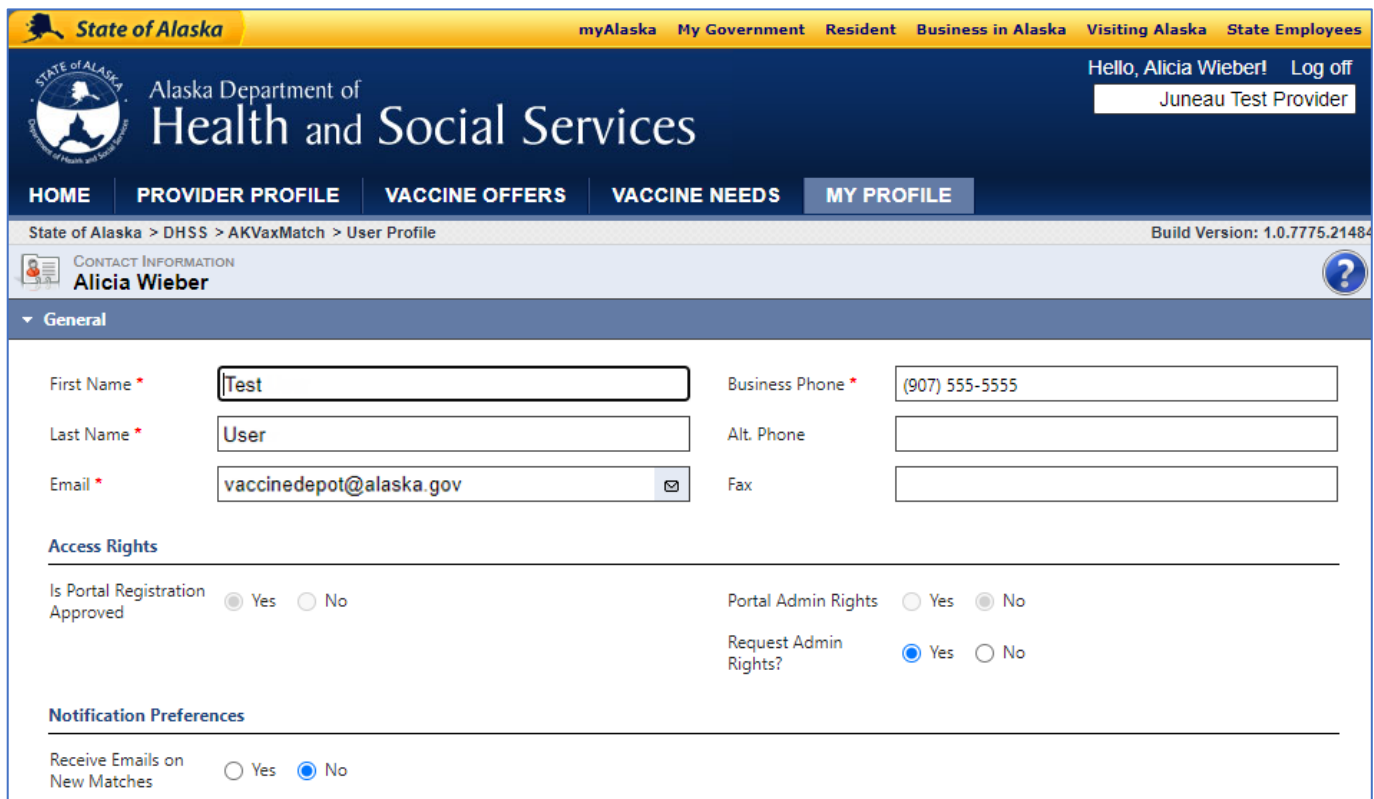
3. Browse and Post Vaccine Needs and Vaccine Offers

- Login again via <http://akvaxmatch.dhss.alaska.gov/>
- You will see the tabs: Provider Profile, Vaccine Offers, Vaccine Needs, My Profile



The screenshot shows the AKVaxMatch Welcome Page. At the top, there is a navigation bar with links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is the header for the Alaska Department of Health and Social Services, with a logo on the left and a user greeting 'Hello, Alicia Wieber! Log off Juneau Test Provider' on the right. A navigation menu contains five tabs: HOME, PROVIDER PROFILE, VACCINE OFFERS, VACCINE NEEDS, and MY PROFILE. Red arrows point to the PROVIDER PROFILE, VACCINE OFFERS, VACCINE NEEDS, and MY PROFILE tabs. The main content area is titled 'Welcome to AKVaxMatch!' and includes a description of the platform as a vaccine availability sharing platform. It lists the areas a user can access: Provider Profile, Vaccines Offers, Vaccine Needs, and My Profile, each with a brief description of its function. A link to the 'AKVM User Guide' is provided at the bottom.

- **Provider Profile tab**- view a summary of vaccine offer and need posts made by provider staff
- **My Profile tab**- view and update your personal contact information; can request admin rights (to approve the registrations of other staff at your facility); can update preference to receive email notifications



The screenshot shows the AKVaxMatch User Profile page. The header is identical to the welcome page. The navigation menu is the same, but the 'MY PROFILE' tab is now active. The main content area is titled 'CONTACT INFORMATION Alicia Wieber' and includes a 'General' section with form fields for First Name (Test), Last Name (User), Email (vaccinedepot@alaska.gov), Business Phone ((907) 555-5555), Alt. Phone, and Fax. Below this is the 'Access Rights' section with radio buttons for 'Is Portal Registration Approved' (Yes/No), 'Portal Admin Rights' (Yes/No), and 'Request Admin Rights?' (Yes/No). The 'Notification Preferences' section at the bottom has a radio button for 'Receive Emails on New Matches' (Yes/No).

- **Vaccine Offers tab-** browse posts from other providers; post your own vaccine offer
 - Double click on any post to open, view more details and respond
 - Click on “+New” or “Post New Offer” to post your own vaccine offer
 - Can filter the list by clicking on any of the column headers or can type in the search field

State of Alaska > DHSS > AKVaxMatch > Vaccine Offers

Build Version: 1.0.7775.21484

Offers

+ New Edit Delete Available offers

	Created On	Offer Name	Account Name	Address 1: City	Beyond Use Date	Number of Dos...	Offer Status...	Primary Contact	Vaccine Type
<input type="checkbox"/>	4/13/2021 1:...	test	The Metropolis ...	Anchorage	4/30/2021 12:00 AM	10	Available	Andrew Sutliff	Moderna
<input type="checkbox"/>	4/13/2021 1:...	Juneau Test Provider - Off...	Juneau Test Pro...	Juneau	4/30/2021 12:00 AM	10	Available	Portal Test Con	J&J
<input type="checkbox"/>	4/15/2021 1:...	The Metropolis Provider - ...	The Metropolis ...	Anchorage	4/27/2021 4:25 PM	12	Available	kbutest 7	Moderna
<input type="checkbox"/>	4/13/2021 1:...	Anchorage Test Provider ...	The Metropolis ...	Anchorage	4/30/2021 12:00 AM	20	Available	Andrew Sutliff	Pfizer

Post New Offer

- To open another provider’s post and respond- double click on the post; click either on “Respond with Need” or “Link Existing Need” if you already have posted a need that matches this offer

State of Alaska > DHSS > AKVaxMatch >

Build Version: 1.0.7775.21484

OFFER

Anchorage Test Provider - Offer of Pfizer - Anchorage

General

Associated Needs

Offer Name * Anchorage Test Provider - Offer of Pfizer - Anchorage

Provider * The Metropolis Provider

Number of Doses * 20

Beyond Use Date * 4/30/2021 12:00 AM

Vaccine Type/Brand * Pfizer

Primary Contact * Andrew Sutliff (Anchorage)

Include any additional details here. Do not include any protected health information, as this will be publicly viewable.

Comments

20 Pfizer doses, accepting patient referrals.

Available = it's ready for responding to. Committed = some or all have begun transfer to another provider. Exhausted = this offer has been entirely spoken for or used.

Offer Status * Available

Respond with Need Link Existing Need Update

- To post a new offer- click “Post New Offer;” fill out all fields and click “Submit”

State of Alaska > DHSS > AKVaxMatch > Build Version: 1.0.7775.21484

OFFER **New**

General

Offer Name *

Provider *

Number of Doses *

Beyond Use Date *

Vaccine Type/Brand *

Primary Contact *

Include any additional details here. Do not include any protected health information, as this will be publicly viewable.

Comments

Available = it's ready for responding to. Committed = some or all have begun transfer to another provider. Exhausted = this offer has been entirely spoken for or used.

Offer Status *

Submit

- **Vaccine Needs tab-** browse posts from other providers; post your own vaccine need
 - Double click on any post to open, view more details and respond
 - Click on “+New” or “Post New Need” to post your own vaccine need
 - Can post a need to transfer inventory to another provider or refer patients
 - Can filter the list by clicking on any of the column headers or can type in the search field

State of Alaska > DHSS > AKVaxMatch > Vaccine Needs Build Version: 1.0.7775.21484

Needs

+ New Edit Delete Current Needs

	Created On	Need	Account Name	Address 1: City	Doses Request...	Need Status	Primary Contac...	TransferType	Vaccine Type
<input type="checkbox"/>	4/13/2021 1:45 ...	Anchorage Test Provider ...	The Metropolis ...	Anchorage	15	Awaiting Offers	Andrew Sutliff	Transfer Inventory	J&J
<input type="checkbox"/>	4/13/2021 1:46 ...	Anchorage Test Provider ...	The Metropolis ...	Anchorage	5	Awaiting Offers	Andrew Sutliff	Patient Referral	Pfizer
<input type="checkbox"/>	4/13/2021 2:18 ...	Juneau Test Provider - Re...	Juneau Test Pro...	Juneau	5	Awaiting Offers	Portal Test Co	Patient Referral	Moderna
<input type="checkbox"/>	4/13/2021 2:19 ...	Juneau Test Provider - Re...	Juneau Test Pro...	Juneau	5	Awaiting Offers	Portal Test Co	Patient Referral	J&J
<input type="checkbox"/>	4/13/2021 1:53 ...	Juneau Test Provider - Re...	Juneau Test Pro...	Juneau	20	Awaiting Offers	Portal Test Co	Transfer Inventory	Pfizer
<input type="checkbox"/>	4/15/2021 12:2...	The Metropolis Provider -...	The Metropolis ...	Anchorage	5	Awaiting Offers	kbustest 7	Transfer Inventory	Pfizer

Post New Need

TIP: Register for your myAlaska and AKVaxMatch account now before you have a vaccine need or offer. This will save you time in the future when you have a time-sensitive need or offer to make and can quickly login to make your post