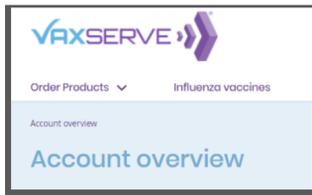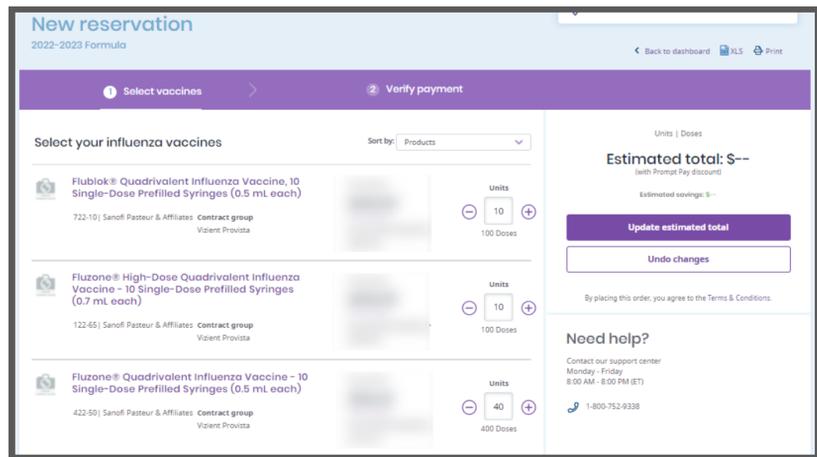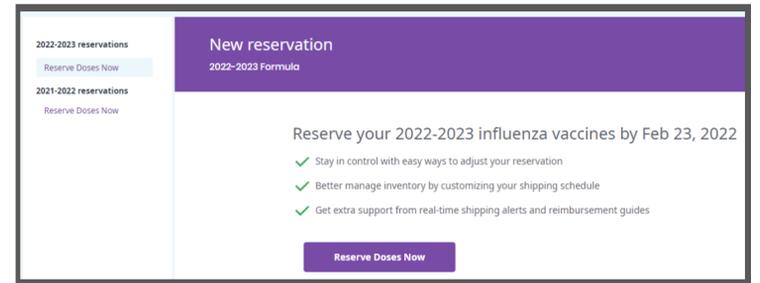## Creating a Reservation

Log into VaxServe.com and navigate to the *Influenza vaccines* link from the top header.

Select the appropriate season from the left panel and click *Reserve Doses Now*.

Any existing reservations will be visible here.
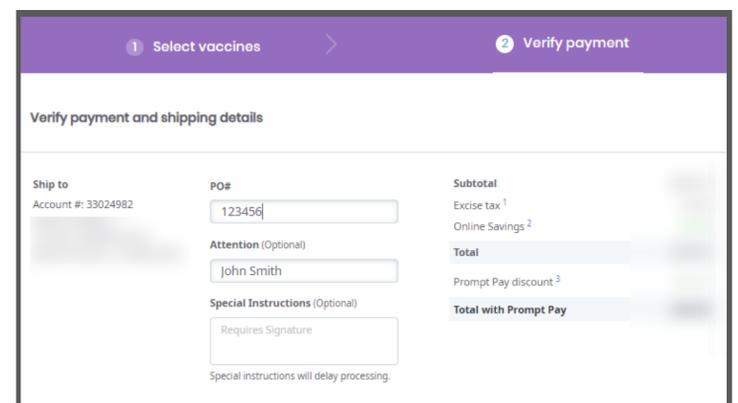*For information on confirming or editing a reservation, see page 2.*
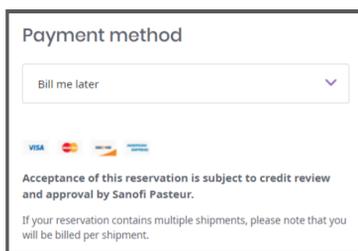
New Reservation:

1 Enter number of units for each presentation you wish to reserve.
The corresponding number of doses will update under the units.

2 Once complete, click Update estimated total, then click *Save and continue* to proceed to *Verify payment* page.

3 On the *Verify payment* tab, confirm ship-to address. If needed, add PO and attention line for shipping.

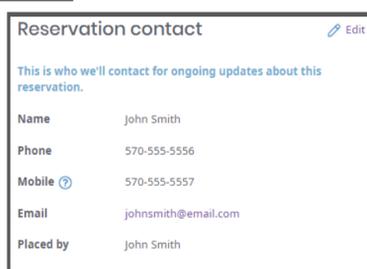**4** Confirm order total and contract pricing (if applicable).

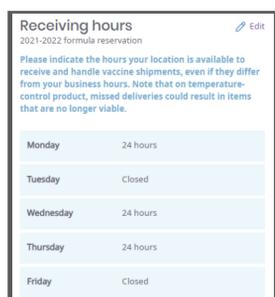### From the right panel on the *Verify payment* page:

5 Select payment method.
Select method from the drop-down.
Adjusting payment method will update only for this reservation.

6 Confirm reservation contact information.
To make changes select *Edit*.
Opt in for SMS notifications for this reservation only by adding a mobile number.

7 Confirm receiving hours.
To make changes select *Edit*.
Updating receiving hours will update only for this reservation.

Need assistance? Contact our support center Mon - Fri 8:00 AM - 8:00 PM (ET) 1-800-752-9338

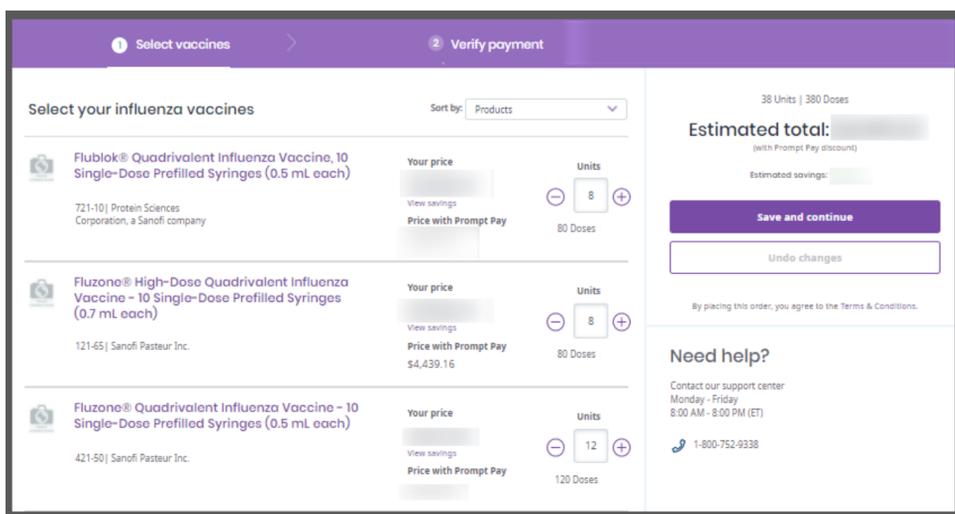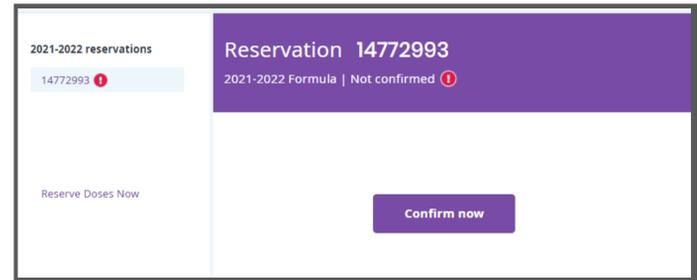VAX8442

Confirming a Reservation

Log into VaxServe.com and navigate to the *Influenza vaccines* link from the top header.

Select the appropriate season from the left panel.

Any unconfirmed reservations will appear with a 🛑
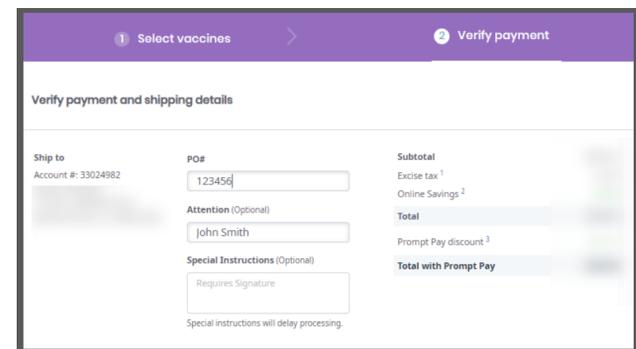
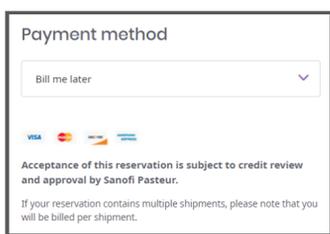Click *Confirm now*.

Confirm a Reservation:

1️⃣ Review presentations and make changes by presentation, if necessary.
Decreasing doses will require a reason for reduction.

2️⃣ Once complete, click Update estimated total, then click *Save and continue* to proceed to *Verify payment* page.

3️⃣ On the *Verify payment* tab, confirm ship-to address. If needed, add PO and attention line for shipping.

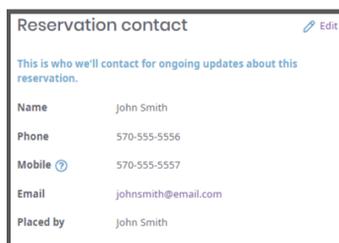4️⃣ Confirm order total and contract pricing (if applicable).

From the right panel on the *Verify payment* page:

5️⃣ Select payment method.
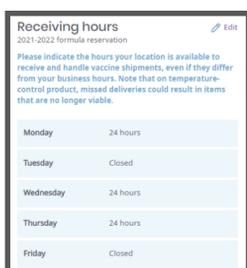Select method from the drop-down.
Adjusting payment method will update only for this reservation.

6️⃣ Confirm reservation contact information.
To make changes select *Edit*.
Opt in for SMS notifications for this reservation only by adding a mobile number.
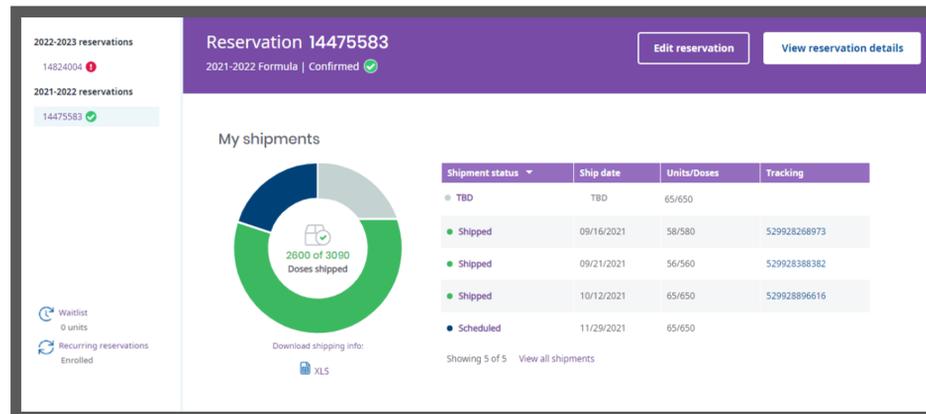
7️⃣ Confirm receiving hours.
To make changes select *Edit*.
Updating receiving hours will update only for this reservation.

Influenza Reservation Information

Click on the Influenza tab from the top header to see reservation details.
On this page you can see:

- Reservations and status
- Total doses ordered
- Shipping and tracking information
- Recurring reservation enrollment

✅ *Confirmed reservation.*   ❗ *Unconfirmed reservation.*

For more specific information on a reservation, click *View reservation details*

To make changes to a reservation, click Edit reservation on the top right and follow steps 1-7 on page 2.

My shipments

The *My shipments* graph displays the total number of doses on your reservation.

Shipment Status:
Shipped - Green
Scheduled - Blue
TBD - Gray

Shipment status ▼	Ship date	Units/Doses	Tracking
⬤ TBD	TBD	65/650	
⬤ Shipped	09/16/2021	58/580	529928268973
⬤ Shipped	09/21/2021	56/560	529928388382
⬤ Shipped	10/12/2021	65/650	529928896616
⬤ Scheduled	11/29/2021	65/650	

Showing 5 of 5   View all shipments

Tracking:
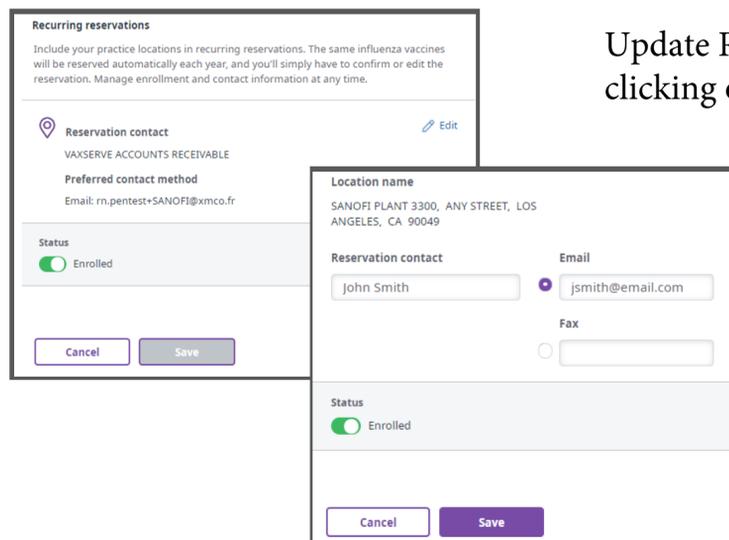*Track each shipment by clicking on the corresponding tracking link*

The corresponding chart shows the same information broken out by ship date

Recurring reservations

Opt in to have VaxServe create a new reservation for the current season based on your previous reservation detail. All you need to do is review and confirm.

Click on the *Recurring reservations* link to change your enrollment status.

Update Recurring reservation contact information by clicking on the *Edit* link.

Use the toggle under Status to change your enrollment.

Click Save once you are satisfied with all updates.