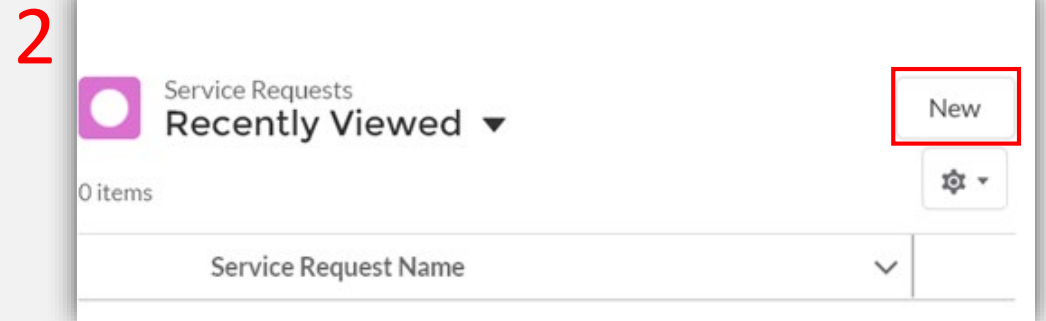
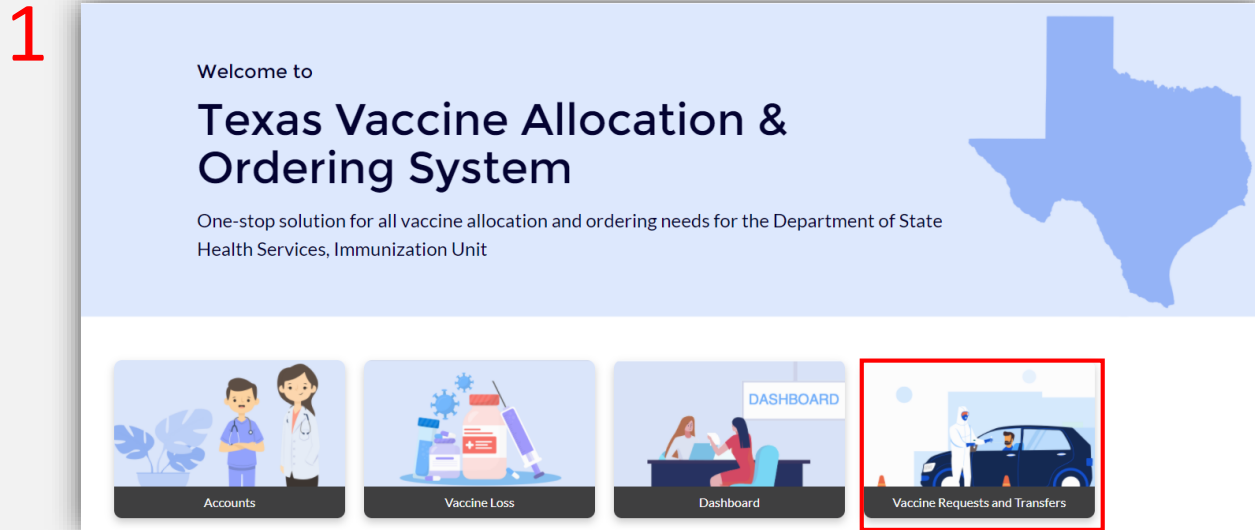


Requesting Flu Vaccine Allocations in VAOS



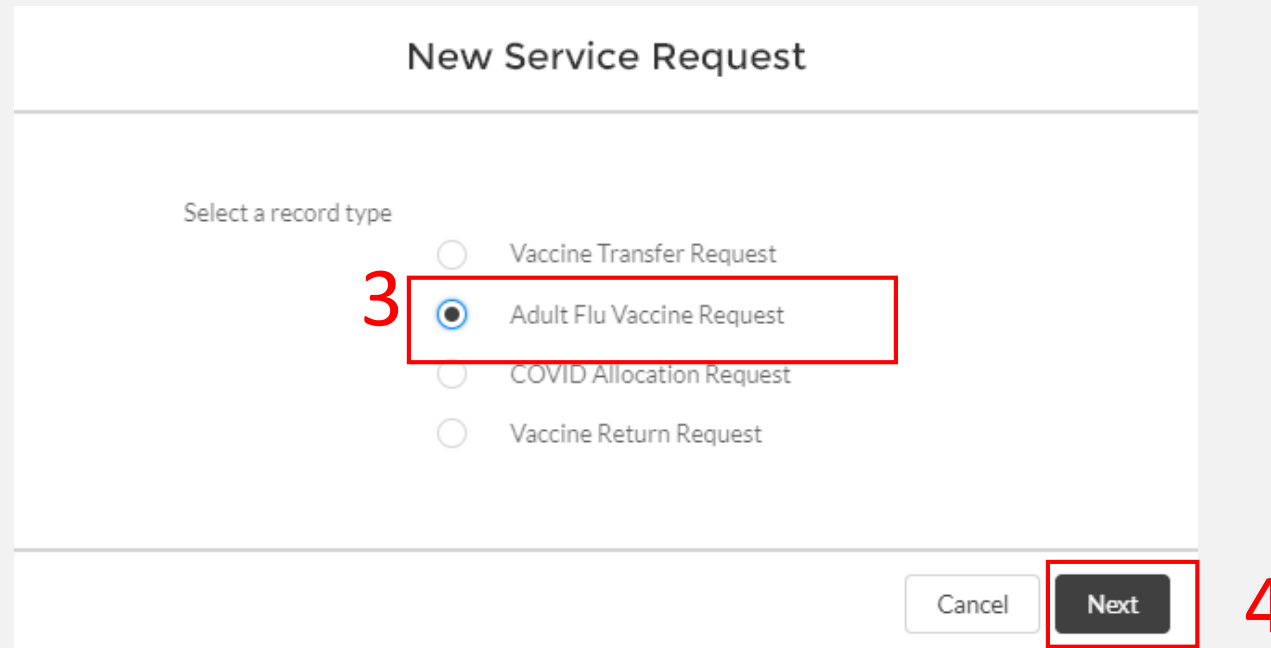
Step 1: Navigate to the VAOS Provider Portal

1. Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and navigate to the **Vaccine Requests and Transfers** tab.
2. Click **New**.



Step 2: Create New Flu Allocation Request

3. If you are requesting an allocation for first doses, select **Adult Flu Vaccine Request**.
4. Click **Next**.



The screenshot shows a web form titled "New Service Request". Below the title is a section labeled "Select a record type" with four radio button options: "Vaccine Transfer Request", "Adult Flu Vaccine Request", "COVID Allocation Request", and "Vaccine Return Request". The "Adult Flu Vaccine Request" option is selected and highlighted with a red box, with a red number "3" next to it. At the bottom right of the form are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red box, with a red number "4" next to it.

Step 3: Enter Flu Request Information

5. Enter all mandatory information.

New Service Request: Adult Flu Vaccine Request

Adult Flu Vaccine

5

* Facility
TX Test

Presentation
--None--

* Number of doses requested ⓘ

Status
Created

FLULAVAL (Pre-filled Syringe)
AFLURIA (Pre-filled Syringe)
FLUZONE (Pre-filled Syringe)
FLUZONE (Multi-dose Vial)
FLUARIX (Pre-filled Syringe)
FLUCELVAX (Pre-filled Syringe)
FLUCELVAX (Multi-dose Vial)

6

Cancel Save & New Save

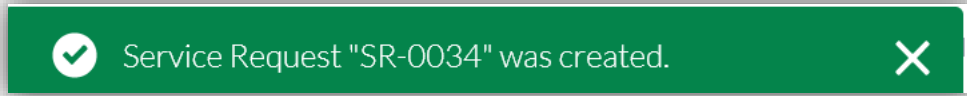
You will be able to select your requested vaccine presentation from the Presentation drop-down.

6. Click **Save**.

Step 4: Review Service Request Information

7. You will receive a pop-up confirmation that the Service Request was created.

7



8. If you need to validate any information submitted in your allocation request, you can review Service Request information by selecting **VAOS Requests and Transfers** from the VAOS homepage.

8

Service Requests
Order Requests

Note: the default here will be **Recently Viewed**. Select **Order Requests** to see all your service requests.

3 items • Sorted by Service Request Name • Filtered by All service requests - Status, Record Type

	Service Request Name ↑	Record Type	Facility	Number ...	Number ...	Status
1	SR-0166	Adult Flu Vaccine Request	Texas Count...		200	Created
2	SR-0167	COVID Allocation Request	Texas Count...	975		Created
3	SR-0174	COVID Allocation Request	TX Test	100		Created