Step 1: Navigate to the CVMS Help Desk Portal
- Navigate to the CVMS Help Desk Portal homepage at https://ncgov.servicenowservices.com/csm_vaccine

Step 2: Submit a Help Desk Case Using the “Organization/Employer” Tile
- From the Help Desk Portal homepage, select “FRONTLINE ORGANIZATION” to view the Organization Landing Page.
- Select “GET HELP” to view the Frontline Organization intake form and fill out all required fields.
- Within the Request Information section, open the drop-down field labeled “REQUEST TYPE,” and select the appropriate request type from the options. Then, use the “DESCRIPTION OF REQUEST” free-text field to provide more details about your issue or request.

Step 3: Track Changes Made to the Case and Provide Additional Information, If Requested
- Communications from the Help Desk agent assigned to your case will arrive via email. If an agent requests more information or proposes a solution, you will receive a link that will allow you to view agent comments and respond.

Note: If an agent requests more information or proposes a solution and does not receive a response after 8 days, the case will be auto-closed. You will receive two email reminders when a case is approaching closure.

Where can I go for more information?

For additional information, please view the COVID-19 Resource Page.

Key resources include:

To speak to a live agent, please contact:
Help Desk Phone Line
1-877-873-6247

Hours of Operation
Monday – Friday: 7AM – 7PM (EST)
Saturday: 8AM – 4PM