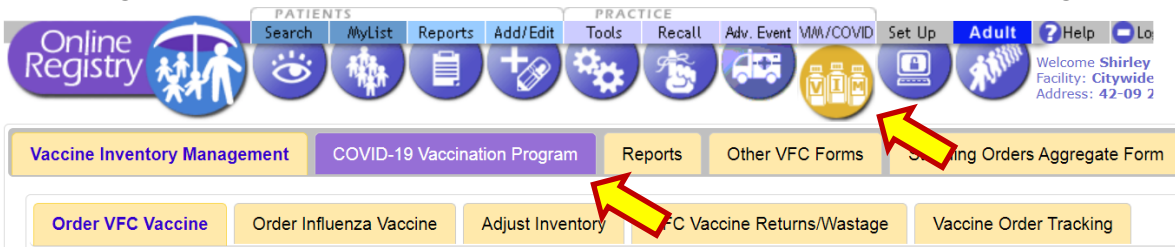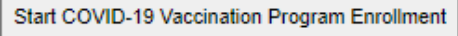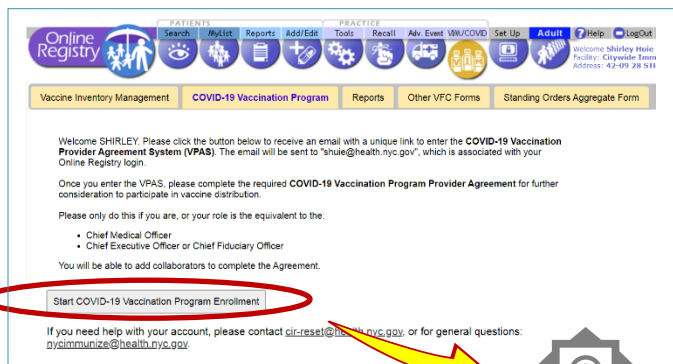**We help you call the shots!**

1. To begin enrollment, a designated staff member should log on to the CIR Online Registry (nyc.gov/health/cir).

2. Next, navigate to the VIM/COVID icon and, select the "COVID-19 Vaccination Program" tab.

3. The staff member will then click on this button: [Start COVID-19 Vaccination Program Enrollment] to receive an invitation to the Vaccine Program Agreement System (VPAS).

   - The VPAS houses the COVID-19 Vaccination Provider Agreement and the Provider Profile.

Eligible providers can now register for the CDC COVID-19 Vaccination Program

In anticipation of upcoming COVID-19 mass vaccination efforts, NYC Department of Health and Mental Hygiene (DOHMH) and the Centers for Disease Control and Prevention (CDC) require completion of the COVID-19 Vaccination Provider Agreement for your organization to participate in this program.

[Get Started via Online Registry] [Sign In to Manage Application]

   - Staff can add additional collaborators to work on the documents via an email invitation.
   - Hospital networks should complete a single COVID-19 Provider Agreement.
   - VPAS users will need to add COVID-19 vaccine administration sites to the system so that separate Provider Profiles can be created for each location.

4. After submission of the COVID-19 Vaccination Provider Agreement and Provider Profile, users can return to the system to add additional administration sites and make changes to the documents in VPAS.

Need to create a CIR Online Registry account?

Please complete the forms listed below, then scan and email them to cir-reset@health.nyc.gov.

For sites that are new or need to update their Site Security Administrator:
   - Security Administrator (User Manager) Confidentiality Statement for Online Access and Acceptable Use Protocol (PDF)
   - Security Administrator (User Manager) User ID/Password Request Form (Facilities) (PDF)

For sites that already have a Site Security Administrator:
   - User Confidentiality Statement for Online Access and Acceptable Use Protocol (PDF)