

## BEFORE YOU START

Gather the information you'll need:

- VFC PIN#
- Zipcode of record
- Inventory on hand
- Vaccine usage
- Order frequency
- New vaccine order
- Return/Transfer info

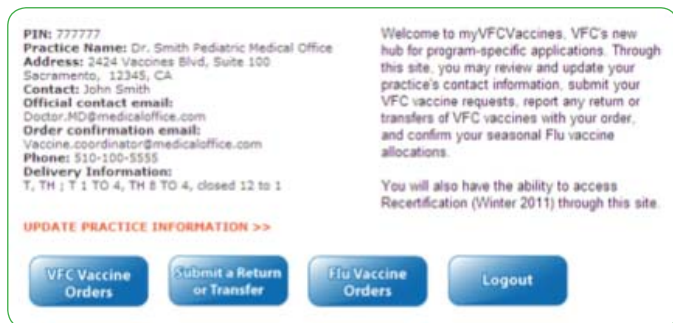
## STEP 1: SIGN ON

- Go to EZIZ.org and click on the MyVFCVaccine button.
- Enter your VFC PIN#.
- Enter your VFC zip code of record.
- Select "SIGN ON."



## STEP 2: VERIFY CONTACT INFO

- Review your delivery address and hours.
- To make changes to your practice information, click on "Updated Practice Information."
- To place your order, Click on the "VFC Vaccine Orders" button.



**PIN:** 777777  
**Practice Name:** Dr. Smith Pediatric Medical Office  
**Address:** 2424 Vaccines Blvd, Suite 100  
 Sacramento, 12345, CA  
**Contact:** John Smith  
**Official contact email:**  
 Doctor.MD@medicaloffice.com  
**Order confirmation email:**  
 Vaccine\_coordinator@medicaloffice.com  
**Phone:** 510-100-5555  
**Delivery Information:**  
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Welcome to myVFCVaccines. VFC's new hub for program-specific applications. Through this site, you may review and update your practice's contact information, submit your VFC vaccine requests, report any return or transfers of VFC vaccines with your order, and confirm your seasonal Flu vaccine allocations.

You will also have the ability to access Recertification (Winter 2011) through this site.

[UPDATE PRACTICE INFORMATION >>](#)

[VFC Vaccine Orders](#) [Submit a Return or Transfer](#) [Flu Vaccine Orders](#) [Logout](#)

## STEP 3: FILL IN VACCINE ORDER

- Enter the number of doses administered since your last order for each vaccine.
- Enter the brand, number of doses remaining on hand, lot number and expiration date for each vaccine.
- Enter the brand and doses you would like to order for each vaccine.
- Type in comments as needed.
- Click button to indicate if you have transferred or returned any vaccine since your last order.
- Click "Preview" to continue.



## STEP 4: PREVIEW AND CONFIRM

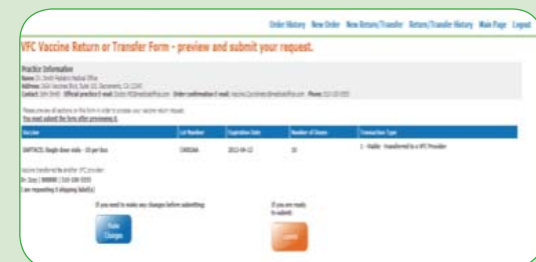
- Review your entries to ensure your order is correct.
- If you need to make changes, click "Change Order" to return to the order page.
- If everything is correct, click "Submit Your Order."



## RETURN/TRANSFER FORM

If you have returned or transferred any vaccine since your last order, click on the "Submit a Return or Transfer" button.

- Select the vaccine from the drop-down menu, enter the lot number, expiration date, and number of doses.
- Select the transaction type from the drop-down menu. For transfers, enter the PIN of the provider that you received vaccines from or transferred vaccines to. For spoiled vaccines, select the reason for spoilage.
- Click "Preview" to continue.
- Review your entries to ensure your order is correct.



- If you need to make changes, click "Make Changes" to return to the Return/Transfer Form page.
- Click "Submit" to transmit your Return/Transfer Form to VFC.