



# myCAvax Vaccine Management: Provider Registration

## First Time Logging In



## Job Aid

*Last Updated on Feb. 10, 2021*

# FIRST TIME LOGGING IN

The purpose of this document is to provide an overview of one of the requisite steps in the Provider Enrollment process.

All the functionalities and information related to that process step are presented from the perspective of the owner of that step - a **Provider**.

## PROCESS OVERVIEW

**01**

myCAvax Open Enrollment Begins

**02**

Provider Organization Registers for myCAvax

**03**

Provider Organization Begins myCAvax Enrollment Application

**04**

CDPH Reviews the Enrollment Application

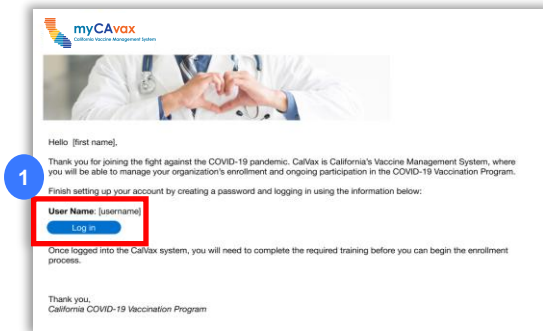
**05**

CDPH Approves / Rejects Enrollment Application

**06**

Provider Organization Notified of Application Status

# LOG IN / REGISTER

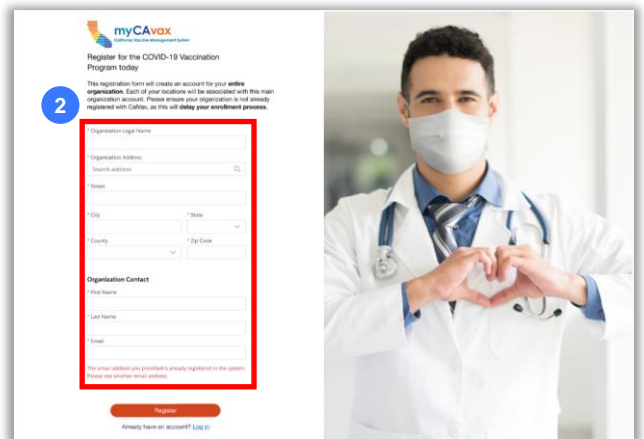
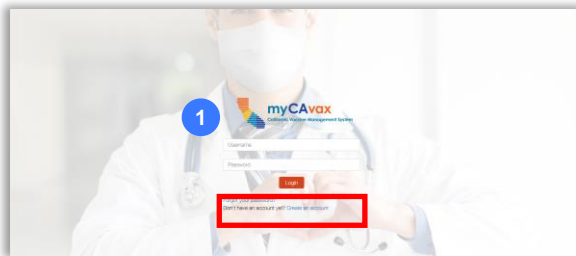


1. The Provider Organization's Point of Contact will receive an email with the myCAVax login details. To start the registration process, the Provider should click **Log in**.

2. Follow the directions and create a password and click **Save Password**. This is a one-time activity.

# CREATE AN ACCOUNT

If the Provider Organization is new to myCAVax, they will need to create an account.



1. Click **Create an Account** link.

2. Enter Provider's Organization Name, Address and Coordinator's Name and Email ID to create an account. The Coordinator is the primary point of contact for managing and handling incoming and outgoing vaccine. When completed, click **Register**.

**Note:** There may be a 5-minute lag between logging in for the first time and accessing myCAVax.

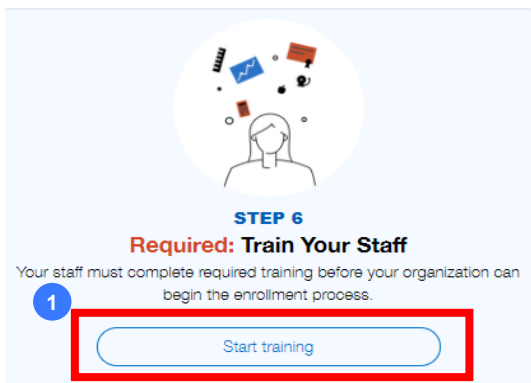
# THE PROVIDER PAGE



This is the **Provider Enrollment page**.

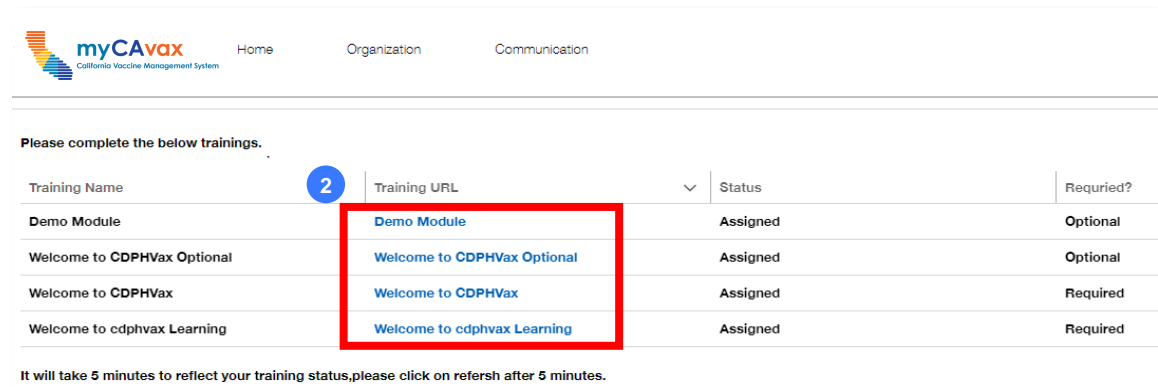
On the **Enrollment page**, Providers will see activities needed to complete the COVID-19 Vaccination Program Enrollment process including access to myCAVax Training.

These include enrollment in the Immunization Information System (IIS), guidelines for vaccine storage equipment, and an Enrollment Worksheet which will help guide gathering necessary information for myCAVax enrollment prior to starting the process.



Before starting the enrollment process, Provider Organizations need to complete training as required by the CDC. It is also recommended to complete any myCAVax enrollment system training prior to starting the enrollment process.

1. Click **Start Training** to begin.



2. Click the URL of the training in the training list to access that training module. After completing the module, return to the Provider Home Page to continue with the organization enrollment process.

Note : It may take **up to 5 minutes** for training to show as completed in myCAVax.

# Thank You!

- **Congratulations** on completing the Training Material on First Time Logging In on myCAvax system.
- Follow the below links to continue the Provider Registration & Enrollment Learning Path –
  - [myCAvax Provider Organization Enrollment](#)
  - [myCAvax Provider Location Enrollment](#)
  - [myCAvax Provider Enrollment - Redistribution](#)

