Providers with an active license in California and who possess and administer vaccines are eligible to enroll in the California COVID-19 Vaccination Program. To receive State doses, local providers, medical groups, health systems, multi-county entities, pharmacies, and HRSA community health centers will enroll in myCAvax. Your application will be reviewed and verified by CDPH prior to approval.

Section A: Provider Requirements & Legal Agreement

Organization Coordinator is the Point of Contact who enrolls the provider organization in myCAvax. This role will complete Section A, identify affiliated locations (under the same CEO) who are to receive or administer COVID-19 vaccines, register with VaccineFinder and determine whether Organization or Locations will report inventory daily, and monitor all program communications.

Who signs? Organization’s Chief Medical Officer (or equivalent medical official) and Chief Executive Officer (or chief fiduciary/legal official) must agree to the conditions of program participation and DocuSign the CDC Provider Requirements & Agreement on behalf of your Organization.

Section B: Provider Profile Information

Each location must have an on-site primary and backup Location Coordinator, typically filled by vaccine coordinators. This role will enroll the provider location in myCAvax; receive vaccines, monitor temperatures, and manage vaccine inventory; receive emails regarding allocations, shipments, and temperature monitoring; may be delegated to report inventory to VaccineFinder; and may transport vaccines for mass vaccination clinics. The Location Coordinator completes Section B and submits the application to CDPH for review.

Who signs? Medical or Pharmacy Director (or Vaccine Coordinator) responsible for location’s adherence to CDC Provider Agreement terms must DocuSign Section B.

Step 1: Review Program Requirements

Review CDC Provider Agreement to ensure your facility can meet all program requirements, including

- completing COVID-19 Required Training,
- enrolling each location in your local Immunization Information System (CAIR2, SDIR, RIDE),
- reporting administration data to CAIR daily using My Turn or EHR/EMR connected to CAIR,
- reporting inventory to VaccineFinder daily,
- monitoring storage unit temperatures twice daily, and
- reporting redistribution/transfer, shipment incidents, temperature excursions, and vaccine wastage daily in myCAvax.
Step 2: Enroll in IIS

Each vaccination location must be enrolled in the California Immunization Registry (CAIR) and have their own unique IIS Registry ID (e.g., CAIR Org Code); locations may not share the Organization’s IIS ID. If your facility is not currently enrolled, please enroll in your local registry now. If your location is already enrolled in CAIR2/SDIR/RIDE and has its own unique IIS ID, do not enroll again; use your existing CAIR Org Code. CAIR training is not required if using My Turn, or an EHR/EMR connected CAIR.

Doses administered must be reported daily to CAIR. Providers may use My Turn (or an EHR/EMR connected to CAIR) to record vaccination data and report doses used.

Step 3: Confirm Storage & Handling Equipment Complies with CDC

Storage Units: Your equipment must meet guidelines and be installed prior to approval. Use purpose-built or pharmaceutical-grade units designed specifically for storage of biologics, including refrigerated and frozen vaccines. These units can be compact, under-the-counter style or large units. If pharmaceutical units are not an option, commercial or household standalone units are also acceptable. If necessary, combination units can be an acceptable alternative, but these units cannot maintain the required temperature ranges for frozen COVID-19 vaccines and experience more frequent temperature excursions; you must have a separate freezer unit if storing frozen COVID-19 vaccines. Do not store any vaccine in a dormitory-style or bar-style combined refrigerator/freezer unit under any circumstances. (See CDC’s Vaccine S&H Toolkit.)

Data Loggers: Storage units must be equipped with a digital data logger designed for your storage unit temperatures; devices with a buffered probe provide more accurate measurements. Always use devices with a current and valid Certificate of Calibration Testing. Non-compliant equipment will delay approval.

Step 4: Complete Provider Enrollment Worksheet

The application is detailed. Complete the Provider Enrollment Worksheet to gather all the required information before applying online.

Step 5: Notify Responsible Officers

Notify roles identified above (Section A: CMO and CEO; Section B: Medical/Pharmacy Director or Vaccine Coordinator) that they must sign the relevant sections; roles will be emailed (subject: E-Signature Requested for the COVID-19 Vaccination Program) and can DocuSign without logging into myCAvax.

Step 6: Complete Required Training

Providers and key practice staff managing, handling, or administering COVID-19 vaccines must complete the required training to meet federal and state requirements. Organization and Location Coordinators will complete the training in myCAvax after they login for the first time and set their passwords; other staff should access the COVID-19 Required Training website.
**Step 7: Complete CDC Provider Agreement in myCAvax**

The enrollment application is completed and signed in myCAvax. To get started, Organization Coordinators follow instructions in Enrolling Provider Organizations (Section A); after Section A is complete and signed, Location Coordinators follow Enrolling Provider Locations (Section B) to complete the application.

Follow the instructions to login, set your password, take the required training, and complete the enrollment application. Applications are carefully screened and key data verified before approval. While vaccine supply is limited, not all approved applicants may be allocated vaccine initially.

**A Note about Redistribution:** Providers wishing to receive vaccines in a central depot and routinely redistribute vaccines to other locations must apply for authorization. Applications are submitted during enrollment. (See Before You Apply.)

**Enrollment Checklist**

<table>
<thead>
<tr>
<th>Section A</th>
<th>Set Up Your Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Coordinator</strong></td>
<td>Point of Contact starts enrollment process, completes Section A, forwards legal agreement to CMO &amp; CEO for DocuSign, and invites affiliated locations (reporting under same CEO) receiving or administering COVID-19 vaccines to complete Section B Provider Profile.</td>
</tr>
<tr>
<td></td>
<td>Register and complete COVID-19 Required Training in myCAvax.</td>
</tr>
<tr>
<td></td>
<td>Complete Section A in myCAvax including these details:</td>
</tr>
<tr>
<td></td>
<td>• Organization address, Point of Contact, number of affiliated locations</td>
</tr>
<tr>
<td></td>
<td>• Contact info and signatures of CMO and CEO (or equivalents; see above)</td>
</tr>
<tr>
<td></td>
<td>• Location Name; Location Coordinators and phones and emails</td>
</tr>
<tr>
<td></td>
<td>Complete CDC Redistribution Agreement (if applicable).</td>
</tr>
<tr>
<td>Requires Verification of: Organization address, CMO licensure in CA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section B</th>
<th>Enroll Your Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location Coordinator</strong></td>
<td>Completes Section B for their location, ensures Medical/Pharmacy Director DocuSigns, and submits enrollment application to CDPH for review and approval.</td>
</tr>
<tr>
<td></td>
<td>Enroll in California Immunization Registry (CAIR) local registry (if not already enrolled).</td>
</tr>
<tr>
<td></td>
<td>• Obtain IIS Registry ID (CAIR Org Code) for your location</td>
</tr>
<tr>
<td></td>
<td>Register and complete COVID-19 Required Training in myCAvax.</td>
</tr>
<tr>
<td></td>
<td>Complete Section B (even if Organization is only location) in myCAvax including these details:</td>
</tr>
<tr>
<td></td>
<td>• Contact info and signature of Medical or Pharmacy Director</td>
</tr>
<tr>
<td></td>
<td>• Location shipping and administration addresses</td>
</tr>
<tr>
<td></td>
<td>• Primary/backup Location Coordinators &amp; contact info (phone &amp; email)</td>
</tr>
<tr>
<td></td>
<td>• VFA and VFC PINs (if applicable)</td>
</tr>
</tbody>
</table>
• Storage unit types, thermometer models/serial numbers, calibration expiration dates
• Number of vials that can be stored (refrigerator, freezer, ultradeep freezer)
• Receiving days/times (full-day receiving, or 4-hr window on day other than Monday)
• Populations served by location, provider type, vaccination setting
• Nos. of children, seniors, adults; peak # of flu vaccine recipients; # of unique patients
• IIS ID (CAIR Org Code) for this location
• Names of provider(s) with prescription privileges licensed in CA, titles, license nos.

CDPH Verifies
• IIS ID (each location must enroll in CAIR and have unique Org Code)
• Storage & handling equipment (storage units/data loggers must meet requirements)
• Certificates of Calibration (data loggers must not have expired certificates)
• Redistribution (only if another location receives on your behalf)
• Addresses; VFC/VFA PINs (if applicable)

Enrollment Application Statuses

While Organization and Location Coordinators are completing their sections in myCAvax, the enrollment application progresses through various statuses:

Once the Location Coordinator completes Section B and submits the application, CDPH will review and verify key data. Your application progresses through additional statuses until it’s approved, and a new account is created in myCAvax. You’ll then access the Account—not the application—to manage your site’s data.

Next Steps

Once your enrollment application has been approved, complete these final steps:

- Ensure critical emails (allocations, order confirmation, advance shipments) aren’t blocked
- Ensure providers and key practice staff complete required training before vaccines arrive
- Complete onboarding to My Turn (or connect using their API from your EHR)
- Register for VaccineFinder to report inventory daily

(See Provider Enrollment: Next Steps for details.)