1. Enroll in ALERT IIS – this is how you will report immunizations to the state of Oregon

**Who:** Staff who will enter data into ALERT IIS (at least one staff)

2. Complete any remaining state-required trainings for ALERT IIS and vaccine use.

**Who:** At least two clinical staff

3. Enroll in the [COVID-19 Vaccine Program](#) – Must have clinic AL# provided in step 1.

**Who:** Authorized representative (some forms require additional signatures)