

### Step 3: COVID-19 Vaccine Program steps for enrolling

What?	Who?	Resources/Notes
<b>Prepare Documentation</b>		
<input type="checkbox"/> Read through all of the materials on the Provider Enrollment page including Provider Agreement forms (click <a href="#">here</a> and scroll down to the Vaccine Provider Enrollment and Planning section)	Clinic authorized representative	For assistance, contact the Vaccine Provider Help Desk <a href="mailto:vfc.help@dhsoha.state.or.us">vfc.help@dhsoha.state.or.us</a>
<b>Enroll – (STEP 1: ALERT IIS enrollment, must be complete and “AL number” issued before completing this action.)</b>		
<input type="checkbox"/> Prepare Provider Agreement Forms A and B plus C if appropriate: click <a href="#">here</a> and scroll down to the Vaccine Provider Enrollment and Planning section – agreement descriptions and agreements appear at the bottom.	Covid-19 Coordinator and backup – signatures are required of CEO and Chief Medical Officer or their equivalents	Agreement descriptions here: <a href="https://www.oregon.gov/oha/PH/PREVENTION/Wellness/Vaccines/Immunization/ImmunizationProviderResources/COVIDDocuments/Enrolling-for-COVID-19-Vaccine-Agreement-Descriptions.pdf">https://www.oregon.gov/oha/PH/PREVENTION/Wellness/Vaccines/Immunization/ImmunizationProviderResources/COVIDDocuments/Enrolling-for-COVID-19-Vaccine-Agreement-Descriptions.pdf</a>
<input type="checkbox"/> Next go to the online <a href="#">enrollment system</a> . Do not attempt to submit pdf documents to our offices.	Clinic authorized representative	For assistance, contact the Vaccine Provider Help Desk <a href="mailto:vfc.help@dhsoha.state.or.us">vfc.help@dhsoha.state.or.us</a>
<b>Oregon may prioritize review of applications for providers who can vaccinate the populations in the earliest phases of our plan. Please read that plan <a href="#">here</a>. We do not expect to have vaccine to share outside of Phase 1a before February. Please be patient with this step of the application process.</b>		