

## 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

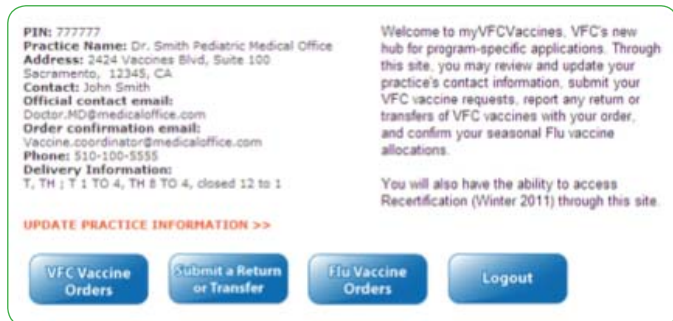
## STEP 1: SIGN ON

- 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.



## 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

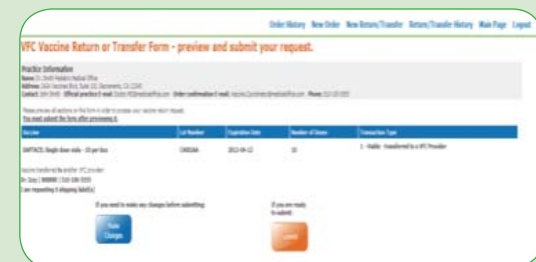
- Review your entries to ensure your order is correct.
- If you need to make changes, click "Change Order" to return to the order page.
- If everything is correct, click "Submit Your Order."



## 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.