



## COVID-19 Vaccine Provider Enrollment Steps

1. Complete the CDC COVID-19 Vaccination Program Provider Agreement (Section A) and the COVID-19 Vaccination Program Provider Profile Form (Section B)  
<https://kanphix.kdhe.state.ks.us/KDHECDCVaccineEnroll/>
  - It is important to note that you must have all provider signatures before the form is complete
2. Clinic will be created or updated in KSWebIZ as a COVID-19 vaccine provider (approx. 48 hours after paperwork is complete)
3. Information is updated to the CDC
  - This provides access to the VaccineFinder
  - Daily reporting is required. Must report the clinic has the COVID vaccine
4. Trainer will contact the clinic to provide assistance with KSWebIZ
  - CDC provides the details on VaccineFinder (FAQ online)
5. Clinics can proceed with ordering the COVID-19 vaccine
  - Orders need to be in by Wednesday at 5 p.m.

Additional Information is available on the KDHE webpage at <https://www.kansasvaccine.gov/167/How-to-Participate>

Reach out to Mallory Laur with any questions at [vaccines@kansasaap.org](mailto:vaccines@kansasaap.org) or [mallory.laur@kansasaap.org](mailto:mallory.laur@kansasaap.org)