



# COVID-19 Vaccine Enrollment Process for Providers

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**1** Does your organization have an account in Florida SHOTS?

**YES**

**NO**

**2** All providers must complete both section A and B COVID-19 agreements. Login to FLSHOTS application and go to the COVID-19 vaccine enrollment page.

Visit [FLShotsUsers.com](https://FLShotsUsers.com) to enroll in FLSHOTS. Fill out application. Check the "COVID-19 Enrollment" check box to indicate your interest in the COVID-19 vaccination effort.

Complete one section A agreement for your organization.

Receive completion of enrollment email from FLSHOTS.

Obtain signature from chief medical officer and chief executive officer.

Call FLSHOTS helpdesk to get your login credentials.

Email signed PDF to [CovidVaccineProgram@flhealth.gov](mailto:CovidVaccineProgram@flhealth.gov)

Login to FLSHOTS application and complete your account setup.

**3** Is your organization a Vaccines for Children or Vaccines for Adults (VFC/VFA) provider?

**YES**

**NO**

An enrollment specialist will call you to enroll your sites.

Complete one section B agreement for each individual site.

E-sign and submit each section B agreement within FLSHOTS.

Process complete! Stay tuned for information on vaccine availability.

For additional information please contact the COVID-19 Vaccine Enrollment Desk at 833-701-1397.

Providers can also direct questions to [CovidVaccineProgram@flhealth.gov](mailto:CovidVaccineProgram@flhealth.gov).