



# Provider Information for COVID-19 Vaccine Enrollment

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Thank you for your interest in serving your community by providing COVID-19 vaccinations. To become a COVID-19 vaccine provider your organization must be enrolled in Florida SHOTS and the Vaccines for Children/Adult (VFC/VFA) Program.

## 1. Florida SHOTS

Providers must hold a valid and active medical license to enroll.

### If you are not enrolled in Florida SHOTS:

Visit [FLShotsUsers.com](https://flshotsusers.com) to complete an enrollment application. Be sure to check the “COVID-19 Enrollment” box. After your application has been processed, you will receive a confirmation e-mail with your login credentials.

### If you are enrolled in Florida SHOTS:

Login using your ID, username and password. If you do not remember your login ID, call the Florida SHOTS help desk (877-888-7468, Option 2). If you need to reset your password, click “Need Password Assistance” on the Florida SHOTS login page.

## 2. Vaccines for Children (VFC)/ Vaccines for Adults (VFA)

Each location or site where vaccine will be ordered and received must enroll in VFC/VFA. There is not an application or form to enroll in VFC/VFA. COVID-19 vaccine enrollment staff will call providers directly to conduct the enrollment process.



## 3. COVID-19 Vaccination Provider Agreement

All providers must complete two sections of the COVID-19 Provider Agreement.

**Section A: Provider Requirements and Legal Agreement.** One agreement must be completed for the organization and signed by both the Chief Medical Officer and Chief Executive Officer.

1. Log in to your Florida SHOTS account and visit the COVID-19 Enrollment Page.
2. Click “Submit COVID-19 Section A” to fill out the agreement. The pdf document must be downloaded, signed by both responsible parties, and emailed to [CovidVaccineProgram@flhealth.gov](mailto:CovidVaccineProgram@flhealth.gov).

**Section B: Provider Profile.** You will not be able to complete Section B until you have started the VFC/VFA enrollment process. One provider profile must be completed for **each** VFC/VFA enrolled location or site.

1. Log in to your Florida SHOTS account and visit the COVID-19 Enrollment Page.
2. Click “COVID-19 Enroll Section B” to complete and submit the provider profile.

The COVID-19 vaccine enrollment desk will contact organizations to provide further information on how to order and receive vaccines as available.

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).