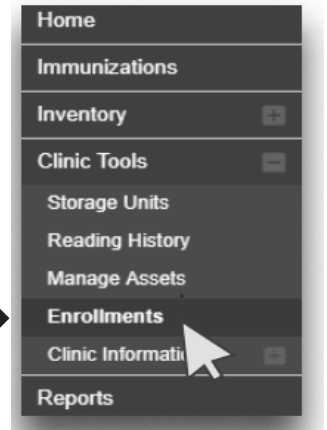


VFC/VFAAR

Signing the Primary Agreement

As part of the VFC and VFAAR Enrollment Forms the Medical Director must sign the Primary Agreement on behalf of the practice. The Primary Agreement outlines the requirements to receive federally funded vaccines through the VFC or VFAAR program. Only the individual indicated as the Medical Director in PhilaVax can sign the agreement. The Medical Director is referred to as the **Physician Signing the Agreement** in PhilaVax. If the person indicated as the Medical Director needs to be updated or the Medical Director can't access the enrollment form, please email our team at DPHProviderHelp@phila.gov.

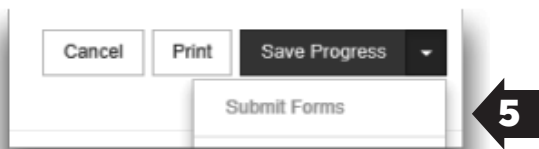
1. Log into PhilaVax, then select **Clinic Tools**, then **Enrollments** from the left-hand menu.
2. Click on **View** to the right of the enrollment form you need to sign.
3. Expand the **Provider/Clinic Agreement** section and then the **Primary Agreement**



4. Review the primary agreement. Electronically sign by clicking on the **Agreement** button.



5. Click on **Save Progress** to save the changes you made.
6. If you're ready to submit the form to our program for review, click on the arrow (▼) next to **Save Progress**. Click on **Submit Forms** in the dropdown that opens to send your enrollment to the Immunization Program for review.



If your site is enrolled in VFC and VFAAR, repeat these steps for both enrollment forms.