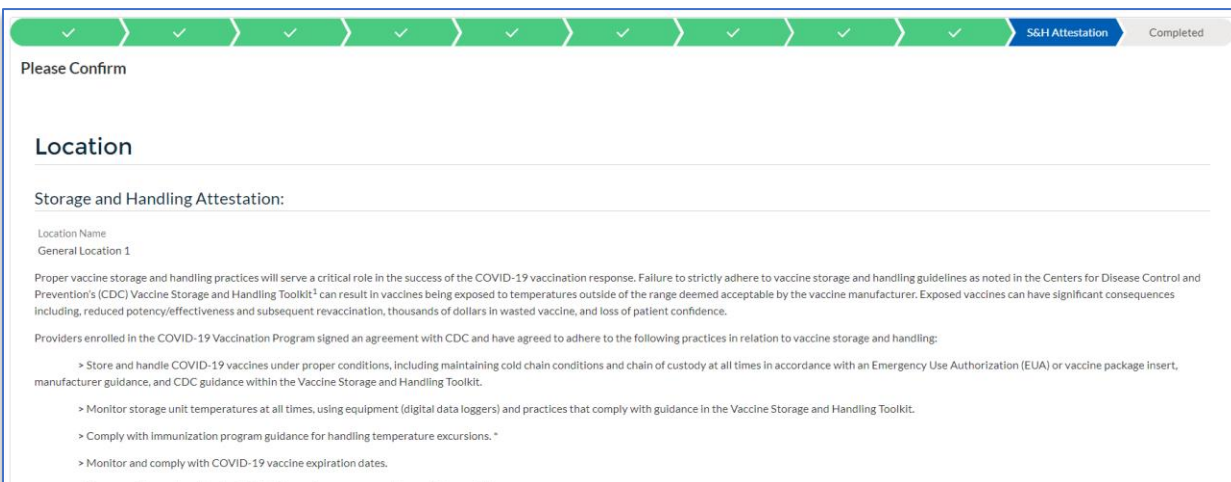


CVMS Provider Enrollment Portal

Complete the Storage and Handling Attestation

As a **PRIMARY VACCINE COORDINATOR** or an **ORGANIZATION ADMINISTRATOR**, you will need to review and sign the **STORAGE AND HANDLING ATTESTATION** to complete the enrollment of your organization in the COVID-19 Vaccine Program. This step should be completed before your first COVID-19 vaccine deliveries. If you need to reopen your Provider Agreement to finalize the recently added Storage and Handling attestation, please follow these instructions:

1. Connect to the CVMS Provider Enrollment Portal: <https://covid-enroll.ncdhhs.gov/>
2. Enter your **USERNAME (usually the email address you registered with)** and **Password**, then click Log In¹.
3. If your profile is **VACCINE COORDINATOR**, you will be directed to **COMPLETE SECTION B**. If you are an **ORGANIZATION ADMINISTRATOR**, click on the **LOCATIONS** tab, then click on the **AGREEMENT DETAILS** button of the location you wish to complete.
3. From the first page named **LOCATION INFORMATION**, navigate to the **REVIEW** page, by hitting the **NEXT** button at the bottom right of the screen to proceed through seven screens. If any fields with a phone number in it has a leading 1, please remove the 1.



The screenshot shows a progress bar at the top with 10 steps, the 10th being 'S&H Attestation' (highlighted in blue) and the final step 'Completed'. Below the progress bar, the text reads 'Please Confirm' followed by 'Location'. Under 'Storage and Handling Attestation:', there is a 'Location Name' field with 'General Location 1' entered. Below this is a detailed text block explaining the importance of proper vaccine storage and handling, and listing specific practices providers must adhere to, such as maintaining cold chain conditions, monitoring temperatures, and complying with expiration dates.

4. On the **REVIEW** page, draw your signature in the box and click on the **ADOPT AND USE** button. Then click Next.
5. On the **STORAGE AND HANDLING ATTESTATION** page, please review the agreement, draw your signature before clicking the **ADOPT AND USE** button.

¹ If you experience Log-in issues, please reference the **CVMS Provider Enrollment Account Registration and Password Reset User Guide** for more information: <https://covid19.ncdhhs.gov/cvms-provider-enrollment-account-registration-and-password-reset-user-guide/download>



7. Click the **NEXT** button located at the bottom left of the screen one last time. Your **STORAGE & Handling Attestation** is now completed.


Finished

Your organization location has been submitted to the NCDHHS Provider Enrollment Portal of the COVID-19 Vaccine Management System (CVMS). Once all locations within your organization have completed their enrollment, the CMO and CEO will be notified for review and signature. Once the CMO and CEO signatures have been obtained, the enrollment process is considered complete and will be submitted to NCDHHS for review and approval.

Organizations who successfully meet all the enrollment requirements will be sent an approval notification via email within ten business days of completion of a fully executed agreement. Incomplete agreements, organizations listing inactive/suspended prescribers, and those with inappropriate storage units will not be approved for enrollment and will also be notified via email within ten business days.

For questions about the CDC COVID-19 Vaccination Program enrollment process, please email COVIDhelp@dhhs.nc.gov.

Thank you for your commitment to assure the health of North Carolinians through your participation in this program. NCDHHS looks forward to partnering with you in this effort.



NC DEPARTMENT OF
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HUMAN SERVICES**

Note: if you are an Organization Administrator, you may need to repeat this process for all locations.

If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine and select the "**Vaccine Provider**" option to submit your question or issue.

You can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET
Saturday: 8:00 AM – 4:00 PM ET
Sunday: Closed