NORTH CAROLINA COVID-19 VACCINE PROGRAM
How to switch reporting system from CVMS to NCIR in the Provider Enrollment Portal
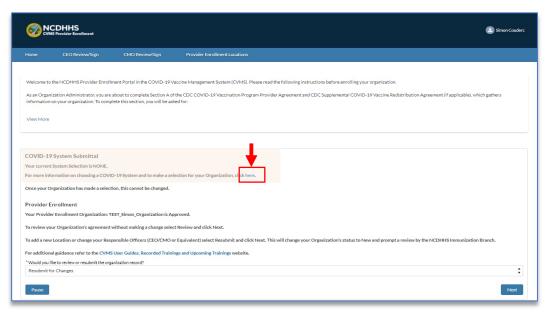
This guide is intended for users already registered in the Provider Enrollment Portal with an Organization Administrator profile.

If your organization is currently using CVMS to report your COVID-19 vaccinations, and you decide to start using NCIR instead, please follow those steps:

1. Connect to the NCDHHS Provider Enrollment Portal: https://covid-enroll.ncdhhs.gov/.

2. Enter your USERNAME (the email address you registered with) and PASSWORD, then click LOG IN.
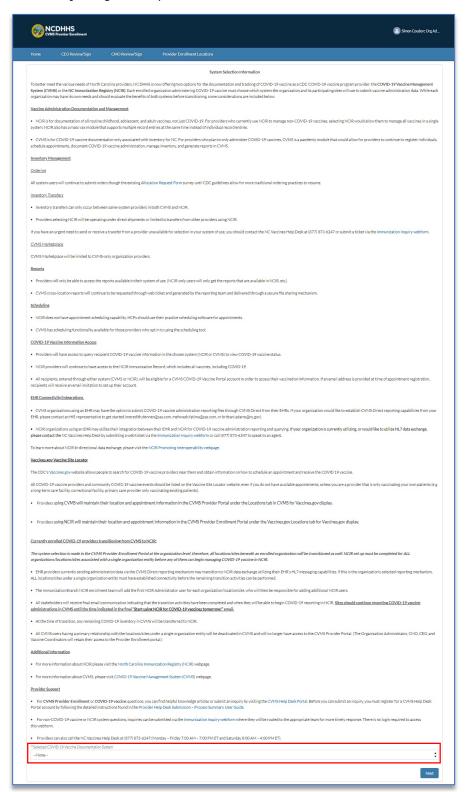

3. In the Home tab, navigate to the "COVID-19 System Submittal" section. If you read "Your current system selection is NONE", then you are eligible to switch to NCIR. To proceed, click on the link under the word "here" at the end of the sentence "For more information on choosing a COVID-19 System and to make a selection for your Organization, click here".
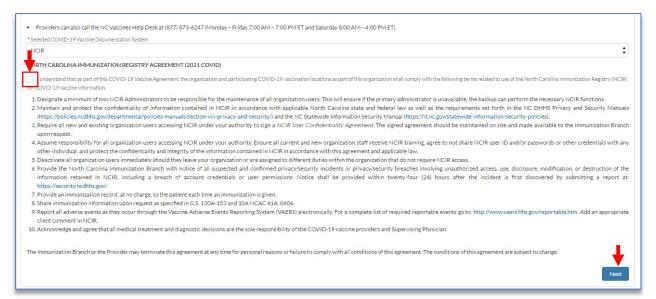
4. Read the System Selection information text. When you reach the bottom of the page, make your selection by using the drop-down and select NCIR.
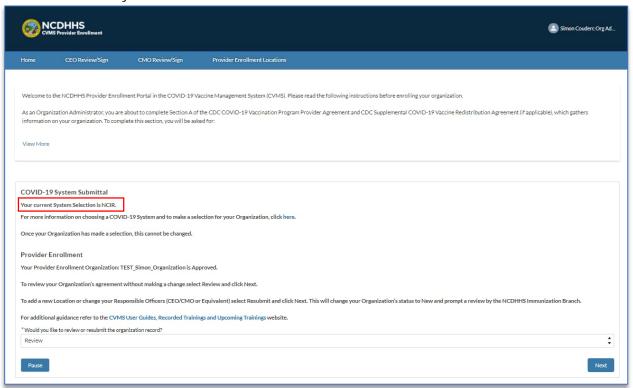
5. Once you select NCIR, an agreement for the North Carolina Immunization Registry (2021 COVID) will appear below the drop-down. Read the agreement, click the CHECKBOX next to the agreement attestation, and click NEXT.
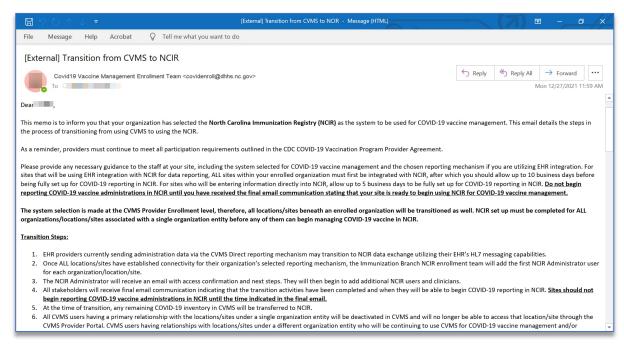

6. You are then sent back to the homepage. Under "COVID-19 System Submittal", you should now read "Your Current System Selection is NCIR".

7. In the following hours upon submitting system selection as NCIR, all users associated with your organization receive an automated confirmation email with the next steps.

8. Your organization still needs to use CVMS to log inventories and vaccinations until onboarding to NCIR is completed (around 10 days). You should not attempt to report COVID-19 Vaccine administrations in NCIR until you have received a final email communication stating that your organization is ready to begin using it next morning. This final email will be sent to all users associated with your organization.

If you have any questions, issues or requests, please go to the CVMS Help Desk Portal at
https://ncgov.servicenowservices.com/csm_vaccine

You can also call the NC Vaccines Help Desk at (877) 873-6247 and select option 1. The Help Desk is available during the following hours:
        Monday to Friday, from 8:00 a.m.- 4:45 p.m.

For more information about NCIR, please go to the NCIR Learning Site at
https://covid19.ncdhhs.gov/vaccines/info-health-care-providers/ncir-user-guides-and-recorded-trainings

Version 1 – December 22, 2021