



# 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.

Complete one section A agreement for your organization.

Obtain signature from chief medical officer and chief executive officer.

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

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

**YES**

**NO**

Call an enrollment specialist 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!**

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.

Receive completion of enrollment email from FLSHOTS.

Call FLSHOTS helpdesk to get your login credentials.

Login to FLSHOTS application and complete your account setup.

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).