

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.

Follow these steps to sign the Primary Agreement for your clinic:

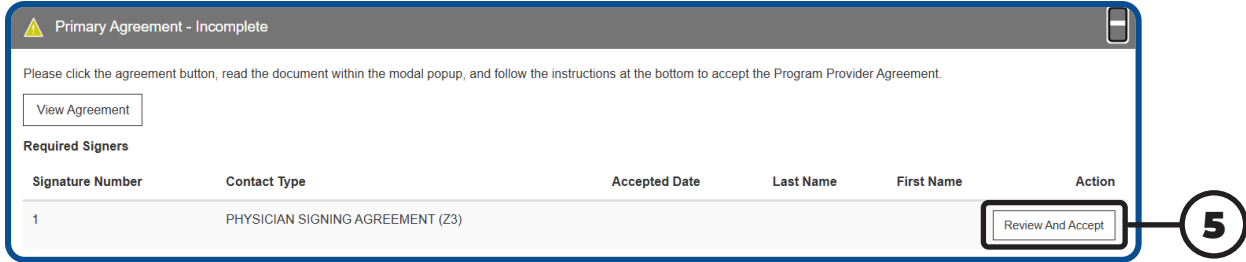
1. Log into [PhilaVax](#), then select **Clinic Tools**, then **Enrollments** from the left-hand menu.
2. Click **Filter** to display your pending enrollments.
3. Click on **View** to the right of the enrollment form you need to sign.

The screenshot shows the PhilaVax interface. On the left is a blue navigation menu with items: Home, Patients, Immunizations, Inventory, Clinic Tools (highlighted with a circled '1'), Storage Units, Reading History, Manage Assets, Enrollments (highlighted with a circled '1'), Clinic Information, and Reports. The main area is titled 'Filter Options' and contains fields for 'Date Range' (Start Date: 03/27/2024, End Date: 03/27/2025), 'Provider / Clinic' (with a search box containing '[NEW TEST PROVIDER]ABC123 - TEST CLINIC - ABC123 ()'), 'Status' (dropdown: ALL), 'Title' (input field), 'Program' (dropdown), and 'Activity' (dropdown). There is a 'Filter' button (circled '2') and a table of results. The table has columns: Last Modified Date, Submitted Date, Provider, Clinic, Status, Accept/Reject Date, Title, Program, Activity, Audit, and Action. One row is visible with a 'VIEW' button (circled '3') in the Action column.

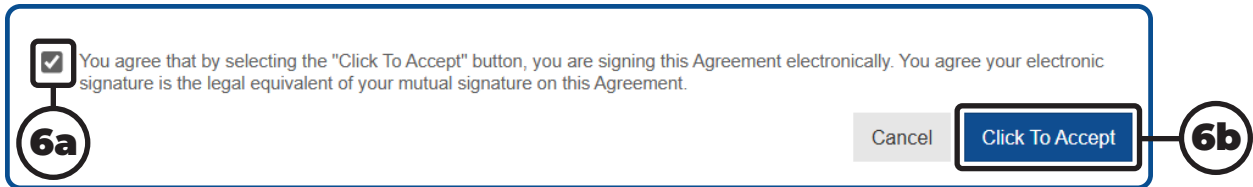
4. Expand the **Primary Agreement** section.

The screenshot shows the 'Vaccine Program Enrollment' form. At the top right are buttons for 'Cancel', 'Print', and 'Save Progress'. Below are several sections, each with a yellow warning triangle icon and a plus sign to expand it. The sections are: 'Provider/Clinic Population - Incomplete', 'Source of Data - Incomplete', 'Review Medical Director or Equivalent Information - Incomplete', 'Review Vaccine Coordinators - Incomplete', 'Prescribing Staff Members - Incomplete', and 'Primary Agreement - Incomplete' (highlighted with a circled '4').

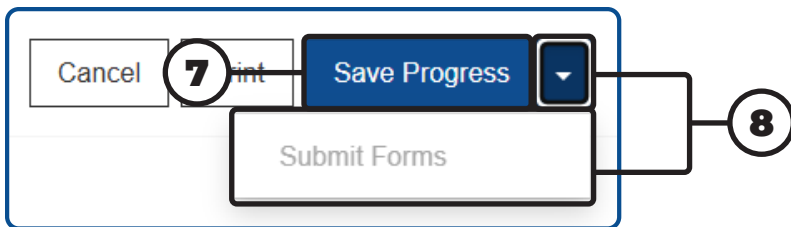
5. Click **Review and Accept** and read the document within the module popup.



6. Within the module popup:
 - a. **Check the box** next to “You agree that by selecting the "Click To Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your mutual signature on this Agreement.”
 - b. Click the **Click to Accept** button.



7. Click on **Save Progress** to save the changes you made.
8. 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.