

KIDS Plus IIS

Vaccine Returns Training



Step-by-step Guide

1. Click **Add New Vaccine Return**
2. Select **Clinic**
3. Click **Next**
4. Verify information
5. Certify by checking the box
6. Click **Next**
7. Arrive to **Returns** page
8. Select **Returns Only** for **Returns Type**
9. Select your **Returns Reason** from the drop down
10. Type in the **Number of Shipping Labels** (usually 1)
11. Select **Shipping Label Method** (always select **Emailed to Provider Email Stored in VTRCKS**)
12. Type your email in the **Clinic Comment** box (Failure to do so will result in an rejected return)
13. Type in the first three letters of the vaccine you wish to return in the **Vaccine** box. A drop down will appear accordingly
14. Click the vaccine to be returned from the drop down
15. Type in the number of doses to be returned in the **Doses Returning** box
16. Click **Add Return**. The vaccine selection will then populate at the bottom of the page
17. Click the **red X** should you made an error and need to change your selection
18. Click **Update** to save your selection(s)
19. Once your submission is complete, click **Submit to VFC Program**
20. Note the **Submitted for Approval** status in the **Return Status** box
21. Your submission has been sent to the VFC/VFAAR program



Important

- If you did not receive the shipping label and packing slip via email, login two business days to check the status of your order
- Once a return has been rejected, it must be deleted and recreated for a new submission