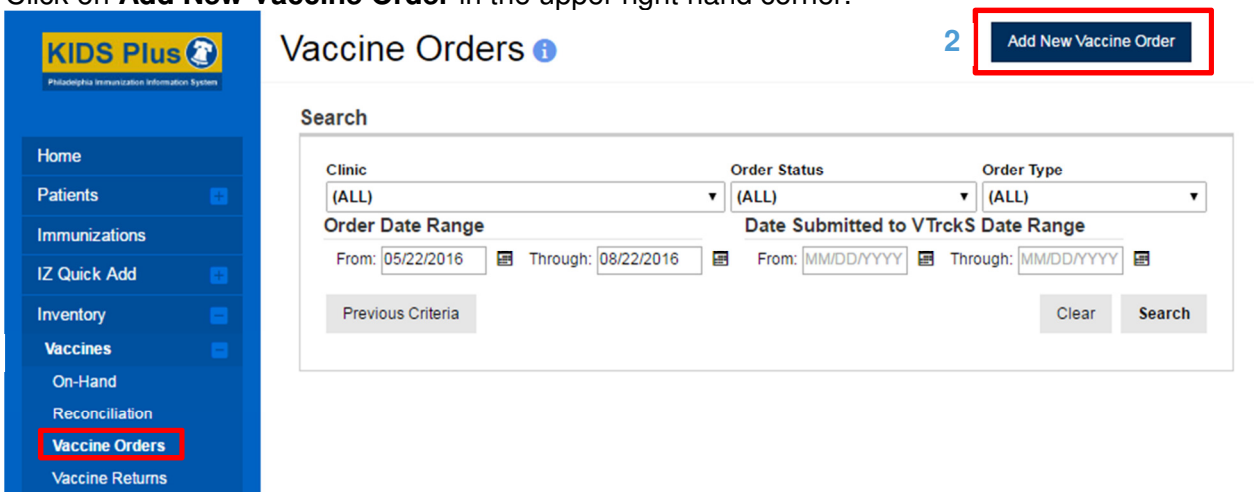
VFC & VFAAR
KIDS Plus IIS Online Vaccine Ordering

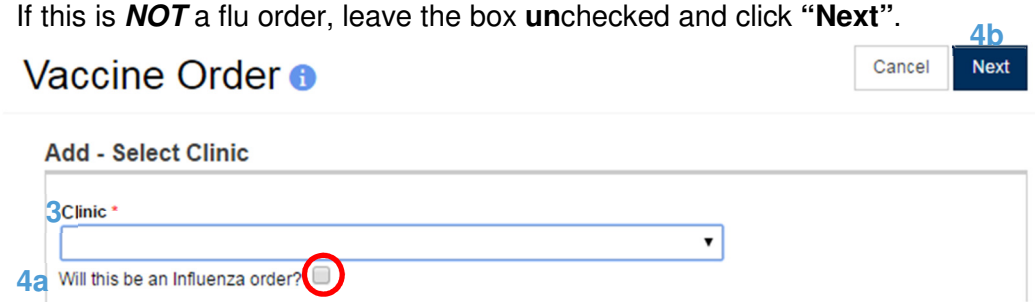
https://kids.phila.gov

! Your order cannot be processed until your clinic's temperature logs and reconciliation are received.

1) Select **Inventory → Vaccines → Vaccine Orders** from the menu on the left of your screen.
2) Click on **Add New Vaccine Order** in the upper right hand corner.



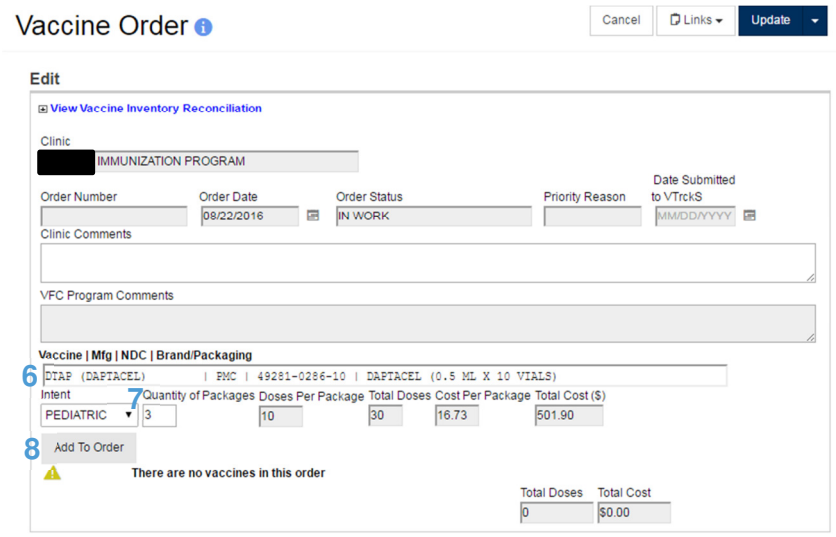
3) Select YOUR clinic (it begins with your clinic's PIN).
4) Is this a flu order?
   a. If this ***IS*** a flu order, check the small box and then click **"Next"**. You will only be allowed to order flu vaccines in this particular session. You will have to complete a separate order for all other vaccines.
   b. If this is ***NOT*** a flu order, leave the box **un**checked and click **"Next"**.



5) Take the time to verify that the info in the Shipping Info box is correct.
   a. If it ***IS*** correct, certify it by checking the small box (see below). Then click **"Next"**.

   I have reviewed the above shipping information and I certify the information is correct. ☑
   b. If it is ***NOT*** correct, pick up the phone and contact the VFC/VFAAR program right away.

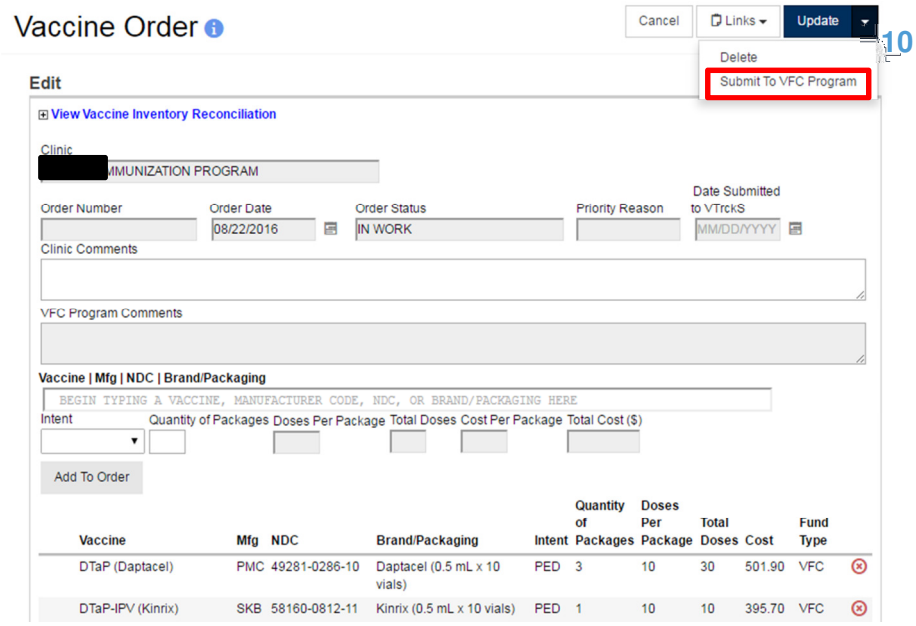
6) In the **Vaccine Products** box, click the first dropdown bar and select your first vaccine.
7) Inside the **Qty** box, type in the amount needed by package – not by individual doses (example: if you need 30 Daptacel, you will type in "3" for 3 boxes of 10 doses).
8) Click anywhere outside of that **Qty** box and note the number automatically populated in the **Total Doses** box. Click **Add to Order** after you are done entering the information for that vaccine.



9) Repeat steps 6 through 8 for the remainder of your order.
10) Review your vaccine selections and quantities for accuracy. Once your order is correct, click the **arrow (▾)** to the right of **Update** at the top of the page and click **Submit to VFC Program for Approval**. The page will refresh and the **Order Status** will change to **Submitted for Approval**.

YOUR ORDER MUST SAY **SUBMITTED FOR APPROVAL** AND NOT **IN WORK** FOR US TO RECEIVE IT.

11) Log back in in 2 days to check the status of your order. You will receive an email after submitting your order as well an email indicating whether your order has been **Approved** or **Rejected**.



Things to remember:

- You will receive an email after submitting your order as well an email indicating whether your order has been **Approved** or **Rejected.** Please add WebIZDevEmail@envisiontechnology.com to your email address book. We recommend updating your email addresses to one that you check continuously and to ensure emails from the health department do not get flagged as spam.
- If your Order has been rejected, view the comments and address the issues discussed. The Order can then be resubmitted to VFC.
- Click the red x should you make an error and need to change your selection.