New York City Department of Health and Mental Hygiene
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Commissioner
nyc.gov/health

Citywide
Immunization
Registry

Phone: (347) 396-2400
Fax: (347) 396-2559

We help you call the shots!
www.nyc.gov/health/cir

Web File Repository Guide

1. Contact the Citywide Immunization Registry (CIR) to obtain a User Name and Password for the Web File Repository (WFR) at: **(347) 396-2400**.

2. Prerequisites:

- Internet account set up through an Internet Service Provider, such as Earthlink, MSN, AT&T, Verizon, AOL, or an "always-on" internet service provided by your organization.

- Internet Browser, such as Internet Explorer or Firefox. The WFR is best viewed in Internet Explorer.

3. Log In: a.   Log onto the internet.

b.   Make sure a browser is open or open one by clicking on your browser icon.
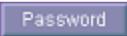
c.   Type in the address below in the address window:

https://a816-healthpsi.nyc.gov/wfr/cgi-bin/cir-wfr
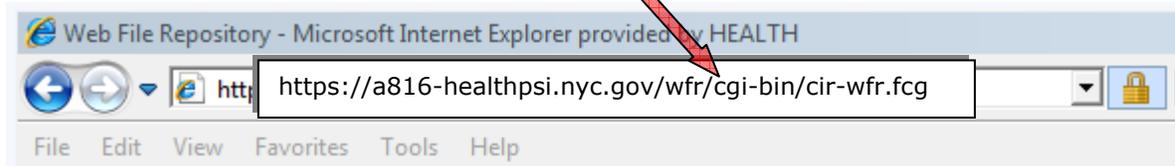
d.   A log In screen will open. Enter your CIR WFR Login Username and then your Password. Click the "Login" button .

4. Uploading Files:

After successful Log In, you should see a Welcome screen with your User Name, similar to this:

The user may change the password here, by clicking on the Password Button [Password] in the left-hand column, and following the directions.

To upload your files to the DEI Files folder of the CIR:

a. First click on the Browse button [Browse...] (near the top of the screen) and browse your directories to select your file(s). Once you have located your file(s), click on the Upload Button [Upload] to upload your file(s) into the To CIR folder of the CIR. You may upload as many files as you need one file at a time. If you have large files or many files, you may submit a zipped file. Our system will accept compressed files, such as zip and tar. Each file should be no larger than 1MB.

b. If your Upload is successful, you will see your file(s) listed, along with the Status and Timestamp.

5. To Log Out:
Click on the Logout Button [Logout] in the left-hand column.

Visit Us Online! nyc.gov/health/cir

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