

Citywide Immunization Registry (CIR)

**Facility Manager Guide for Non-Immunizing Facilities:
How to Register and Update Facility and Contact Information;
Designate a Site Security Administrator (SSA)**

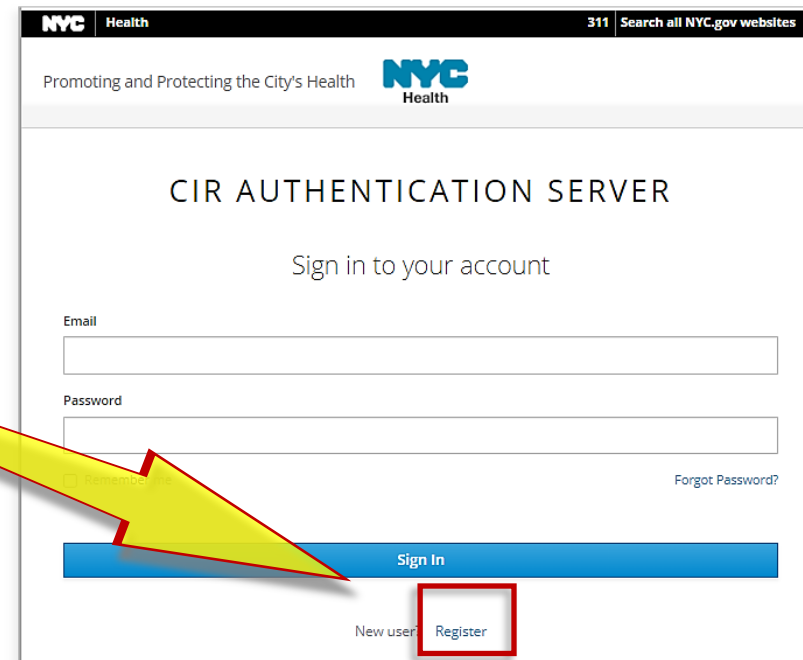
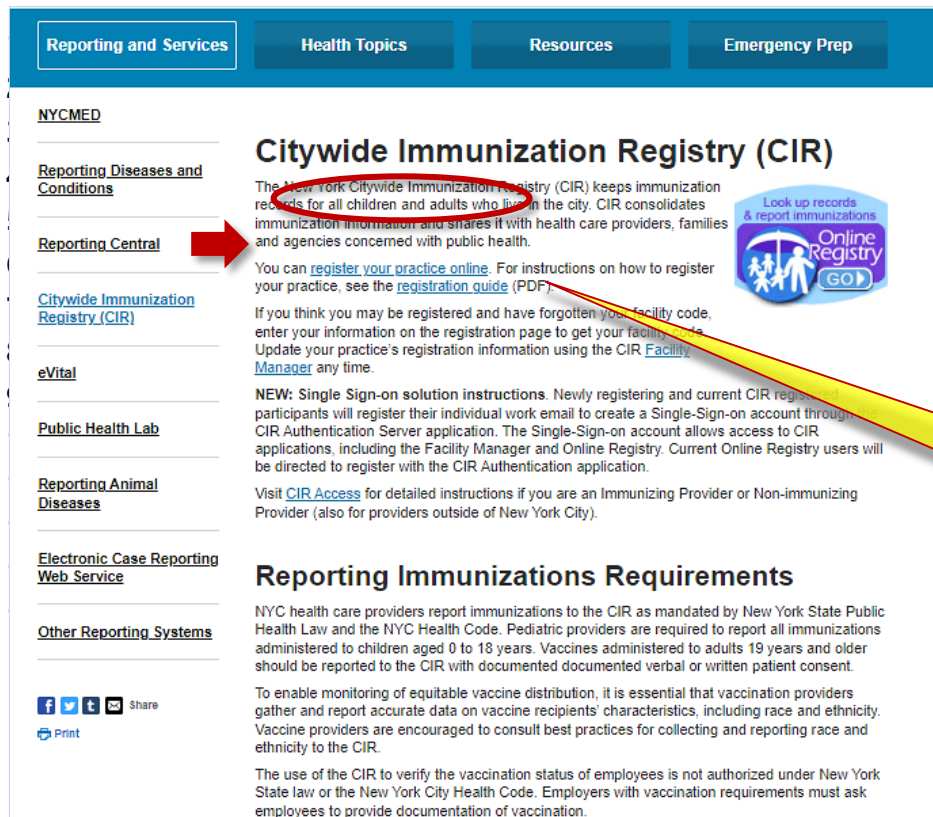
Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Registering a New Facility

To access the **CIR Facility Manager** application, first visit www.nyc.gov/health/cir and click on the link "[register your practice online](#)" to create a Single Sign-on account via the CIR Authentication Server tool. Please use Google Chrome while accessing these pages and forms for best results.

Creating a CIR Authentication Account

To access the **Facility Manager dashboard**, first time users must create an account through the [CIR Authentication Server](#). Click on **Register** under the **Sign In** button. Enter your first name, last name, email and create a password. **Do not submit your personal home email address information or use a general email address, such as "frontdesk@practicename.com". An email account should be an individual account and not shared with another individual.** Once finished, click Register.



Note: If you forget your password, click [Forgot Password?](#) on the [CIR Authentication Server](#) In screen.

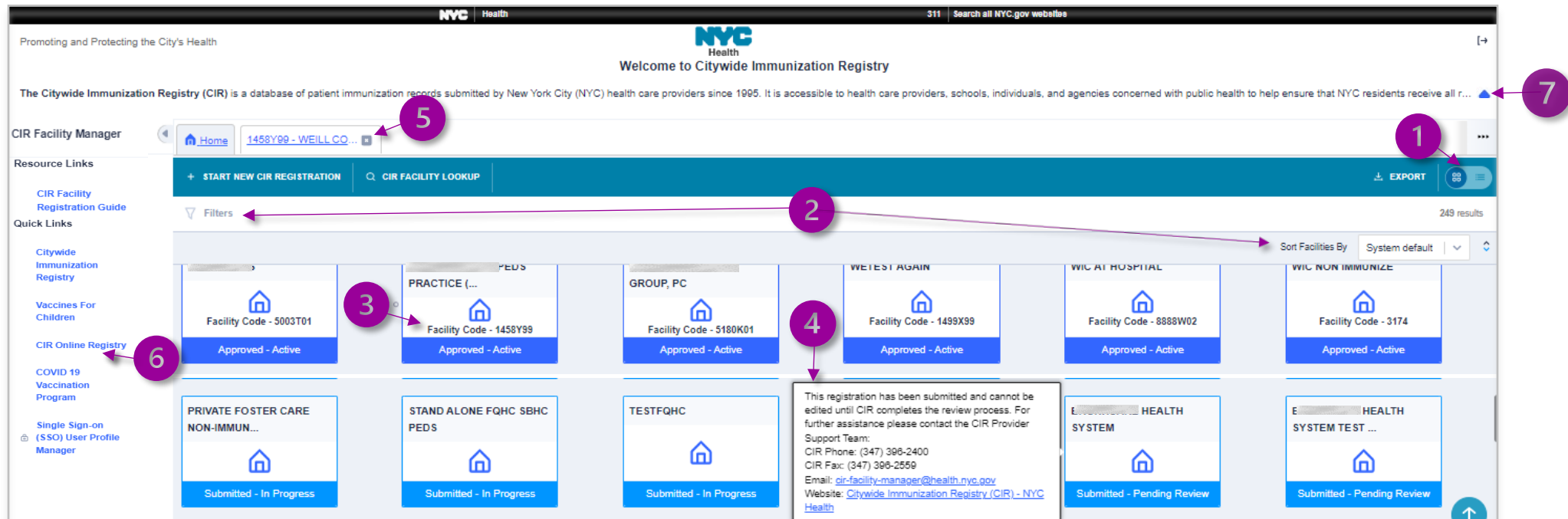
Follow the short series of prompts to auto-reset your password via email and to receive a code to enter into the screen.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Logging in to the CIR Authentication Account

Once you have created an account, you may access your Facility Manager dashboard through the [CIR Authentication Server](#), or <https://immunize.nyc/prod/cir-facility-manager>. You can sign-in to the **CIR Authentication Server** by entering your email address and password, then click **Sign In**.

Dashboard Overview



The screenshot shows the CIR Facility Manager dashboard. At the top, there's a header with the NYC Health logo and a welcome message. Below this, a navigation bar includes a 'Home' button and a search bar. A left sidebar contains 'Resource Links' and 'Quick Links'. The main area displays a grid of facility tiles, each representing a different facility with its code and status. Callouts 1-7 highlight specific features: 1 points to the expand button on the top right; 2 points to the filter button; 3 points to a facility tile; 4 points to a facility tile with a message; 5 points to the search bar; 6 points to the 'CIR Online Registry' link in the sidebar; and 7 points to the expand button on the top right.


Facility Manager Dashboard Navigation:

- 1 Switch to tile or grid view.
- 2 Filter by submission status: Approved (Active/Inactive site); Not Submitted-Registration in Progress; Submitted -in Progress; Submitted-Pending Review
Sort Facilities by Facility name, Facility address, Facility code, Registration status, Last accessed date, or Last modified date.
- 3 Once approved, facility codes are displayed on tiles.
- 4 For other statuses, click on facility name title for a message to be displayed
- 5 Use tabs to view multiple sites simultaneously.
- 6 Quick links can be accessed from the left navigation panel. Users with Online Registry accounts can directly access the OR application after set-up.
- 7 To view the Welcome to Citywide Immunization Registry contents at any time click on the expand button on the top right

NOTE: The application will time-out if left idle for 30 minutes; a three-minute warning will display before the session ends

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Start a New Registration

Once logged in to the **CIR Facility Manager** application, review the **Welcome** message and click **OK** at the bottom to agree to the NYS Public Health Laws, Rules and Regulations.. To view this content at anytime, click the Hide/Show button .

Welcome to Citywide Immunization Registry

The **Citywide Immunization Registry (CIR)** is a database of patient immunization records submitted by New York City (NYC) health care providers since 1995. It is accessible to health care providers, schools, individuals, and agencies concerned with public health to help ensure that NYC residents receive all recommended immunizations. If you are a health care provider, school, or agency concerned with health, and if you are interested in CIR access and reporting, and/or are an organization that is participating in CMS Promoting Interoperability program, you may register here to obtain a facility code. By registering you are agreeing to report immunizations to the CIR as mandated by [New York State Public Health Law](#) and the [NYC Health Code](#).

All providers are required to report all immunizations administered to children aged 0 to 18 years.


Pharmacists and Registered Nurses are required to report immunizations administered to persons 19 years and older in NYC with the patient's verbal or written consent; other providers are strongly encouraged to report adult immunizations with patient consent.

Reporting of all administered COVID-19 vaccine doses to the CIR is required within 24 hours of administration, as specified by the NYS Department of Health and in the COVID-19 Vaccination Provider Agreement. **Reporting and access to immunization records is accomplished by** either connecting to CIR via your EHR or manually through your Online Registry account, or both.

By registering with CIR, upon approval, **you will receive a CIR Facility Code and the following:** (1) regular reports, including Doses Administered Reports (for immunizing facilities); (2) alerts and notifications, (3) if eligible, you may sign up for access to the [Online Registry](#) which allows authorized users to look-up records, print official reports, create and save school health exam forms and generate reminder/recall lists, (4) invitation to COVID 19 vaccine ordering. As part of the registration a **valid email address of the provider-in-charge is required.**

If you vaccinate children (0 through 18 years) who are covered by Medicaid or who are uninsured, underinsured, American Indian or Alaska Native, you are encouraged to participate in the [Vaccines for Children \(VFC\)](#) program.


In partnership with the [NYC Healthy Homes Program](#) providers may look up lead test histories, report test results, and refer children with asthma living with pests for a home inspection. **If you think you may be registered and have forgotten your facility code**, enter your information on the registration page to get your facility code.

 To register, vaccinating practices will need their NPI number of the organization, the individual NPI number of the provider-in-charge and their NYS Professional License number, and contact information. Practices with multiple locations must register each site. Non-vaccinating agencies or organizations will be prompted to supply the same information on providers who oversee services to individuals in their care. Enter work information; do not submit your personal home address information. **Do not use a general email address, such as [frontdesk@practicename.com](#).** See [CIR Facility Registration Guide](#) for detailed instructions.

OK

After the window closes, to start a new registration, click on

+ START NEW CIR REGISTRATION

 To register, vaccinating practices will need their NPI number of the organization, the individual NPI number of the provider-in-charge and their NYS Professional License number, and contact information. Non-vaccinating agencies or organizations will be prompted to supply the same information on providers who oversee services to individuals in their care. See [CIR Facility Registration Guide](#) for detailed instructions.

CIR Facility Manager

Home

+ START NEW CIR REGISTRATION

CIR FACILITY LOOKUP

EXPORT


257 results

A screen will pop up to enter an NPI number. Click **'SKIP'**

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

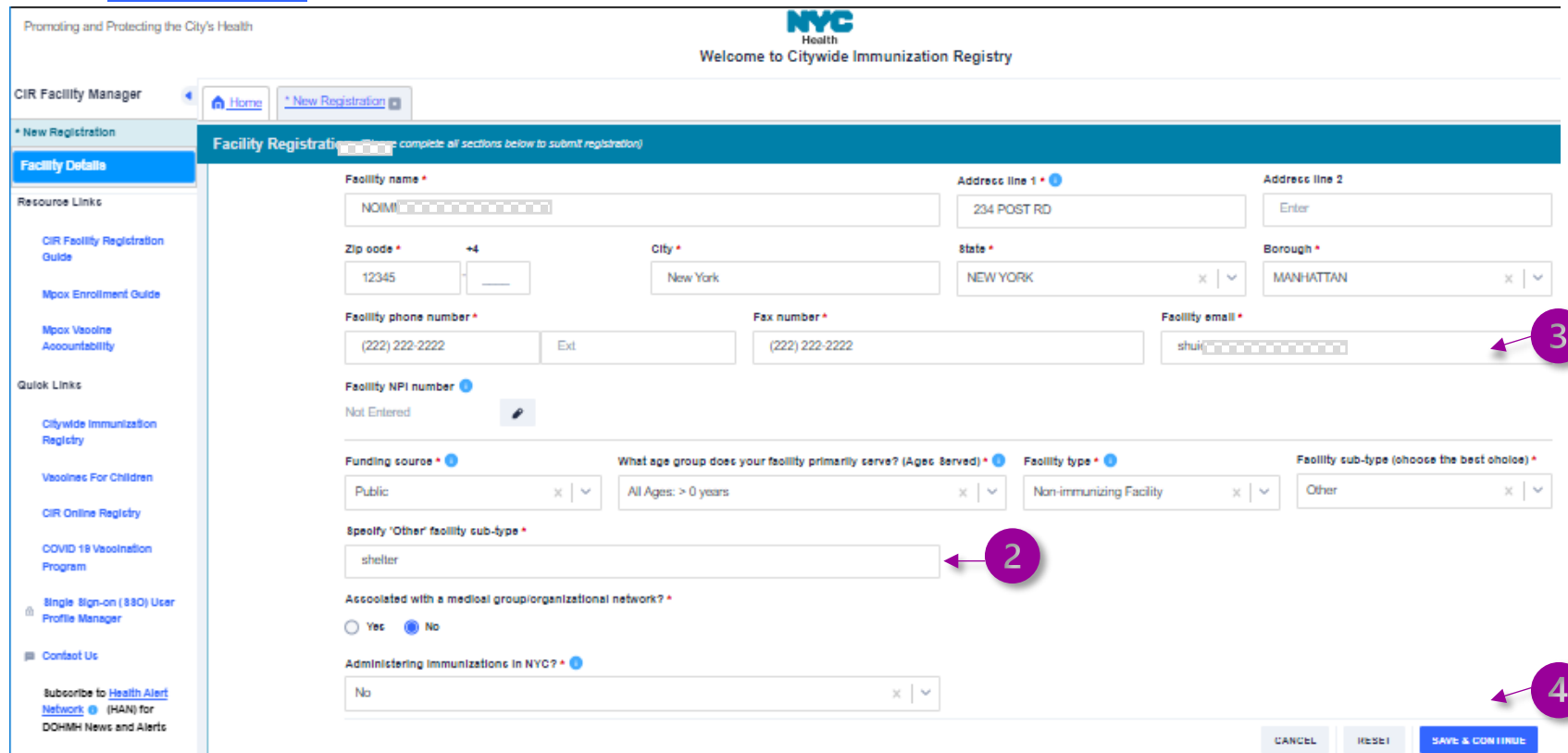
Adding Facility Details

This section collects information about your facility. Based on your answers, you will see different options appear on the screen. Supplying CIR with accurate facility classification and funding details will allow the Bureau of Immunization to focus support and services for your organization and to send relevant notices and alerts. .

Click on Tool tips  for additional instructions and definitions.

- 1 **Enter your facility details:** Facility Name, Address, Phone and Fax numbers, E-mail, Funding Source, Ages Served, Facility type and sub-type, specialty, and school ATS and district number, if applicable. Skip entering an NPI number if your site does not immunize patients.
- 2 **For organizations with multiple locations:** **Check the box** if the facility you are registering belongs to the organization/group of the NPI number entered but is a separate location or address.
- 3 Make sure all contact information is current. If all information is correct, click **CONTINUE**. The information will be **copied** into the registration Facility Details fields which may be edited prior to submitting. If the information is incorrect, click **CANCEL** to proceed with the registration without copying the information, then manually enter your information.
- 4 Answer all questions, then click **SAVE & CONTINUE**

1



Promoting and Protecting the City's Health
Welcome to Citywide Immunization Registry

CIR Facility Manager [Home](#) [New Registration](#)

New Registration

Facility Registration (Please complete all sections below to submit registration)

Facility Details

Resource Links

- CIR Facility Registration Guide
- Mpox Enrollment Guide
- Mpox Vaccine Accountability

Quick Links

- Citywide Immunization Registry
- Vaccines For Children
- CIR Online Registry
- COVID 19 Vaccination Program
- Single Sign-on (SSO) User Profile Manager
- Contact Us
- Subscribe to Health Alert Network (HAN) for DOHMH News and Alerts

Facility name *

NOIMI

Address line 1 *

234 POST RD

Address line 2 *

Enter

Zip code *

12345

City *

New York

State *

NEW YORK

Borough *

MANHATTAN

Facility phone number *

(222) 222-2222

Ext

Fax number *

(222) 222-2222

Facility email *

shui@...

Facility NPI number *

Not Entered

Funding source *

Public

What age group does your facility primarily serve? (Ages Served) *

All Ages: > 0 years

Facility type *

Non-immunizing Facility

Facility sub-type (choose the best choice) *

Other

Specify 'Other' facility sub-type *

shelter

Associated with a medical group/organizational network? *

☐ Yes ☒ No

Administering immunizations in NYC? *

No

CANCEL **RESET** **SAVE & CONTINUE**

3

2

4

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

📘 Tooltips for Facility Details screen:

- **Address:** Do not use your home address to register with CIR. Enter the address of the facility, of the vaccination site.
- **Funding Source:** Public = mostly supported by government fund; Private = mostly supported by an individual or group
- **What age group does your facility primarily serve? (Age Served):** Adult = 19 years or older; Pediatric = Under 19 years; or All ages = Includes both adult and pediatric
- **Facility Type:**
Non-Immunizing Facility - Facilities that do not immunize patients but need access to immunization related activities (If unsure, See subtypes).
Schools - Schools or facilities part of a school district. Select "Other Medical Facility" for School Based Health Centers. Select "Non-Immunizing facility" for Camps and Early Intervention
- **School ATS number:**
Enter the School ATS Number, which is the combined district number and school location number, e.g., 01Q125.: **[for schools only]**.
- **Specify group/organization:**
If your group/network is not listed, please choose "Other". Next, the "Specify 'Other' group/organization" field will appear where you will add group name.

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Carefully review your Facility Name and address. For facilities with multiple sites, the name should include the site's organization name and specific site name address.

- During registration and updates, each section is a separate step that will lock pending CIR approval. Please wait between each section for an email of approval from CIR.
- **CIR staff may contact you site for clarification and for additional information.**

SUNSHINE DAY CARE
Facility code: 10306N64


🏠 Facility Details
🚫 Contacts
Missing information
🚫 Consent Forms
Missing information

Facility name SUNSHINE DAY CARE	Facility address 100 SUNSHINE STREET, STATEN ISLAND, NY - 10304	Borough STATEN ISLAND	Facility phone number (718) 400-1234
Facility fax number (718) 400-1234	Facility email eli@sunshine.nyc.gov	Funding source ⓘ Private	What age group does your facility primarily serve? (Age Served) ⓘ Pediatric: 0 through 18
Facility type ⓘ School	Facility sub-type Child Care	School ATS number 99N999	School district number 99
Administering immunizations in NYC? ⓘ No	Would you like to participate in the federal Vaccines for Children (VFC) program? ⓘ No		

CLOSE
✎ EDIT

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Adding Registrant Information

After the Facility Details are saved, a screen will pop open. The **Registrant** (person filling out the initial registration) will receive the registration confirmation by email. In your facility or organization, the Registrant should be the key contact or liaison between the CIR and the facility site. The Registrant may also be the principal, director, owner or CEO. Additional contacts may be added later in the **CIR Facility Manager**, but only the Registrant and the provider-in-charge (if entered) will receive confirmation of the registration. Click on Tool tips  for additional instructions and definitions.

Answer all questions and then click SAVE & CONTINUE.

- 1 You will be prompted to choose if you are a provider or contact.
- 2 If you chose 'Contact', select Primary contact if you are the main contact for CIR. See instructions below, if you are a provider.
- 3 Select '☐ **Copy facility information**' if the address and phone number are the same as previously entered in the facility details. If the information is different, manually complete the information.
- 4 Answer all required questions, as noted by the *, then click **SAVE & CONTINUE**.
- 5 If you are a 'Provider', overseeing a non-immunizing site, an additional box will appear. Enter your individual provider NPI number and click VERIFY. Click CONTINUE to copy the NPI Registry information or CANCEL.

Facility NPI number 

1234567890


×

SEARCH

Information may be edited later.

- 6 Enter the NYS medical license number and medical license type (not shown).
Non-immunizing facilities, such as schools, will not enter a NYS medical license number or license type.

Add registrant information

 You must be a Provider or Contact within this facility before you proceed. (If you are a licensed health care provider, select Provider. If you are not a licensed health care provider, select Contact. Non-immunizing schools can add only Contacts.)


Enter work information; do not submit personal home address information. Do not use a general email address, such as frontend@practice.com.


Facility name
NONIMMTEST


Facility phone number
(222) 222-2222

Facility address
456 ABC, New York, NY - 10000

Are you a provider or contact within this facility? *

☐ Provider ☒ Contact 

☐ Copy facility information 

☐ Primary contact 

Contact first name *


Sh

Contact middle name

Enter

Contact last name *

Hu

Role * 

Select...

Required

Title

Enter

Email *

shu

Office phone number *

() - - Ext

Cell phone number

() - -

Fax number

Address line 1 *

Address line 2

Zip code *

CANCEL

CLEAR

SAVE & CONTINUE

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Non-Immunizing Facility with a Provider

- Three tabbed sections will be saved if your non-immunizing facility has a provider

SUNSHINE DAY CARE
Facility code: **10306N64**

Facility Details

Provider

Contacts

Facility name SUNSHINE DAY CARE	Facility address 100 SUNSHINE STREET, STATEN ISLAND, NY - 10304	Borough STATEN ISLAND	Facility phone number (718) 400-1234
Facility fax number (718) 400-1234	Facility email sunshinedaycare@gmail.com	Funding source ⓘ Private	What age group does your facility primarily serve? (Age Served) ⓘ Pediatric: 0 through 18
Facility type ⓘ School	Facility sub-type Child Care	School ATS number 99N999	School district number 99
Administering immunizations in NYC? ⓘ No	Would you like to participate in the federal Vaccines for Children (VFC) program? ⓘ No		

CLOSE
EDIT

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Non-Immunizing Facility without a Provider

- You will see two tabbed sections if your facility does not have a provider

BOOKS DAY CARE

Facility code: 10036N00

Facility Details

Contacts

Facility name

BOOKS DAY CARE

Facility address

100 READ STREET, STATEN ISLAND, NY - 10304

Borough

STATEN ISLAND

Facility phone number

(718) 400-1342

Facility fax number

(718) 400-1234

Facility email

booktest@gmail.com

Funding source ⓘ

Public

What age group does your facility primarily serve? (Age Served) ⓘ

Pediatric: 0 through 18

Facility type ⓘ

School

Facility sub-type

Child Care

School ATS number

99N999

School district number

99

Administering immunizations in NYC? ⓘ

No

Would you like to participate in the federal Vaccines for Children (VFC) program? ⓘ

No

CLOSE

EDIT

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Adding Contacts

- You must add at least two contacts for non-immunizing facilities (school, daycares)
- One out of the two contacts must be the principal/director/CEO/owner of the facility
- The second contact should be at least one staff person, such as, the pupil accountant secretary
- Enter your work information; do not submit your home address or personal contact information.
- Please see the section in this document on [Online Registry Site Security Administrator \(SSA\) Designation.](#)

Facility Details

Contacts

Missing information

Consent Forms

Missing information




Enter Contact information and click on "Save Entry" after each addition. All changes will be saved only when the Submit button is clicked on. **At least two Contacts are required for non-immunizing facilities such as schools and day care programs. The Principal/Director/CEO/Owner information should be added as the primary contact and at least one staff, such as the pupil accountant secretary, added as a second contact.**

If you are updating your facility information, as a reminder, please also update your Online Registry accounts. Every facility must designate one Online Registry Site Security Administrator (SSA) if Online Registry access is needed. The SSA chosen can be either the provider or other staff responsible for managing OR user accounts.

Any contacts listed below who are no longer employed by this facility should be deleted immediately.

Enter work information; do not submit your personal home address information. Do not use a general email address, such as `frontdesk@practicename.com`.

At least two Contacts are required for non-immunizing facilities such as schools and day care programs. The Principal/Director/CEO/Owner information should be added as the primary contact and at least one staff, such as the pupil accountant secretary, added as a second contact.

Primary	Registrant	OR SSA	Contact name	Role	Title	Email	
>	✓	✓	Emily Test	ADMINISTRATIVE	Principal	eliang1@health.nyc.gov	  

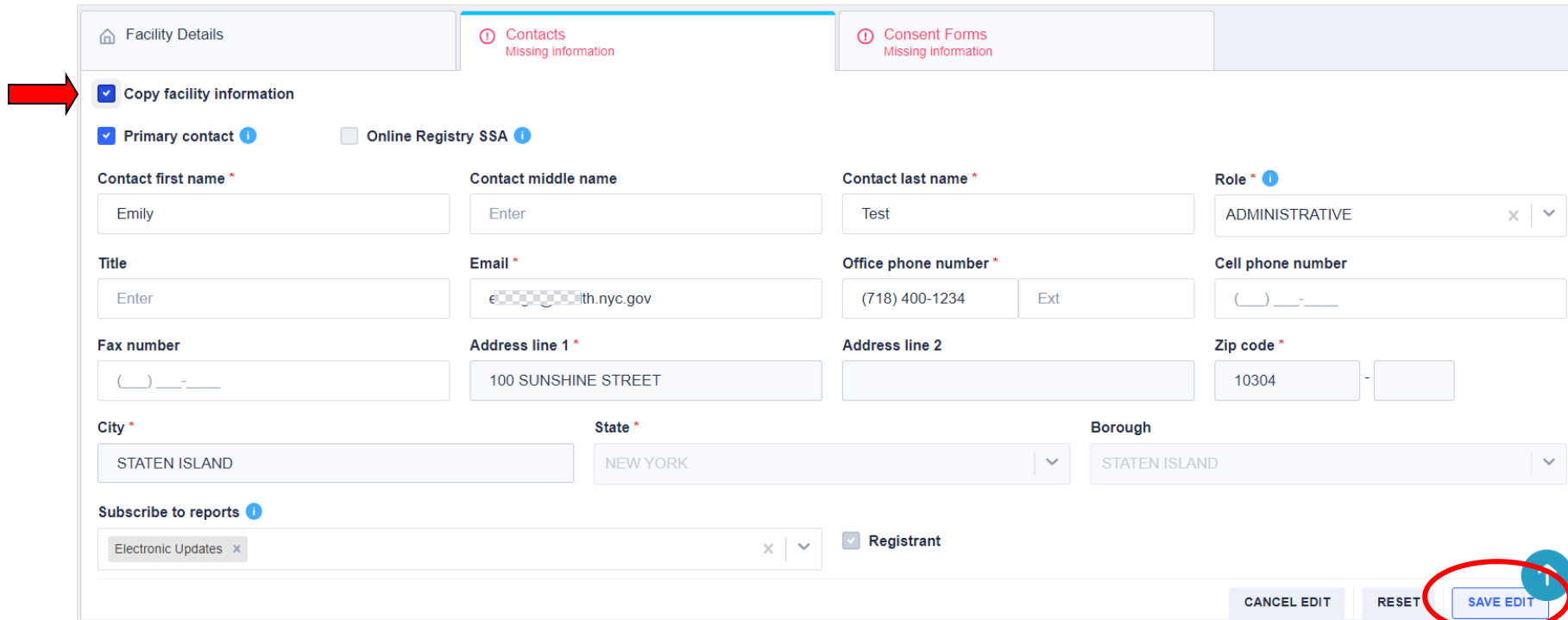
Add Contact

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

To add a contact(s), complete all fields in the Contact Details screen

Sites that do not have a Provider-in-Charge, such as Schools, Day Cares are required to add at least one additional contact that is the Principal, Assistant Principal, CEO or Director of the organization. **Enter your work information; do not submit your home address or personal contact information.**

- When finished, click **Save Edit**
- Select '☐ **Copy facility information**' if the address and phone number are the same as previously entered in the facility details. If the information is different, manually complete the information.



Facility Details | **Contacts** Missing information | Consent Forms Missing information

☒ Copy facility information

☒ Primary contact ⓘ ☐ Online Registry SSA ⓘ

Contact first name *
 Emily

Contact middle name
 Enter

Contact last name *
 Test

Role * ⓘ
 ADMINISTRATIVE

Title
 Enter

Email *
 e[redacted]th.nyc.gov

Office phone number *
 (718) 400-1234 Ext

Cell phone number
 () - - - -

Fax number
 () - - - -

Address line 1 *
 100 SUNSHINE STREET

Address line 2

Zip code *
 10304 -

City *
 STATEN ISLAND

State *
 NEW YORK

Borough
 STATEN ISLAND

Subscribe to reports ⓘ
 Electronic Updates x

☒ Registrant

CANCEL EDIT | RESET | **SAVE EDIT** ⓘ

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry Site Security Administrator (SSA) Designation

To access the Online Registry (OR), each health care facility, private practice or organization designates a **Site Security Administrator (SSA)**, also referred to as the **User Manager** of the facility or site. The facility registration process will allow your site to set up an SSA account for the designated Site Security Administrator, who can then set up and manage additional user accounts for staff members at this site. SSA's who are not the supervising physician, need to register under the license number of a supervising physician, pharmacist, physician assistant, or nurse practitioner. Sites that do not have a Provider-in-Charge, such as schools, day cares are required to add at least one contact that is the Principal, Assistant Principal, CEO or Director of the organization. Only one Provider or Contact within the facility can be designated at a time as the SSA. Please discuss with your team who will be designated as SSA before you start a facility registration.

Follow one of the three sets of next steps for the registration and SSA designation processes according to your role with the CIR:

When adding **Provider** or **Contact information** check the box near the top of the screen to designate the desired individual as the SSA:



Do not submit your personal home email address information or use a general email address, such as "frontdesk@practicename.com". An email account should be an individual's and not a shared account, and should be accessible by the individual.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Follow the next steps for the registration and SSA designation processes according to your role with the CIR:

Example 1: Registrant and Primary Contact are the same and the designated SSA will be a different staff person.

- The Primary Contact who is also the Registrant is shown completed in the collapsed first row. Review the green check marks that your choices were recorded as intended, shown below.
- The second contact who is designated as the SSA is shown in the expanded data entry form. Note the SSA box is checked ☒ **Online Registry SSA** ⓘ to indicate the designation.
- Click **SAVE ENTRY** when done, then click **SUBMIT**, shown on next page

[Facility Details](#)

① Contacts
Missing information

① Consent Forms
Missing information

> ✓ ✓

Emily Test

ADMINISTRATIVE

Principal

eliang1@health.nyc.gov

✎ 🗑 ↶

☒ Copy facility information

☐ Primary contact ⓘ

☒ Online Registry SSA ⓘ

Contact first name *

Contact middle name

Contact last name *

Role * ⓘ

ADMINISTRATIVE
✕ | ▼

Title

Email *

Office phone number *

Cell phone number

Fax number

Address line 1 *

Address line 2

Zip code *

City *

State *

NEW YORK
▼

Borough

STATEN ISLAND
▼

Subscribe to reports ⓘ



Electronic Updates
✕ | ▼

CANCEL

RESET

SAVE ENTRY

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- The system will prompt you to go back to choose the SSA. Be sure to go back to check the boxes: ☒ Online Registry SSA  and ☒ Online Registry SSA 
- Click **SUBMIT**.

1 new contact has been added to the grid

Primary	Registrant	OR SSA	Contact name	Role	Title	Email	
>	✓	✓	Emily Test	ADMINISTRATIVE	Principal	eli_...@nyc.gov	  
* >		✓	Em Dohrest	ADMINISTRATIVE	Assistant Principal	en_...@gmail.com	 

[+ Add Contact](#)

SUBMIT

All changes made to this screen will be saved only when the Submit button is clicked on

At least two Contacts are required for non-immunizing facilities and at least one of the contacts added must be a Primary Contact.

- Prompt directs registrant to go back to choose an SSA if it was not completed:

[+ Add Contact](#)

Assign a Contact as the Online Registry SSA. (Every non-immunizing school should have one Contact designated as the Online Registry SSA)


[PREVIOUS](#)
[CLOSE](#)
[SUBMIT](#)


Please recheck the information entered in each section before clicking Submit.


- Next, respond to the CIR action emails and approval email.

Note: After submitting the Contacts you will not be able to edit further. You may contact CIR if you have any questions at cir-reset@health.nyc.gov.

[Facility Details](#)

 **Contacts**
Missing information

 **Consent Forms**
Missing signatures

 Information on this screen cannot be edited until Site Security Administrator (SSA) consent forms are signed and the previous edits submitted on 8/17/2023, 1:54:58 PM by **Emily Liang** have been reviewed by CIR staff. For additional assistance, please contact the Citywide Immunization Registry (CIR) at cir@health.nyc.gov.

[VIEW EDITS SUBMITTED](#)

Primary	Registrant	OR SSA	Contact name	Role	Title	Email
>	✓		Emily Test	ADMINISTRATIVE	Principal	eli_...@nyc.gov
>			Em Dohrest	ADMINISTRATIVE	Assistant Principal	em_...@gmail.com

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- **Additional Examples of SSA designation according to your role with the CIR:**

Example 2: One contact is the primary, registrant and SSA. Review the green check marks that your choices were recorded as intended.

SUNSHINE DAY CARE
Facility code: 10306N64

[Facility Details](#)

[Contacts](#)

[Consent Forms](#)

Primary	Registrant	OR SSA	Contact name	Role	Title	Email
> ✓	✓	✓	Emily Test	ADMINISTRATIVE	Principal	elia[redacted]yc.gov
>			Em Dohstest	ADMINISTRATIVE	Assistant Principal	em[redacted]@gmail.com

Example 3: One contact is the primary contact and the other contact is the registrant and SSA

[Facility Details](#)

[Contacts](#)

[Consent Forms](#)

Primary	Registrant	OR SSA	Contact name	Role	Title	Email
> ✓			Em Dohstest	ADMINISTRATIVE	Assistant Principal	en[redacted]t@gmail.com
>	✓	✓	Emily Test	ADMINISTRATIVE	Principal	@health.nyc.gov

Example 4: The registrant and SSA contact is the same and the primary contact is different

[Facility Details](#)

[Contacts](#)

[Consent Forms](#)
Missing signatures

Information on this screen cannot be edited until Site Security Administrator (SSA) consent forms are signed and the previous edits submitted on 8/17/2023, 2:21:42 PM by **Emily Liang** have been reviewed by CIR staff.
 For additional assistance, please contact the Citywide Immunization Registry (CIR) at cir@health.nyc.gov.

[VIEW EDITS SUBMITTED](#)

Primary	Registrant	OR SSA	Contact name	Role	Title	Email
>	✓	✓	Emily Test	ADMINISTRATIVE	Principal	elik[redacted]yc.gov
> ✓			Em Dohstest	ADMINISTRATIVE	Assistant Principal	em[redacted]@gmail.com

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Example 5: The primary and SSA contact are the same and the registrant is different

Facility Details

Contacts

Consent Forms

>	Primary	Registrant	OR SSA	Contact name	Role	Title	Email
>	✓			Emily Test	ADMINISTRATIVE	Principal	eliz[redacted]yc.gov
>	✓		✓	Em Dohstest	ADMINISTRATIVE	Assistant Principal	em[redacted]@gmail.com

CLOSE
EDIT

Example 6: All three contacts are different

Facility Details

Contacts

Consent Forms

>	Primary	Registrant	OR SSA	Contact name	Role	Title	Email
>	✓			Emilytest Test	ADMINISTRATIVE	Admin Assistant	emily[redacted]gmail.com
>		✓		Emily Test	ADMINISTRATIVE	Principal	elian[redacted].gov
>			✓	Em Dohstest	ADMINISTRATIVE	Assistant Principal	emily[redacted]gmail.com

CLOSE
EDIT

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

After completing the appropriate SSA designation steps:

- Confirm the SSA designation of the staff person by checking the box that pops up
- Check on receiving the email agreement to your team's SSA designation, while the second contact receives a notification
- Complete the, 'Enter your email address for verification' field,
- Wait to receive CIR email of Online Registry SSA Account Approval
- Read and click **I Agree** to the SSA Designation Agreement when prompted.

Agreement

'I, **DEMO ZHANG**, have read and understand the above statement and instructions. I agree to keep strictly confidential all Confidential Information I receive from the records of the Department of Health and Mental Hygiene Online Registry in the course of my employment at **DEMO MEDICAL PC TEST**. I understand fully the consequences to me if I disclose Confidential Information without necessary authorization. I have discussed, and will continue to discuss, with the Department of Health and Mental Hygiene Online Registry Security Administrator any questions I have about what is confidential or to whom I may disclose Confidential Information.'

Primary provider name: Emily Doctor Demo

Enter your email address for verification *

emily [redacted] d@gmail.com

☒ **I Agree**

Select radio button to agree to comply with the terms and conditions of the SSA Agreement and accept the Online Registry SSA Designation for

Facility name: DEMO MEDICAL PC TEST
Facility address: 100 MEDICAL STREET, BROOKLYN, NY - 11201
Facility phone number: (212) 100-1234
Facility fax number: (646) 661-2999
Facility email: [emi \[redacted\] r@gmail.com](#)

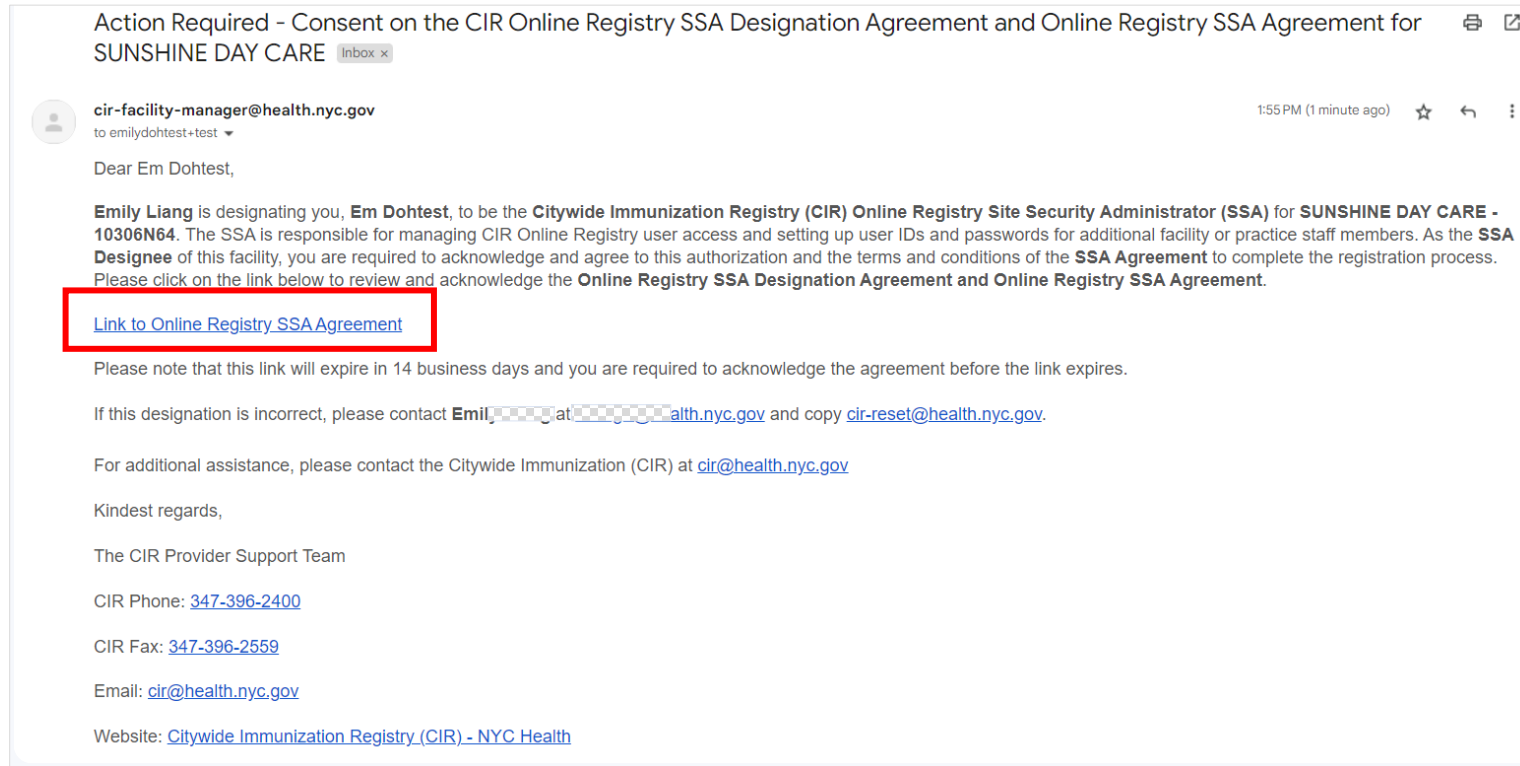
☐ **I Reject the designation**

Select radio button to reject your designation as the Online Registry Site Security Administrator (SSA) for your facility. A Reason for rejection text box will be displayed on selection of this radio button.

CONFIRM

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

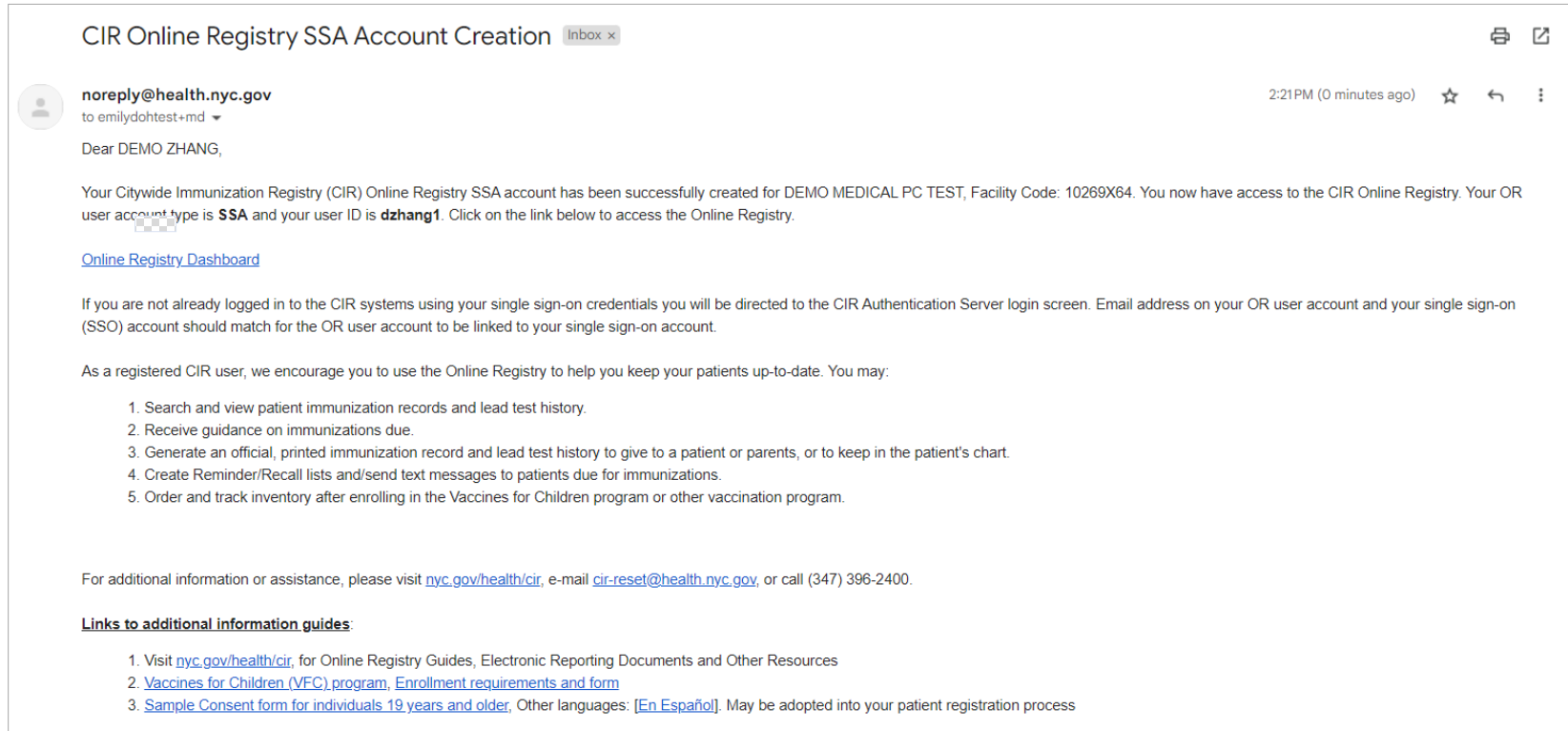
Action Required on Consent to the Online Registry SSA Designation Agreement and link to OR SSA Agreement for E-signature



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Receiving CIR Email of Online Registry SSA Account Approval

- The email confirmation you will receive once your Site Security Administrator has been approved by CIR and successfully created is shown below
- Click on the **Online Registry Dashboard** link to start accessing your site(s) you are linked to with your email.



All users will be presented with the [CIR Acceptable Use Policy User Agreement](#) during the user account set up.

The next pages show detailed screens of the SSA Designation process.

- Go to the section **NEW! Online Registry Welcome, Consent and Log in screen** to learn about the Online Registry dashboard, linking accounts, the new OR Welcome screen and Consent to log-in screen.
- Go to the section **Site Security Administrator (SSA) -User Manager -How to Set Up Additional Users- Key Steps** to learn about managing additional User account at your site.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry SSA Designation Agreement

- A pop-up screen and email will be generated after the site security administrator has been designated.
- Click **I Agree** to confirm the terms and conditions of the site security administrator agreement. Click **CONTINUE**.

Online Registry SSA Designation Agreement

 To access the Online Registry (OR), each health care facility or private practice designates a Site Security Administrator (SSA, also referred to as the User Manager) for the Online Registry application. The CIR creates an SSA account for the Security Administrator, who can then set up additional OR user accounts for staff members at this site. SSA's who are not the supervising physician need to register under the license number of a supervising physician, pharmacist, physician assistant, or nurse practitioner. Only one Provider or Contact within the facility can be designated as the SSA.

I hereby designate **Em Dohntest**, as Online Registry Site Security Administrator (SSA) for
 Facility: **SUNSHINE DAY CARE**
 Facility Address: **100 SUNSHINE STREET, STATEN ISLAND, NY - 10304**
 Facility Phone: **(718) 400-1234**
 Facility Fax: **(718) 400-1234**
 Facility Email: **eliang1@health.nyc.gov**

 ☐ **I Agree ***

Select checkbox to authorize designee as the Online Registry Site Security Administrator (SSA) for your facility

CANCEL
CONTINUE

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- **Example Site Administrator Designation Agreement Email:**

Agreement

"I, **Em Dohstest**, have read and understand the above statement and instructions. I agree to keep strictly confidential all Confidential Information I receive from the records of the Department of Health and Mental Hygiene Online Registry in the course of my employment at **SUNSHINE DAY CARE**. I understand fully the consequences to me if I disclose Confidential Information without necessary authorization. I have discussed, and will continue to discuss, with the Department of Health and Mental Hygiene Online Registry Security Administrator any questions I have about what is confidential or to whom I may disclose Confidential Information."

Primary contact: / Liang

Enter your email address for verification *

er@gmail.com

☒ I Agree

Select radio button to agree to comply with the terms and conditions of the SSA Agreement and accept the Online Registry SSA Designation for

Facility name: SUNSHINE DAY CARE
Facility address: 100 SUNSHINE STREET, STATEN ISLAND, NY - 10304
Facility phone number: (718) 400-1234
Facility fax number: (718) 400-1234
Facility email: er@gmail.com nyc.gov

☐ I Reject the designation

Select radio button to reject your designation as the Online Registry Site Security Administrator (SSA) for your facility. A Reason for rejection text box will be displayed on selection of this radio button.

CONFIRM

- Once the SSA reads the **Confidentiality Agreement**, select **I Agree** and click **Confirm**
- Once the agreement has been completed and confirmed you will receive a submission confirmation.

Action confirmed

Thank you for reviewing and taking action on the OR SSA Designation agreement on **8/17/2023, 1:59:39 PM**. Your facility will be notified of the action you have taken.



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry Site Security Administrator Designation and Site Security Administrator Agreement

Online Registry SSA Designation and SSA Agreement

Please read this statement carefully. Make sure that you ask your Department of Health and Mental Hygiene ("DOHMH") Immunization Registry Security Administrator for clarification about anything you don't understand, then sign the Agreement. Refusal to sign the Agreement will result in immediate denial of access to Department of Health and Mental Hygiene records. By signing this Agreement, you agree as authorized user ("Authorized User") to comply with the terms of this Agreement when accessing DOHMH Online Registry ("Online Registry").

As Authorized User, you will have access to DOHMH medical and personally identifying records in the Online Registry and you are required by law to safeguard the confidentiality of these records (the "Confidential Information"). Unauthorized disclosure of Confidential Information is a violation of New York City Health Code Section 11.11 and state law, subject to civil and/or criminal prosecution, penalties, forfeitures and legal action. See Section 558(e) of the City Charter and Section 3.11 of the New York City Health Code. You must continue to comply with the confidentiality requirements of this Agreement after you are no longer employed by the facility or health care provider ("Facility") on behalf of which you access the Online Registry. You further agree that you are authorized by Facility to access the Online Registry as the Site Security Administrator ("Site Security Administrator") for Facility. In the course of accessing an immunization or lead test record, or adding an immunization to the Online Registry, Authorized User MAY NOT:

- a. Examine or read any document or computer record from the Online Registry containing Confidential Information, except on a "Need to Know" basis; that is, if required to do so in the course of official duties.
- b. Remove from a job site or copy any document or computer record containing Confidential Information unless authorized to do so, and if required in the course of official duties.
- c. Discuss the content of documents containing Confidential Information examined with any person unless both persons have authorization to do so.
- d. Discriminate, abuse or take any adverse action with respect to a person to whom the Confidential Information pertains.
- e. Create and distribute usernames and passwords for unauthorized users.
- f. Reveal or share individual personal computer access identification or passwords with other persons, even if such persons are also authorized to have computer access.
- g. Compile any aggregate data or statistics from the program database except as authorized by the director of the Immunization Registry and/or Lead Poisoning Prevention Program.
- h. Contact a person who is the subject of any DOHMH record except on official business, in the course of official duties.
- i. Degrade, destroy, or interfere with the integrity of any Confidential Information or any other information in the Online Registry.
- j. Transmit or upload to the Online Registry any false or misleading information.
- k. Interfere with the security of the Online Registry, including but not limited to, uploading or transferring to the Online Registry any malware, ransomware, spyware, or other malicious software.

The above restrictions apply to screen displays, data in electronic form, and printed data. Any printed patient record shall be treated as Confidential Information.

Online Registry SSA System Security Measures

- The security of the Online Registry is of the highest priority. System security is essential for the effective and efficient operation of the system. It is the responsibility of the Site Security Administrator (and authorized users) to maintain the highest possible degree of system security. If a security problem is discovered, it should be reported by telephone to the Department of Health and Mental Hygiene Online Registry Security Administrator immediately.
- Promptly inactivate accounts for staff that have left employment or a location.
- If there is any reason to believe that someone has obtained unauthorized access to the OR, it is the responsibility of the Site Security Administrator to immediately notify the Department of Health and Mental Hygiene Online Registry Security Administrator.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Copies of Completed SSA Agreements

- Immunizing facilities will have two SSA agreements shown as Complete.

Facility Details	Contacts	Consent Forms
----------------------------------	--------------------------	-------------------------------

Online Registry Site Security Administrator (SSA) Designation Agreement	Status ✓ Complete ▾
Online Registry Site Security Administrator (SSA) Agreement	Status ✓ Complete ▾


[CLOSE](#)

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Changing Site Security Administrator (SSA)

- If the SSA needs to be changed you must indicate a reason for the change and then click **Continue**

Online Registry SSA Validation

 You have selected the Online Registry SSA checkbox for this provider. Note: Only one provider or contact within the facility can be designated as the Online Registry SSA. An email notification will be sent to the (a) Primary Provider, (b) user who previously authorized the SSA designation, and (c) previously designated SSA to notify them of the change submitted.

Emily Test who was previously added as the Online Registry SSA will no longer be assigned as the Online Registry SSA and their Online Registry SSA account will be changed to a Normal account if you proceed to add Em Dohstest as the Online Registry SSA. If the previous SSA - Emily Test needs to be deactivated you must manually delete the Provider/Contact.

Reason for new SSA designation *

Enter

Click Continue to proceed with the new SSA Designation.
Click Cancel to keep the previously designated SSA.

CANCEL
CONTINUE

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities


Submitting Your Registration

Before submitting, check to make sure all information entered is accurate across all registration screens. The application will not allow you to submit your registration if there are any incomplete required fields, as noted by the *. Once everything is complete, click **SUBMIT**.

NOTE: If your registration is locked for CIR review and you need to make additional edits, you may contact cir@health.nyc.gov. CIR will reject the submission so you may continue to make changes.

If you need to make changes after you submitted SSA designation agreements, but before CIR approval, you may click on the **EDIT** button that appears on the upper right corner.

Facility Registration (Please complete all sections below to submit registration)

 This registration has been submitted and cannot be edited until CIR completes the review process. For further assistance please contact the CIR Provider Support Team:
 CIR Phone: (347) 396-2400
 CIR Fax: (347) 396-2559
 Email: cir-facility-manager@health.nyc.gov
 Website: [Citywide Immunization Registry \(CIR\) - NYC Health](#)

Facility Details ✓ Section Complete

Contact Details ✓ Section Complete

Consent Forms ✓ Section Complete

Online Registry Site Security Administrator (SSA) Designation Agreement
Status: ✓ Complete

Online Registry Site Security Administrator (SSA) Agreement
Status: ✓ Complete

[CLOSE](#)

Facilities without Providers will have three completed sections: facility details, reporting details, and contact details:

Facility Registration (Please complete all sections below to submit registration)

Facility Details ✓ Section Complete

Reporting Details ✓ Section Complete

Provider Details ✓ Section Complete

Contact Details ✓ Section Complete

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Facility Registration Confirmation

A pop-up window will appear on your screen immediately following successful registration of your facility. See example below, left. You will also receive a confirmation email containing the same information. The confirmation email will be sent to the Registrant and the second contact. Please allow a few minutes for the email to reach your inbox. If you do not receive a confirmation email, you can contact CIR at cir@health.nyc.gov. Your registration will be reviewed and subject to approval by CIR.

Upon approval, you will receive a **Welcome** letter with your **Facility Code** by email within two business days with further instructions regarding access to the CIR. Visit the Resource links in the left navigations bar of the Facility Manager/Online Registry home page and www.nyc.gov/health/cir for more information.

Example of confirmation screen:

Confirmation

Registration for:
Facility: **ABC Test**
Facility Address: **100 Test Ave, New York, NY - 10001**
Facility Phone: **(212) 100-1234**
Facility Fax: **(212) 100-1234**
Facility Email: test@gmail.com

has been successfully submitted by **Emily** on **5/3/2022 at 4:04:17 PM.**
Your Registration ID is **R-7928066303078274048.**
The New York Citywide Immunization Registry (CIR) will contact you by email regarding your registration and **Facility Code**. For any inquiries on the status of your registration, please wait **two (2) business days** before contacting the CIR and be sure to provide your Registration ID.
Thank you for using CIR Facility Registration Site.
Kindest regards,
The CIR Provider Support Team
CIR Phone: (347) 396-2400
CIR Fax: (347) 396-2559
Email: cir-facility-manager@health.nyc.gov
Website: [Citywide Immunization Registry \(CIR\) - NYC Health](http://www.nyc.gov/health/cir)

A confirmation email has been sent to the Registrant, Primary Provider and CIR.
[Print this confirmation page for your record](#)
Warning: To secure your information, please close the browser after completing the registration.

OK

Example of confirmation email:

CIR Facility Registration Confirmation

cir@health.nyc.gov
Tue 5/3/2022 4:04 PM
To: Emily Lian

Registration for
Facility: **ABC Test**
Facility Address: **100 Test Ave, New York, NY, 10001**
Facility Phone: **2121001234 x**
Facility Fax: **2121001234**
Facility Email: **test@gmail.com**

has been successfully submitted by **Jane Doe** on **05-03-2022 at 4:04:17 PM.**
Your Registration ID is **R-7928066303078274048.**
The New York Citywide Immunization Registry (CIR) will contact you by email regarding your registration and **Facility Code**. For any inquiries on the status of your registration, please wait **two (2) business days** before contacting the CIR and be sure to provide your Registration ID.
Thank you for using CIR Facility Registration Site.
Kindest regards,
The CIR Provider Support Team
CIR Phone: 347-396-2400
CIR Fax: 347-396-2559
Email: cir@health.nyc.gov
Website: <http://www.nyc.gov/health/cir>

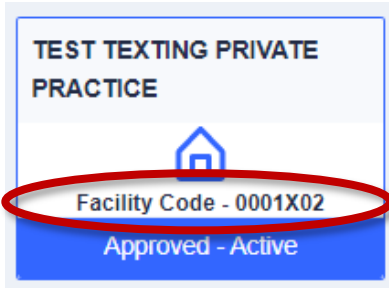
Reply Forward

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

How To Find Your Facility Code

To find your facility code, log in to your dashboard. Once logged in, you can see your facility code in multiple places. If you are unable to find your facility code, you can email cir@health.nyc.gov or call 347-396-2400.

→ In tile view:



→ In list view:

Home

+ START NEW CIR REGISTRATION

Q CIR FACILITY LOOKUP

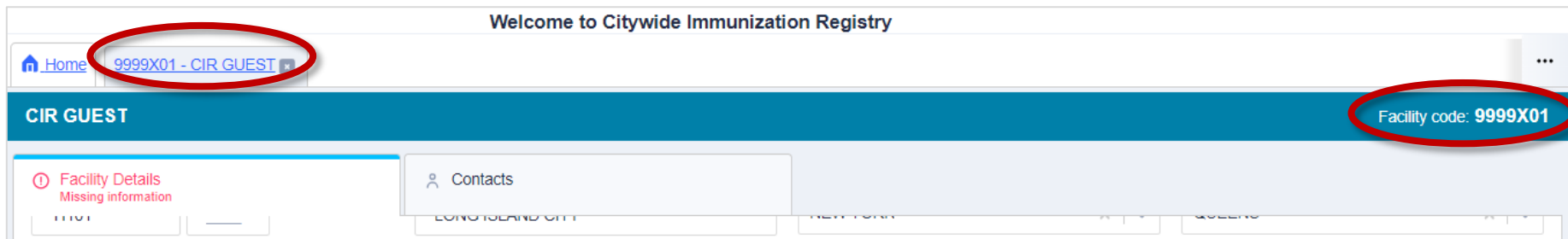
EXPORT

Filters

264 results

Facility name	Facility code	Registration status	Facility address	Last modified date	Last accessed date
> TEST TEXTING PRIVATE PRACTICE	0001X02	Approved - Active	2 LAFAYETTE ST, NEW YORK, NY - 10007	12/4/2020, 2:22:06 PM	<div>SELECT</div>

→ On top of an open tab:

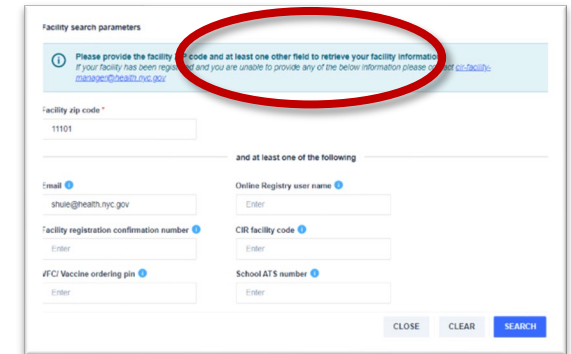


Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Updating Facility Information, CIR Facility Look Up

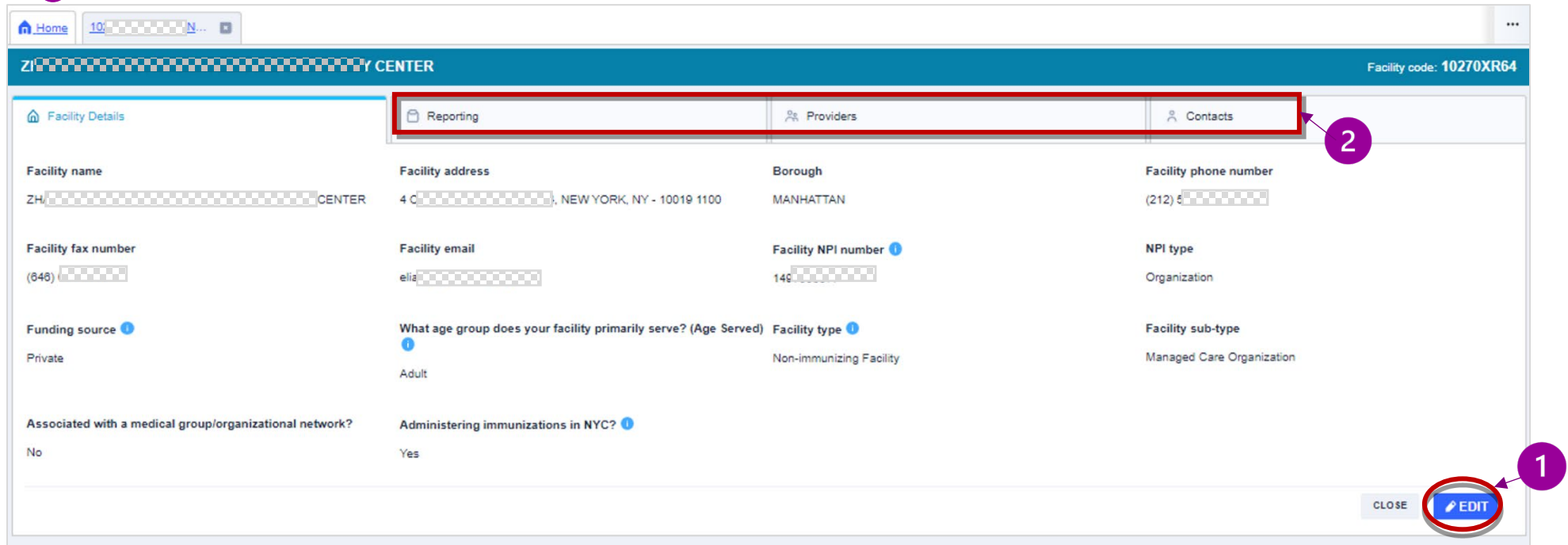
Log into your dashboard and click on the facility you wish to edit. (Edits can only be made to approved facilities. If your facility is still pending, edits are unable to be made). If your facility is not listed on your dashboard, click on **CIR FACILITY LOOKUP**, [CIR FACILITY LOOKUP], to start a search. To search you will need the Facility ZIP code and one of these values: **Email, Online Registry username, Facility registration confirmation number, CIR facility code, or School ATS number.**

Large facilities should assign one key staff person to be the liaison between the facility and CIR, and responsible for updating information in the CIR Facility Registration dashboard when necessary.



1 Click on **EDIT** [the EDIT (pencil) button] on the bottom right-hand corner of the screen to edit facility details.

2 To edit contact details, click on the corresponding tab, and then click **EDIT**.

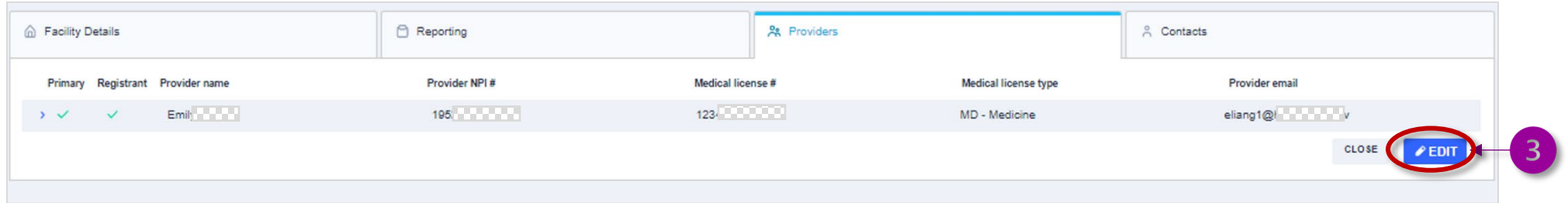


Some edits will require manual review by CIR. If you need to change the name and/or address of the facility, please send communication with informing CIR about the change, the reason and include your **Facility Code** to: cir@health.nyc.gov with the subject heading: **Change in facility name and/or address**. User accounts are associated with the Facility Code of the site's address and cannot be transferred..

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

NOTE: If your registration is locked for CIR review and you need to make additional edits, you may contact the cir@health.nyc.gov.

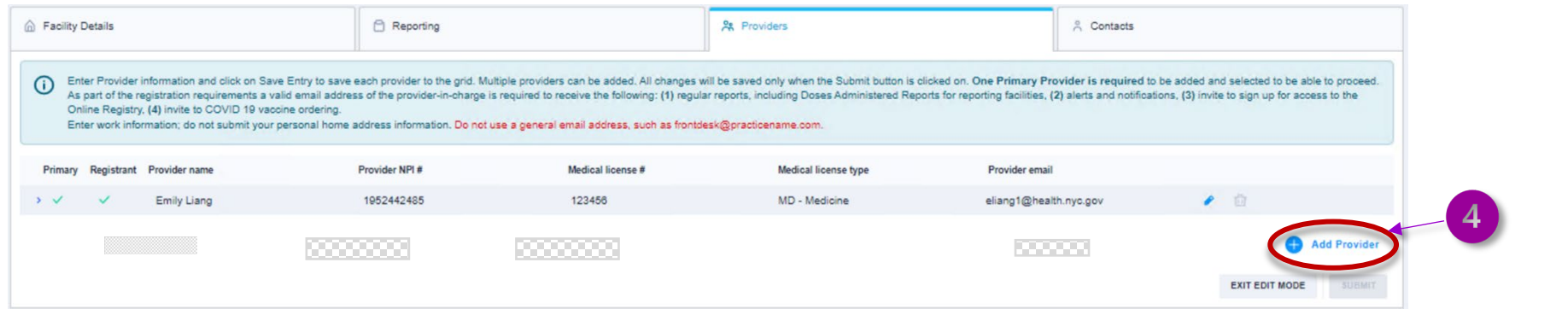
3 To edit a provider, click on **EDIT** to update information. To delete a contact, click on the trash can icon.



Primary	Registrant	Provider name	Provider NPI #	Medical license #	Medical license type	Provider email	
>	✓	✓	Emily	195	123	MD - Medicine	eliang1@health.nyc.gov
							CLOSE EDIT

To add a provider, click on **EDIT**, and then **+ Add Provider**. To delete a provider, click on the trash can icon.

4 If your facility is changing the provider-in-charge to a different provider, please send communication with a letterhead informing CIR about the change, the reason and include your **Facility Code** to: cir@health.nyc.gov with the subject heading: **Change in provider-in-charge**. The primary provider is also the default provider. If immunizations reported to CIR are missing the provider associated with the record, the default provider will be used for CIR reporting purposes.

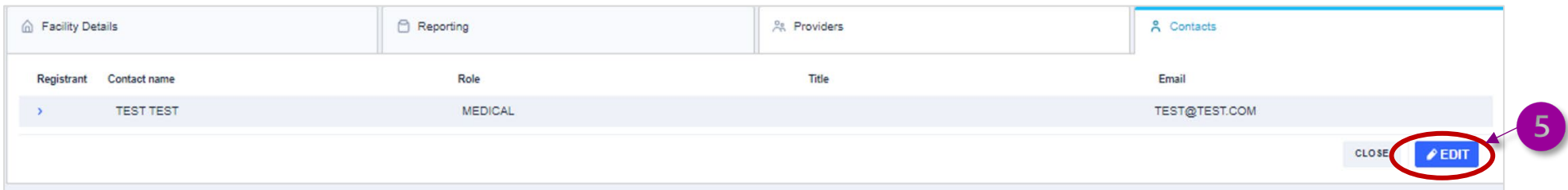


Enter Provider information and click on Save Entry to save each provider to the grid. Multiple providers can be added. All changes will be saved only when the Submit button is clicked on. One Primary Provider is required to be added and selected to be able to proceed.
 As part of the registration requirements a valid email address of the provider-in-charge is required to receive the following: (1) regular reports, including Doses Administered Reports for reporting facilities, (2) alerts and notifications, (3) invite to sign up for access to the Online Registry, (4) invite to COVID 19 vaccine ordering.
 Enter work information; do not submit your personal home address information. Do not use a general email address, such as frontdesk@practicename.com.

Primary	Registrant	Provider name	Provider NPI #	Medical license #	Medical license type	Provider email	
>	✓	✓	Emily Liang	1952442485	123456	MD - Medicine	eliang1@health.nyc.gov
							+ Add Provider

EXIT EDIT MODE SUBMIT

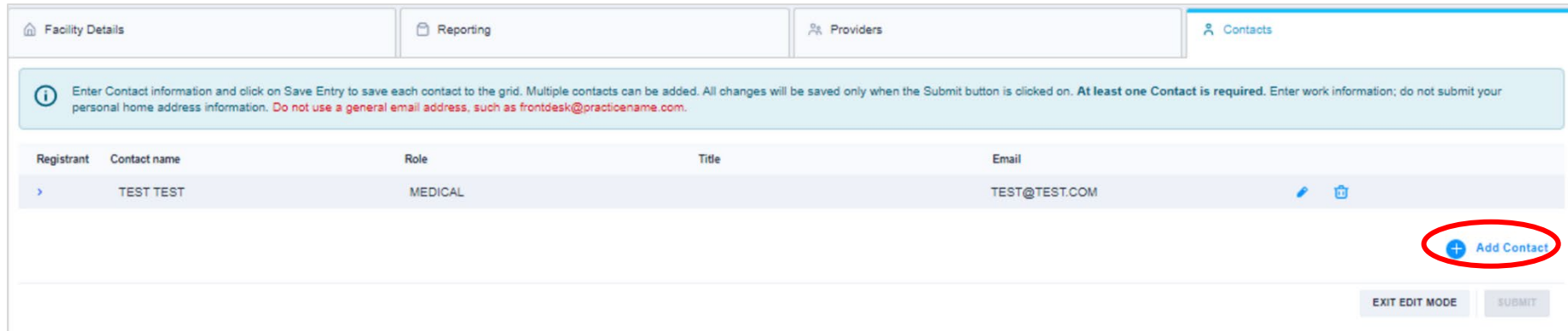
5 To edit a contact, click on **EDIT** to update information.



Registrant	Contact name	Role	Title	Email	
>	TEST TEST	MEDICAL		TEST@TEST.COM	CLOSE EDIT

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

6 To add a contact, click on **EDIT**, then **+ Add Contact**. To delete a contact, click on the trash can icon.



Facility Details | Reporting | Providers | **Contacts**

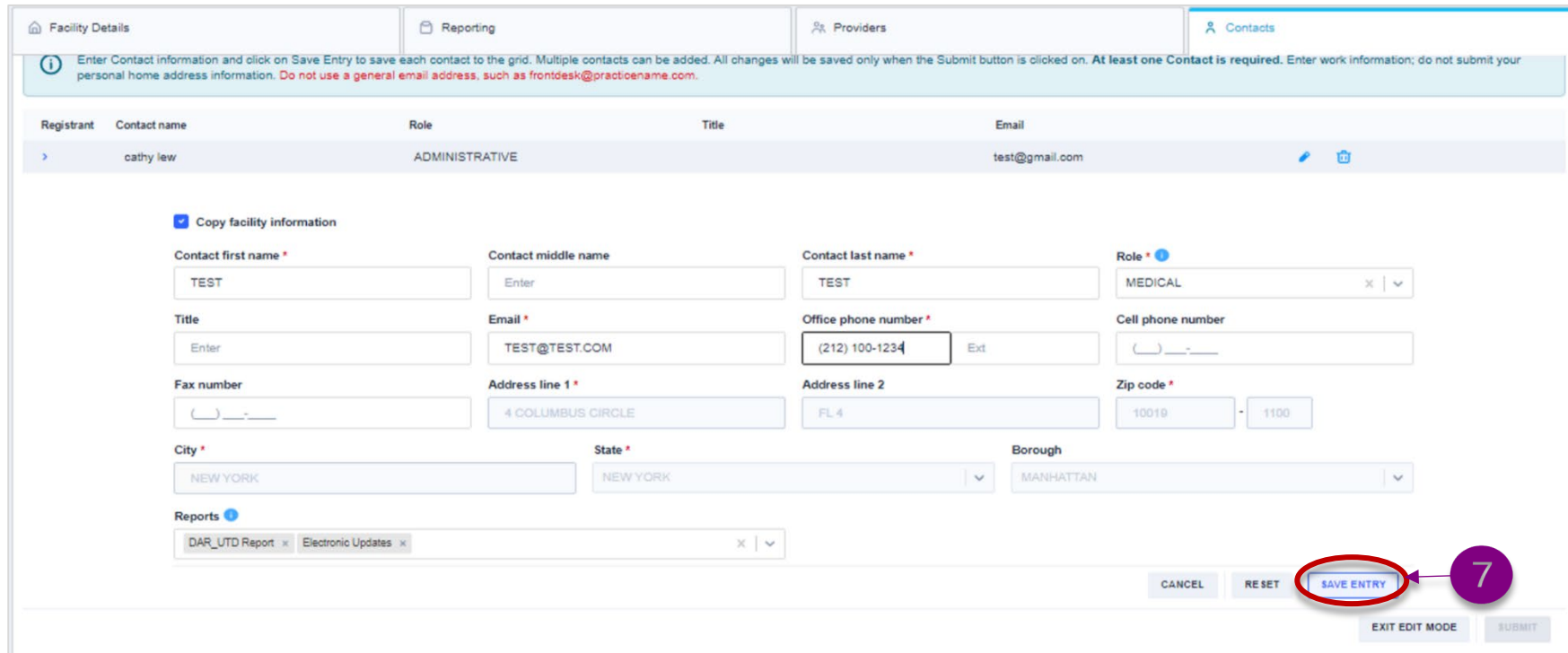
Enter Contact information and click on Save Entry to save each contact to the grid. Multiple contacts can be added. All changes will be saved only when the Submit button is clicked on. **At least one Contact is required.** Enter work information; do not submit your personal home address information. *Do not use a general email address, such as frontend@practice.com.*

Registrant	Contact name	Role	Title	Email	
>	TEST TEST	MEDICAL		TEST@TEST.COM	

+ Add Contact

EXIT EDIT MODE | SUBMIT

7 Click on **SAVE ENTRY** to save new contacts. For changes, save the edits.



Facility Details | Reporting | Providers | **Contacts**

Enter Contact information and click on Save Entry to save each contact to the grid. Multiple contacts can be added. All changes will be saved only when the Submit button is clicked on. **At least one Contact is required.** Enter work information; do not submit your personal home address information. *Do not use a general email address, such as frontend@practice.com.*

Registrant	Contact name	Role	Title	Email	
>	cathy lew	ADMINISTRATIVE		test@gmail.com	

☒ Copy facility information

Contact first name * Contact middle name Contact last name * Role *

Title Email * Office phone number * Ext Cell phone number

Fax number Address line 1 * Address line 2 Zip code * -

City * State * Borough

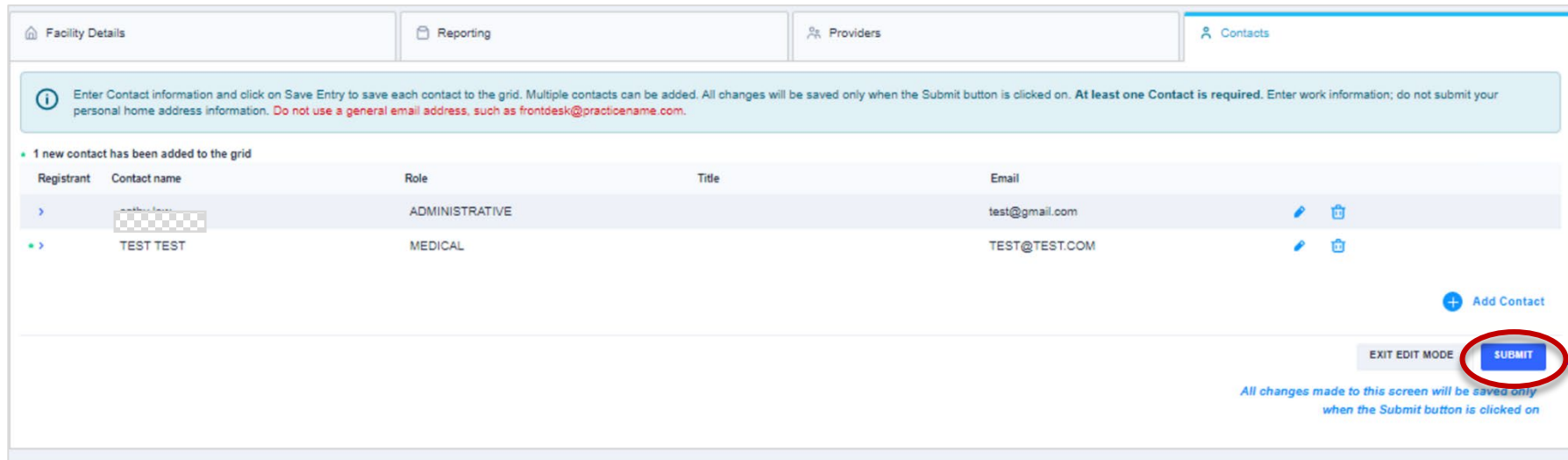
Reports

CANCEL | RESET | **SAVE ENTRY**

EXIT EDIT MODE | SUBMIT

8 Click **SUBMIT** to submit all changes


Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities



Facility Details | Reporting | Providers | **Contacts**

*Enter Contact information and click on Save Entry to save each contact to the grid. Multiple contacts can be added. All changes will be saved only when the Submit button is clicked on. **At least one Contact is required.** Enter work information; do not submit your personal home address information. Do not use a general email address, such as frontdesk@practicename.com.*

1 new contact has been added to the grid

Registrant	Contact name	Role	Title	Email
>		ADMINISTRATIVE		test@gmail.com
>	TEST TEST	MEDICAL		TEST@TEST.COM

+ Add Contact

EXIT EDIT MODE **SUBMIT**

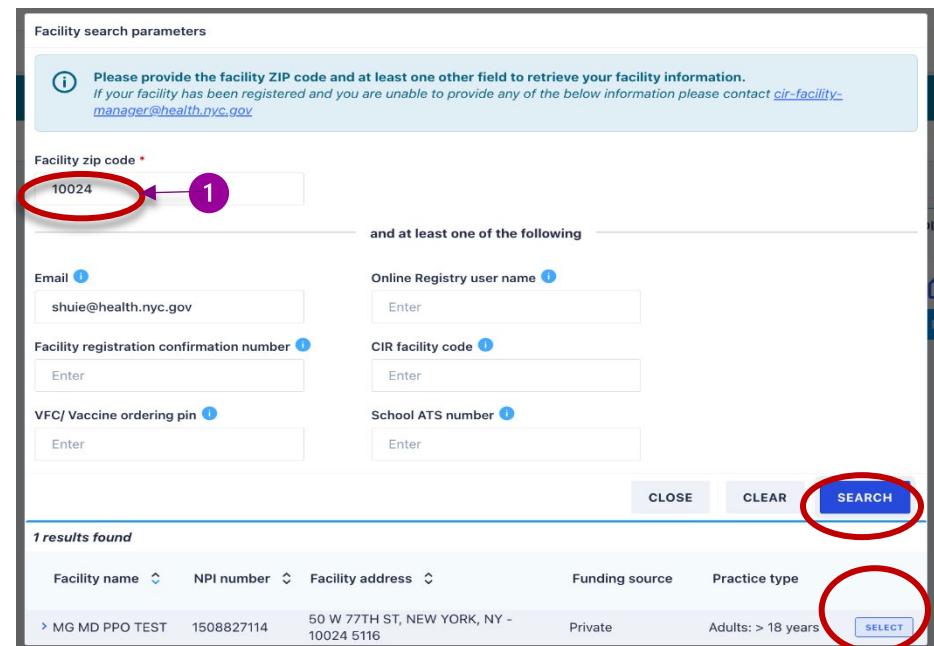
All changes made to this screen will be saved only when the Submit button is clicked on

Questions about updating your facility registration with CIR? Contact **CIR**: Email cir@health.nyc.gov or call 347-396-2400.

How to Add Additional Contacts

To add additional non-registrant users, on your CIR dashboard first click **CIR FACILITY LOOKUP**.

- 1 Enter the facility zip code and at least one other field, such as your email.
- 2 Click Search.
- 3 Once the facility is found, click Select in the results section.



Facility search parameters

Please provide the facility ZIP code and at least one other field to retrieve your facility information. If your facility has been registered and you are unable to provide any of the below information please contact cir-facility-manager@health.nyc.gov.

Facility zip code * **10024** **1**

and at least one of the following

Email **shuie@health.nyc.gov** Online Registry user name **Enter**

Facility registration confirmation number **Enter** CIR facility code **Enter**

VFC/ Vaccine ordering pin **Enter** School ATS number **Enter**

CLOSE CLEAR **SEARCH** **2**

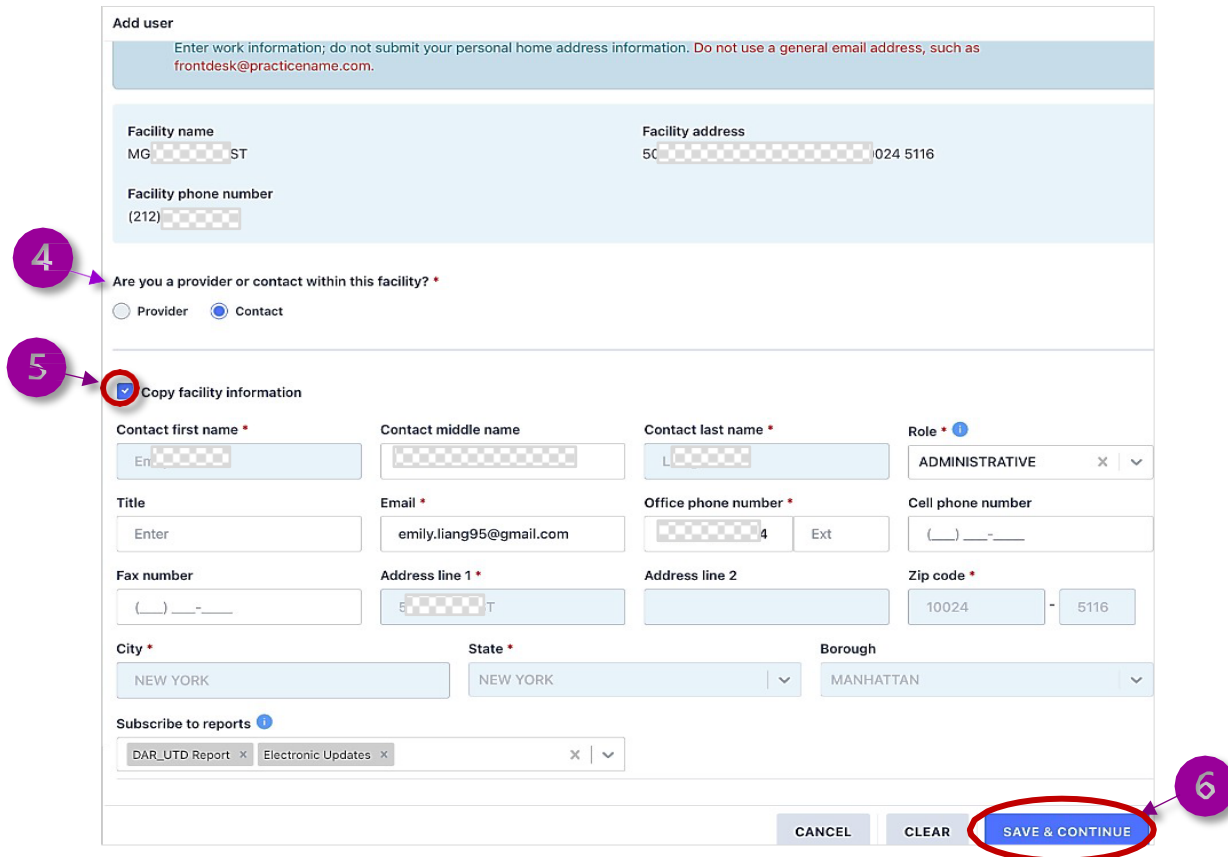
1 results found

Facility name	NPI number	Facility address	Funding source	Practice type
> MG MD PPO TEST	1508827114	50 W 77TH ST, NEW YORK, NY - 10024 5116	Private	Adults: > 18 years SELECT 3

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- 4 Choose if you are a provider or contact at the facility.
- 5 Select **'Copy facility information'** if the information is the same as previously entered in the facility details. If different, manually complete the information.
- 6 Answer all required questions, as noted by the *. Click **SAVE & CONTINUE** when all contacts have been added.

An email will be sent to the Registrant of the facility and the second contact of any additions.



The screenshot shows the 'Add user' form with the following fields and callouts:

- Callout 4:** Points to the question 'Are you a provider or contact within this facility? *' with radio buttons for 'Provider' and 'Contact'.
- Callout 5:** Points to the checkbox labeled 'Copy facility information'.
- Callout 6:** Points to the 'SAVE & CONTINUE' button at the bottom right of the form.

The form includes fields for Facility name, Facility address, Facility phone number, Contact first name, Contact middle name, Contact last name, Role (ADMINISTRATIVE), Title, Email (emily.liang95@gmail.com), Office phone number, Cell phone number, Fax number, Address line 1, Address line 2, Zip code (10024 - 5116), City (NEW YORK), State (NEW YORK), Borough (MANHATTAN), and a 'Subscribe to reports' section with checkboxes for 'DAR_UTD Report' and 'Electronic Updates'.

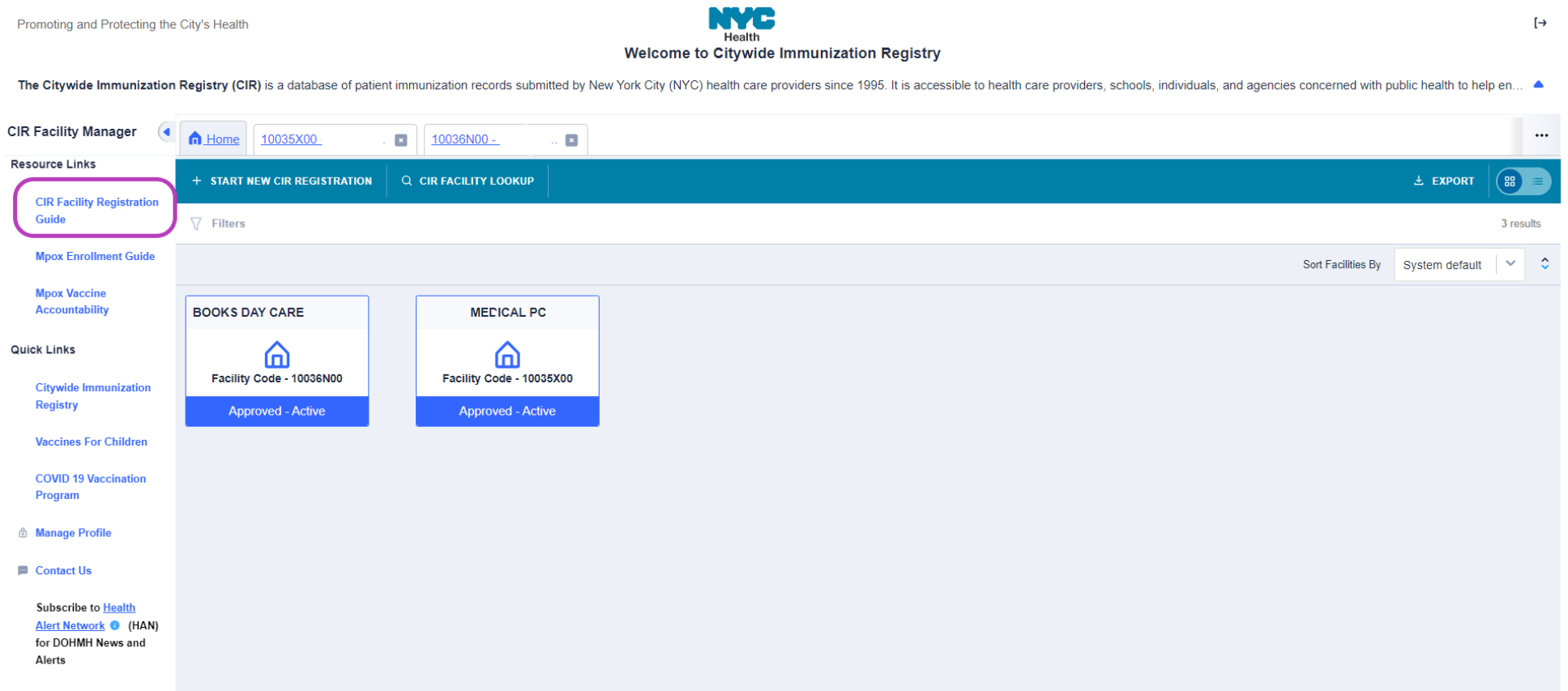
Adding new Provider-in-Charge

If your facility is adding a new provider-in-charge, replacing the previous provider, please send communication with a letterhead informing CIR about the change, the reason and include your **Facility Code** to: cir@health.nyc.gov with the subject heading: **Change in provider-in-charge**. No more than one provider-in-charge may be associated with a facility code at a time. The primary provider is also the default provider. If immunizations reported to CIR are missing the provider associated with the record, the default provider will be used for CIR reporting purposes.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Help

- If you need help with any step of the process the quick link to the **CIR Facility Registration Guide** is circled below:



Promoting and Protecting the City's Health

NYC Health
Welcome to Citywide Immunization Registry

The Citywide Immunization Registry (CIR) is a database of patient immunization records submitted by New York City (NYC) health care providers since 1995. It is accessible to health care providers, schools, individuals, and agencies concerned with public health to help en...

CIR Facility Manager

Resource Links

CIR Facility Registration Guide

Mpox Enrollment Guide

Mpox Vaccine Accountability

Quick Links

Citywide Immunization Registry

Vaccines For Children

COVID 19 Vaccination Program

Manage Profile

Contact Us

Subscribe to [Health Alert Network](#) (HAN) for DOHMH News and Alerts

+ START NEW CIR REGISTRATION



Q CIR FACILITY LOOKUP

EXPORT

Filters

Sort Facilities By System default

3 results

BOOKS DAY CARE	MEDICAL PC
 Facility Code - 10036N00 Approved - Active	 Facility Code - 10036X00 Approved - Active

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Single Sign-on (SSO) - Authentication

Single sign-on log in page

- All users must create a single sign-on account to access the Online Registry and the CIR Facility Manager
- Click **Register** to create your account
- If you already created a single sign-on account, enter your e-mail and password then click **Sign In**

CIR AUTHENTICATION SERVER

Sign in to your account



Please read carefully before proceeding:

You are viewing this message because all users must now register with the CIR Authentication Server to create a Single-Sign-on (SSO) account to access the CIR Online Registry and the CIR Facility Manager application even if you already have an Online Registry account.

- CIR Online Registry users: when creating your SSO account, the email address on your OR user account and your (SSO) account should match.
- You will have access to your individual Online Registry accounts linked to the same email address as long as the sites are affiliated.

Please email cir@health.nyc.gov with questions.

Email

Password

☐ Remember me

[Forgot Password?](#)

Sign In

New user? [Register](#)

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Single sign-on (SSO) account creation

- When you create your single sign-on the email address on your online registry user account and single sign-on account must match
- You will have access to all sites under the same umbrella code for which you have the same email address linked to your online registry accounts.
- After you filled out your information click **Register**

Register



Please read carefully before proceeding:

You are viewing this message because all users must now register with the CIR Authentication Server to create a Single Sign-on (SSO) account to access the CIR Online Registry and the CIR Facility Manager application even if you already have an Online Registry account.

- Click on the 'Register' link below to create your Single Sign-on (SSO) account.
- CIR Online Registry users: when creating your SSO account, the email address on your OR user account and your (SSO) account should match.
- You will have access to your individual Online Registry accounts linked to the same email address as long as the sites are affiliated.

Please email cir@health.nyc.gov with questions.

First name

Last name

Email

Password

* Password should have a minimum of 8 characters, with at least one number and one upper case letter.

Confirm password

[← Back to Login](#)

Register

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

CIR Acceptance Use Policy

- All users will view this screen that replaces the Acceptable Use Policy User Agreement paper form during the user account set up.
- Click **Accept** to agree and acknowledge the terms and condition of the single sign-on account.

Terms and Conditions



Please read carefully before proceeding:

You are viewing this message because all users must now register with the CIR Authentication Server to create a Single Sign-on (SSO) account to access the CIR Online Registry and the CIR Facility Manager application even if you already have an Online Registry account.

- Click on the 'Register' link below to create your Single Sign-on (SSO) account.
- CIR Online Registry users: when creating your SSO account, the email address on your OR user account and your (SSO) account should match.
- You will have access to your individual Online Registry accounts linked to the same email address as long as the sites are affiliated.

Please email cir@health.nyc.gov with questions.

System Security Measures to be followed by all Authorized Users of the CIR applications.

Please read this statement carefully before agreeing to the System Security Measures.

1. The security of the CIR applications is of the highest priority. System security is essential for the effective and efficient operation of the system. It is the responsibility of all Authorized Users to maintain the highest possible degree of system security. If a security problem is discovered, it should be reported by telephone to the Site Security Administrator immediately.
2. Create passwords that are not easy to guess or to find using a password decoding program. Password should have a combination of 8 or more characters, with at least one number and one upper case letter.
3. Keep the password confidential; do not write it down.
4. Do not share usernames and passwords. Each Authorized User must log in separately to register facility, report immunizations, add or look up patients, and for all other activities performed online.
5. Change passwords regularly (every 90 days)
6. Authorized Users may not use a username and password account created for one location of employment at another location.
7. If a password has been lost, stolen, or has been otherwise obtained by another person, or if Authorized User has any reason to believe that someone has obtained unauthorized access to CIR Applications, it is the responsibility of the Authorized User to immediately notify the Site Security Administrator.

Decline

Accept

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- Once you register you will receive an email verification to activate your account
- You should verify your email within 30 minutes of receiving the email verification

CIR AUTHENTICATION SERVER

Email verification

Please read carefully before proceeding:

You are viewing this message because all users must now register with the CIR Authentication Server to create a Single Sign-on (SSO) account to access the CIR Online Registry and the CIR Facility Manager application even if you already have an Online Registry account.

- Click on the 'Register' link below to create your Single Sign-on (SSO) account.
- CIR Online Registry users: when creating your SSO account, the email address on your OR user account and your (SSO) account should match.
- You will have access to your individual Online Registry accounts linked to the same email address as long as the sites are affiliated.

Please email cir@health.nyc.gov with questions.

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to your address

Haven't received a verification code in your email?

[Click here](#) to re-send the email.

[← Back to Login](#)

For CIR Authentication Server Account Issues, contact: cir@health.nyc.gov

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Email Verification

- Click **Link to email address verification** to activate your Single Sign-on account

Verify email

External

Inbox x



CIR Authentication Server <cir-single-sign-on@health.nyc.gov>
to

10:42 AM (10 minutes ago)



Someone has created a CIR Authentication Server account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 30 minutes.

If you didn't create this account, just ignore this message.

Sent from the New York City Department of Health & Mental Hygiene. This email and any files transmitted with it may contain confidential information and are intended solely for the use of the individual or entity to whom they are addressed. This footnote also confirms that this email message has been swept for the presence of computer viruses.

↩ Reply

↩↩ Reply all

➡ Forward

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Multi-factor Authentication (MFA)

- You will receive an e-mail with an access code so that your login can be remembered for 30 calendar days
- Enter the access code and check **Remember device for 30 days** then click **Submit**

CIR AUTHENTICATION SERVER



Please read carefully before proceeding:

New Sites

Click on the 'Register' link below to create your Single Sign-On (SSO) account. After creating the SSO account, follow the steps to register your facility and get access to the CIR Online Registry.

Previously Registered Sites

After creating a SSO account you may:

- Update your CIR facility details and facility contact information
- Update and submit electronically signed CIR Online Registry access forms 'Site Security Agreements (SSA)'.
 - To access the Online Registry a Site Security Administrator (User Manager) must be designated. The Security Administrator, can set up additional user accounts for staff members at this site. Please follow the CIR Facility Registration Guide.

Please email cir@health.nyc.gov with questions.

Please check your email to obtain the Access Code that was sent to you, and then type it below and click the Submit button

Access Code



Remember device for 30 days ☐



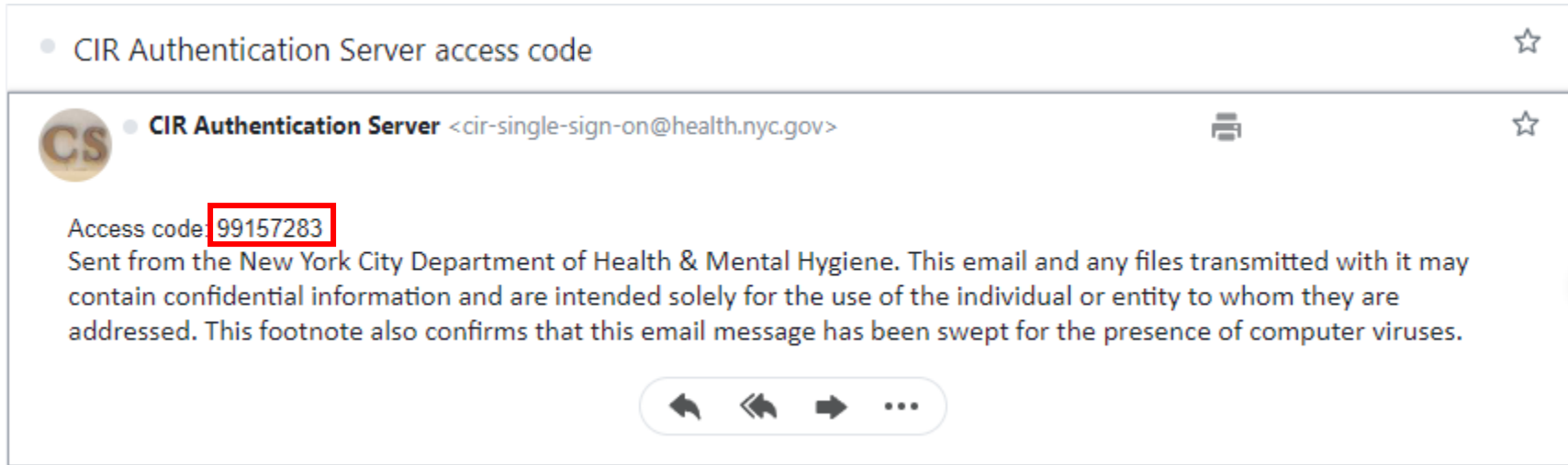
Submit

Resend Code

Cancel

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- Example email sending an MFA access code:

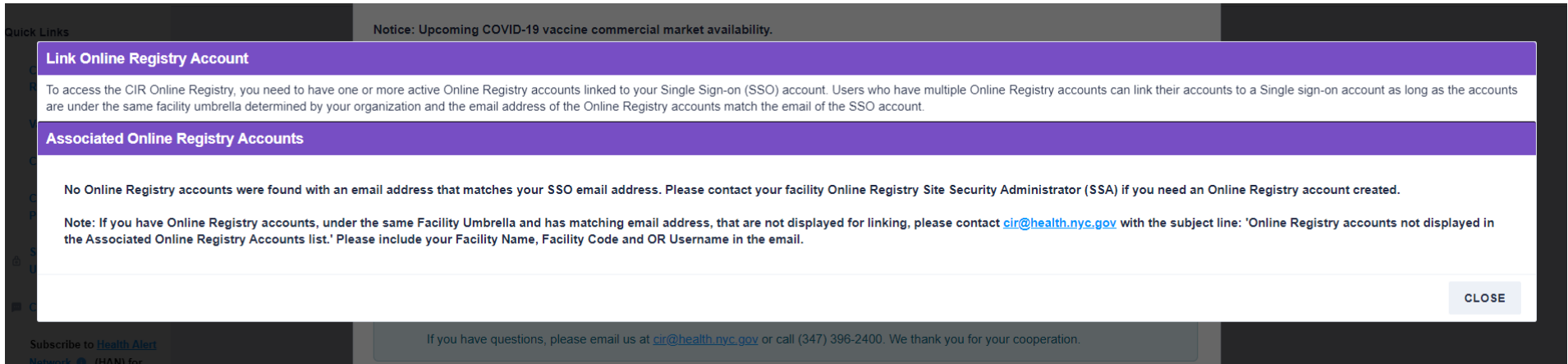


Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

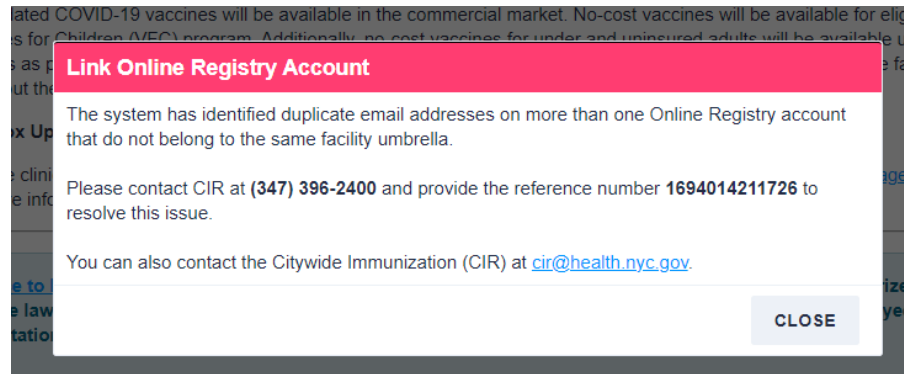
Single Sign-on Troubleshooting

Link Online Registry Accounts to SSO Account

- If the email address associated with your Online Registry do not match the email address for the Single Sign-On account, the following screen will appear:



- If you have Online registry accounts under multiple facility umbrella codes that match the email address on the Single Sign-On account, the following screen will appear:
- Please contact cir-reset@health.nyc.gov or call (347) 396-2400 and provide the reference number that was generated for you.



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

NEW! Online Registry Welcome, Consent and Log-in screens

Starting on October 3, 2023, at 1 pm (EST), the Online Registry log-in screen will be replaced with the **CIR Authentication Server log-in screen**. At that time, previous OR users will no longer use their Online Registry User ID and Online Registry password. Instead, the **CIR Authentication Server log-in screen** will prompt Users to create a **Single Sign-on (SSO)** account to access the **CIR Online Registry** and the **CIR Facility Manager** applications. The account will be tied to the individual's work email address and a new password that they will create.

Online Registry Linked Accounts

- Before accessing the OR **Welcome page** and **log-in** screen the first time using Single-Sign-on, practices/sites under the same facility umbrella can be linked to your Single Sign-on account if your email is already linked to an OR account of the site. This process needs to be done only one time. If you do not see a site listed, please contact cir-reset@health.nyc.gov. If you do not have any associated sites, simply click CLOSE the modal.
- Click **Link** to link a facility

Reminder for all Online Registry users to bookmark www.nyc.gov/health/cir to click on the **CIR Online Registry GO** icon to log in to the **CIR Authenticator Server** tool for access to the OR dashboard:



Link Online Registry Account

To access the Online Registry you need to have one or more active Online Registry accounts linked to your single sign-on account. **Only Online Registry accounts within the same facility umbrella and can be linked to one single sign-on account.**

The system identified the following unlinked Online Registry accounts, within the same facility umbrella, with an email address matching your SSO account. Click on the Link button displayed next to each matching result to link the accounts. This is a one-time process.

All linked accounts will be displayed on the Online Registry home page.

Associated Online Registry Accounts

The system identified the following unlinked Online Registry accounts with an email address matching your SSO account. Click on the **Link** button displayed next to each matching result to link the accounts. This is a one-time process. All linked accounts will be displayed on the Online Registry home page.

Filters 2 results

Facility name	Facility code	OR username/ID	OR account type	Facility Address	
DEMO MEDICAL PC TEST	10269X64	dzhang1	Normal	100 MEDICAL STREET, BROOKLYN, NY - 11201	LINK
DEMO MEDICAL PC TEST	10269X64	dzhang2	SSA	100 MEDICAL STREET, BROOKLYN, NY - 11201	LINK

CLOSE

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry Linked Accounts Dashboard

- This is how your facilities will appear on the dashboard
- Click **Select** to view a specific facility
- You have the option to unlink any facility but clicking **Unlink**

Promoting and Protecting the City's Health



Demo Zhang
emilydohtest+md@gmail.com

Welcome to Citywide Immunization Registry

Resource Links

[Online Registry Resources](#)

Quick Links

[Citywide Immunization Registry](#)

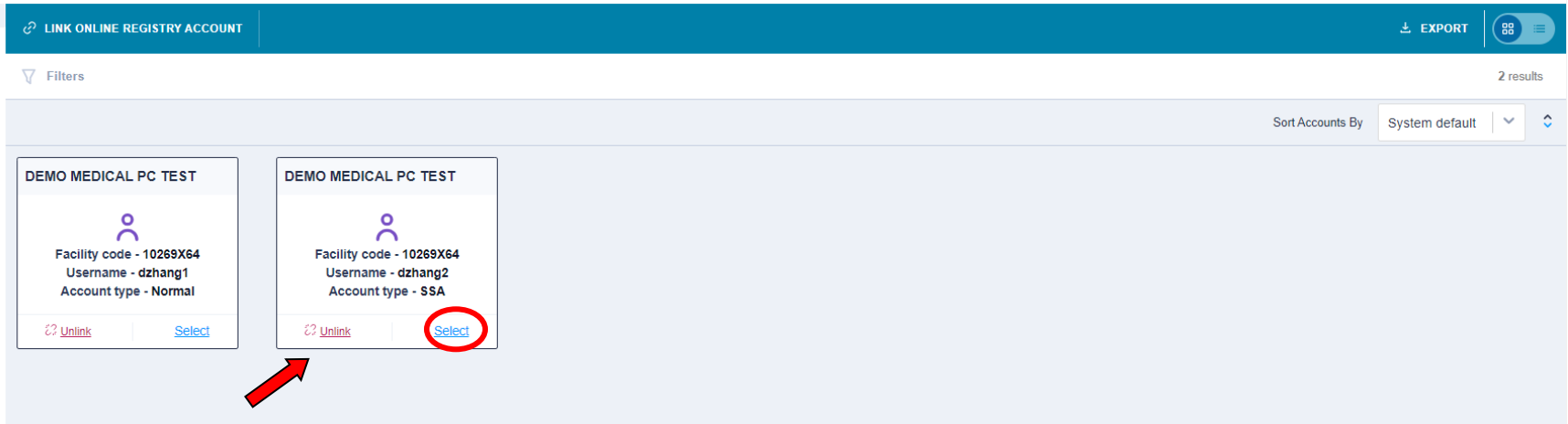
[Vaccines For Children](#)

[CIR Facility Manager](#)

[COVID 19 Vaccination Program](#)

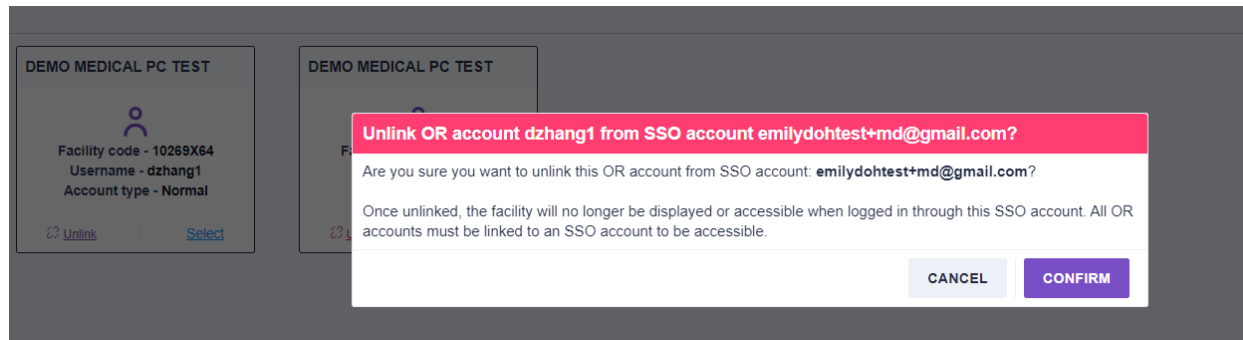
[Manage Profile](#)

[Contact Us](#)



Unlinking an account

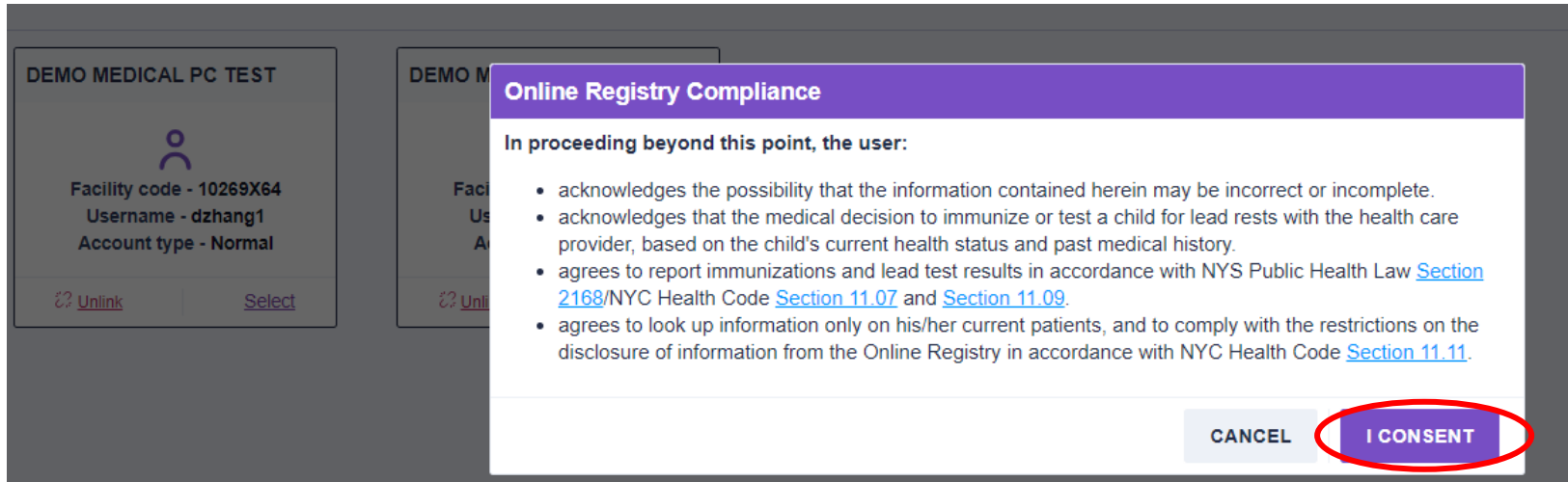
- Click **Confirm** to unlink a facility



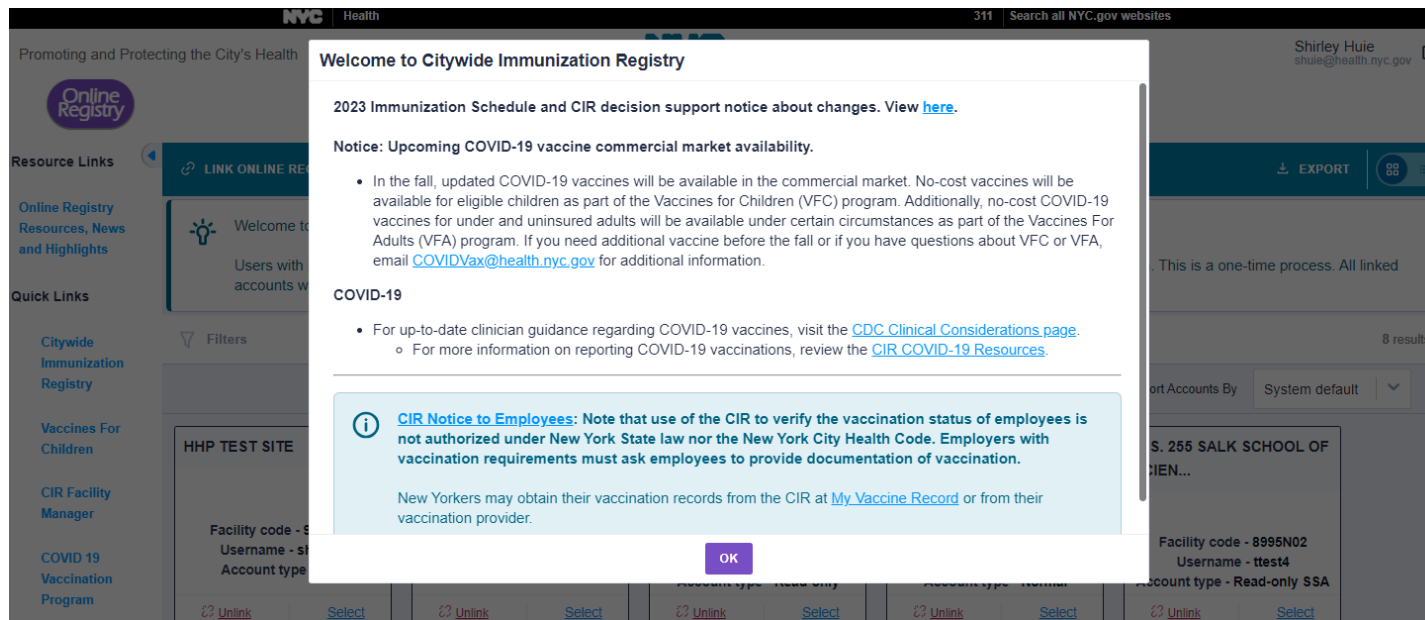
Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry Welcome, Consent and Log-in screens

- Click **I Consent** to agree and acknowledge to comply with the New York State Public Health Laws, Rules and Regulations.



- After you click **I Consent** the NEW Online Registry Welcome Page will appear



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Online Registry Application -Log-in success

New Home button to the Online Registry Single Sign-on dashboard.



Welcome to the Online Registry.

In the future, after you login to the system, you will be presented with a list of patients who have been viewed by users at your facility, DEMO MEDICAL PC TEST .

However, at this moment there are no patients in the list. Please begin by performing a patient search. You can perform a search by clicking on the "Search" icon, above.

For assistance please click on "Help", above.

The Citywide Immunization Registry

42-09 28th Street, 5th Floor, CN 21, Long Island City, NY 11101-4132 347-396-2400

Healthy Homes Program (HHP)

125 Worth Street, CN 58, New York, NY 10013 646-632-6023

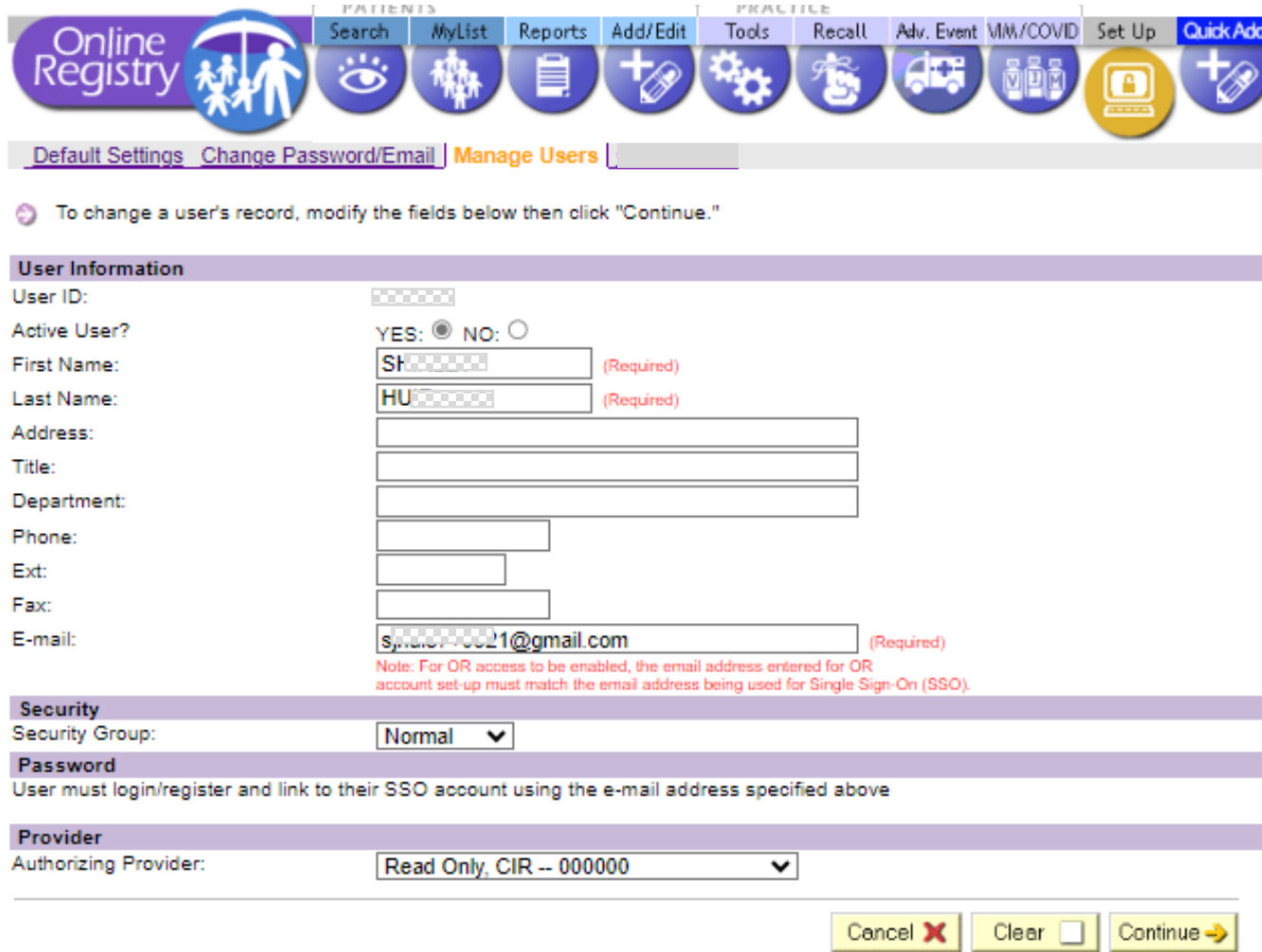
Reminder for all Online Registry users to bookmark www.nyc.gov/health/cir to click on the CIR Online Registry GO icon to log in to the CIR Authenticator Server tool for access the OR dashboard:



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Site Security Administrator (SSA) -User Manager -How to Set Up Additional Users- Key Steps

The designated SSA role is to Add/Modify Users from the Set-Up Manager Users screen. As of October 3, 2023, the SSA will no longer add the email address. Instead, the new User will be prompted by automatic email to go through the Single Sign-on and Multi-factor Authentication process to access the Online Registry dashboard. SSA's will continue to obtain the [Authorized User Confidentiality Agreement and Acceptable Use Protocol](#) form from each user and maintain a file at the worksite. Do not send forms to CIR.



The screenshot shows the 'Online Registry' dashboard with a navigation bar containing icons for PATIENTS (Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, MM/COVID) and PRACTICE (Set Up, Quick Add). Below the navigation bar, the 'Manage Users' tab is selected. A message states: 'To change a user's record, modify the fields below then click "Continue."'.

User Information

User ID: [REDACTED]
 Active User? YES: ☒ NO: ☐
 First Name: [SH[REDACTED]] (Required)
 Last Name: [HU[REDACTED]] (Required)
 Address: [REDACTED]
 Title: [REDACTED]
 Department: [REDACTED]
 Phone: [REDACTED]
 Ext: [REDACTED]
 Fax: [REDACTED]
 E-mail: [s.h[REDACTED]1@gmail.com] (Required)
 Note: For OR access to be enabled, the email address entered for OR account set-up must match the email address being used for Single Sign-On (SSO).

Security

Security Group: [Normal] ▼

Password

User must login/register and link to their SSO account using the e-mail address specified above

Provider

Authorizing Provider: [Read Only, CIR -- 000000] ▼

Buttons: Cancel [X], Clear [X], Continue [→]

For OR access to be enabled, the email address entered for OR account set-up must match the email address being used for Single Sign-On (SSO).

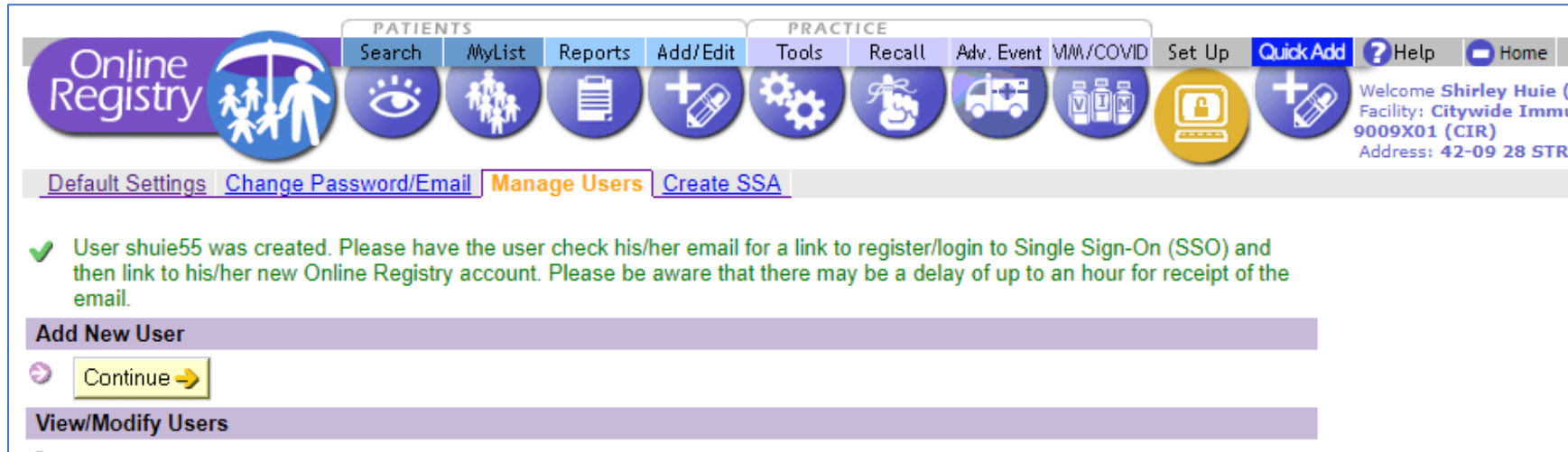
As of October 3rd, SSA's will no longer reset User accounts after the initial set-up. The User will be able to reset their own account via the CIR Authentication Server tool, which are accessible from the CIR homepage: www.nyc.gov/health/cir. Users can update their profile using the **Single sign-on (SSO) User Profile Manager** located in the Online Registry dashboard home, left navigation bar under Quicks Links.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

New account added by SSA:

The feedback message in green is shown below after a new account is created.

The User will receive an email and the SSA is reminded to inform the new User to check their email box for a link to complete the OR account set-up process.



The screenshot displays the NYC Online Registry interface. At the top, there is a navigation bar with tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, MM/COVID, Set Up, Quick Add, Help, Home). Below the navigation bar, a success message is shown in green text: "User shuie55 was created. Please have the user check his/her email for a link to register/login to Single Sign-On (SSO) and then link to his/her new Online Registry account. Please be aware that there may be a delay of up to an hour for receipt of the email." Below the message, there are buttons for "Add New User" and "Continue", and a "View/Modify Users" link.

During the set-up process, there will be prompts to check email and click through two screens.

**Citywide Immunization Registry (CIR):
How to Register and Update Facility and Contact Information;
Designate an SSA for Non-Immunization Facilities**

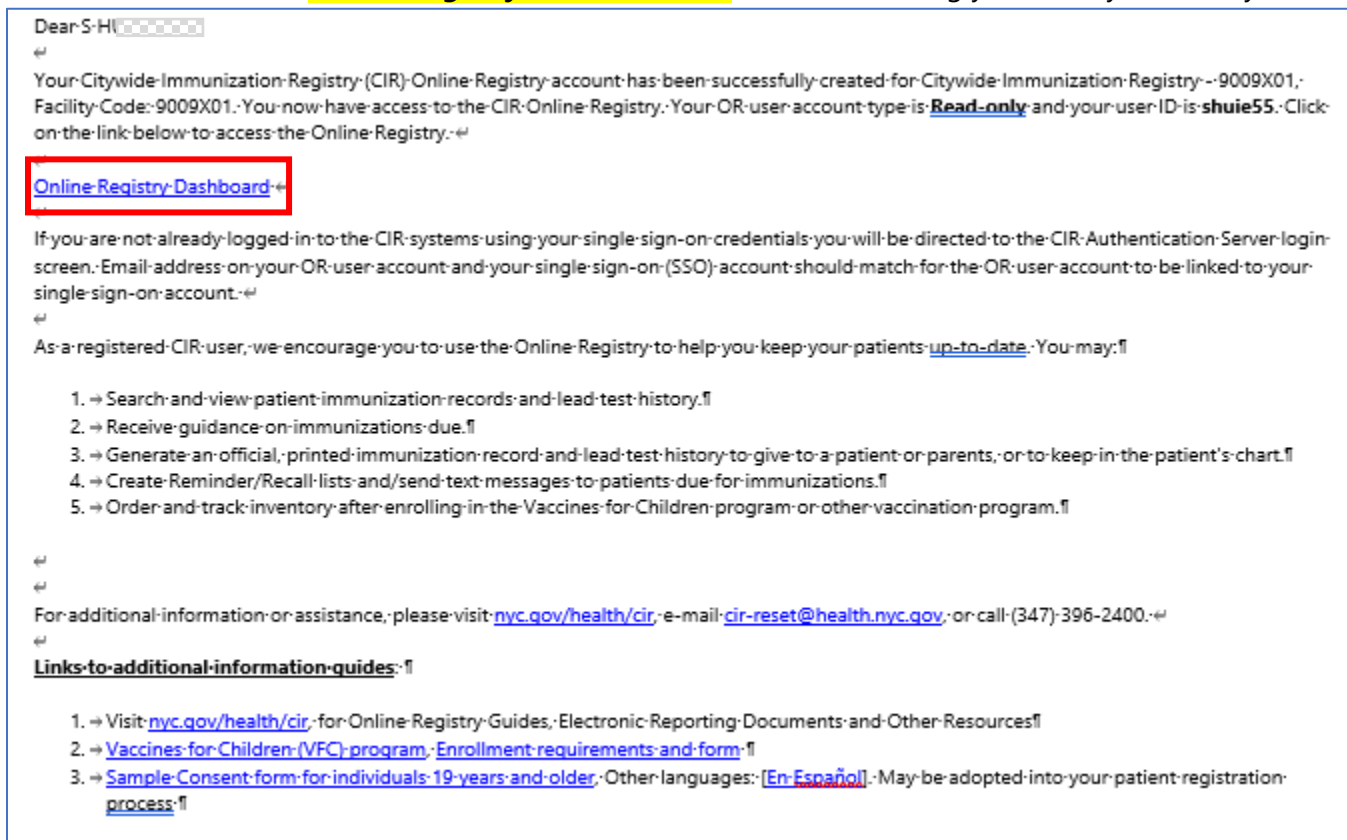
Reminder for all Online Registry users to bookmark www.nyc.gov/health/cir to click on the **CIR Online Registry GO** icon to log in to the **CIR Authenticator Server** tool for access the OR dashboard:



Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Sample email received by user automatically from their SSA during account set up process.

- Click on the **Online Registry Dashboard** link to start accessing your facility/facilities your OR account is linked to.

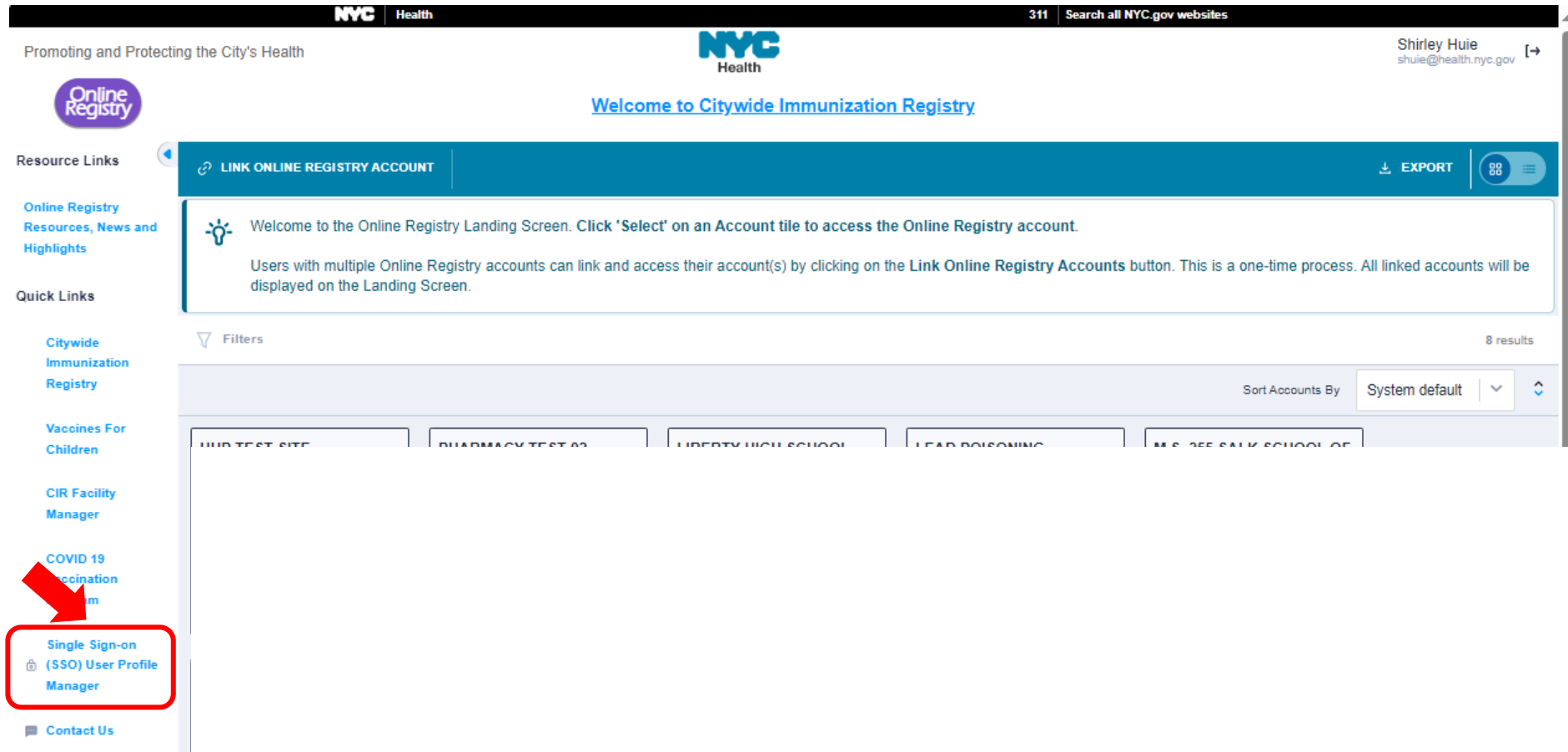


New users will follow the steps outlined in **Online Registry Welcome, Consent and Log-in screens**.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Single sign-on (SSO) User Profile Manager

NOTE: Users can update their profile, password, email by clicking on the **Single Sign-on User Profile Manager** found in the left navigation bar under Quick Links. (See next page).



The screenshot displays the NYC Health Citywide Immunization Registry (CIR) landing page. The header includes the NYC Health logo and the text "Promoting and Protecting the City's Health". The main content area features a "Welcome to Citywide Immunization Registry" message and a "LINK ONLINE REGISTRY ACCOUNT" button. Below this, a message states: "Welcome to the Online Registry Landing Screen. Click 'Select' on an Account tile to access the Online Registry account. Users with multiple Online Registry accounts can link and access their account(s) by clicking on the Link Online Registry Accounts button. This is a one-time process. All linked accounts will be displayed on the Landing Screen." The page shows a list of accounts with columns for "HUB TEST SITE", "PHARMACY TEST SITE", "LIBERTY HIGH SCHOOL", "LEAD POISONING", and "M.S. 355 PARK SCHOOL OF". The left navigation bar includes sections for "Resource Links" (Online Registry, Resources, News and Highlights), "Quick Links" (Citywide Immunization Registry, Vaccines For Children, CIR Facility Manager, COVID 19 Vaccination, Single Sign-on (SSO) User Profile Manager, Contact Us), and "Filters". A red arrow points to the "Single Sign-on (SSO) User Profile Manager" link in the Quick Links section.

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

- Click on the **Account** tab to edit account information including email address, first and last name. Click **Save** to save changes.

[Back to Facility Registration](#)
[Sign out](#)

Account >

Password

Authenticator

Edit Account * Required fields

Email *

First name *

Last name *

- Click on the **Password** tab to change password. Click **Save** to save changes.

[Back to Facility Registration](#)
[Sign out](#)

Account

Password >

Authenticator

Change Password All fields required

Password

New Password

Confirmation

Citywide Immunization Registry (CIR): How to Register and Update Facility and Contact Information; Designate an SSA for Non-Immunization Facilities

Single Sign-on (SSO) User Profile Manager-optional authenticator not managed or supported by CIR

The authenticator shown here is not managed or supported by CIR and is optional for the user. Instead, we have implemented a multifactor authentication where a code sent to the user's email must be entered on the CIR Authentication screen, per device used by the user, every 30 days.

Account

Password


Authenticator >

Authenticator * Required fields

1. Install one of the following applications on your mobile:

- Microsoft Authenticator
- Google Authenticator
- FreeOTP

2. Open the application and scan the barcode:



Unable to scan?

3. Enter the one-time code provided by the application and click Save to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name