The New York City (NYC) Bureau of Immunization (BOI) created an electronic system called the Vaccine Provider Agreement System (VPAS) where interested providers participating in the COVID-19 Vaccination Program manage their enrollment forms. Once providers access VPAS, they must accurately enter their information in their Section A & B prior to submitting. However, if a correction is necessary once a Section A & B has been submitted, providers can log into VPAS and update only Section B forms in submitted, approved, and rejected status.

**UPDATING SECTION B FORMS**

1. Navigate to the Provider Dashboard, the home page of VPAS
2. Select the Edit button to update the facility’s Section B form which will be in ‘Submitted’, ‘Approved’ or ‘Rejected’ status.

**UPDATING SUBMITTED/REJECTED FORMS**

1. Once in Submitted status, select the Withdraw Submission and Unlock button, then select Confirm Withdrawal. The Withdraw Submission and Unlock button will update to Submit for Review.
2. Once corrected, providers must e-sign and date the form to unlock the Submit for Review button and resubmit.
UPDATING APPROVED FORMS

- Once in Approved status, select the Unlock Submission and Adjust button, then select Confirm Unlock for Adjustments. The Unlock Submission and Adjust button will update to Submit Adjustments for Review.
- If the adjustments were made in error, providers can select Discard Adjustments.
- Once corrected, providers must e-sign and date the form to unlock the Submitting Adjustments for Review button and resubmit.

- Once the adjustments are made for a Section B form, the status will be depicted in purple.

**Submission Approved**

Nice work — this form has been approved by your awardee, and is now locked.

If the Centers for Disease Control and Prevention (CDC) or your awardee require additional information in the future, a notification will be sent via email to your organization.

If you need to revise this submission, you can select the "Unlock and Adjust Submission" button to submit additional changes for review by your awardee.

**Adjustment In Progress**

Once your organization has completed making adjustments to this form, you may submit changes for review by your awardee.

If additional information is required from your organization to approve your adjustments, an email will be sent with details to all collaborators on this form.