The New York City (NYC) Bureau of Immunization (BOI) created an electronic system called the Vaccine Provider Agreement System (VPAS) where 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 Sections A & B have been submitted, providers can log into VPAS and update Section B forms that are in submitted, approved, or rejected status.

UPDATING VPAS FORMS

- Navigate to the Provider Dashboard, the home page of VPAS to update both sections A and B
- Select the Continue Editing button to update section A
- 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

- 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.
- 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 Submit Adjustments for Review button and resubmit.

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