

**We help you call the shots!**  
[www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)

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

## **Security Administrator Username /Password Request Form for Pharmacies**

To access the Online Registry, the pharmacy needs to designate a **Security Administrator**. CIR staff will assign a Username and Password to the Security Administrator, who can then set up Usernames and Passwords for additional pharmacy staff members. If the Security Administrator is not a pharmacist, he/she needs to register under the NYS license number of the supervising pharmacist, (see Item 5, below).

1. Print the name of the Security Administrator, your pharmacy name and your facility code, which is the code you were given for reporting purposes. It contains four numbers, a letter and an extension of two numbers. (If you do not have a code, or if you have forgotten your code please call us at (347) 396-2400).
2. Print your site address, phone number, fax and email address.
3. Fill in the Security Administrator license number or the authorizing name and license number pharmacist's NYS license number.
4. Once you have completed this form:
  - Mail or fax it to the CIR at the address below along with the signed *Security Administrator Confidentiality Statement for Online Access*.
  - Upon receipt of these forms, CIR staff will assign a new Username /Password and will call the site to provide the Security Administrator with this information.

1. Name of Security Administrator:

2. (a) Name of Pharmacy

(b) Facility Code

3. (a) Address

(b) City

(c) Zip

4. (a) Phone

(ext.)

(b) Fax

(c) Email

### **Security Administrators MUST register under the license number of a Pharmacist:**

5. (a) Name (If different from above)

(b) License#

(c) Signature of Pharmacist:

**For Official Use:**

Username \_\_\_\_\_ Password \_\_\_\_\_

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**The Citywide Immunization Registry**  
 42-09 28<sup>th</sup> Street, 5<sup>th</sup> Fl., CN 21, L.I.C, NY 11101-4132  
 (347) 396-2400 fax (347) 396-2559 [cir@health.nyc.gov](mailto:cir@health.nyc.gov)