

VACCINESHOP

GUIDE 3



Creating a New Account

If you are new to VaccineShop, the first step is to create a facility account. This process is quick and easy, and it ensures your organization is set up to order products and manage users on the platform. This guide walks you through each page of the registration form so you know exactly what to expect.

Keep in mind that creating a facility account is **step 1** of onboarding. **Step 2** is adding user profiles, which is covered in a separate guide.

What's new?

The registration process has recently been updated to make things faster and easier, including:

- Improved address validation for accuracy
- Reorganized fields to make the form easier to complete

Step 1 Enter shipping information

Facility name

NEW Zip code

NEW How soon would you like to place your order?

NEW Receiving hours

Day of the week

Set time

to

Set time

- Provide your facility name, address, and phone number
- Address is now validated through Google for accuracy
- **"Zip code"** Automatically fills in the +4 of the ZIP code, where possible
- **"How soon would you like to order?"** dropdown lets you select immediately, within a week, or another timeframe
- Receiving hours field captures when your facility can accept deliveries
- Provide contract or buying group information to receive correct pricing (not required)

Note: If needed, you can override the suggested address (for example, if your location is brand new and not yet recognized)

Step 2 Enter billing information

- Provide your billing address and financial responsibility details

Note: The email address field has been moved to Page 4 of the form, so you won't see it here anymore.

Step 3 Provide licensing information



Not available

- Enter your first name, last name, title, and role
- Provide your state license number (**required**)
- Add your HIN and DEA numbers if you have them. If you do not have a HIN or DEA number, check the **"not available"** box

Tip: Supplying HIN and DEA numbers makes it easier for us to verify your credentials., which can significantly speed up the approval of your account

Step 4 Set communication preferences

- Enter the email address where you want to receive account communications
- Choose your opt-ins for invoices and account statements
- Complete the CAPTCHA validation to confirm you are not a robot
- Submit your form to finish creating your account

What's next?

Once your facility account is submitted, it will be reviewed for approval. You will receive confirmation by email once the review is complete. After that, you can move on to step 2 of onboarding: creating user accounts for yourself and your team.

Need help? If you have questions or run into issues, contact VaccineShop Customer Support by phone at [1-800-822-2463](tel:1-800-822-2463) or by email at vaccineshoppe.svc@sanofi.com.