



# Electronically Sign the Primary Agreement for CVP/CVFA Enrollment

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# Navigate to CVP/CVFA Enrollment

# Navigate to CVP/CVFA Enrollment

The screenshot displays the CT WiZ application interface. At the top, a dark blue header bar contains the text "CT WiZ" on the left, a search bar with the text "UI TRAINING, UI TRAINING, 7000" (highlighted with a yellow box) and a magnifying glass icon, and "PATIENT SEARCH" on the right. Further right are links for "Support" and "Notifications" with a red exclamation mark icon. Below the header, a vertical navigation menu on the left lists various options: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Clinic Tools, Storage Units, Reading History, Enrollments, Manage Assets, and Clinic Information. The main content area is divided into two sections. The top section, titled "Default Provider/Clinic", features a search bar labeled "Provider/Clinic \*" (highlighted with a yellow box) containing the text "[UI TRAINING] UI TRAINING - C9004P7000 (7000)". Below this search bar is a hint: "Select a clinic by typing Provider, Clinic, VITRKS PIN, or Clinic Code". The bottom section, titled "News", contains a heading "Test Environment" and a post dated "01/31/2019" by "ALEJANDRA ARIAS". The post text states: "CT WiZ Test Environment is available Monday to Friday up 8:00 am to 5:00 pm."

If you are associated to multiple clinics, check the Provider/Clinic search bar and blue banner at the top of the page to ensure you are in the correct clinic.


# Navigate to CVP/CVFA Enrollment

The screenshot displays the CT WIZ application interface. The top navigation bar includes the text "CT WIZ", a location pin icon followed by "UI TRAINING, UI TRAINING, 7000", a magnifying glass icon followed by "PATIENT SEARCH", and links for "Support" and "Notifications" with a red exclamation mark icon. A "Public Health" link is visible on the right. The left sidebar menu contains the following items: "Home", "Patients", "Immunizations", "Education", "IZ Quick Add", "Inventory", "Clinic Tools", "Storage Units", "Reading History", "Enrollments" (highlighted with a red circle and a red arrow pointing to it), "Manage Assets", and "Clinic Information". The main content area features a "Default Provider/Clinic" section with a "Provider/Clinic \*" label and a text input field containing "[UI TRAINING] UI TRAINING - C9004P7000 (7000)". Below the input field is a note: "Select a clinic by typing Provider, Clinic, VTrckS PIN, or Clinic Code". The "News" section is titled "Test Environment" and includes the text "Posted on 01/31/2019 by ALEJANDRA ARIAS" and "CT WIZ Test Environment is available Monday to Friday up 8:00 am to 5:00 pm."

Click on:

- Clinic Tools
- Enrollments

# Navigate to CVP/CVFA Enrollment

Vaccine Program Enrollments 

Add Enrollment

## Filter Options

### Date Range

Start Date \*


09/23/2024



End Date \*

09/23/2025



 Change the Date Range to view older enrollments.

Provider / Clinic \*

[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS UI - C7000P7000 (7000)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

Status



Title

☐ Include Inactive Titles

Program

Activity



Filter

Last Modified Date	Submitted Date	Provider	Clinic	Status	Accept/Reject Date	Title	Program	Activity	Audit	Action
09/22/2025		WEBINAR TRAINING PEDIATRICS	WEBINAR TRAINING PEDIATRICS UI	NOT SUBMITTED		2026 CVP ENROLLMENT/RE ENROLLMENT	VFC	ENROLLMENT RENEWAL		<div>VIEW</div>
09/19/2025		WEBINAR TRAINING PEDIATRICS	WEBINAR TRAINING PEDIATRICS UI	NOT SUBMITTED		2026 CVFA ENROLLMENT/RE ENROLLMENT	VFC	ENROLLMENT RENEWAL		<div>VIEW</div>

- Click **Filter** to view past or present enrollments.
- Click **View** to continue an enrollment of which you would like to sign off.

# Electronically Sign Primary Agreement

# Electronically Sign Primary Agreement

Vaccine Program Enrollment  

Cancel


Print

Save Progress 

 Source of Data - Completed 

 Review Medical Director or Equivalent Information - Completed 

 Review Vaccine Coordinators - Completed 

 Prescribing Staff Members - Completed 



 Primary Agreement - Incomplete 

Comments 


Click on **Primary Agreement** or click on the **plus + symbol** to expand the field.



# Electronically Sign Primary Agreement

Vaccine Program Enrollment  

Cancel Print Save Progress 

 Primary Agreement - Incomplete

Please click the agreement button, read the document within the modal popup, and follow the instructions at the bottom to accept the Program Provider Agreement.

View Agreement

**Required Signers**

Signature Number	Contact Type	Accepted Date	Last Name	First Name	Action
1	PHYSICIAN SIGNING AGREEMENT (Z3)				<span>Review And Accept</span>

Click **Review and Accept**.

If you do not see this option in CT WiZ, submit a [DPH helpdesk](#) for access to the PIN location as the physician signing. Select the following: Immunizations > Clinic Administration > Enroll/Re-enroll in CVP.

## Electronically Sign Primary Agreement

The screenshot shows a web form titled 'Primary Agreement'. A large, diagonal orange watermark reading 'non-fillable' is overlaid across the center of the form. The form contains a table with 7 rows and 6 columns. The first two columns are empty. The next two columns each contain a small square checkbox. The last two columns are empty. Below the table, there is a section with a checked checkbox and the text: 'You agree that by selecting the "Click To Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your mutual signature on this Agreement.' At the bottom right of the form, there are two buttons: a grey 'Cancel' button and a blue 'Click To Accept' button. A red arrow points to the 'Click To Accept' button.

		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

☒ You agree that by selecting the "Click To Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your mutual signature on this Agreement.

Cancel Click To Accept

The Provider Agreement opens in a PDF. (Ensure you are allowing popups in your browser).

Scroll down to the bottom of the PDF.

Click on the **Checkbox**.

Click on **Click To Accept**.

# Submit a CVP/ CVFA Enrollment

# Submit a CVP/CVFA Enrollment

## Vaccine Program Enrollment ? i

✓ Vaccines Offered - Completed	
✓ Provider/Clinic Population - Completed	+
✓ Source of Data - Completed	+
✓ Review Medical Director or Equivalent Information - Completed	+
✓ Review Vaccine Coordinators - Completed	+
✓ Prescribing Staff Members - Completed	+
✓ Primary Agreement - Completed	+

- All green checkmarks indicate you are ready to submit the CVP/CVFA Enrollment.
  - Select **Submit Forms** from the dropdown.

The Connecticut Vaccine Program will be notified the enrollment has been submitted for review.

# Submit a CVP/CVFA Enrollment

UI TRAINING, UI TRAINING, 7000 PATIENT SEARCH Support Notifications

Notifications

View All My Notifications

Dismiss All Non-Action Notifications

**Alert: Enrollment Approved**  
Clinic: UI TRAINING  
Created: 2 Minutes ago. Dismiss

Date	Type	Status	Provider	Clinic
09/22/25 - 11:33 AM	ENROLLMENT APPROVED ALERT	NONE	UI TRAINING	UI TRAINING
09/22/25 - 10:54 AM	ENROLLMENT REJECTION ALERT	NONE	UI TRAINING	UI TRAINING

Click **Notifications** to view alerts on approved or rejected enrollments.

If you receive an **Enrollment Rejection Alert** view the Comments section of the enrollment.

Comments

Clinic Comments


Jurisdiction Comments

Please fill out provider population entirely, put zeros in the field if you do not see any patients in that age group. Also please answer all questions in the comments section and resubmit the enrollment. Thank You CVP team.

The Connecticut Vaccine Program provides **Jurisdiction Comments** with required corrections and updates to resubmit the enrollment for approval.

# How to Get Help

## How to Get Help

- Click on the  located at the top of the webpage to read a description of the screen you are currently on in CT WiZ.
- Some CT WiZ webpages have a “[Learn More](#)” link. Click on this to see how to videos. These appear on a separate page so you can play the videos while navigating through CT WiZ.
- Visit the [CT WiZ training page here](#). CT WiZ training page has numerous training to help you.
- If you still need help, please submit a [DPH helpdesk ticket](#) and select Immunizations (CT WiZ) > and the applicable category and topic.