User Guide

Monkeypox
Pre-Registration Form
User Manual
**Introduction**

Welcome to the Virginia Electronic Registration for Immunization Programs (VERIP)! This site is designed for facilities to complete and submit a Monkeypox Pre-Registration form. In addition, a new registration can be submitted and an existing registration can be updated.

**VIIS Help Desk:**

Monday-Friday
8:30 am – 5:00 pm
(866) 375-9795
VIIS_HelpDesk@vdh.virginia.gov
To Access the Monkeypox Pre-Registration form:

- Enter the following URL into your browser: [https://apps.vdh.virginia.gov/VERIP/Home.aspx](https://apps.vdh.virginia.gov/VERIP/Home.aspx).  
  *Note: It is recommended that you use Google Chrome as Internet Explorer is not supported by VERIP.*

- If you are unsure whether a registration exists for your organization, send an email to [VIISInfo@vdh.virginia.gov](mailto:VIISInfo@vdh.virginia.gov). A VIIS staff member will contact you.

- Click on the *Monkeypox - Register Here* hyperlink in the *VERIP Pre-Registrations* box.

- Complete and submit a Pre-Registration form.
Pre-Registration Form:

On the Pre-Registration Form, fill in all required fields marked with a red asterisk. **NOTE: If there are multiple locations for one organization, each location will have to submit a Pre-Registration Form.**

![Monkeypox Pre-Registration Form Image]

Please enter the captchas to submit the form.

29148

Type the code from the image

Submit
Organization Information:

- **Organization Name:** The official name of the organization must be listed in the Organization Name field.

- **Organization Type:** If "Other Org" is selected, you will be required to specify the type of organization in the "Other (specify)" field.

- **Attestation Question:** "Do you attest to store, handle, administer, and report JYNNEOS or ACAM2000 vaccines in accordance with the CDC Monkeypox Vaccination Program Provider Agreement?:"
  - If "Yes" is selected for this question, you will be able to complete and submit the pre-registration form.
  - If "No" is selected for this question, you will not be able to complete the pre-registration form. The pop-up warning below will appear and you will be directed to the VERIP Homepage.

- **Attested by:** "Note: Vaccine administration data elements required to be submitted to VIIS will be in accordance with VDH data exchange requirements and inventory and wastage reporting will be through VaxMax." If the person completing the pre-registration form is in agreement with what is stated, that person will type their name in the Attested by field.

- **Attested Date:** The date will automatically populate the current date when the form is opened.
Physical Address:

- The physical address must reflect the medical facility that will be reporting immunization data to VDH.

- The city and state will populate based on the zip code entered. If there are multiple cities linked to a zip code, a pop-up will open. Select your city from the popup by clicking on the zip code hyperlink.

Vaccine Questions: All of the vaccine questions are required.

Contact Information:

The Contact Information should list the individuals who will be the “Primary Contact” and the “Backup Contact” for the registration and Monkeypox vaccine. The Primary Contact is required but the Backup Contact is optional. Note: VERIP requires a unique email address for contacts. Shared or group email addresses are not allowed.
Captcha Code:

The Captcha Code at the bottom of the Pre-Registration form adds an extra layer of security for the information that you provide.

- Type the captcha code in the empty field below it.
- Then click the Submit button.

System Messages:

If any of the required questions were not answered, the Pre-Registration form cannot be submitted. An Error box will appear listing the fields that need a response. Example below.

- Once the questions are answered, scroll to the bottom of the form and enter the new captcha code.
- Click the Submit button.
- If the Pre-Registration is submitted successfully, the message below will appear.
VERIP Emails:

When the Pre-Registration is submitted successfully, you will receive an email from VERIPSupport@vdh.virginia.gov. Example of the email is below.

Monkeypox Pre Registration Form

<table>
<thead>
<tr>
<th><a href="mailto:veripsupport@vdh.virginia.gov">veripsupport@vdh.virginia.gov</a></th>
<th>12:45 AM (12 hours ago)</th>
</tr>
</thead>
<tbody>
<tr>
<td>to holygirl1225, Rochelle.Green</td>
<td></td>
</tr>
</tbody>
</table>

Thank You for Submitting the Monkeypox Pre-Registration. Organization Name: Test Org - Green. ReferenceID: 10052

Providers who have never submitted a VERIP registration will receive two emails from VERIP (Virginia Electronic Registration for Immunization Programs). The titles of the emails are below:

- **Temporary Password for VERIP – Monkeypox Registration** – This email will guide you through how to create a VERIP User account.
- **New VERIP User Monkeypox Registration** – You will receive a second email from VERIP with instructions on how to complete the registration.

VIIS Training:

A VIIS Trainer will review your registration and will contact the VERIP User/VIIS Administrator to discuss training for staff members who will need access to VIIS.

Live Webinar trainings are currently offered on Tuesdays – Fridays at 12:00 pm daily. Depending upon how a provider is reporting immunization data to VIIS, will determine which training session is appropriate for the staff.

- **Mondays - Administrator Training @ 9:00 am and Look Up Training @ 3:00 pm**
- **Tuesdays and Thursdays @ 12:00 pm – Full Access Training** (Practices that will use the VIIS Inventory Module)
- **Wednesdays and Fridays @ 12:00 pm – Look Up Training** (Practices that are sending data electronically)
- **Online Training Videos are also available.**

**NOTE:** Training can be scheduled with your VIIS Trainer if the 12:00 pm training session will not work for your staff. Find your VIIS Trainer on the next page.
Contact Information for VIIS Staff:

**VIIS Regional Trainers**

Zenobia Blue-Bey, South Central Region  
Zenobia.Blue-Bey@vdh.virginia.gov

Kimberly Jones, South West Region  
Kimberly.Jones@vdh.virginia.gov

Reena Patel, West Central Region  
Reena.Patel@vdh.virginia.gov

Theresa Woodyard, Northern Region  
Theresa.Woodyard@vdh.virginia.gov

Elfreda Tyler-Anderson, South East Region  
Elfreda.Tyler-Anderson@vdh.virginia.gov

Rochelle Green, VIIS Trainer Supervisor  
Rochelle.Green@vdh.virginia.gov

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**Data Exchange Contacts**

Richard Bradley, CDC Public Health Advisor  
Richard.Bradley@vdh.virginia.gov

Sateria Jeffress, VIIS Data Quality Manager  
Sateria.Jeffress@vdh.virginia.gov

VIIS_HelpDesk@vdh.virginia.gov  
1-866-375-9795

Send Questions and Training Requests to:  
VIISInfo@vdh.virginia.gov