Site Enrollment Agreement (SEA)

Objective: At the completion of this section, the learner will know the steps for:

- enrolling a new ImmPRINT site
- updating the Site Enrollment Agreement (SEA)

Once a site’s Site Administrator (SA) is identified, they should go onto the ImmPRINT website at [https://siis.state.al.us/ImmPrint/login/login.aspx](https://siis.state.al.us/ImmPrint/login/login.aspx). Although ImmPRINT supports all internet browsers, Google Chrome is the preferred browser. If you are uncertain about who should be your SA, please refer to the “Site Administrator” section of this manual.

ImmPRINT Enrollment

All new sites, with the exception of public schools, must enroll into ImmPRINT by completing a Site Enrollment Agreement (SEA). The SA should click the icon to complete the SEA. Please review the message box that appears, prior to proceeding.

If your Site Enrollment Agreement (SEA) has expired, your site administrator must call 1-800-469-4599 for more information. If your site has never enrolled in ImmPRINT, select “OK”, and complete SEA.
If your site has ever registered for ImmPRINT access, do not continue with this online process. Select “OK” and the SA should call the posted number to reactivate the site. New ImmPRINT sites should select “OK” and continue registering online. It is recommended to complete all fields to reduce the occurrence of duplicate sites in the registry.

Read and review the agreement’s rules and policies.
In the “Medical Authority” field enter all physicians (MD), physician assistants (PA), doctor of osteopathy (DO), certified registered nurse practitioner (CRNP) information as indicated for medical professionals with NPI numbers only.

Once the fields are completed, the SA’s name should be typed in the field labeled “Electronic Signature”. Click “I agree” to submit the agreement. A notification email is sent to the ImmPRINT Team of a new SEA. An ImmPRINT team member will contact you to verify your site’s details.

**Activation**

Your site’s Immunization Compliance Manager (ICM) or team member will contact you to schedule a face to face training session. On the day of training the ICM will activate your site. The SA and staff must then register for individual user accounts. This process is
detailed in the “User Registration” section of this manual. Once registration is complete, the ICM will then activate all user accounts and the training session will begin.

**Updating the SEA**

The SEA needs to always contain the site’s current and accurate information, and only the SA can update the SEA. If at any time the SEA information (i.e. site name, address, contact number(s), VFC status, MA names and numbers, etc.) needs to be updated, the SA has access to make the necessary changes to the SEA. After logging into ImmPRINT, the SA should click **Site Maintenance** and **Update Site Enrollment Agreement**. The SEA will appear which will allow the SA to update the necessary fields as well as the MA information.
Once complete, enter your name and select, “I Agree”. Choose “Cancel” to exit the screen without saving any changes.

Annual SEA Update

Each site must update the SEA annually. When the SEA is close to expiring the SA and affiliated users will be notified when logging into ImmPRINT. The following images will appear depending on if the site has an identified SA.

This image is for sites with an identified SA.

This image is for sites without an identified SA.

The ImmPRINT team encourages users to follow the indicated instructions to prevent their site’s SEA from expiring. When the SEA expires, all users associated with that site will not be able to access ImmPRINT. Once the user logs into the registry, the following message will appear.
Selecting “Ok” will take the user back to the ImmPRINT login page. When the SEA is expired, and the SA logs into ImmPRINT, they will receive the following message after logging into ImmPRINT. Select “Ok” will take the SA to the SEA.

Once the SEA is updated, the SA and all of the site’s registered users will regain access to ImmPRINT immediately.