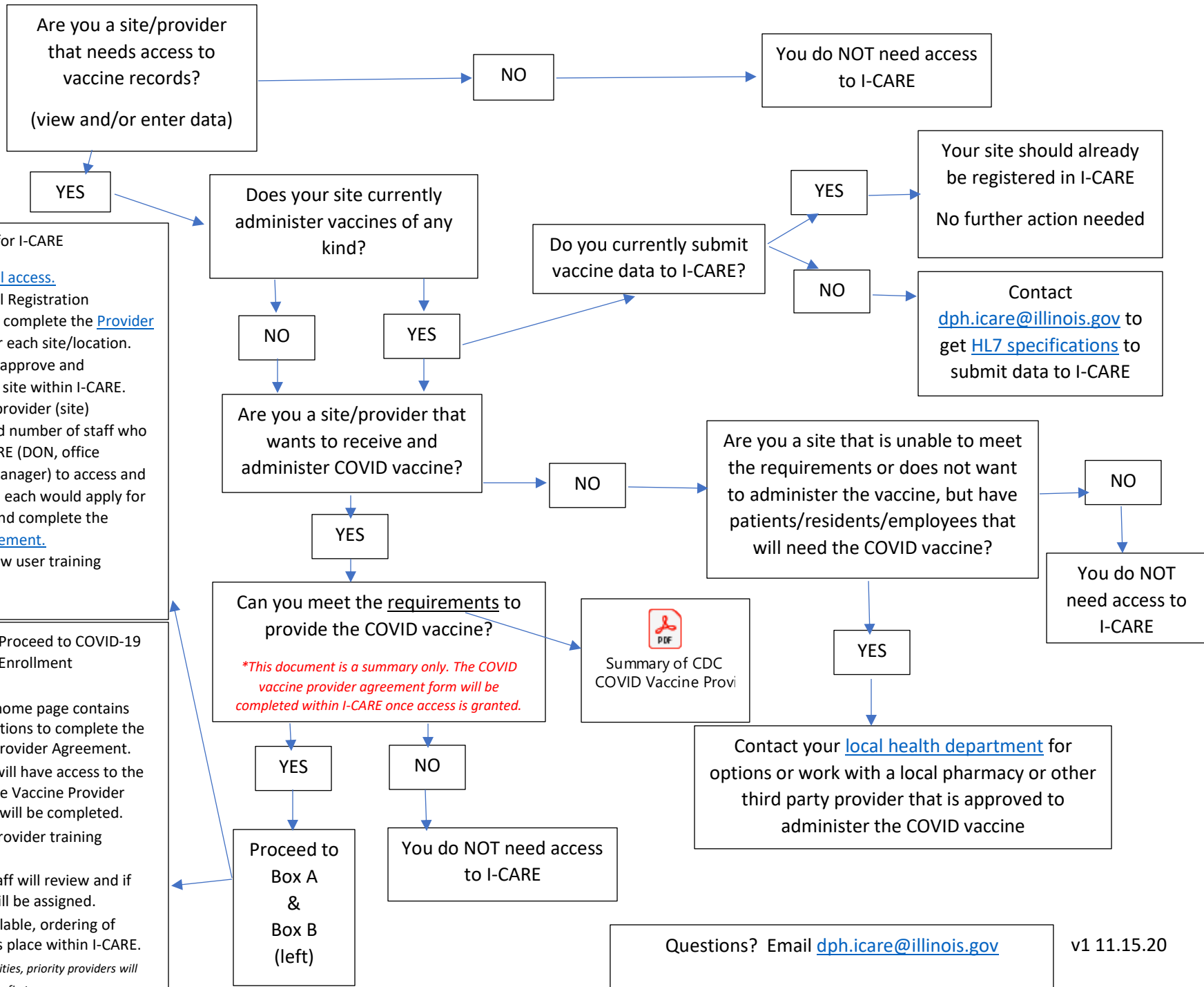


**Illinois Department of Public Health Decision Tree: Access to [I-CARE](#) for COVID Vaccine Mass Vaccination Planning**



**Box A: Register for I-CARE**

1. Apply for [web portal access](#).
2. Establish your Portal Registration Authority (PRA) and complete the [Provider Enrollment Form](#) for each site/location.
3. I-CARE staff review/approve and establishes the new site within I-CARE.
4. Once site is active, provider (site) determines a limited number of staff who need access to I-CARE (DON, office manager, vaccine manager) to access and enter/manage data, each would apply for [web portal access](#) and complete the [individual user agreement](#).
5. Complete I-CARE new user training located in I-CARE.

**Box B: After I-CARE Access, Proceed to COVID-19 Vaccine Provider Enrollment**

1. Within I-CARE, the home page contains step-by-step instructions to complete the COVID-19 Vaccine Provider Agreement.
2. The provider (site) will have access to the COVID tab where the Vaccine Provider Enrollment process will be completed.
3. Complete vaccine provider training located in I-CARE.
4. Vaccine program staff will review and if approved, ID/PIN will be assigned.
5. Once vaccine is available, ordering of COVID vaccine takes place within I-CARE.

*\*during Phase 1 with limited quantities, priority providers will receive vaccine first*

Questions? Email [dph.icare@illinois.gov](mailto:dph.icare@illinois.gov)