

New South Wales Vaccine Centre

User guide for immunisation providers

Contents

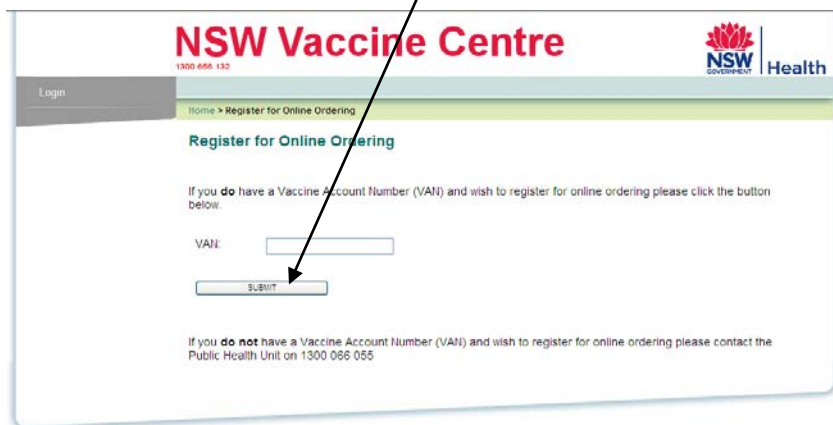
1. Access the website.....	2
2. Click here to register	2
3. Login	3
4. Communications page.....	3
5. Initial screen	4
6. Amend your details.....	5
7. Update your AHPRA details	7
8. Reporting expired vaccines	8
9. Placing a vaccine order	10
10. View past vaccine orders	15
11. Change password	17
12. Forgotten password	17
13. Logout.....	18

1. Access the website

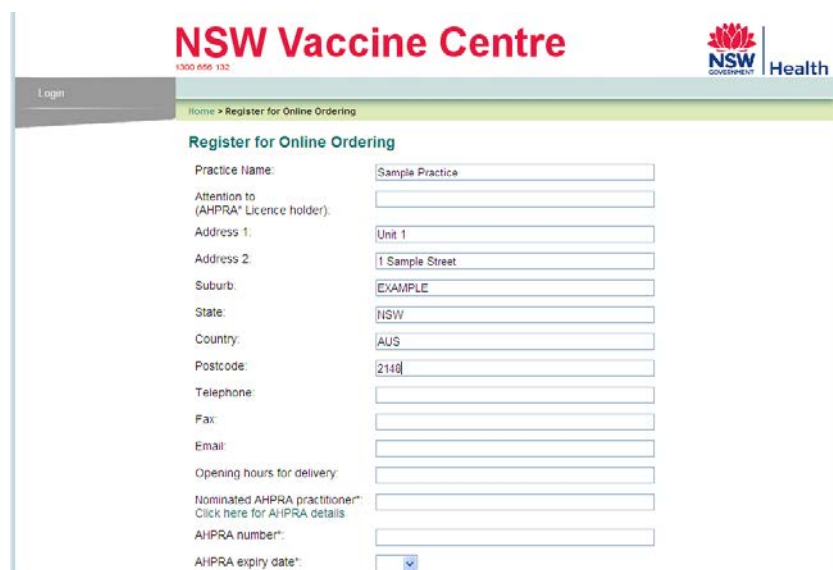
Open your internet browser and type in the website address <https://nsw.tollhealthcare.com>

2. Click here to register

1. From the initial webpage, click on the Click here to register button, enter your Vaccine Account Number (VAN) if known and click on the Submit button, otherwise contact the NSW Vaccine Centre on 1300 656 132.

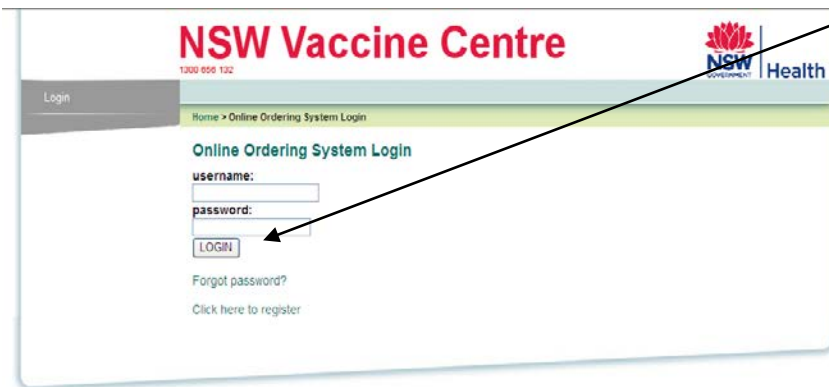


2. Relevant immunisation provider details will be displayed. You should amend them as required, add further details and click on the Submit button. The details are sent to the NSW Vaccine Centre to finalise your access. Once finalised, you will receive your username and password.



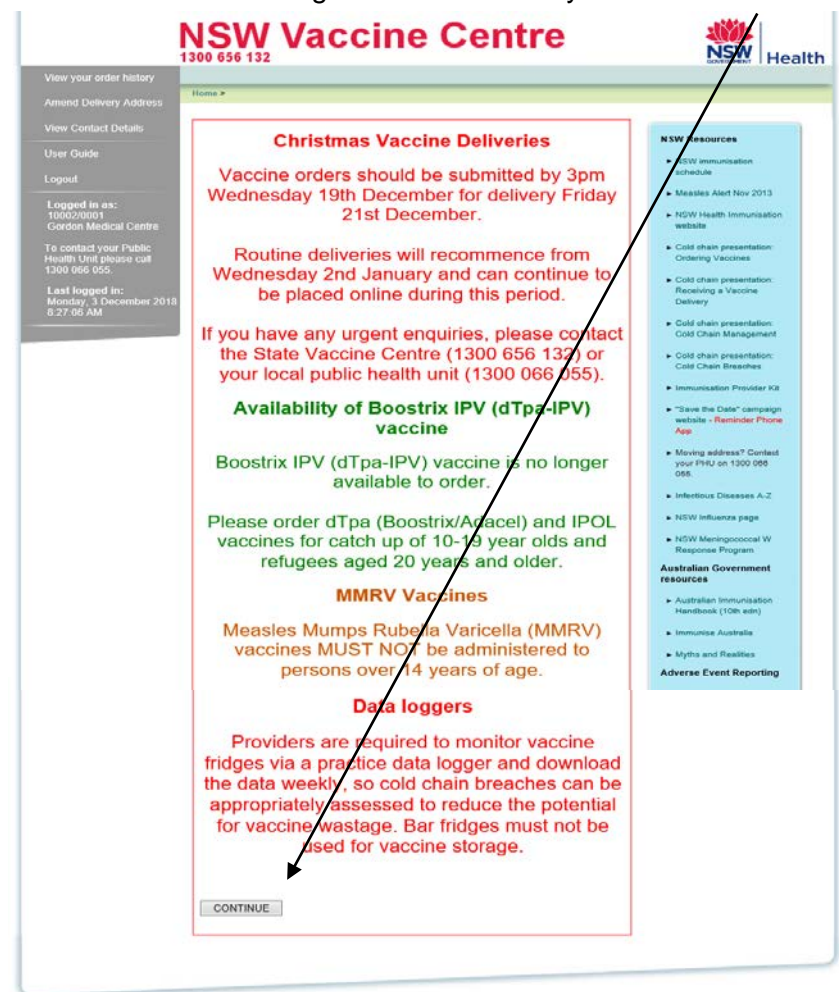
3. Login

Enter your username and password into the relevant field and click on the Login button



4. Communications page

The initial screen that you are brought to is the NSW Vaccine Centre communications page. Alerts and messages relating to vaccine ordering and deliveries are updated regularly on this page and should be reviewed on a regular basis. Once you have reviewed the messages, select

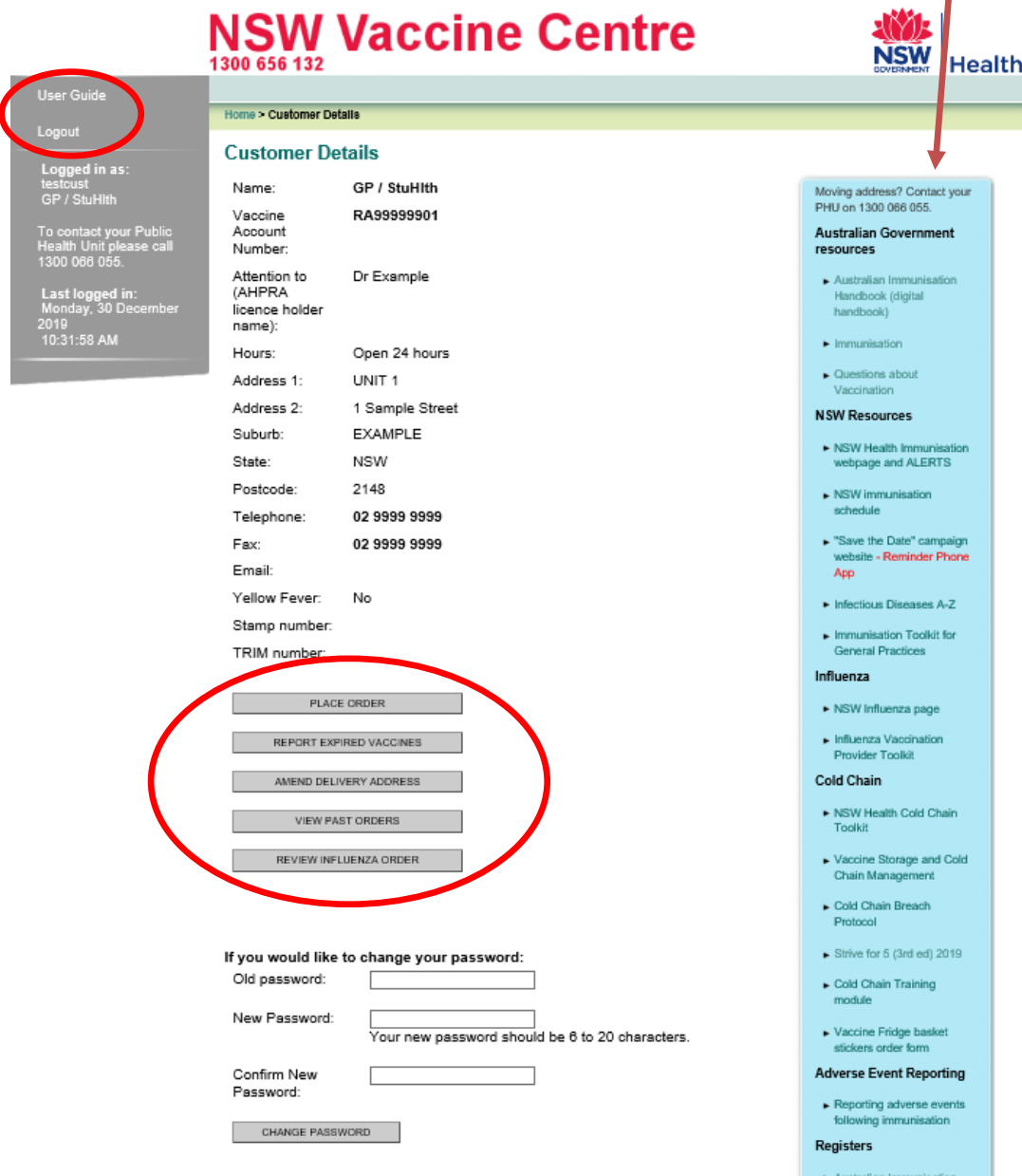


Continue.

5. Initial screen

If it is the first time you have logged in you will then be taken to review your details. Please review them and ensure that they are correct.

- The left-hand grey box contains a link to this user guide and allows you to logout.
- Underneath your details in the middle of the screen, you can amend your delivery details, change your password, report expired vaccines, place an order, view your past orders and review your influenza order during the flu season.
- The blue box to the right of the screen contains links to various useful immunisation related resources.



NSW Vaccine Centre
1300 656 132

NSW GOVERNMENT Health

Home > Customer Details

Customer Details

Name: GP / StuHlth
Vaccine Account Number: RA99999901
Attention to (AHPRA licence holder name): Dr Example
Hours: Open 24 hours
Address 1: UNIT 1
Address 2: 1 Sample Street
Suburb: EXAMPLE
State: NSW
Postcode: 2148
Telephone: 02 9999 9999
Fax: 02 9999 9999
Email:
Yellow Fever: No
Stamp number:
TRIM number:

PLACE ORDER
REPORT EXPIRED VACCINES
AMEND DELIVERY ADDRESS
VIEW PAST ORDERS
REVIEW INFLUENZA ORDER

If you would like to change your password:
Old password:
New Password:
Your new password should be 6 to 20 characters.
Confirm New Password:
CHANGE PASSWORD

Moving address? Contact your PHU on 1300 066 055.

Australian Government resources

- ▶ Australian Immunisation Handbook (digital handbook)
- ▶ Immunisation
- ▶ Questions about Vaccination

NSW Resources

- ▶ NSW Health Immunisation webpage and ALERTS
- ▶ NSW immunisation schedule
- ▶ "Save the Date" campaign website - [Reminder Phone App](#)
- ▶ Infectious Diseases A-Z
- ▶ Immunisation Toolkit for General Practices

Influenza

- ▶ NSW Influenza page
- ▶ Influenza Vaccination Provider Toolkit

Cold Chain

- ▶ NSW Health Cold Chain Toolkit
- ▶ Vaccine Storage and Cold Chain Management
- ▶ Cold Chain Breach Protocol
- ▶ Strive for 5 (3rd ed) 2019
- ▶ Cold Chain Training module
- ▶ Vaccine Fridge basket stickers order form

Adverse Event Reporting

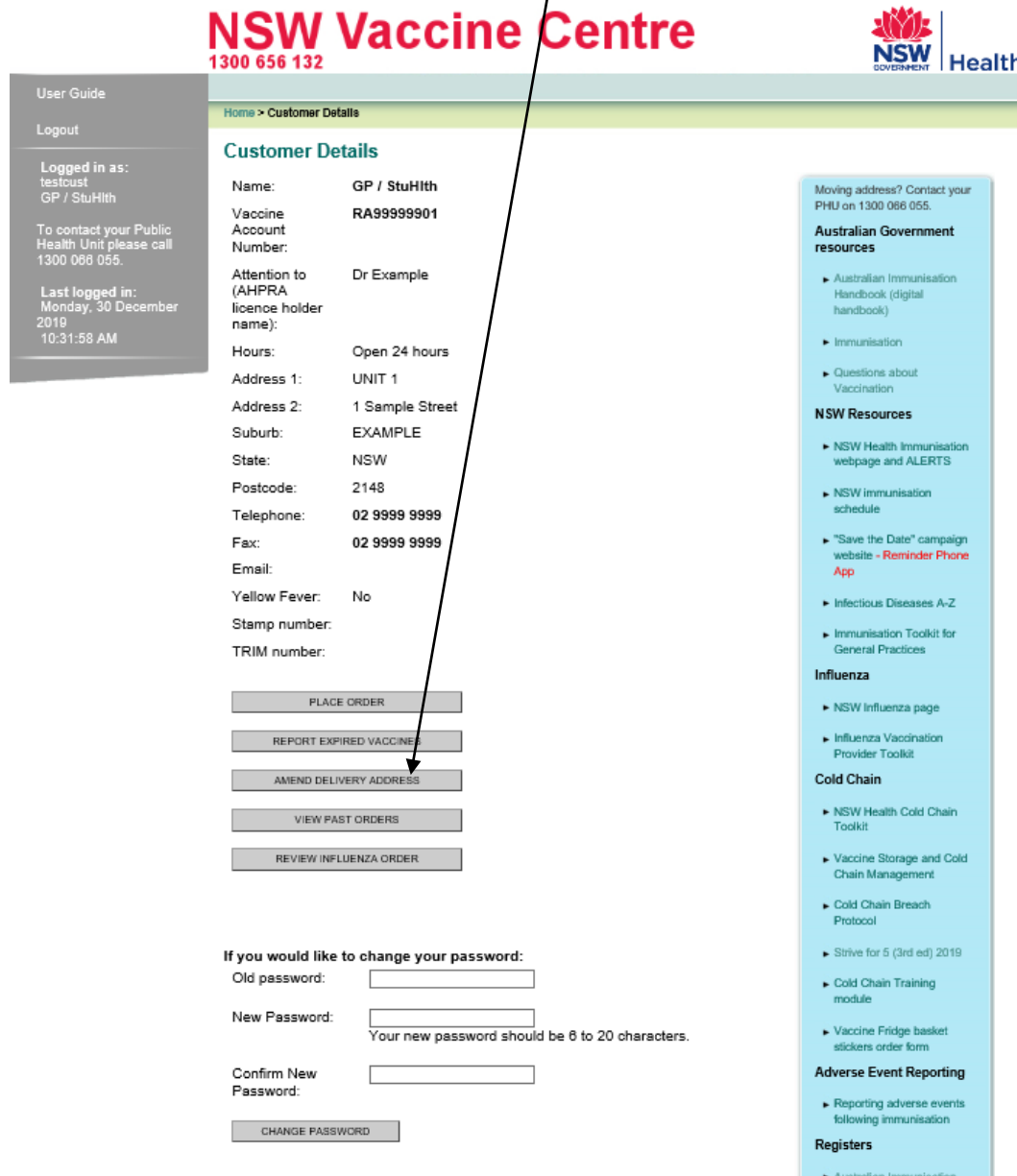
- ▶ Reporting adverse events following immunisation

Registers

- ▶ Australian Immunisation

6. Amend your details

Your details including change of address can be updated by clicking on the Amend Delivery Address button.



NSW Vaccine Centre
1300 656 132

NSW Health
GOVERNMENT

User Guide
Logout

Logged in as:
testcust
GP / StuHlth

To contact your Public Health Unit please call 1300 066 055.

Last logged in:
Monday, 30 December 2019
10:31:58 AM

Home > Customer Details

Customer Details

Name: GP / StuHlth
Vaccine Account Number: RA99999901
Attention to (AHPRA licence holder name): Dr Example
Hours: Open 24 hours
Address 1: UNIT 1
Address 2: 1 Sample Street
Suburb: EXAMPLE
State: NSW
Postcode: 2148
Telephone: 02 9999 9999
Fax: 02 9999 9999
Email:
Yellow Fever: No
Stamp number:
TRIM number:

PLACE ORDER
REPORT EXPIRED VACCINES
AMEND DELIVERY ADDRESS
VIEW PAST ORDERS
REVIEW INFLUENZA ORDER

If you would like to change your password:
Old password:
New Password:
Your new password should be 8 to 20 characters.
Confirm New Password:
CHANGE PASSWORD

Moving address? Contact your PHU on 1300 066 055.

Australian Government resources

- Australian Immunisation Handbook (digital handbook)
- Immunisation
- Questions about Vaccination

NSW Resources

- NSW Health Immunisation webpage and ALERTS
- NSW immunisation schedule
- "Save the Date" campaign website - [Reminder Phone App](#)
- Infectious Diseases A-Z
- Immunisation Toolkit for General Practices

Influenza

- NSW Influenza page
- Influenza Vaccination Provider Toolkit

Cold Chain

- NSW Health Cold Chain Toolkit
- Vaccine Storage and Cold Chain Management
- Cold Chain Breach Protocol
- Strive for 5 (3rd ed) 2019
- Cold Chain Training module
- Vaccine Fridge basket stickers order form

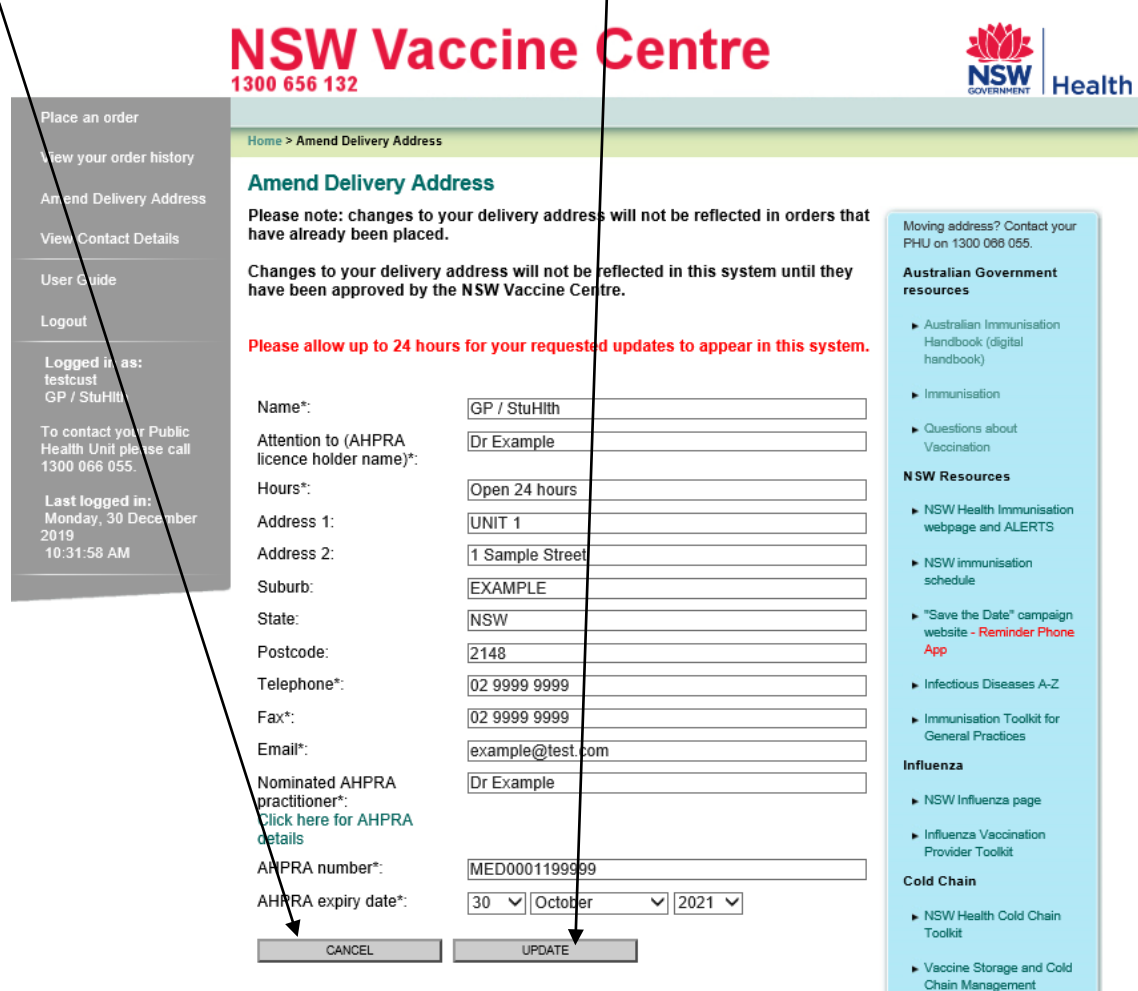
Adverse Event Reporting

- Reporting adverse events following immunisation

Registers

- Australian Immunisation

Amend the details as required and click on the Update button, if a mistake has been made click on the Cancel button which will take you back to the initial screen.



NSW Vaccine Centre
1300 656 132

NSW GOVERNMENT Health

Place an order
View your order history
Amend Delivery Address
View Contact Details
User Guide
Logout

Logged in as:
testcust
GP / StuHlt

To contact your Public Health Unit please call 1300 066 055.

Last logged in:
Monday, 30 December 2019
10:31:58 AM

Home > Amend Delivery Address

Amend Delivery Address

Please note: changes to your delivery address will not be reflected in orders that have already been placed.

Changes to your delivery address will not be reflected in this system until they have been approved by the NSW Vaccine Centre.

Please allow up to 24 hours for your requested updates to appear in this system.

Name*: GP / StuHlt

Attention to (AHPRA licence holder name)*: Dr Example

Hours*: Open 24 hours

Address 1: UNIT 1

Address 2: 1 Sample Street

Suburb: EXAMPLE

State: NSW

Postcode: 2148

Telephone*: 02 9999 9999

Fax*: 02 9999 9999

Email*: example@test.com

Nominated AHPRA practitioner*: Dr Example

Click here for AHPRA details

AHPRA number*: MED0001199999

AHPRA expiry date*: 30 October 2021

CANCEL UPDATE

Moving address? Contact your PHU on 1300 066 055.

Australian Government resources

- Australian Immunisation Handbook (digital handbook)
- Immunisation
- Questions about Vaccination

NSW Resources

- NSW Health Immunisation webpage and ALERTS
- NSW immunisation schedule
- "Save the Date" campaign website - **Reminder Phone App**
- Infectious Diseases A-Z
- Immunisation Toolkit for General Practices

Influenza

- NSW Influenza page
- Influenza Vaccination Provider Toolkit

Cold Chain

- NSW Health Cold Chain Toolkit
- Vaccine Storage and Cold Chain Management

Please note that if you amend your delivery details, your account will be placed on hold pending approval from the NSW Vaccine Centre and NSW Health. If you have moved address you will need to provide 24 hours stable data logging of your vaccine refrigerator to your local public health unit before the change of address request is approved.

7. Update your AHPRA details

1. If the below message appears after logging in, you will need to update your AHPRA expiry details before you are able to place an order.



NSW Vaccine Centre
1300 656 132

NSW Health

User Guide
Logout

Logged in as:
Randwick SES
Active Family Medical
Centre

To contact your Public
Health Unit please call
1300 066 055.

Home > Customer Details

Customer Details

Your AHPRA registration has expired.

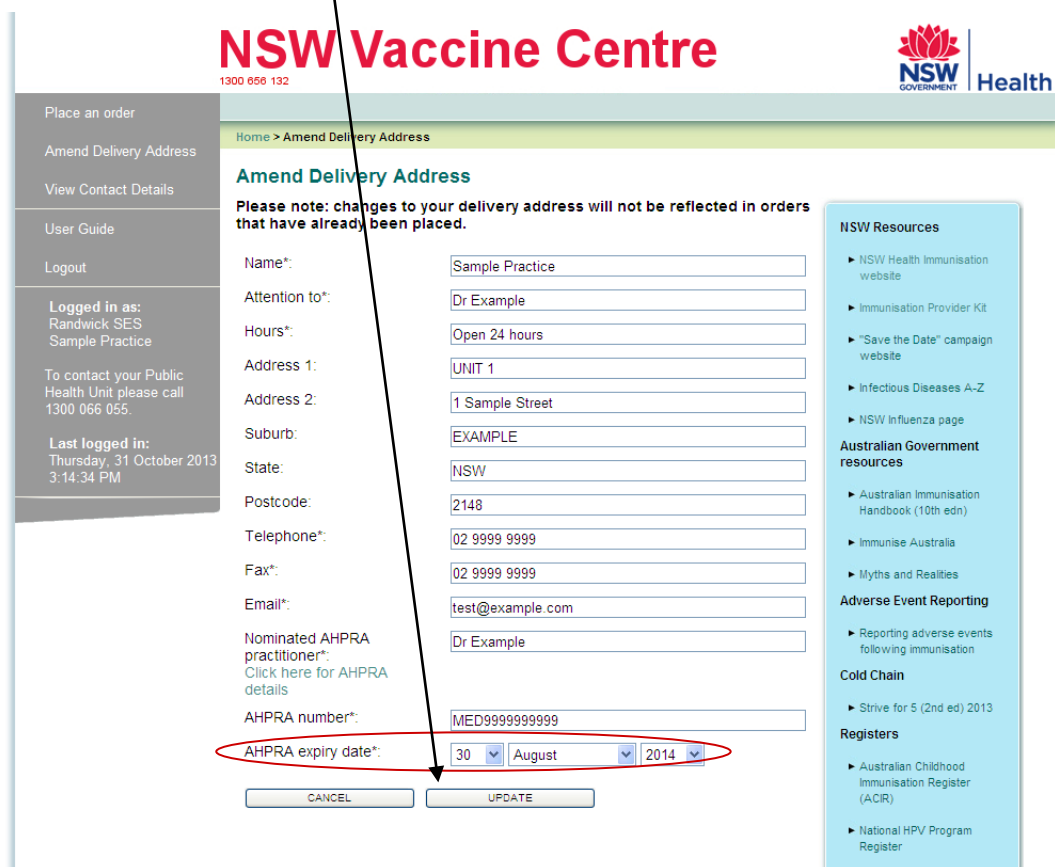
Please update your AHPRA details by clicking on "Amend Delivery Address" below before placing your next order. The AHPRA website is at www.ahpra.gov.au/.

Should you need further assistance, please contact the NSW Vaccine Centre on 1300 656 132

NSW Resources

- ▶ NSW Health Immunisation website
- ▶ Immunisation Provider Kit

2. To update your AHPRA details, click on Amend Delivery Address (see section 6). **Amend the expiry date** and click on **Update**.



NSW Vaccine Centre
1300 656 132

NSW Health

Place an order
Amend Delivery Address
View Contact Details

User Guide
Logout

Logged in as:
Randwick SES
Sample Practice

To contact your Public
Health Unit please call
1300 066 055.

Last logged in:
Thursday, 31 October 2013
3:14:34 PM

Home > Amend Delivery Address

Amend Delivery Address

Please note: changes to your delivery address will not be reflected in orders that have already been placed.

Name*: Sample Practice

Attention to*: Dr Example

Hours*: Open 24 hours

Address 1: UNIT 1

Address 2: 1 Sample Street

Suburb: EXAMPLE

State: NSW

Postcode: 2148

Telephone*: 02 9999 9999

Fax*: 02 9999 9999

Email*: test@example.com

Nominated AHPRA practitioner*: Dr Example
[Click here for AHPRA details](#)

AHPRA number*: MED9999999999

AHPRA expiry date*: 30 August 2014

CANCEL UPDATE

NSW Resources

- ▶ NSW Health Immunisation website
- ▶ Immunisation Provider Kit
- ▶ "Save the Date" campaign website
- ▶ Infectious Diseases A-Z
- ▶ NSW Influenza page

Australian Government resources

- ▶ Australian Immunisation Handbook (10th edn)
- ▶ Immunise Australia
- ▶ Myths and Realities

Adverse Event Reporting

- ▶ Reporting adverse events following immunisation

Cold Chain


- ▶ Strive for 5 (2nd ed) 2013

Registers


- ▶ Australian Childhood Immunisation Register (ACIR)
- ▶ National HPV Program Register

8. Reporting expired vaccines

1. To report expired stock, select **report expired vaccines**



1300 656 132



User Guide

Logout

Logged in as:
testcust
GP / StuHlth

To contact your Public Health Unit please call 1300 068 055.

Last logged in:
Monday, 30 December 2019
10:31:58 AM

[Home](#) > [Customer Details](#)

Customer Details

Name:	GP / StuHlth
Vaccine Account Number:	RA99999901
Attention to (AHPRA licence holder name):	Dr Example
Hours:	Open 24 hours
Address 1:	UNIT 1
Address 2:	1 Sample Street
Suburb:	EXAMPLE
State:	NSW
Postcode:	2148
Telephone:	02 9999 9999
Fax:	02 9999 9999
Email:	
Yellow Fever:	No
Stamp number:	
TRIM number:	

PLACE ORDER

REPORT EXPIRED VACCINES

AMEND DELIVERY ADDRESS

VIEW PAST ORDERS

REVIEW INFLUENZA ORDER

If you would like to change your password:

Old password:

New Password:

Your new password should be 6 to 20 characters.

Confirm New Password:

CHANGE PASSWORD

Moving address? Contact your PHU on 1300 068 055.

Australian Government resources

- ▶ Australian Immunisation Handbook (digital handbook)
- ▶ Immunisation
- ▶ Questions about Vaccination

NSW Resources

- ▶ NSW Health Immunisation webpage and ALERTS
- ▶ NSW immunisation schedule
- ▶ "Save the Date" campaign website - [Reminder Phone App](#)
- ▶ Infectious Diseases A-Z
- ▶ Immunisation Toolkit for General Practices

Influenza

- ▶ NSW Influenza page
- ▶ Influenza Vaccination Provider Toolkit

Cold Chain

- ▶ NSW Health Cold Chain Toolkit
- ▶ Vaccine Storage and Cold Chain Management
- ▶ Cold Chain Breach Protocol
- ▶ Strive for 5 (3rd ed) 2019
- ▶ Cold Chain Training module
- ▶ Vaccine Fridge basket stickers order form

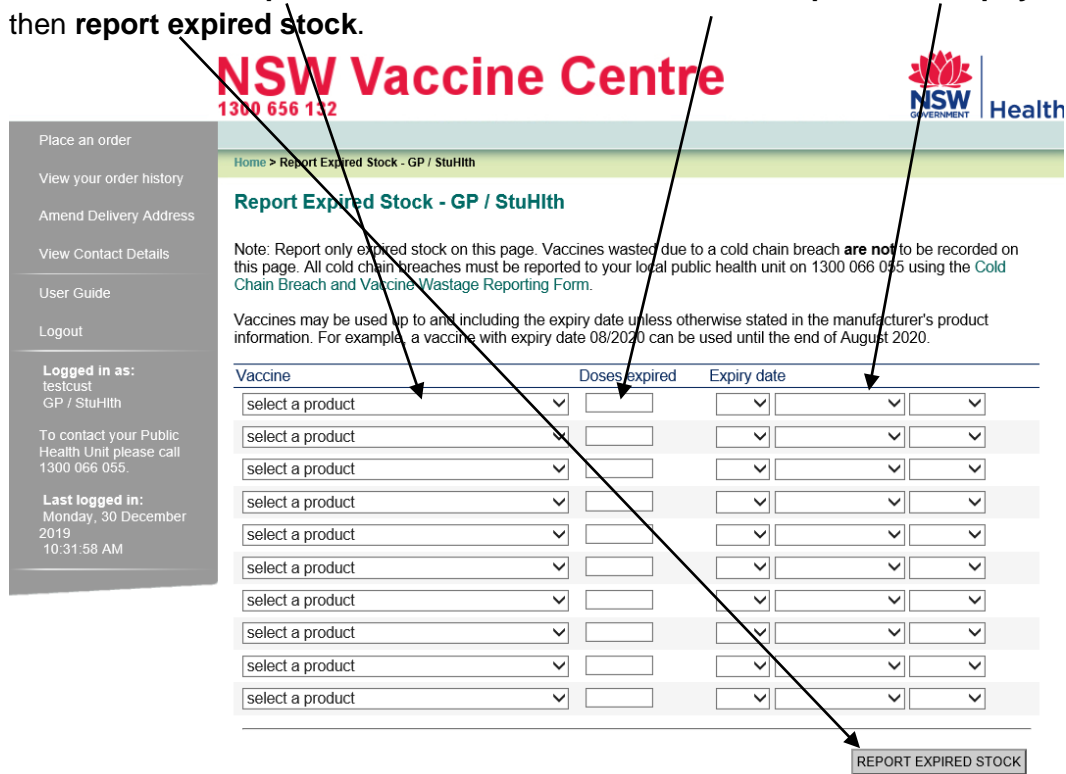
Adverse Event Reporting

- ▶ Reporting adverse events following immunisation

Registers

- ▶ Australian Immunisation

2. Select the **vaccine product**, enter exact number of **doses expired** and **expiry date** and then **report expired stock**.



NSW Vaccine Centre
1300 656 132

NSW GOVERNMENT Health

Home > Report Expired Stock - GP / StuHith

Report Expired Stock - GP / StuHith

Note: Report only expired stock on this page. Vaccines wasted due to a cold chain breach **are not** to be recorded on this page. All cold chain breaches must be reported to your local public health unit on 1300 066 055 using the [Cold Chain Breach and Vaccine Wastage Reporting Form](#).

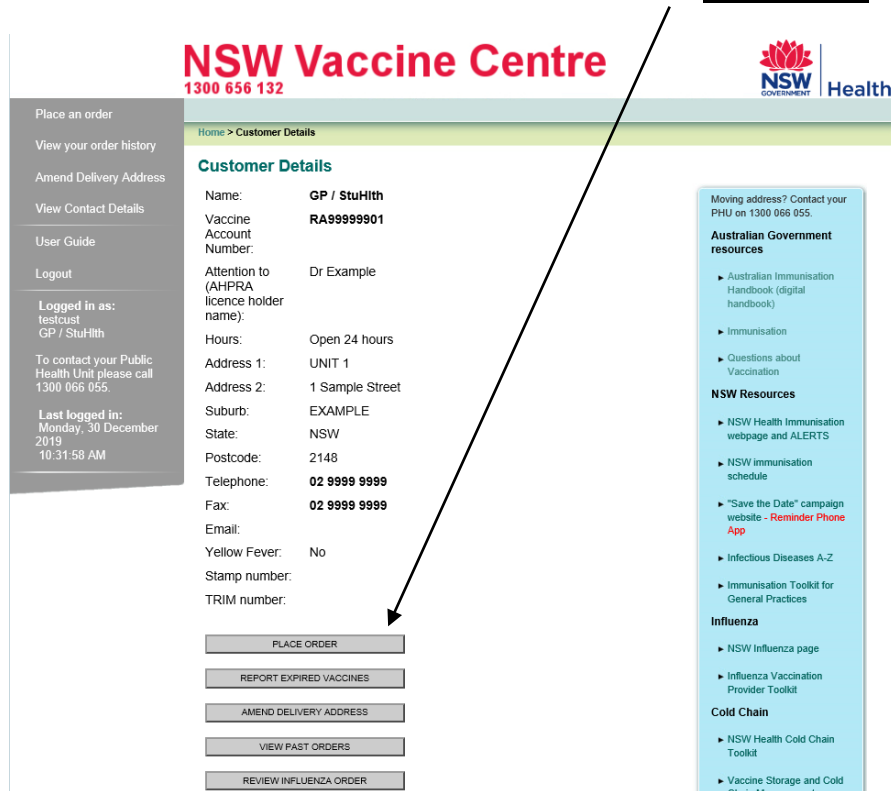
Vaccines may be used up to and including the expiry date unless otherwise stated in the manufacturer's product information. For example, a vaccine with expiry date 08/2020 can be used until the end of August 2020.

Vaccine	Doses expired	Expiry date
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>

REPORT EXPIRED STOCK

9. Placing a vaccine order

1. To place a vaccine order from the initial screen click on the **Place Order** button.



NSW Vaccine Centre
1300 656 132

Home > Customer Details

Customer Details

Name: GP / StuHith
Vaccine Account Number: RA99999901
Attention to (AHPRA licence holder name): Dr Example
Hours: Open 24 hours
Address 1: UNIT 1
Address 2: 1 Sample Street
Suburb: EXAMPLE
State: NSW
Postcode: 2148
Telephone: 02 9999 9999
Fax: 02 9999 9999
Email:
Yellow Fever: No
Stamp number:
TRIM number:

PLACE ORDER

REPORT EXPIRED VACCINES

AMEND DELIVERY ADDRESS

VIEW PAST ORDERS

REVIEW INFLUENZA ORDER

Moving address? Contact your PHU on 1300 066 055.

Australian Government resources

- Australian Immunisation Handbook (digital handbook)
- Immunisation
- Questions about Vaccination

NSW Resources

- NSW Health Immunisation webpage and ALERTS
- NSW immunisation schedule
- "Save the Date" campaign website - **Reminder Phone App**
- Infectious Diseases A-Z
- Immunisation Toolkit for General Practices

Influenza

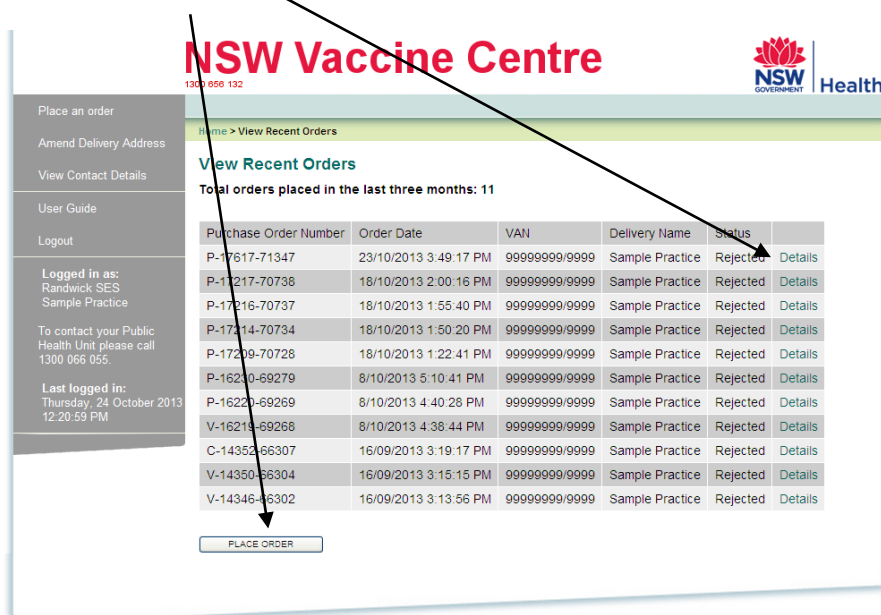
- NSW Influenza page
- Influenza Vaccination Provider Toolkit

Cold Chain

- NSW Health Cold Chain Toolkit
- Vaccine Storage and Cold Chain Management

Place an order
View your order history
Amend Delivery Address
View Contact Details
User Guide
Logout
Logged in as: testcous
GP / StuHith
To contact your Public Health Unit please call 1300 066 055.
Last logged in: Monday, 30 December 2019 10:31:58 AM

2. The following page is practice's most recent orders, which allows you to review your ordering history. Click on the **Details** button to open the order details. To continue to place a vaccine order click on the **Place Order** button.



NSW Vaccine Centre
1300 656 132

Home > View Recent Orders

View Recent Orders

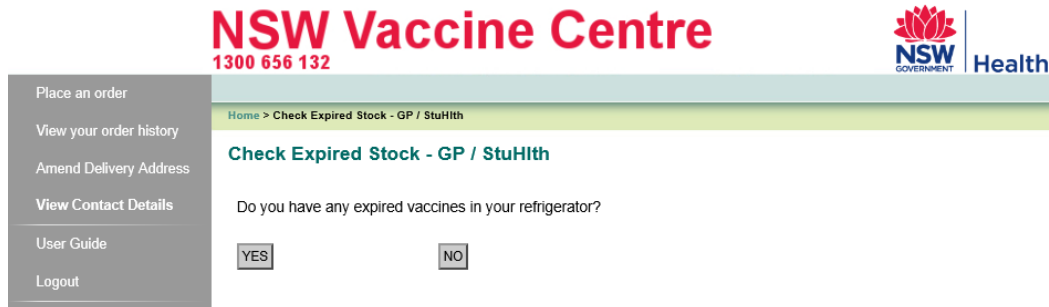
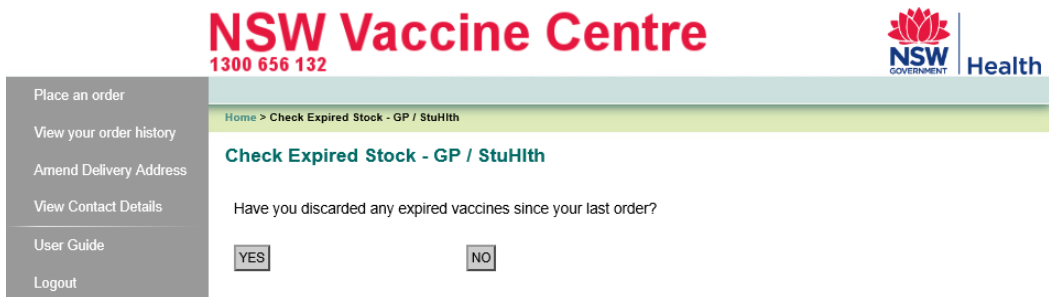
Total orders placed in the last three months: 11

Purchase Order Number	Order Date	VAN	Delivery Name	Status	
P-17617-71347	23/10/2013 3:49:17 PM	99999999/9999	Sample Practice	Rejected	Details
P-17217-70736	18/10/2013 2:00:16 PM	99999999/9999	Sample Practice	Rejected	Details
P-17216-70737	18/10/2013 1:55:40 PM	99999999/9999	Sample Practice	Rejected	Details
P-17214-70734	18/10/2013 1:50:20 PM	99999999/9999	Sample Practice	Rejected	Details
P-17209-70728	18/10/2013 1:22:41 PM	99999999/9999	Sample Practice	Rejected	Details
P-16220-69279	8/10/2013 5:10:41 PM	99999999/9999	Sample Practice	Rejected	Details
P-16220-69269	8/10/2013 4:40:28 PM	99999999/9999	Sample Practice	Rejected	Details
V-16219-69268	8/10/2013 4:38:44 PM	99999999/9999	Sample Practice	Rejected	Details
C-14352-66307	16/09/2013 3:19:17 PM	99999999/9999	Sample Practice	Rejected	Details
V-14350-66304	16/09/2013 3:15:15 PM	99999999/9999	Sample Practice	Rejected	Details
V-14346-66302	16/09/2013 3:13:56 PM	99999999/9999	Sample Practice	Rejected	Details

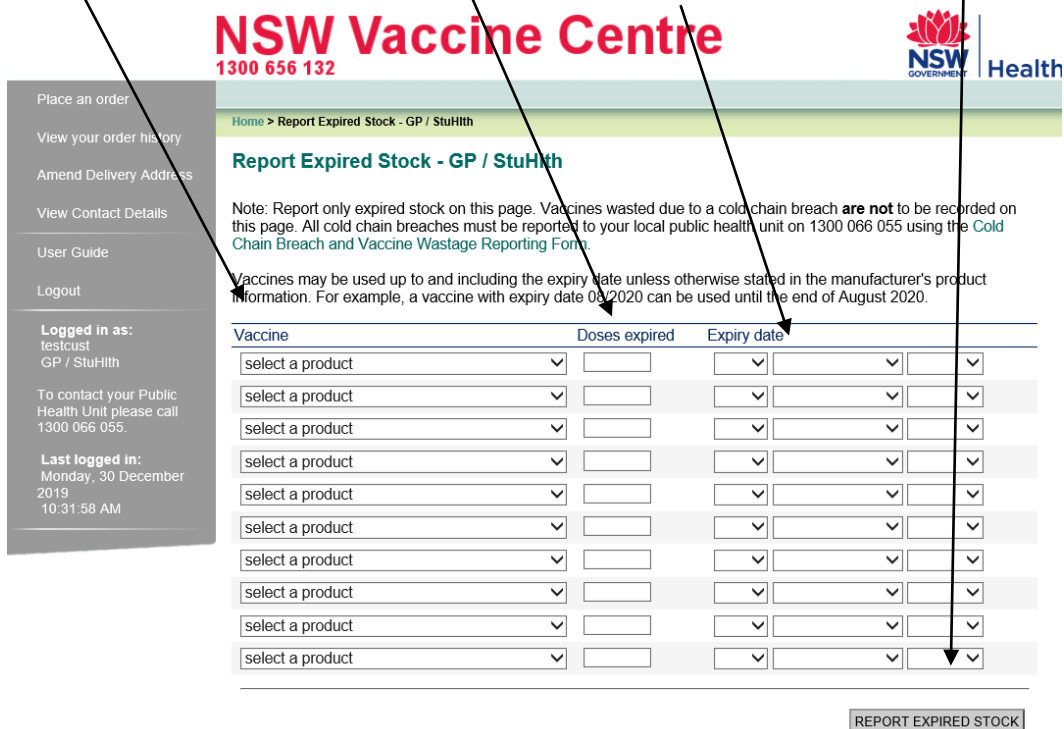
PLACE ORDER

Place an order
Amend Delivery Address
View Contact Details
User Guide
Logout
Logged in as: Randwick SES
Sample Practice
To contact your Public Health Unit please call 1300 066 055.
Last logged in: Thursday, 24 October 2013 12:20:59 PM

- You will then be asked if you **have any expired vaccine in your refrigerator** or **if you have discarded any expired vaccines since your last order**. Immunisation providers are required to report all expired vaccines before discarding them (refer to Section 8) .

- If you answer yes, you will be taken to the report expired stock page. Select the **vaccine product**, enter exact number of **doses expired** and **expiry date** and then **report expired stock**.



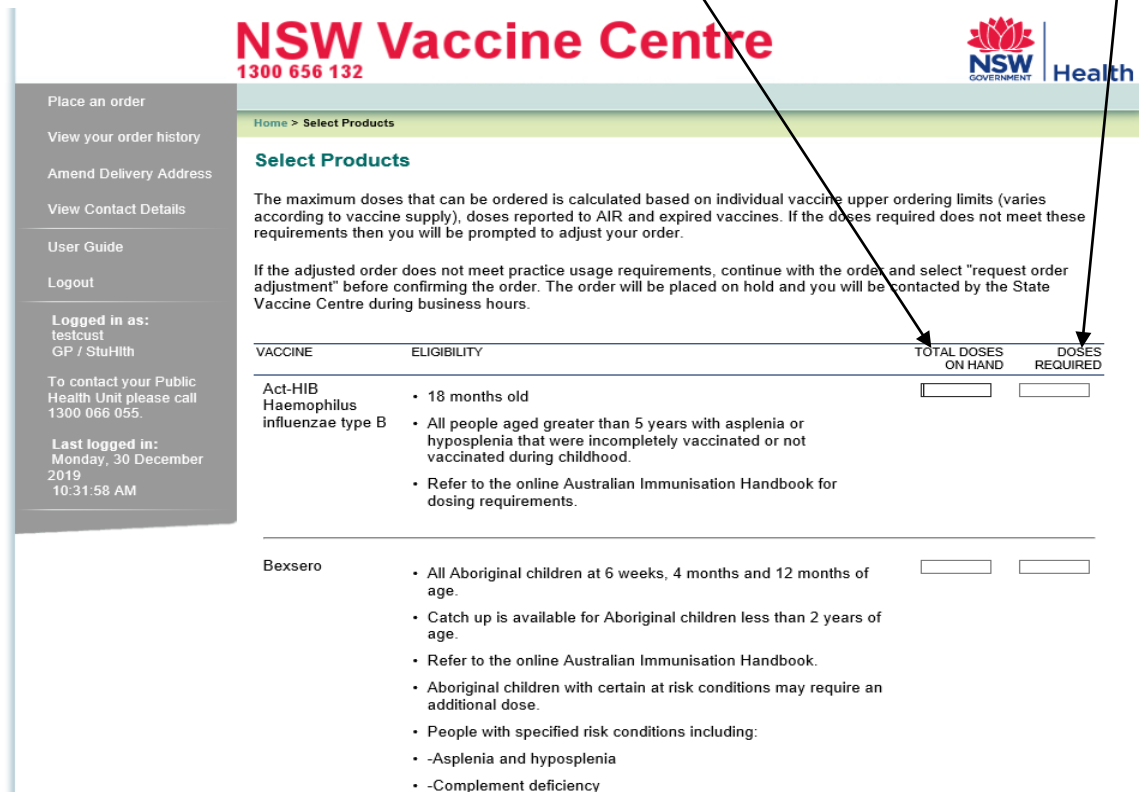
Note: Report only expired stock on this page. Vaccines wasted due to a cold chain breach **are not** to be recorded on this page. All cold chain breaches must be reported to your local public health unit on 1300 066 055 using the [Cold Chain Breach and Vaccine Wastage Reporting Form](#).

Vaccines may be used up to and including the expiry date unless otherwise stated in the manufacturer's product information. For example, a vaccine with expiry date 08/2020 can be used until the end of August 2020.

Vaccine	Doses expired	Expiry date
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select a product"/>	<input type="text"/>	<input type="text"/>

REPORT EXPIRED STOCK

5. This will take you to the Select Products page, which will allow you to order the vaccines that your clinic is registered for. Against each vaccine there is information regarding patient eligibility. Enter the **number of doses of each vaccine within your clinic** and the **total doses required** for delivery then select **add to cart**.



NSW Vaccine Centre
1300 656 132

Home > Select Products

Select Products

The maximum doses that can be ordered is calculated based on individual vaccine upper ordering limits (varies according to vaccine supply), doses reported to AIR and expired vaccines. If the doses required does not meet these requirements then you will be prompted to adjust your order.

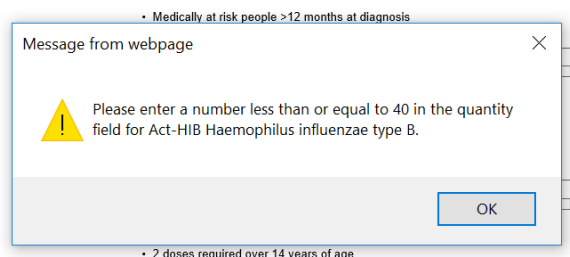
If the adjusted order does not meet practice usage requirements, continue with the order and select "request order adjustment" before confirming the order. The order will be placed on hold and you will be contacted by the State Vaccine Centre during business hours.

VACCINE	ELIGIBILITY	TOTAL DOSES ON HAND	DOSES REQUIRED
Act-HIB Haemophilus influenzae type B	<ul style="list-style-type: none"> 18 months old All people aged greater than 5 years with asplenia or hyposplenia that were incompletely vaccinated or not vaccinated during childhood. Refer to the online Australian Immunisation Handbook for dosing requirements. 	<input type="text"/>	<input type="text"/>
Bexsero	<ul style="list-style-type: none"> All Aboriginal children at 6 weeks, 4 months and 12 months of age. Catch up is available for Aboriginal children less than 2 years of age. Refer to the online Australian Immunisation Handbook. Aboriginal children with certain at risk conditions may require an additional dose. People with specified risk conditions including: <ul style="list-style-type: none"> -Asplenia and hyposplenia -Complement deficiency 	<input type="text"/>	<input type="text"/>

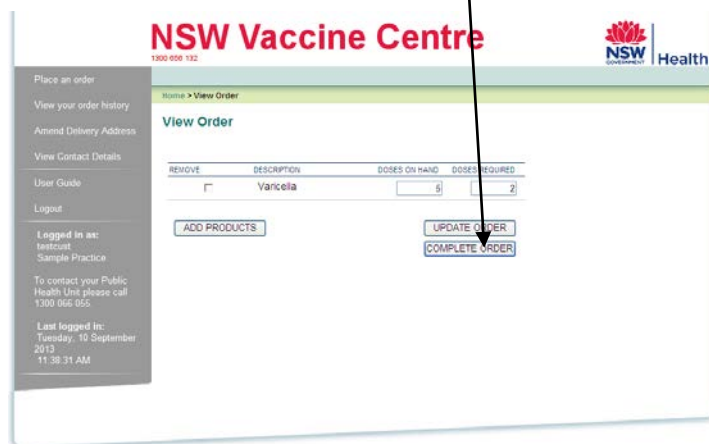
ADD TO CART

6. The maximum doses that can be ordered is calculated based on individual vaccine upper ordering limits (varies according to vaccine supply), doses reported to AIR and expired vaccines. If the doses required does not meet these requirements, then you will be prompted to adjust your order. Select **ok** and adjust your order as instructed.

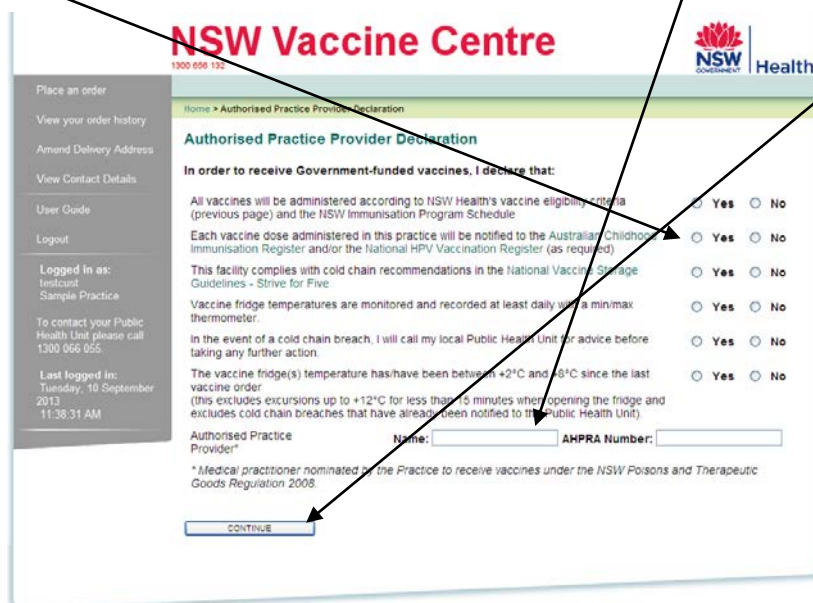
Note: You will be prompted to do this for each vaccine that does not meet the ordering requirements. Once complete **add to cart**, you will have the opportunity to request an order adjustment if the adjusted order does not meet practice usage requirements.



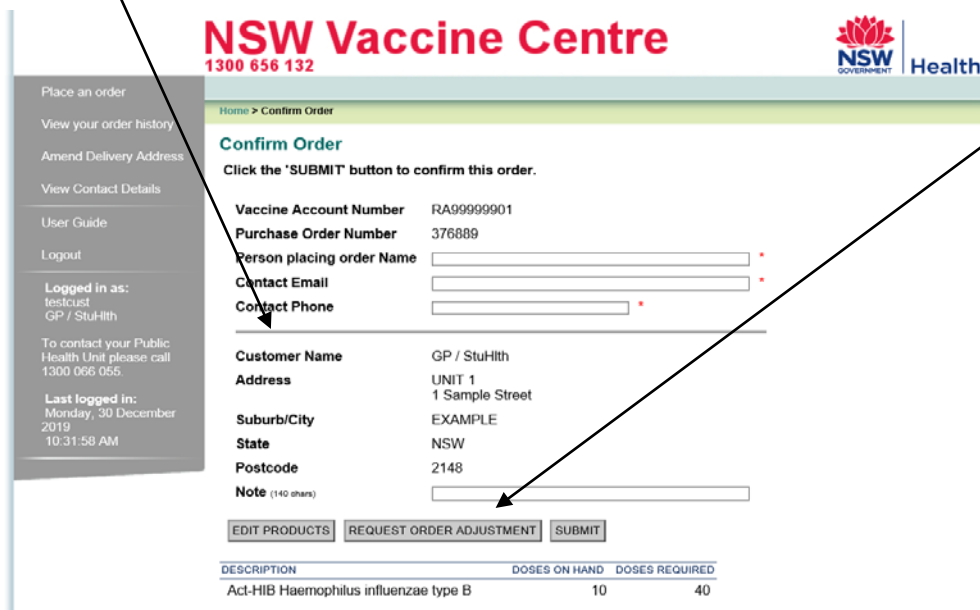
7. This will lead you to the View Order page which allows you to review the vaccines that will be ordered and the required doses. To change the doses on hand or the required doses, update the number and click on the Update Order button. To add additional vaccines to the order click on the Add Products button, enter the required doses against the additional vaccine and click on the View Order button. Once you are satisfied with the order click on the Complete Order button (providers without an Australian Health Practitioner Regulation Agency (AHPRA) number will be taken to the Confirm Order page). **Please note if you adjust the order on this page and its above the maximum doses that can be ordered you will prompted to adjust the order again.**



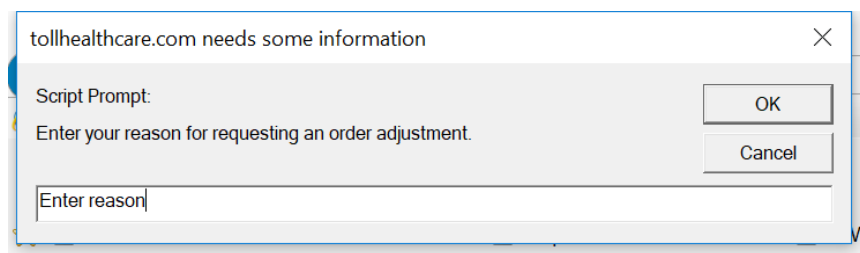
8. Providers with an AHPRA number will be taken to the Authorised Practice Provider Declaration page. Please answer the Authorised Practice Provider Declaration questions by selecting the Yes or No for each question. Enter the authorised practice provider name and AHPRA number. Click on the Continue button.



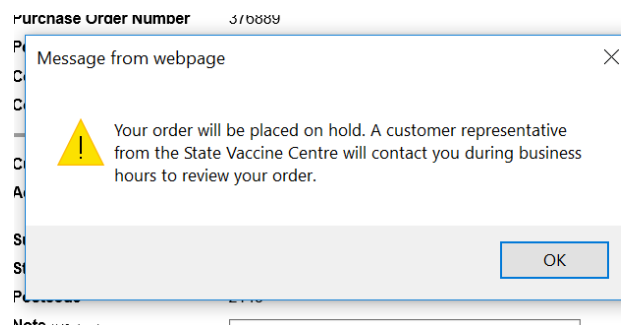
9. This will lead you to the Confirm Order page. Please review the contact name and phone number, your vaccine order and enter any notes that you would like to make visible to the NSW Vaccine Centre. If the adjusted order does not meet practice usage requirements, select **Request Order Adjustment**. If you would like to make a change to the order, click on the **Edit Products** button, otherwise click on the **Submit** button which will generate the vaccine order.



10. If an order adjustment is requested, you will be prompted to enter a reason for the order adjustment. **Enter the reason and select Ok.**



11. Your order will be placed on hold until the NSW Vaccine Centre contacts you to discuss the order. **Select ok, then submit your order.**



12. Once the order has been confirmed the following page is the Order Confirmation. You can print a copy of the vaccine order by clicking on the text click here, logout by clicking on the Logout button or place a new order by clicking on the New order button. You should also receive an order confirmation email.



NSW Vaccine Centre
1300 656 132

Home > Order Confirmation

Order Confirmation

Your order will be held pending authorisation.
Please contact the NSW Vaccine Centre or your Public Health Unit for further information.
To view a printable version please [click here](#).

[LOG OUT](#) [NEW ORDER](#)

Purchase Order Number P-17617-71347
Ordered Date 23/10/2013

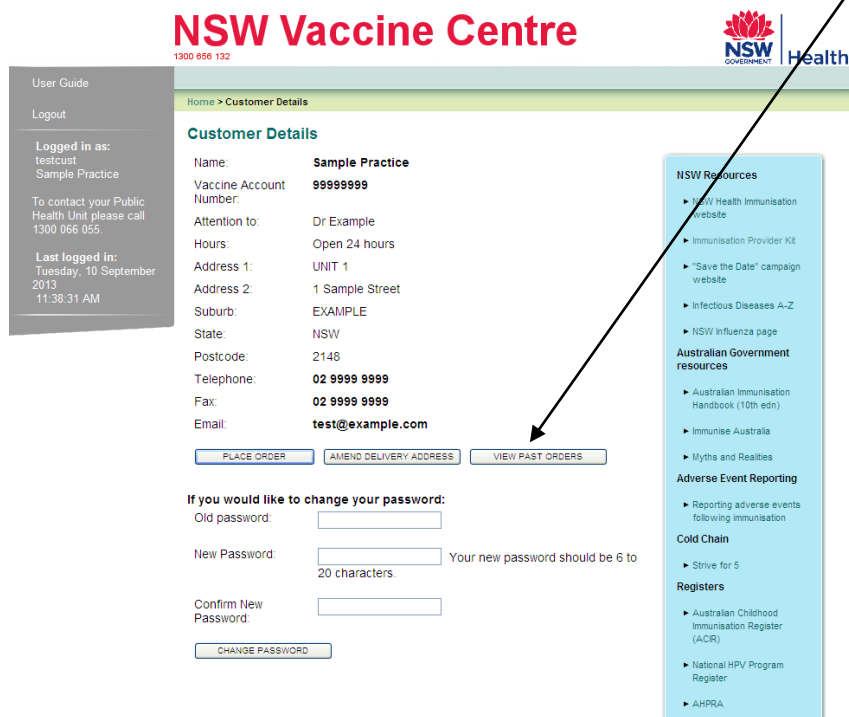
DESCRIPTION	DOSES REQUIRED
Rabies Vaccine	1
Imogam ZmL	1

Left Sidebar:
Place an order
Amend Delivery Address
View Contact Details
User Guide
Logout
Logged in as: Randwick SES Sample Practice
To contact your Public Health Unit please call 1300 066 055.
Last logged in: Wednesday, 23 October 2013 3:27:27 PM

Right Sidebar:
NSW Resources
► NSW Health Immunisation website
► Immunisation Provider Kit
► "Save the Date" campaign website
► Infectious Diseases A-Z
► NSW Influenza page
Australian Government resources
► Australian Immunisation Handbook (10th edn)
► Immunise Australia
► Myths and Realities
Adverse Event Reporting
► Reporting adverse events following immunisation
Cold Chain
► Strive for 5
Registers
► Australian Childhood Immunisation Register (ACIR)
► National HPV Program Register
► AHPRA

10. View past vaccine orders

1. To view all or some of your past orders, from the initial screen, click on the View Past Orders button.



NSW Vaccine Centre
1300 656 132

Home > Customer Details

Customer Details

Name: Sample Practice
Vaccine Account Number: 99999999
Attention to: Dr Example
Hours: Open 24 hours
Address 1: UNIT 1
Address 2: 1 Sample Street
Suburb: EXAMPLE
State: NSW
Postcode: 2148
Telephone: 02 9999 9999
Fax: 02 9999 9999
Email: test@example.com

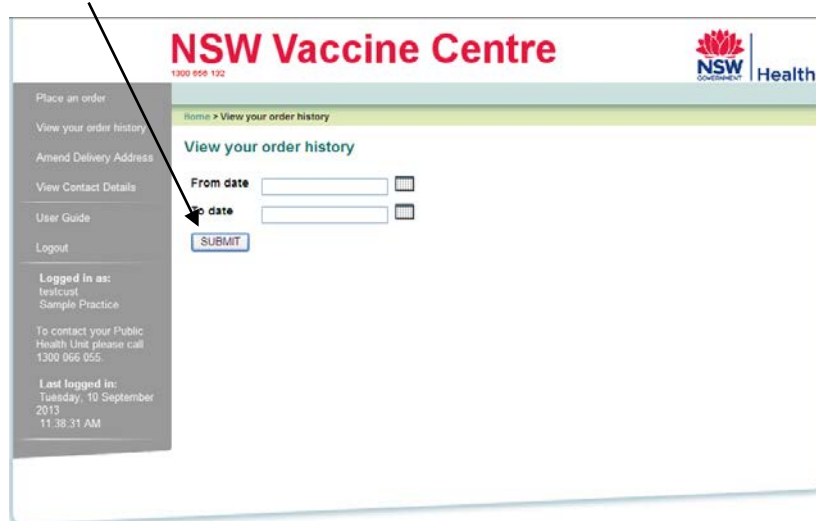
[PLACE ORDER](#) [AMEND DELIVERY ADDRESS](#) [VIEW PAST ORDERS](#)

If you would like to change your password:
Old password:
New Password: Your new password should be 6 to 20 characters.
Confirm New Password:
[CHANGE PASSWORD](#)

Left Sidebar:
User Guide
Logout
Logged in as: testcust Sample Practice
To contact your Public Health Unit please call 1300 066 055.
Last logged in: Tuesday, 10 September 2013 11:38:31 AM

Right Sidebar:
NSW Resources
► NSW Health Immunisation website
► Immunisation Provider Kit
► "Save the Date" campaign website
► Infectious Diseases A-Z
► NSW Influenza page
Australian Government resources
► Australian Immunisation Handbook (10th edn)
► Immunise Australia
► Myths and Realities
Adverse Event Reporting
► Reporting adverse events following immunisation
Cold Chain
► Strive for 5
Registers
► Australian Childhood Immunisation Register (ACIR)
► National HPV Program Register
► AHPRA

2. Enter the date range search criteria, only orders created within the date range will be displayed. Click on the Submit button.



NSW Vaccine Centre
1300 656 132

NSW GOVERNMENT Health

Place an order
View your order history
Amend Delivery Address
View Contact Details
User Guide
Logout

Logged in as:
teriscout
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:
Tuesday, 10 September 2013
11:38:31 AM

Home > View your order history

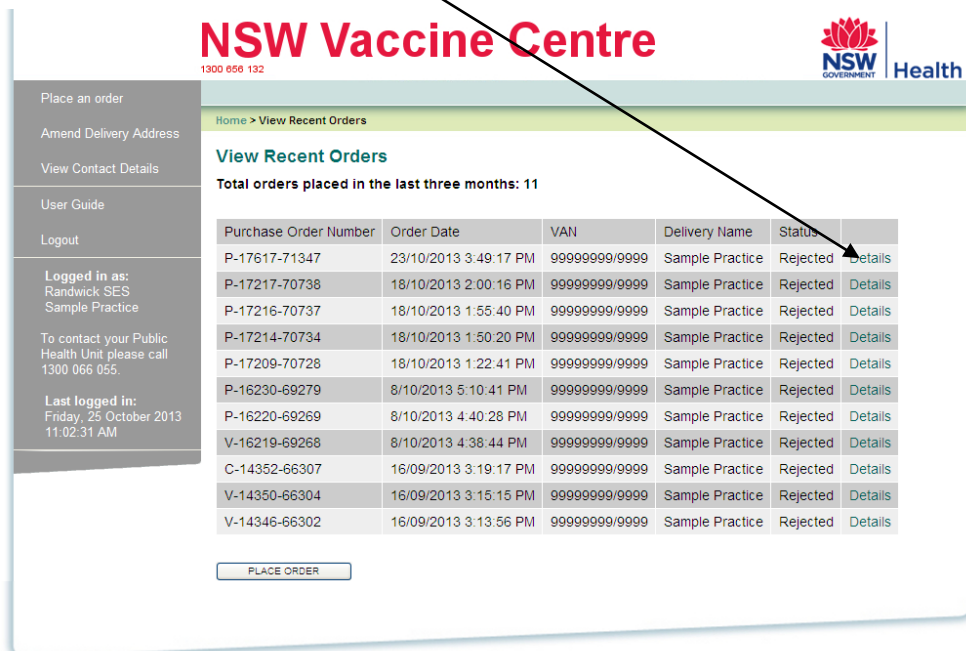
View your order history

From date

To date

SUBMIT

3. You will be presented with all of the orders that meet the search criteria. To view the details of the order, click on the Details hyperlink. You will be presented with the order details and once you have finished viewing them, click on the Close button in the top right-hand side of the internet browser.



NSW Vaccine Centre
1300 656 132

NSW GOVERNMENT Health

Place an order
Amend Delivery Address
View Contact Details
User Guide
Logout

Logged in as:
Randwick SES
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:
Friday, 25 October 2013
11:02:31 AM

Home > View Recent Orders

View Recent Orders

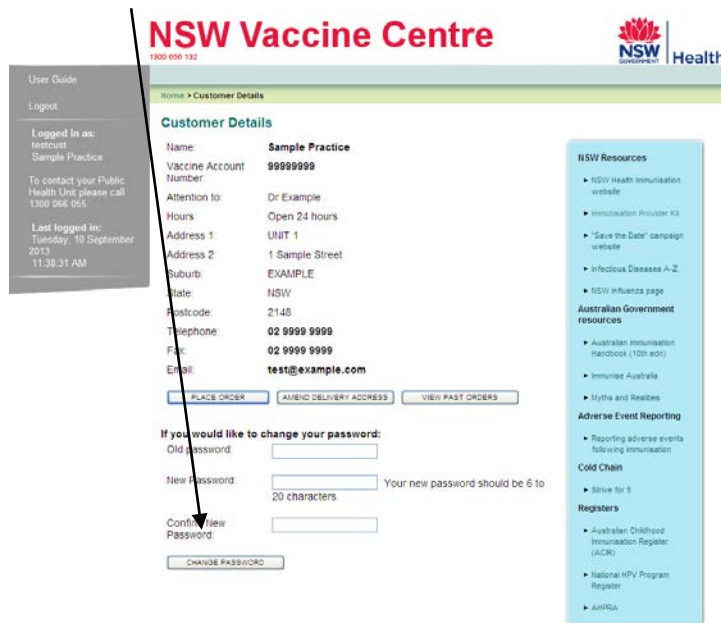
Total orders placed in the last three months: 11

Purchase Order Number	Order Date	VAN	Delivery Name	Status	Details
P-17617-71347	23/10/2013 3:49:17 PM	99999999/9999	Sample Practice	Rejected	Details
P-17217-70738	18/10/2013 2:00:16 PM	99999999/9999	Sample Practice	Rejected	Details
P-17216-70737	18/10/2013 1:55:40 PM	99999999/9999	Sample Practice	Rejected	Details
P-17214-70734	18/10/2013 1:50:20 PM	99999999/9999	Sample Practice	Rejected	Details
P-17209-70728	18/10/2013 1:22:41 PM	99999999/9999	Sample Practice	Rejected	Details
P-16230-69279	8/10/2013 5:10:41 PM	99999999/9999	Sample Practice	Rejected	Details
P-16220-69269	8/10/2013 4:40:28 PM	99999999/9999	Sample Practice	Rejected	Details
V-16219-69268	8/10/2013 4:38:44 PM	99999999/9999	Sample Practice	Rejected	Details
C-14352-66307	16/09/2013 3:19:17 PM	99999999/9999	Sample Practice	Rejected	Details
V-14350-66304	16/09/2013 3:15:15 PM	99999999/9999	Sample Practice	Rejected	Details
V-14346-66302	16/09/2013 3:13:56 PM	99999999/9999	Sample Practice	Rejected	Details

PLACE ORDER

11. Change password

To change your password, from the initial screen, scroll down until you can see the fields to place the old or current password. Enter your current password and your new password into their respective fields and click on the Change Password button.



NSW Vaccine Centre
1300 659 132

NSW GOVERNMENT Health

User Guide
Logout

Logged in as:
test@sample.practice
To contact your Public Health Unit please call 1300 656 055.
Last logged in:
Tuesday, 10 September 2013
11:38:31 AM

Home > Customer Details

Customer Details

Name:	Sample Practice
Vaccine Account Number:	99999999
Attention to:	Dr Example
Hours:	Open 24 hours
Address 1:	UNIT 1
Address 2:	1 Sample Street
Suburb:	EXAMPLE
State:	NSW
Postcode:	2145
Telephone:	02 9999 9999
Fax:	02 9999 9999
Email:	test@example.com

PLACE ORDER ADD/NO DELIVERY ADDRESS VIEW PAST ORDERS

If you would like to change your password:

Old password:

New Password: Your new password should be 6 to 20 characters

Confirm New Password:

CHANGE PASSWORD

NSW Resources

- NSW Health Immunisation website
- Immunisation Provider Kit
- 'Save the Date' campaign website
- Infectious Diseases A-Z
- NSW Influenza page

Australian Government resources

- Australian Immunisation Handbook (10th edn)
- Immunise Australia
- Myths and Realities

Adverse Event Reporting

- Reporting adverse events following immunisation

Cold Chain

- Strive for 5

Registers

- Australian Childhood Immunisation Register (ACIR)
- National HPV Program Register
- AIHWRA

12. Forgotten password

- Go to the NSW Vaccine Centre online ordering website at <https://nsw.csldirect.com.au/>
Click on the Forgot Password? button



NSW Vaccine Centre
1300 659 132

NSW GOVERNMENT Health

Login

Home > Online Ordering System Login

Online Ordering System Login

username:

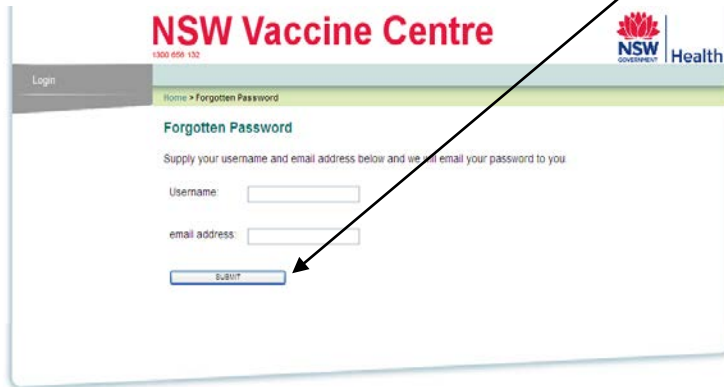
password:

LOGIN

Forgot password?

Click here to register

2. Enter your username and email address and click on the Submit button, your password will be reset and emailed to you.



NSW Vaccine Centre
1300 659 132

NSW GOVERNMENT | Health

Login

Home > Forgotten Password

Forgotten Password

Supply your username and email address below and we will email your password to you

Username:

email address:

13. Logout

When you are finished, please ensure you logout.