

New South Wales Vaccine Centre

User guide for immunisation providers

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1. Access the website

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

2. Click here to register

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

NSW Vaccine Centre
Nome > Register for Online Ordering
Register for Online Ordering
If you do have a Vaccine Account Number (VAN) and wish to register for online ordering please click the button below.
SUBUT

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

NSW Vaco	ine Centre	NSW Health
Home > Register for Online Ordering		
Register for Online Orde	ring	
Practice Name:	Sample Practice	
Attention to (AHPRA* Licence holder):	Construction of the second of	
Address 1:	Unit 1	
Address 2	1 Sample Street	
Suburb:	EXAMPLE	
State:	NSW	
Country:	AUS	
Postcode	2148	
Telephone		
Fax		
Email		
Opening hours for delivery:		
Nominated AHPRA practitioner*: Click here for AHPRA details		
AHPRA number*:		
AHPRA expiry date*:	×	



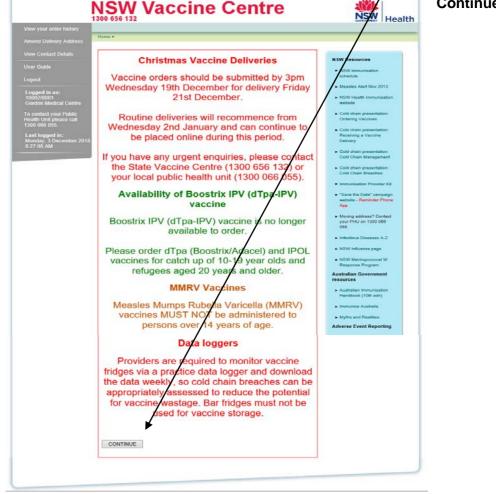
3. Login

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

NSW Vaccine Centre	NSW Health
Online Ordering System Login username: password: LOGIN Forgot password? Click here to register	
	Tood ets 192 Home > Online Ordering System Login Online Ordering System Login Username: password: LOGIN Forgot password?

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 **NSW Vaccine Centre 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.

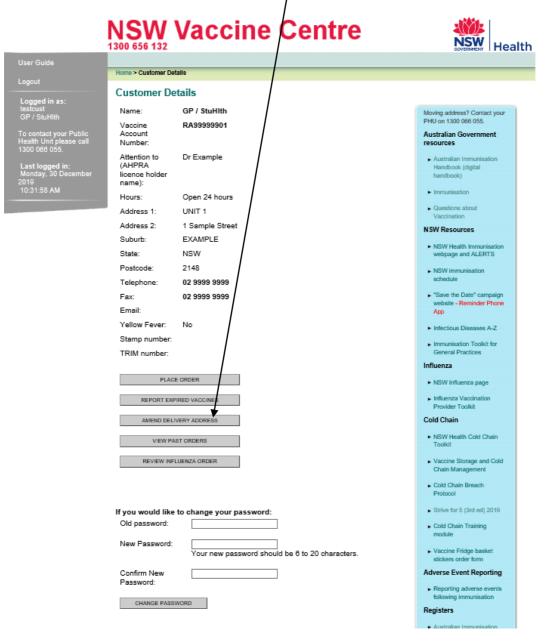
- The left-hand grey box contains a link to this user guide and allows you to logout. •
- Underneath your details in the middle of the screen, you can amend your delivery details, change your password, report expired vaccines, place an order, view your past orders and review your influenza order during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

er Guide	1300 656 132	SOVERNMENT HO
gout	Home > Customer Details	
	Customer Details	+
o gged in as: stcust P / StuHlth	Name: GP / StuHith	Moving address? Contact your
e contact your Public alth Unit please call	Vaccine RA9999901 Account Number:	PHU on 1300 086 055. Australian Government resources
00 066 055. ast logged in: onday, 30 December 19	Attention to Dr Example (AHPRA licence holder name):	 Australian Immunisation Handbook (digital handbook)
0:31:58 AM	Hours: Open 24 hours	Immunisation
	Address 1: UNIT 1	 Questions about Vaccination
	Address 2: 1 Sample Street	NSW Resources
	Suburb: EXAMPLE	NSW Health Immunisation
	State: NSW	webpage and ALERTS
	Postcode: 2148	NSW immunisation
	Telephone: 02 9999 9999	schedule
	Fax: 02 9999 9999	 "Save the Date" campaign website - Reminder Phone
	Email:	Арр
	Yellow Fever: No	Infectious Diseases A-Z
	Stamp number:	Immunisation Toolkit for
	TRIM number:	General Practices
		Influenza
	PLACE ORDER	 NSW Influenza page
	REPORT EXPIRED VACCINES	 Influenza Vaccination
		Provider Toolkit Cold Chain
	AMEND DELIVERY ADDRESS	NSW Health Cold Chain Toolkit
	REVIEW INFLUENZA ORDER	 Vaccine Storage and Cold Chain Management
		 Cold Chain Breach Protocol
	If you would like to change your password:	 Strive for 5 (3rd ed) 2019
	Old password:	 Cold Chain Training module
	New Password: Your new password should be 6 to 20 characters.	 Vaccine Fridge basket stickers order form
	Confirm New	Adverse Event Reporting
	Password:	 Reporting adverse events



6. Amend your details

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





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

	NSW Va	ccine Centre	
e an order			
v your order history	Home > Amend Delivery Address	• · · · · · · · · · · · · · · · · · · ·	
and Delivery Address	Amend Delivery Ad	dress	
Contact Details	Please note: changes to y have already been placed	your delivery address will not be reflected in orders that I.	Moving address? Contact your PHU on 1300 066 055.
uide	Changes to your delivery have been approved by th	address will not be reflected in this system until they he NSW Vaccine Centre.	Australian Government resources
ed in as:	Please allow up to 24 hou	urs for your requested updates to appear in this system.	 Australian Immunisation Handbook (digital handbook)
si StuHiti	Name*:	GP / StuHith	Immunisation
tact your Public Unit please call 66 055.	Attention to (AHPRA licence holder name)*:	Dr Example	 Questions about Vaccination
	Hours*:	Open 24 hours	NSW Resources
gged in: y, 30 December	Address 1:	UNIT 1	 NSW Health Immunisation webpage and ALERTS
8 AM	Address 2:	1 Sample Street	NSW immunisation
	Suburb:	EXAMPLE	schedule
	State:	NSW	"Save the Date" campaign
	Postcode:	2148	website - Reminder Phone App
\	Telephone*:	02 9999 9999	Infectious Diseases A-Z
	Fax*:	02 9999 9999	Immunisation Toolkit for
	Email*:	example@test.com	General Practices
	Nominated AHPRA practitioner*:	Dr Example	Influenza
	Click here for AHPRA details		 Influenza Vaccination
	ANPRA number*:	MED0001199999	Provider Toolkit Cold Chain
	AHRRA expiry date*:	30 V October V 2021 V	NSW Health Cold Chain
	CANCEL	UPDATE	Toolkit
	UANGEL	U DATE	 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	NSW OVERWENT Health
	Home > Customer Details	
	Customer Details	
Logged in as: Randwick SES	Your AHPRA registration has expired.	
Active Family Medical Centre	Please update your AHPRA details by clicking on "Amend Delivery Address"	NSW Resources
	below before placing your next order. The AHPRA website is at www.ahpra.gov.au/.	 NSW Health Immunisation website
Health Unit please call 1300 066 055.	Should you need further assistance, please contact the NSW Vaccine Centre on 1300 656 132	 Immunisation Provider Kit

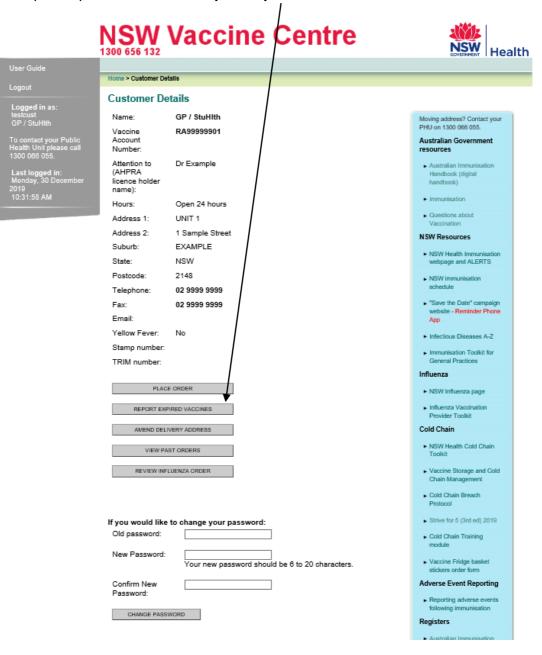
2. To update your AHPRA details, click on Amend Delivery Address (see section 6). Amend the expiry date and click on Update.

	NSW Va(ccine Centre	
Place an order			
Amend Delivery Address	Home > Amend Delivery Addres	58	
View Contact Details	Amend Delivery Ad	dress	
User Guide	Please note: changes to that have already been p	your delivery address will not be reflected in orders laced.	NSW Resources
	Name*:	Sample Practice	 NSW Health Immunisation website
Logged in as:	Attention to*:	Dr Example	Immunisation Provider Kit
Randwick SES Sample Practice	Hours*:	Open 24 hours	 "Save the Date" campaign website
	Address 1:	UNIT 1	 Infectious Diseases A-Z
Health Unit please call 1300 066 055.	Address 2:	1 Sample Street	
Last logged in:	Suburb:	EXAMPLE	NSW Influenza page Australian Government
Thursday, 31 October 2013 3:14:34 PM	State:	NSW	resources
0.14.0411	Postcode:	2148	 Australian Immunisation Handbook (10th edn)
	Telephone*:	02 9999 9999	► Immunise Australia
	Fax*:	02 9999 9999	 Myths and Realities
	Email*:	test@example.com	Adverse Event Reporting
	Nominated AHPRA practitioner*:	Dr Example	 Reporting adverse events following immunisation
	Click here for AHPRA details		Cold Chain
	AHPRA number*:	MED9999999999	 Strive for 5 (2nd ed) 2013
	AHPRA expiry date*:	30 V August V 2014 V	Registers
	CANCEL	UPDATE	 Australian Childhood Immunisation Register (ACIR)
			 National HPV Program Register



8. Reporting expired vaccines

1. To report expired stock, select report expired vaccines





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

	NSW Vac			
	Home > Report Expired Stock - GP / S	26-100-	1	
'iew your order history	Home > Report Expired Stock - GP / S	Stuhith	/	
mend Delivery Address	Report Expired Stock	- GP / StuHlth	/	
		ck on this page. Vaccines wasted d ches must be reported to your local		
	Chain Breach and Vaccine Wa	astage Reporting Form.		
ogout	Vaccines may be used up to a information. For example, a va	and including the expiry date unless accine with expiry date 08/2020 car	s otherwise stated in the n be used until the end o	manufacturer's product f August 2020.
Logged in as: estcust	Vaccine	Doses expire	ed Expiry date	
GP / StuHlth	select a product		~	· ·
o contact your Public	select a product		~	× ×
lealth Unit please call	select a product	~	~	× ×
				× ×
Last logged in:	select a product	\	v	
L ast logged in: Monday, 30 December 019	select a product			× ×
L ast logged in: Monday, 30 December				
L ast logged in: Monday, 30 December 019	select a product			
L ast logged in: Monday, 30 December 019	select a product			× ×
L ast logged in: Monday, 30 December 019	select a product select a product select a product			

NSW Vaccine Centre – Vaccine Ordering Website Help Guide



9. Placing a vaccine order

1. To place a vaccine order from the initial screen click on the <u>Place Order</u> button.

Place an order	1300 656 132	Vaccine Centre	Health
View your order history	Home > Customer De	tails	/
Amend Delivery Address	Customer De	tails	
	Name:	GP / StuHith	Moving address? Contact your
View Contact Details User Guide	Vaccine Account Number:	RA999999901	PHU on 1300 066 055. Australian Government resources
Logout Logged in as: testcust	Attention to (AHPRA licence holder name):	Dr Example	 Australian Immunisation Handbook (digital handbook)
GP / StuHlth	Hours:	Open 24 hours	Immunisation
To contact your Public	Address 1:	UNIT 1	Questions about Vaccination
Health Unit please call 1300 066 055.	Address 2:	1 Sample Street	NSW Resources
Last logged in:	Suburb:	EXAMPLE	
Monday, 30 December 2019	State:	NSW	 NSW Health Immunisation webpage and ALERTS
10:31:58 AM	Postcode:	2148	NSW immunisation
	Telephone:	02 9999 9999	schedule
	Fax:	02 9999 9999	"Save the Date" campaign
	Email:	/	website - Reminder Phone App
	Yellow Fever:	No	Infectious Diseases A-Z
	Stamp number:		► Immunisation Toolkit for
	TRIM number:]	General Practices
		F	Influenza
	PLAC	EORDER	NSW Influenza page
	REPORT EX	VIRED VACCINES	 Influenza Vaccination Provider Toolkit
	AMEND DEL	VERY ADDRESS	Cold Chain
	VIEW P/	ST ORDERS	► NSW Health Cold Chain Toolkit
	REVIEW INF	LUENZA ORDER	Vaccine Storage and Cold Chain Management

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 <u>Place Order</u> button.

Amend Delivery Address	Home > View Recent Orders					
	Vew Recent Orders	5				
/iew Contact Details	Total orders placed in th	e last three months: 11				
Jser Guide				\sim		
oqout	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
Logged in as: Randwick SES	P-11217-70738	18/10/2013 2:00:16 PM	99999999/9999	Sample Practice	Rejected	Details
Sample Practice	P-17216-70737	18/10/2013 1:55:40 PM	99999999/9999	Sample Practice	Rejected	Details
o contact your Public	P-17214-70734	18/10/2013 1:50:20 PM	99999999/9999	Sample Practice	Rejected	Details
lealth Unit please call 300 066 055.	P-17209-70728	18/10/2013 1:22:41 PM	99999999/9999	Sample Practice	Rejected	Details
Last logged in:	P-16230-69279	8/10/2013 5:10:41 PM	99999999/9999	Sample Practice	Rejected	Details
Thursday, 24 October 2013	P-16220-69269	8/10/2013 4:40:28 PM	99999999/9999	Sample Practice	Rejected	Details
12:20:59 PM	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	999999999/9999	Sample Practice	Rejected	Details
	V-14346-66302	16/09/2013 3:13:56 PM	9999999999999999	Sample Practice	Rejected	Details



3. 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).

	NSW Vaccine Centre	NSW KINNENT Health
Place an order		
View your order history	Home > Check Expired Stock - GP / StuHlth	
Amend Delivery Address	Check Expired Stock - GP / StuHlth	
View Contact Details	Do you have any expired vaccines in your refrigerator?	
User Guide	YES NO	
Logout		
	NSW Vaccine Centre	King the second
Place an order		KING Health
Place an order View your order history	1300 656 132	Health
Place an order	1300 656 132 Home > Check Expired Stock - GP / StuHith	King the second
Place an order View your order history	1300 656 132 Home > Check Expired Stock - GP / StuHith	Health
Place an order View your order history Amend Delivery Address	1300 656 132 Home > Check Expired Stock - GP / StuHith Check Expired Stock - GP / StuHith	Health

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

$ \rightarrow $	1300 656 132				GOVE	
ace an order	Home > Report Expired Stoc	k - GP / StuHith		_\		_
ew your order history						
nend Delivery Address	Report Expired S	tock - GP / StuHith				
ew Contact Details		ed stock on this page. Va				
er Guide		breaches must be report cine Wastage Reporting Fo		bublic health unit on 13	300 066 055 usin	g the Cold
	Vaccines may be used	up to and including the ex	pirv date unless o	otherwise stated in the	e manufacturer's	product
		up to and melading the ox	-+- 00000	be used until the end	of August 2020	produce
gout	Nformation. For examp	le, a vaccine with expiry d	ate 08/2020 can i	be used until the end	017 lugust 2020.	
ogged in as:	Normation. For examp	le, a vaccine with expiry d	Doses expired	Expiry date	on 7 lagust 2020.	_
ogged in as: stcust		le, a vaccine with expiry d	Doses expired		V	~
o <mark>gged in as:</mark> stcust P / StuHith contact your Public	Vaccine	· · · ·	Doses expired	Expiry date		>
ogged in as: stcust P / StuHith contact your Public alth Unit please call	Vaccine select a product		Doses expired	Expiry date	~	
ygged in as: stcust P / StuHith contact your Public alth Unit please call 20 066 055. Ist logged in:	Vaccine select a product select a product	~	Doses expired		· ·	~
ygged in as: stcust - / StuHith contact your Public alth Unit please call 00 066 055. Ist logged in: notay, 30 December 19	Vaccine select a product select a product select a product	~	Doses expired			~
gged in as: stcust votation of the second of	Vaccine select a product select a product select a product	~	Doses expired			> > >
r gged in as: slcust y StuHith contact your Public alth Unit please call 0 066 055. st logged in: nday, 30 December 19	Vaccine select a product select a product select a product select a product	· · · · · · · · · · · · · · · · · · ·	Doses expired			> > > >
r gged in as: slcust y StuHith contact your Public alth Unit please call 0 066 055. st logged in: nday, 30 December 19	Vaccine select a product select a product select a product select a product select a product select a product	· · · · · · · · · · · · · · · · · · ·	Doses expired			> > > > > > >

REPORT EXPIRED STOCK

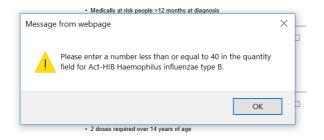


5. This will take you to the <u>Select Products</u> page, which will allow you to order the vaccines that your clinic is registered for. Against each vaccine there is information regarding patient eligibility. Enter the **number of doses of each vaccine within your clinic** and the **total doses required**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

e an order				
your order history	> Select Products			
	ect Product	ts		
Contact Details	ording to vaccine	s that can be ordered is calculated based on individual vaccine uppe e supply), doses reported to AIR and expired vaccines. If the doses re ou will be prompted to adjust your order.		
Guide	mements then y	ou will be prohipted to adjust your order.		
adju	stment" before o	 does not meet practice usage requirements, continue with the order confirming the order. The order will be placed on hold and you will be ng business hours. 	and select "reque contacted by the	est order State
ged in as: cust			7	Ţ
/ StuHlth VAC	CINE	ELIGIBILITY	TOTAL DOSES ON HAND	DOSES
th Unit please call	t-HIB emophilus	18 months old		
	uenzae type B	 All people aged greater than 5 years with asplenia or hyposplenia that were incompletely vaccinated or not vaccinated during childhood. 		
) 81:58 AM		 Refer to the online Australian Immunisation Handbook for dosing requirements. 		
Be	xsero	 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: 		
		 -Asplenia and hyposplenia 		
		 -Complement deficiency 		

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 <u>order adjustment</u> if the adjusted order does not meet practice usage requirements.





7. This will lead you to the <u>View Order</u> 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 <u>Update Order</u> button. To add additional vaccines to the order click on the <u>Add Products</u> button, enter the required doses against the additional vaccine and click on the <u>View Order</u> button. Once you are satisfied with the order click on the <u>Complete Order</u> button (providers without an Australian Health Practitioner Regulation Agency (AHPRA) number will be taken to the <u>Confirm Order</u> 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.

	Home > View Ord	er			
	View Order	r			
	REMOVE	DESCRIPTION	DOSES ON HAND DOSE	IS REQUIRED	
	E	Varicella	5	2	
gged in as: tcust mple Practice	ADD PROD	UCTS	COMPLET	ORDER E ORDER	
contact your Public Ith Unit please call 0.066.055					
it logged in: isday, 10 September 38:31 AM					

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

						/
fiew your order history	Home > Authorised Practice Provide Declaration					
	Authorised Practice Provider Declaration			/		
	In order to receive Government-funded vaccines, I decise that:		/			
	All vaccines will be administered according to NSW Health's vaccine eligibility criteria (previous page) and the NSW limmunisation Program Schedule	p	Yes	0	No	
	Each vaccine dose administered in this practice will be notified to the Australiar Childhood Immunisation Register and/or the National HPV Vaccination Register (as required)	0	Yes	0	No	
Logged in as: restcust	This facility complies with cold chain recommendations in the National Vaccine Strage Guidelines - Strive for Five	0	Yes	0	No	
Sample Practice o contact your Public	Vaccine fridge temperatures are monitored and recorded at least daily with a min/max thermometer.	0	Yes	0	No	
lealth Unit please call 300 056 055.	In the event of a cold chain breach, I will call my local Public Health Unit for advice before taking any further action.	0	Yes	0	No	
Last logged in: luesday, 10 September 013 11:38:31 AM	The vaccine fridge(s) temperature has/have been between +2*C and -8*C since the last vaccine order (this excludes excursions up to +12*C for less than 16 minutes when opening the fridge and excludes cold chain breaches that have already neen notified to the Public Health Unit).	0	Yes	0	No	
	Authorised Practice Name: AHPRA Number:					
	* Medical practitioner nominated of the Practice to receive vaccines under the NSW Poisons a Goods Regulation 2008.	ind Th	lerapeu	itic		



9. This will lead you to the <u>Confirm Order</u> 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 <u>Request Order Adjustment</u>. If you would like to make a change to the order click on the <u>Edit Products</u> button, otherwise click on the <u>Submit</u> button which will generate the vaccine order.

NSW 1300 656 132	Vaccine Centre	NSW Health
Place an order		
View your order history	der	
Amend Delivery Address Click the 'SUB	der MIT button to confirm this order.	
View Contact Details		
User Guide Purchase Or	count Number RA99999901 rder Number 376889	
	ing order Name	
Logged in as: Contact Ema	-	•
testcust Contact Pho GP / StuHith	ne 📃 🔭	
To contact your Public Health Unit please call Customer Na 1300 066 055	ame GP / StuHlth	
Last logged in:	UNIT 1 1 Sample Street	
Monday, 30 December Suburb/City 2019		
10:31:58 AM State	NSW	
Postcode	2148	
Note (140 ohars)		
EDIT PRODUCT	TS REQUEST ORDER ADJUSTMENT SUBMIT	
DESCRIPTION	DOSES ON HAND DOSES R	EQUIRED
Act-HIB Haem	ophilus influenzae type B 10	40

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**.

tollhealthcare.com needs some information	×
Script Prompt: Enter your reason for requesting an order adjustment.	OK Cancel
Enter reason	w

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**.

Message from webpage	×
	ed on hold. A customer representative e Centre will contact you during business order.
	ОК



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

	Norma > Order Confirmation	1	
	Order Confirmation		
	Your order will be held pending aut	thorisation	
	Please contact the NSW Vaccine Ce	ntre or pur Public Health Unit for further information.	
oggerd in ans andwich SES ample Practice	To view a printable version please	click here.	
r contact year Public ealth Unit piease call XXX 866-055	Purchase Order Number P-17617-71 Ordered Date 23/10/2013	347	
ant logged in: Vetrestay, 23 October	DESCRIPTION	DOSES	
	Rables Vaccine		
	TABLES YOULD		

10. View past vaccine orders

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

Home > Customer Deta	ils	
Customer Deta	ails	
Name:	Sample Practice	
Vaccine Account Number:	99999999	NSW Resources
all Attention to:	Dr Example	website
Hours:	Open 24 hours	Immunisation Provider Kit
nber Address 1:	UNIT 1	 "Save the Date" campaign
Address 2:	1 Sample Street	website
Suburb:	EXAMPLE	Infectious Diseases A-Z
State:	NSW	 NSW Influenza page
Postcode:	2148	Australian Government
Telephone:	02 9999 9999	resources
Fax:	02 9999 9999	 Australian Immunisation Handbook (10th edn)
Email:	test@example.com	► Immunise Australia
PLACE ORDER	AMEND DELIVERY ADDRESS VIEW PAST ORDERS	 Myths and Realities
		Adverse Event Reporting
If you would like to Old password:	o change your password:	 Reporting adverse events following immunisation
		Cold Chain
New Password:	Your new password should be 6 to	 Strive for 5
	20 characters.	Registers
Confirm New Password:		 Australian Childhood Immunisation Register (ACIR)
CHANGE PASSWO	RD	National HPV Program



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

ace an order	300 666 132	Healt
ew your order history	Home > View your order history	
nend Delivery Address	View your order history	
ew Contact Details	From date	
	To date	
	SUBMIT	
ogged in as: slcust		
contact your Public alth Unit please call 10 066 055.		
ast logged in:		
iesday, 10 September 13 138,31 AM		

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 <u>Details</u> hyperlink. You will be presented with the order details and once you have finished viewing them, click on the <u>Close</u> button in the top right-hand side of the internet browser.

d Delivery Address	Home > View Recent Orders			、 、		
	View Recent Orders Total orders placed in th	-				
	Purchase Order Number	Order Date	VAN	Delivery Name	Status	
	P-17617-71347	23/10/2013 3:49:17 PM	999999999/9999	Sample Practice	Rejected	etails
e d in as: vick SES	P-17217-70738	18/10/2013 2:00:16 PM	999999999/9999	Sample Practice	Rejected	Details
le Practice	P-17216-70737	18/10/2013 1:55:40 PM	999999999/9999	Sample Practice	Rejected	Details
	P-17214-70734	18/10/2013 1:50:20 PM	999999999/9999	Sample Practice	Rejected	Details
Unit please call 66 055.	P-17209-70728	18/10/2013 1:22:41 PM	999999999/9999	Sample Practice	Rejected	Details
	P-16230-69279	8/10/2013 5:10:41 PM	999999999/9999	Sample Practice	Rejected	Details
ogged in: , 25 October 2013	P-16220-69269	8/10/2013 4:40:28 PM	999999999/9999	Sample Practice	Rejected	Details
	V-16219-69268	8/10/2013 4:38:44 PM	999999999/9999	Sample Practice	Rejected	Details
	C-14352-66307	16/09/2013 3:19:17 PM	999999999/9999	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



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 <u>Change Password</u> button.

	1300 650 132	accine Centre	NSW He
uide			
2002 A	Home > Customer Deta	46	
	Customer Deta	ils	
rd in as: st	Name	Sample Practice	
e Practice	Vaccine Account	99899999	NSW Resources
act your Public	Number:	99999999	NSW Health Immunication
Unit please call 56 055	Attention to	Or Example	webste
	Hours	Open 24 hours	 Immuniation Provider K8.
gged in: vy, 10 September	Address 1	UNIT 1	 "Save the Date" campaign
	Address 2	1 Sample Street	website
	Suburb:	EXAMPLE	 Infecticus Diseases A-Z
	State	NSW	 NSW Influenza page
	Postcode:	2148	Australian Government
	Telephone:	02 9999 9999	resources
	Fac	02 9999 9999	 Australian Immunisation Handbook (10th edn)
	Email:	test@example.com	 Immunice Australia
	PLACE ORDER	AMENO DELIVERY ADDRESS VIEW PAST ORDERS	Inths and Realtes
			Adverse Event Reporting
	If you would like to Old password	o change your password:	Reporting adverse events following immunisation
	New Password		Cold Chain
	new russiloid.	Your new password should be 6 to 20 characters	 Strive for 8
	1		Registers
	Confin New Password		 Australian Childhood Immunisation Register (ACR)
	CRANDE PASSINO	~	 National HPV Program Register

12. Forgotten password

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





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

Home > forgotten Password
Forgotten Password
Supply your username and email address below and we will email your password to you
Username
email address:
SUBW/T

13. Logout

When you are finished, please ensure you logout.