

How to Add an E-Order Contact

Only MCIR Site Administrators can add, edit or delete E-Order contacts.
Complete a [MCIR Provider Site Usage Agreement](#) form to become an Site Administrator.

QUICK STEPS:

1. Log in to the MCIR via [MILogin](#).
2. After log in your MCIR home screen displays. Click **Edit My Site** in the My Site Section box, (Figure 1).
3. Click the VFC Tab, (Figure 2).
4. Click the **E Ordering Tab**, (Figure 2).
5. To Add an E Order Contact, click, **Add New E-Order Contact**, (Figure 2).

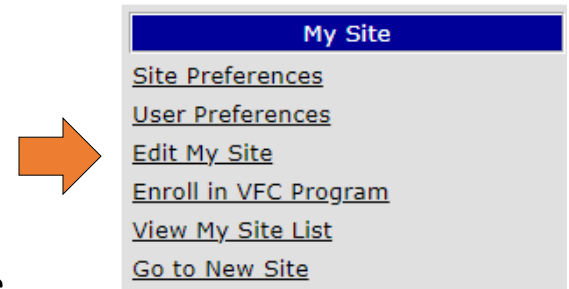
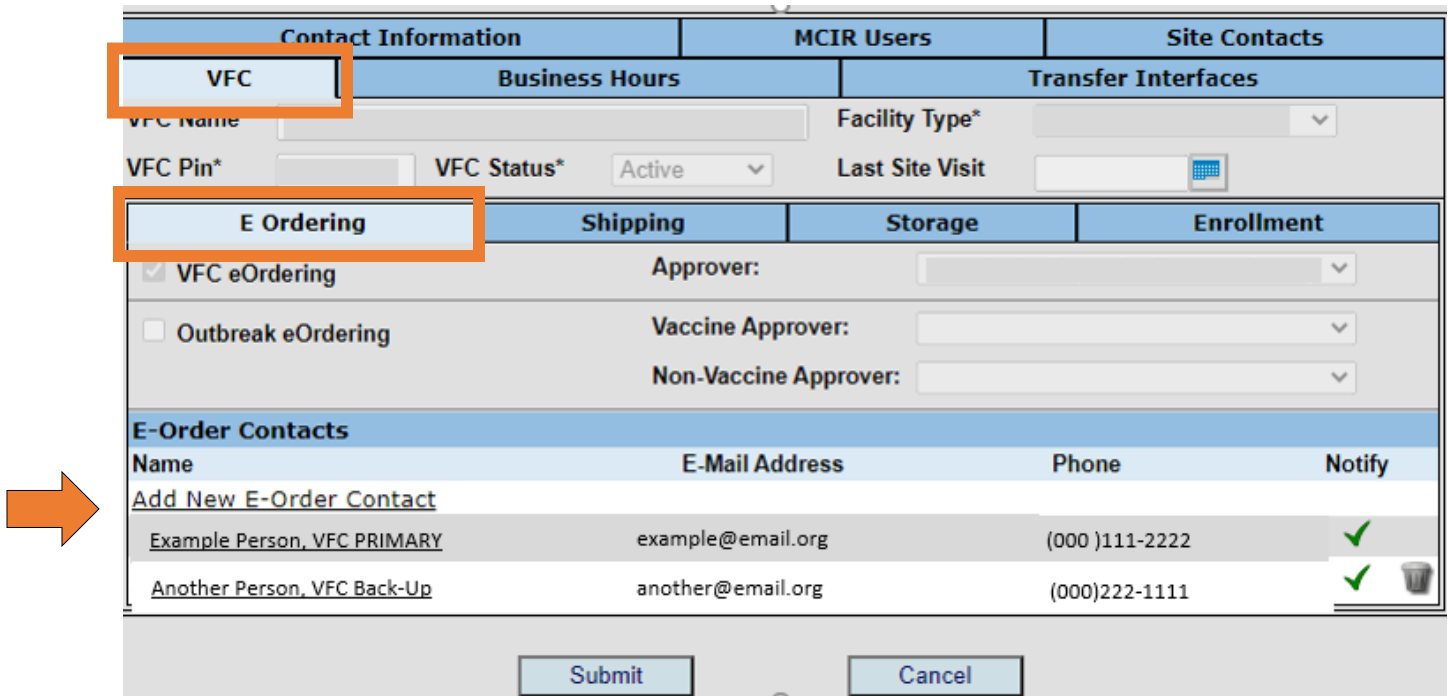


Figure 1



A screenshot of the MCIR VFC configuration page. The page has a top navigation bar with "Contact Information", "MCIR Users", and "Site Contacts". Below this is a sub-navigation bar with "VFC", "Business Hours", and "Transfer Interfaces". The "VFC" tab is highlighted with an orange box. Below the sub-navigation bar are fields for "VFC Name", "VFC Pin*", "VFC Status*" (set to "Active"), and "Facility Type*" (a dropdown menu). Below these are "Shipping", "Storage", and "Enrollment" tabs. The "E Ordering" tab is highlighted with an orange box. Under "E Ordering", there are checkboxes for "VFC eOrdering" (checked) and "Outbreak eOrdering" (unchecked). There are also fields for "Approver:", "Vaccine Approver:", and "Non-Vaccine Approver:". Below this is a section titled "E-Order Contacts" with a table. An orange arrow points to the "Add New E-Order Contact" link in the table. The table has columns for "Name", "E-Mail Address", "Phone", and "Notify".

Name	E-Mail Address	Phone	Notify
Add New E-Order Contact			
Example Person, VFC PRIMARY	example@email.org	(000)111-2222	✓
Another Person, VFC Back-Up	another@email.org	(000)222-1111	✓

At the bottom of the page are "Submit" and "Cancel" buttons.

Figure 2

[Continue to next page.](#)

6. An Add Contact Information box will pop out, (Figure 3).

The screenshot shows a 'Contact Information' dialog box titled 'Add Contact'. It contains several sections: 'Contact Information' with a 'Type*' dropdown set to 'E-Order Contact' and a 'User*' dropdown highlighted by an orange box; a row of fields for 'Title', 'First Name*', 'MI', 'Last Name*', and 'Jr/Sr...'; a 'Phone Numbers' section with fields for 'Office', 'Fax', and 'Cell/Pgr' (each with area, number, and extension); and an 'Email Address' section with an 'Email*' field and a 'Send email notifications' checkbox. 'Submit' and 'Cancel' buttons are at the bottom.

Figure 3

7. Select contact from drop down box to the right of User*, (Figure 3).

If you do not see the user's name in the dropdown.
This is showing that individual user is **NOT** associated to your provider site.

Visit the [Site Administer Training resource page](#) to learn
how to associate a user to your provider site.

Contact the MCIR Help Desk for assistance.

888-243-6652

8. Type in the new E-Order Contact's email address, (Figure 3).
9. Check the Send email notifications box under email field.
10. Click **Submit** to Save.

End.