

Request New User Account

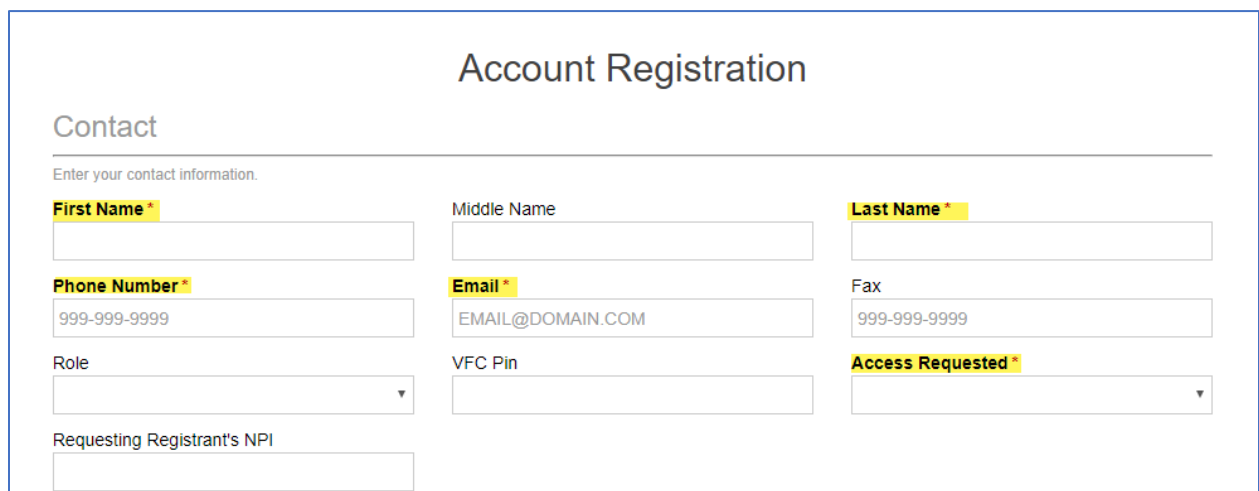
As a new user of the SIMON application for immunization registration, you'll need to request a new account. An administrator will receive your request for access to the application, review your credentials and grant you access accordingly.

1. From SIMON log in page, select "**Request User Account**"



The screenshot shows the SIMON Statewide Immunization Online Network login page. At the top, there is a blue header with the SIMON logo and the text 'Statewide Immunization Online Network'. Below the header, there is a 'Login' section with two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a green 'Login' button. Below the input fields, there are three links: 'Forgot Password?' (blue), 'Trouble Logging in?' (blue), and '**Request User Account**' (blue). A red arrow points to the 'Request User Account' link.

2. Complete required information for Contact and Organization. The information that is required will be marked with red asterisk (*). The more information you can provide in the remaining fields, the more helpful it is for the administrator approving your account.



The screenshot shows the 'Account Registration' form. The title 'Account Registration' is centered at the top. Below the title, there is a section titled 'Contact' with the instruction 'Enter your contact information.' The form contains several input fields and dropdown menus. The following fields are highlighted in yellow to indicate they are required: 'First Name *', 'Last Name *', 'Phone Number *', 'Email *', and 'Access Requested *'. The 'Access Requested *' field is a dropdown menu. Other fields include 'Middle Name', 'Fax', 'Role', 'VFC Pin', and 'Requesting Registrant's NPI'.

Organization

Enter your organization information.

Organization Name *

Type *

Address Line 1 *

Address Line 2

City *

State *





Zip *

Provider Name





- Click "Review" to read SIMON Terms of Use and SIMON User Confidentiality Policy

Documents



Review and Accept all documents.

SIMON Terms Of Use			<input type="button" value="Review"/>
SIMON User Confidentiality Policy			<input type="button" value="Review"/>

- After you review the documents, the button will change to "Click to Accept." You must select this on all required documents in order to complete registration

SIMON Terms Of Use			<input type="button" value="Click To Accept"/>
SIMON User Confidentiality Policy			<input type="button" value="Click To Accept"/>

- Validate that you are a real person by moving the slider until the red "X" turns into a green "✓"

<p>Move slider until you see a green check </p> <p><input type="range"/></p>	<p>Move slider until you see a green check </p> <p><input type="range"/></p>
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- Click "Submit Registration"



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- You'll receive a message stating your request for registration has been submitted. You will receive an email with login and password information if the administrator approves your account. You'll also receive an email if the account is denied with the reason why and contact information for follow up.