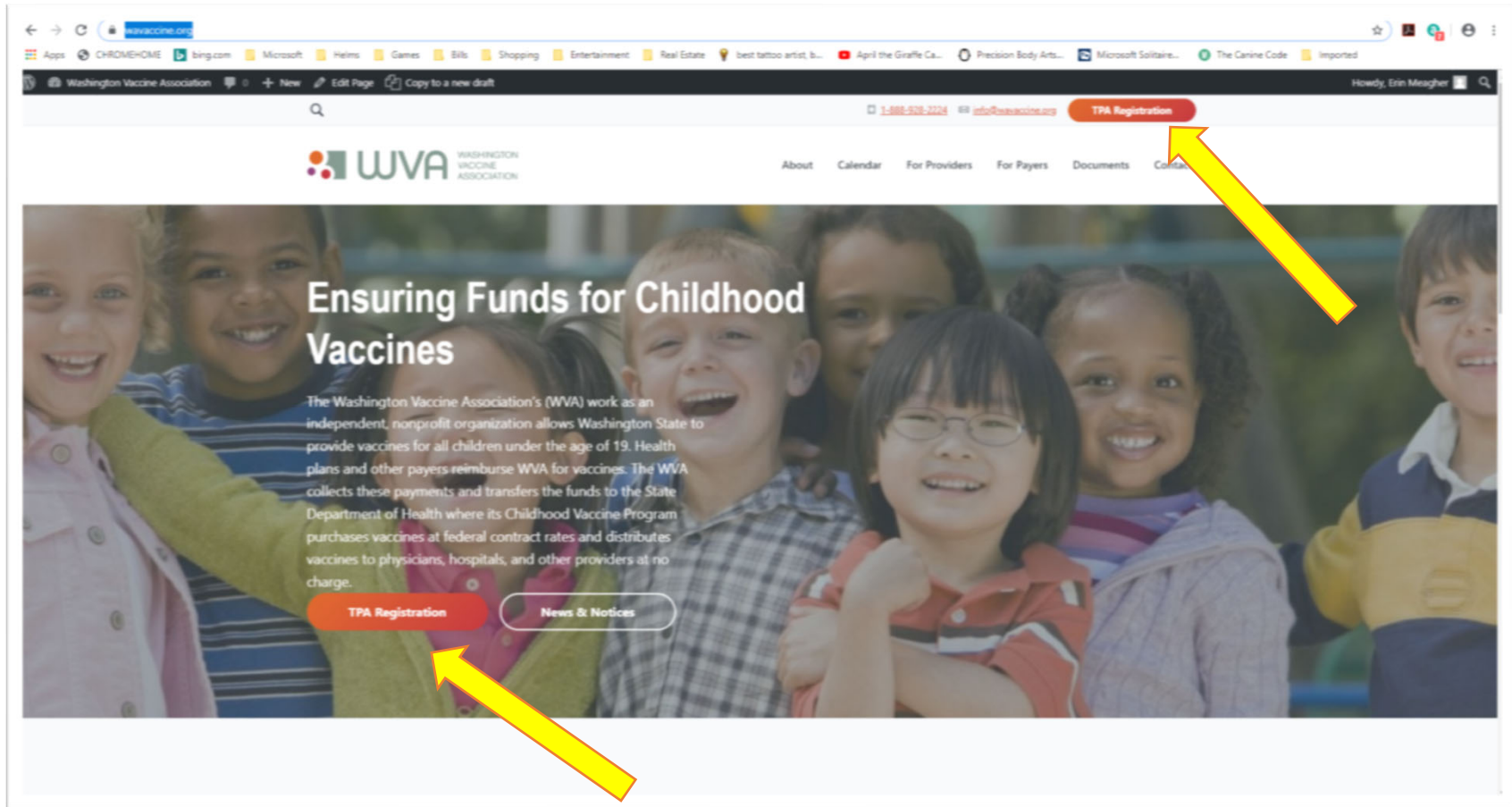




## TPA Registration Process

Visit: <https://wavaccine.org/>



Click on one of the two **TPA Registration** buttons

Enter your EIN and click **Next >>**



The screenshot shows a web browser window with the URL `register.wvaccine.org/EINLogin.aspx`. The page header includes the WVA logo (Washington Vaccine Association) and the title "TPA Registration Portal". Below the header, there is a form with an "EIN" label and an input field. A red button labeled "Next >>" is positioned below the input field. Two yellow arrows point to the input field and the "Next >>" button. At the bottom of the form, there is a link that says "Need [assistance](#) logging in?".

Enter your password and click **Login**

register.wvaccine.org/login.aspx

WVA WASHINGTON VACCINE ASSOCIATION

TPA Registration Portal

EIN 22 - 9999999

Password

<< Cancel Login

Your EIN is registered. [Forgot password?](#)

Need [assistance](#) logging in?

# Forgot password

EIN

Password:

A password reset email message has been sent to eme\*\*\*\*@\*\*\*\*\*sco.com. Please allow up to 5 minutes to receive email.

<< Cancel Login

Your EIN is registered. [Forgot password?](#)

Need [assistance](#) logging in?

The temporary password email will be sent to the email address on file. If it needs to be directed to a different email, please click the [assistance](#) link and send an email to [service@wavaccine.org](mailto:service@wavaccine.org). We will enter the new email address then notify you to click the [forgot password](#) link to generate the temporary password email.

# Welcome



Click the **Next>>** button to enter

Update contact information and click **Submit>>**

The screenshot shows a web browser window with the URL `register.wavaccine.org/editreg.aspx`. The page title is "TPA Registration Portal" and it includes a "Welcome, Erin Helms" message. The main heading is "TPA Registration" with a sub-note: "Both state-based and out-of-state TPA's are required to register with the Washington Vaccine Association." A legend indicates that an asterisk (\*) denotes a required field.

The form is divided into three main sections:

- TPA Name:** Fields include TPA Legal Name (General TPA Business), Alternative or dba name(s), Mailing Address (1 City Street Way), City (Town), State (WA), and Zip (12345). Other fields include NAIC #, Group #, Federal EIN (22-9999999), Effective Date, and State of formation/incorporation (Washington).
- Administrative Contact:** Fields include First Name (Erin), Last Name (Meagher), Position (Office Manager), Phone Number (603-555-0000), Fax Number (603-555-0000), and Email Address (emeagher@helmsco.com).
- Executive Contact:** Fields include First Name (Erin), Last Name (Meagher), Position (Executive), Phone Number (603-555-0000), Fax Number (603-555-0000), and Email Address (emeagher@helmsco.com).

At the bottom of the form, there are additional fields for City (Town), State (WA), and Zip (12345). A red message states: "Updating this registration form completes TPA registration requirements." At the very bottom, there are two buttons: "<< Cancel" and "Submit >>".

By hitting Submit, this completes the TPA registration process.