

Quick Tips For View Only Accounts



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1. LOGGING IN

▶ Login Screen:

- ✓ URL:
<https://www.flshots.com/flshots/signin.csp>
- ✓ For quick access, add this URL to your **"Favorites"**
- ✓ Passwords must be entered *exactly* as they were created.
- ✓ It's important that you read the **"Current Announcements"** to stay current with all Florida updates and system releases.

Florida SHOTS Login

Organization Login ID *

Continue

Current Announcements

05/05/2025

Important note for Florida SHOTS users:


Remember you can always find system updates and training resources on our flshotsusers.com website and also in our SHOTS Newsletter—available now in [English](#) and [Spanish](#).

01/08/2025

2025 VFC Annual Trainings

VFC Program providers will need to take the new training courses from "You Call The Shots" dated January 2025. WB4906 Vaccines For Children(VFC) and WB4905 Vaccine Storage and Handling must be taken by the primary, secondary, and enrollee on their accounts. The link to the trainings is [You Call the Shots](#)

▶ How to Log In:

- **Organization Login ID (OLI):** The OLI is a unique identifier assigned to your organization by the Florida Department of Health (DOH). The OLI is not case sensitive.
 - **User Name:** The user name is a unique identifier that informs the system of the user's identity within their organization. The user name is not case sensitive.
 - **Password:** When your account is activated, DOH or your Local Org Administrator (LOA) will provide you with a temporary password to access the system.
 - For security purposes, you will be required to change this password following initial access. Click on the Help Text Icon  to view password parameter requirements.
 - Once you have successfully changed the temporary password, if you are ever unable to log in after entering your password twice, use the **"Need Password Assistance?"** feature to reset it.
 - After three failed login attempts, the account will be locked, and an LOA or the Florida SHOTS help desk will need to unlock it.
- You must login at least every 30 days (within three days of account being created for new user account) to prevent becoming inactivated. If your account is inactivated, contact your LOA or the Help desk.

2. FORGOTTEN PASSWORD

Setting Security Questions:

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **“Security Question Edit”** link from the **“Administration”** menu.

Submit

User: KEENAN FARRAR

[Task List](#)

[Patients](#)

[Reminder Recall](#)

[System Transactions](#)

[Vaccine Inventory](#)

[Assess Imm Levels](#)

[Reports](#)

[Administration](#)

Change Password

Security Question Edit

Organization Edit

Personnel List

Service Site List

[Customer Support](#)

[VFC Re-enroll](#)

[Meaningful Use](#)

[Sign out](#)

Security Question Edit

Username: FARRARKX

Current Password:*

Security question #1:*

What is your city of birth?

What is your favorite pet's name?

What is your mother's maiden name?

What was the last high school you attended?

What was the make of your first car?

Answer:*

.....

Show answer

Security question #2:*

What is your city of birth?

What is your favorite pet's name?

What is your mother's maiden name?

What was the last high school you attended?

What was the make of your first car?

Answer:*

....

Show answer

* Asterisk indicates a required field

Submit

Cancel

Once questions and answers are on file, if you forget your password or if your password doesn't seem to be working, click the **“Need Password Assistance?”** link on the login screen.

Florida SHOTS Login

Organization Login ID *

User Name *

Password *

Login

[Browser Requirements](#)

[Need Password Assistance?](#)

► Security Prompts:

You will be prompted to enter your Organization Login ID, User Name, and answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your LOA or the Florida SHOTS help desk will need to unlock the account.

Password Assistance

Forgot Your Password?

To reset your password enter your organization's login id and and your user name.
When you click the Submit button your security questions will be displayed.

If you provide the correct answers to the security questions you will be allowed to enter a new password.

Organization LoginID *

User Name: *

Submit

Back

3. REVIEW USER PROFILE

Florida SHOTS will prompt users to review their profile to ensure that all their account information is correct. Users will be required to provide a valid email address and select their associated service site(s). Any other profile information that needs to be updated will need to be completed by the LOA.

When you log in to Florida SHOTS, you will be directed to your “User Profile” page and see a notification of missing required information.

User Profile

Fatima Aviles

BEACH PEDIATRICS

Personnel Information

Medical License

User Account Information

Associated Service Sites

Service Site Responsibilities

Last Name: AVILES

First Name: FATIMA

Middle Name:

Prefix:

Title: TRAINING - BG

Suffix:

National Provider ID:

Specialty:

Specialty (other):

Medicaid Number:

Organization Name: BEACH PEDIATRICS

E-mail Address: Example: Jane.Smith@example.com

Start Date: 01/12/2024

Termination Date:

Immunization Provider:

Provider Person ID:

Primary Work Location:

The following item(s) need to be updated and saved:

- E-mail Address

- Associated Service Sites

Enter your email address to receive future communication (such as unlocking account, password resets, user authentication etc.) and click on the **“Save”** button.

Fatima Aviles
BEACH PEDIATRICS

Personnel InformationMedical LicenseUser Account InformationAssociated Service SitesService Site Responsibilities

SaveCancel

Personnel Information

Last Name:
AVILES

First Name:
FATIMA

Middle Name:

Prefix:

Title:
TRAINING - BG

Suffix:

National Provider ID:

Specialty:

Specialty (other):

Medicaid Number:

Organization Name:
BEACH PEDIATRICS

E-mail Address:
faviles@invalid.com

Start Date:
01/12/2024

Termination Date:

Immunization Provider:
No

Provider Person ID:

Can Certify 680:
No

Can Sign 681:
No

Primary Work Location:

A message will emerge to confirm the update was saved.

E-mail address was updated successfully.

To select the site(s) where you work, scroll down to or select **“Associated Service Sites”** and click on the **“Add/Edit Associated Sites”** button.

Fatima Aviles
BEACH PEDIATRICS

Personnel InformationMedical LicenseUser Account InformationAssociated Service SitesService Site Responsibilities

SaveCancel

Associated Service Sites

Add/Edit Associated Sites

You have no associated service sites.

From the Associated Service Sites list, you can select the site(s) by selecting the **“Select All Sites”** button, click on the site(s) or typing in parts of the site name, address, or VFC pin in the **“Find Site”** field.

Fatima Aviles
BEACH PEDIATRICS

Personnel InformationMedical LicenseUser Account InformationAssociated Service SitesService Site Responsibilities

SaveCancel

Associated Service Sites

Save SelectionCancelSelect All SitesRemove All SitesFind Site

☒ BEACH PEDS

Address: 123 BEACH BLVD PALM BEACH, FL. 33440

VFC PIN: 501042

☒ BEACH PEDS WEST

Address: 123 SHELL BLVD PALM BEACH, FL. 33401

VFC PIN: 501043

☐ SUNSET PEDS

Address: 123 SAND BLVD PALM BEACH, FL. 33440

VFC PIN: 501044

Click on **“Save Selection”** to save your selection.

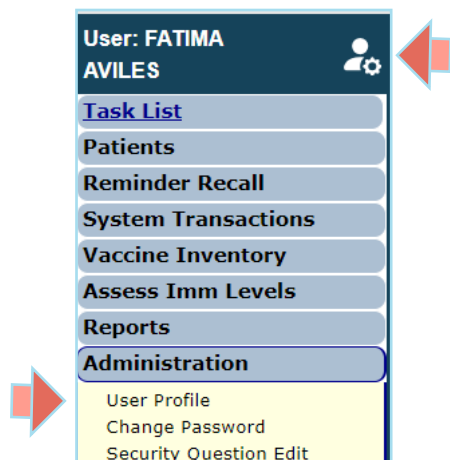
Associated Service Sites

Save SelectionCancelSelect All SitesRemove All SitesFind Site

A message will emerge to confirm your selection was saved.

Associated Service Sites updated successfully.

For future edits, the User Profile can be accessed by clicking on the profile icon or **“User Profile”** under the **“Administration”** menu option.




4. FUNCTIONS AVAILABLE ON THE MAIN MENU

Use the menu on the left side of the screen to perform various functions including accessing patient records, reminder recall, data transactions, inventory, running multiple reports, administration of your account, and customer support.

▶ Menu Options:

- **Patients:** Search for patients and view patient information (e.g., demographics, immunization, etc.), generate forms, reports, and release the patient record.
- **Administration:** Manually update your password or security questions/answers, and view organization details. For those users with administrative rights, you can add users within your facility, unlock passwords, manage user accounts, and update certain information about your organization.
- **Customer Support:** Find links to announcements, contacts, provide feedback, view the user guide, and access multiple training options.

NOTE: Every screen has a “**Help Text**” icon . Click on it to show or to hide helpful information about that page.

5. DH FORM 680

▶ Printing 680s:

Click on “**Search for Form 680**” option located in the left menu to view and print the D.H. Form 680 (blue forms).



Once on this page, select to search all of Florida SHOTS by selecting “**By Patient**” or just search Form 680 records certified by your organization by selecting “**By my organization only**”. You will then need to complete either “**Patient 680 Search Criteria**” or “**My Organization 680 Search Criteria**” and click on “**Retrieve Certified Form 680s meeting the above criteria**” button. You have the option to print the form in several different formats, according to the intended use of the form and status of the patient. For more information regarding the DH Form 680, please see the “DH680 FAQs” in the Training Guides section under “Provider Training” on flshotsusers.com.

NOTE: You may now print Form 680 on plain white paper. It no longer has to be printed on blue paper.

Search For Form 680

Search for certified Form 680: *

☒ By patient (certified by any organization)
 ☐ By my organization only

Patient 680 Search Criteria

Last Name : *

First Name : *

Date of Birth : *

My Organization 680 Search Criteria

Certification Identifier:

Certification Date From: Thru:

Certifier:

☒ All

BELL, MARY
 CASEY, VIRGINIA
 DAVIS, NICOLE
 REISS, JOSEPH

Imm Service Site:

☒ All

BEACH PEDS
 BEACH PEDS WEST
 LANTANA
 ROYAL PALM

Retrieve Certified Form 680s meeting the above criteria

Help Desk



FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features