PIERS Business Partner Registration Guide

1. Click on the PIERS Business Partner Registration link below.

   **PIERS Business Partner Registration**

2. If you are not already registered as a Business Partner, click **Next** to begin the registration process. If you are already registered as a Business Partner, click on the **Requesting PIERS access with your existing Business Partner ID (B-)**? Click Here link.
3. Complete all required fields on the **User Profile Information** page and then click **Next**.

***Please note that users using Microsoft Edge will receive an error message when completing the **Phone Number (m)** field and will need to use another internet browser other than Microsoft Edge.***

***Please note that the password entered is the password that you will use to initially login to PIERS.***
4. Complete all required fields on the Organization Information page. The required fields are Most Commonly used SIIS Username, Organization Name, Street Address, City, and Zip Code. After completing the required fields, click Next.

***Please note that VFC Pin, SIIS Clinic ID, and Organization Identification are optional fields. They can be entered if known. They do not need to be completed to complete the PIERS Business Partner registration process.

***Please note that the Organization Identification field should only be completed if the 9-digit FEIN of your clinic is known. Otherwise, this field should be left blank.
5. On the PIERS Application Role page, select the PIERS Application Role that best applies to your role within the PIERS immunization information system and then click **Next**.

**CM HD Field Nurse**- CMHD Field Nurses should select this role.

**Web User [view/add Pts, Immunizations]**- Users who report immunizations via direct entry into PIERS and do not have a role in vaccine ordering and inventory management should select this role.

**Web User [view/add Pts, Immunizations]+ Inventory**- Users who report immunizations via direct entry into PIERS and have a role in vaccine ordering and inventory management should select this role.

**HL7 User [view/add Pts, Immunizations]**- Users who report immunizations via HL7 and do not have a role in vaccine ordering and inventory management should select this role.

**HL7 User [view/add Pts, Immunizations]+ Inventory**- Users who report immunizations via HL7 and have a role in vaccine ordering and inventory management should select this role.

**School Nurse**- School Nurses should select this role.

**Read Only**- Users who only need the ability to view immunization records should select this role.
6. On the User Release Agreement page, read the Commonwealth of Pennsylvania’s User Release Agreement (Management Directive), check the I have read and understood this entire agreement and agree to abide by it radio button, type your full name as an e-signature and then click Next.
7. On the Security Questions page, select three different security questions and type an answer to each individual security question. Next, answer the question at the bottom of the page and then click Finish.
8. You have now completed the PIERS Business Partner registration process. You will receive an email notification informing you that your request is under review with the Pennsylvania Immunization Registry. When your request is approved, you will receive a second email notifying you of your assigned Business Partner Username with a link to the PIERS web application. Please note this link will not be active until go-live on January 17, 2024.

Congratulations!

You have completed the Consolidated Eligibility Letter Business Partner Registration Request!

Your request for access to the application is currently under review. You will receive another e-mail once access is granted.

If you have any questions or issues, please e-mail ra-unifiedsecurity@pa.gov.

Please close this browser window.