Vaccines Membership Portal

User Guide for Physician Buying Group (PBG) Members

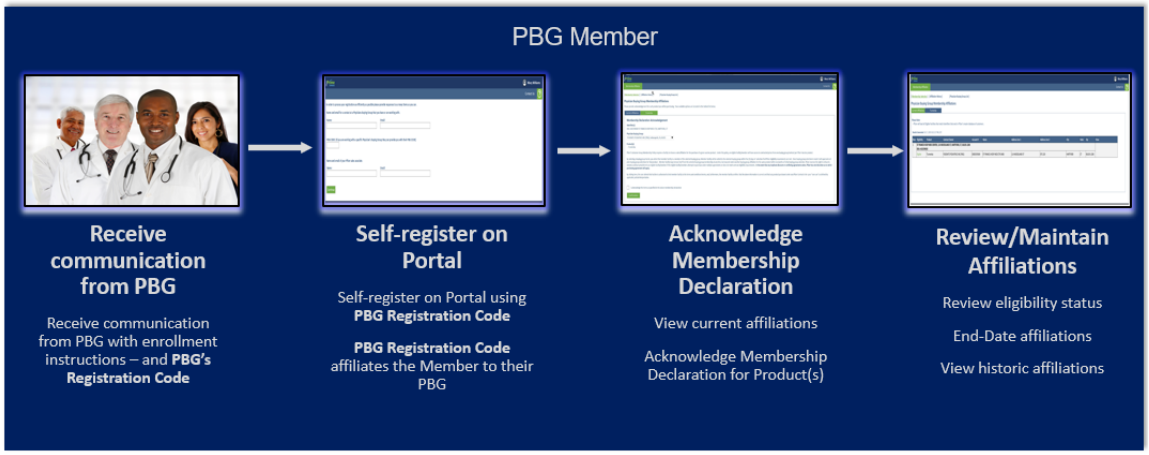
Table of Contents

1. Prime Contracts Vaccines Membership Portal Overview 3
2. Receive Enrollment Instructions and PBG's Registration Code..... 4
3. The Membership Affiliations Page (Navigation and Overview)..... 13
4. View Current Affiliations 15
5. Acknowledge Membership Declaration 17
6. Review Details and Eligibility (After Membership Declaration)..... 19
7. Viewing/Printing the Membership Declaration 21
8. Ending Membership With the Physician Buying Group 23
9. Review PBG Member's Affiliation History 25
10. Creating/Removing PBG Member "Colleagues" 26
11. Maintaining Additional Identifiers/Locations..... 29
12. Colleague Registration Process 32

1. Prime Contracts Vaccines Membership Portal Overview

The Prime Contracts Vaccines Membership Portal ("Portal") is a new tool that allows Physician Buying Group (PBG) Members to access and maintain their Pfizer vaccines contract memberships. The Portal provides PBG Members with visibility to their PBG affiliations and Pfizer vaccine contract Membership Declaration(s). After self-registering on the Portal, PBG Members will have access to this User Guide, a Frequently Asked Questions (FAQ) document, a Support Request User's Guide, and the option to "Contact Us" to request support.

Here is a high-level depiction of the PBG Member processes supported by the Vaccines Membership Portal:



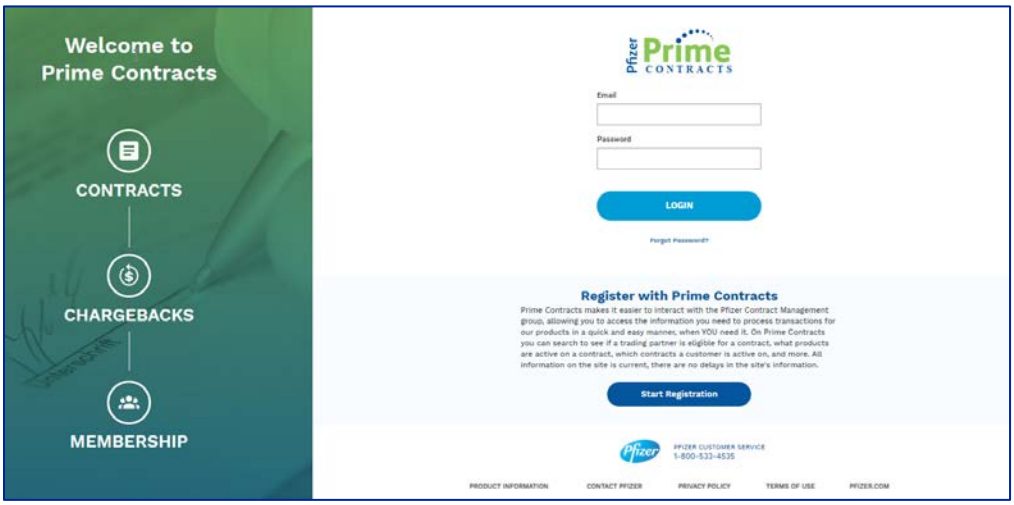
2. Receive Enrollment Instructions and PBG's Registration Code

1. Receive Communication From PBG.

   The PBG Member will receive enrollment instructions and a PBG Registration Code from their PBG. Using the instructions sent by their PBG, the PBG Member may self-register on the Portal (and use the PBG Registration Code to enroll in the PBG's contract).

2. Self-Register on the Pfizer Prime Contracts Portal.

   1. PBG Member enters **PrimeContracts.Pfizer.com** into the web browser (or cut and paste it into the web browser).
   2. The ***Prime Contracts login window*** will display:

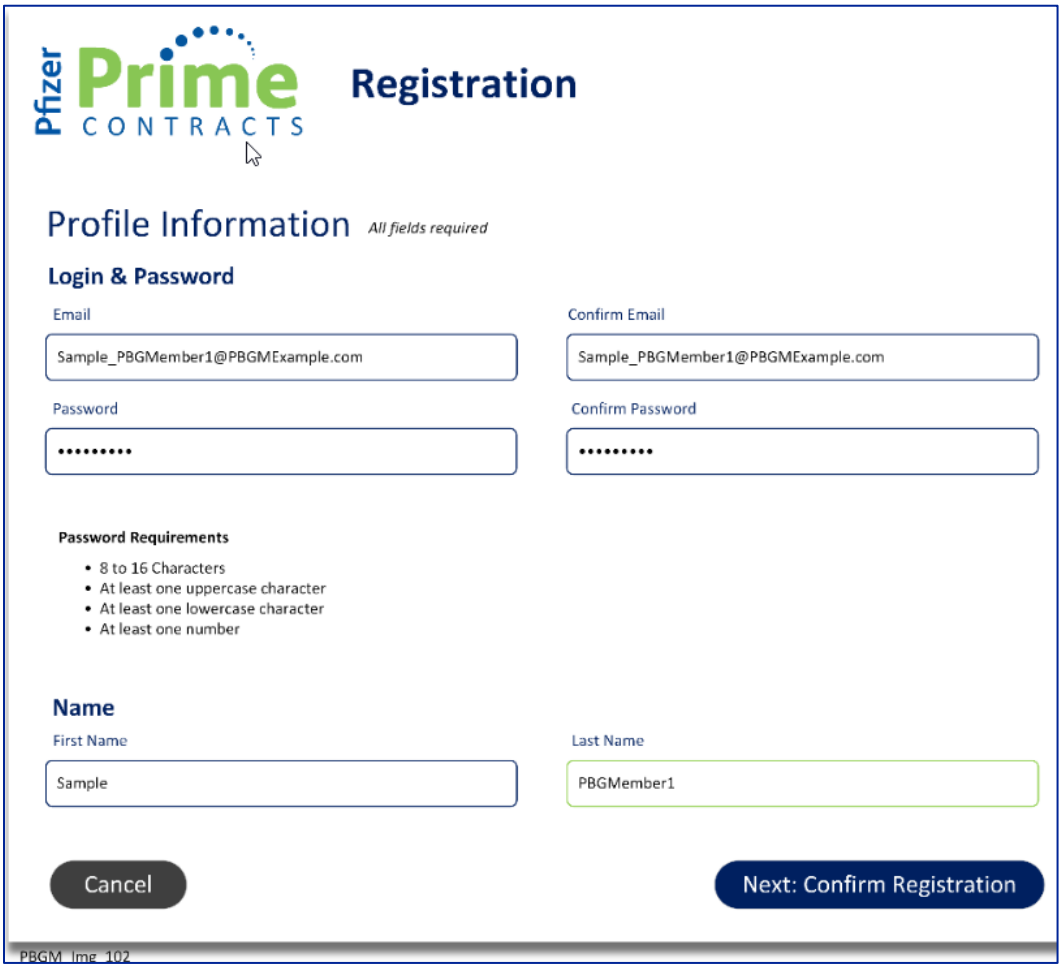


   3. Click Start Registration (**even if the PBG Member already has a Prime Contracts Portal account**):

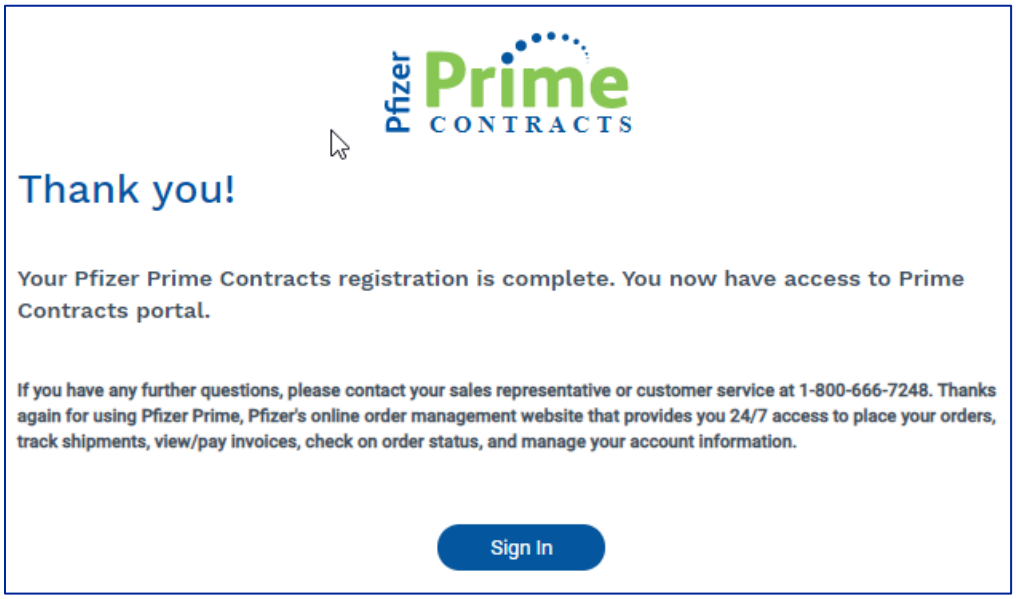
   4. The Portal will prompt the User to enter their **Email Address: Enter** the **PBG Member Colleague's email address** in the **Email Address Field,** and click **Next**.

5. For new PBG Member registrants, the ***Registration page*** will display (next page) to gather additional **Profile Information.**

   Important Note: if the Portal detects that the PBG Member's email is already associated to registered account, the Portal will display "This email is already registered with Pfizer Prime". Enter the PBG Member's active email address and password, then click Login. Proceed to Step 7 in this section.



- Enter the same **Email** into **Confirm Email**.
- Enter a **Password**.
- Enter the same **Password** to confirm.
- Enter **PBG Member Colleague's First** and **Last** name.
- Click **Next: Confirm Registration**.
- *The **Registration is complete page** will display. Note: Although this page below indicates that the registration is complete, the Portal must ALSO confirm that the registered email address provided by the PBG Member is valid. It does this by sending a security authorization PIN to the registered email address.*

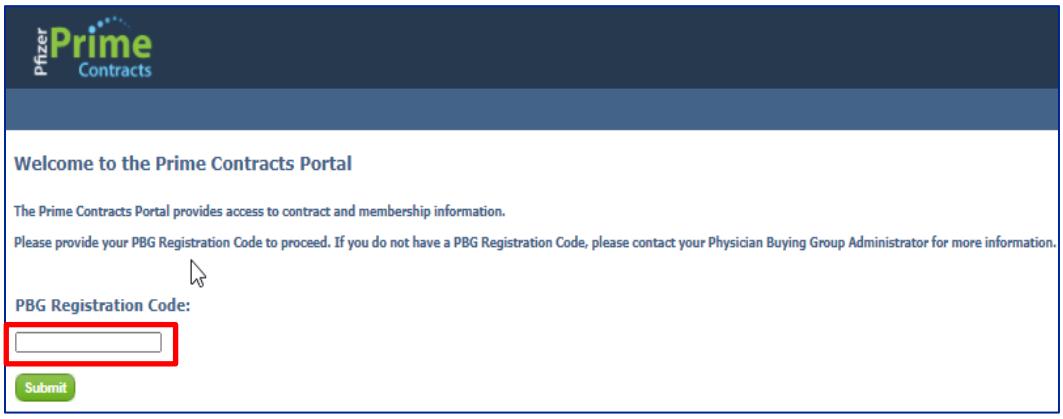


- Click

to finalize Portal Registration.

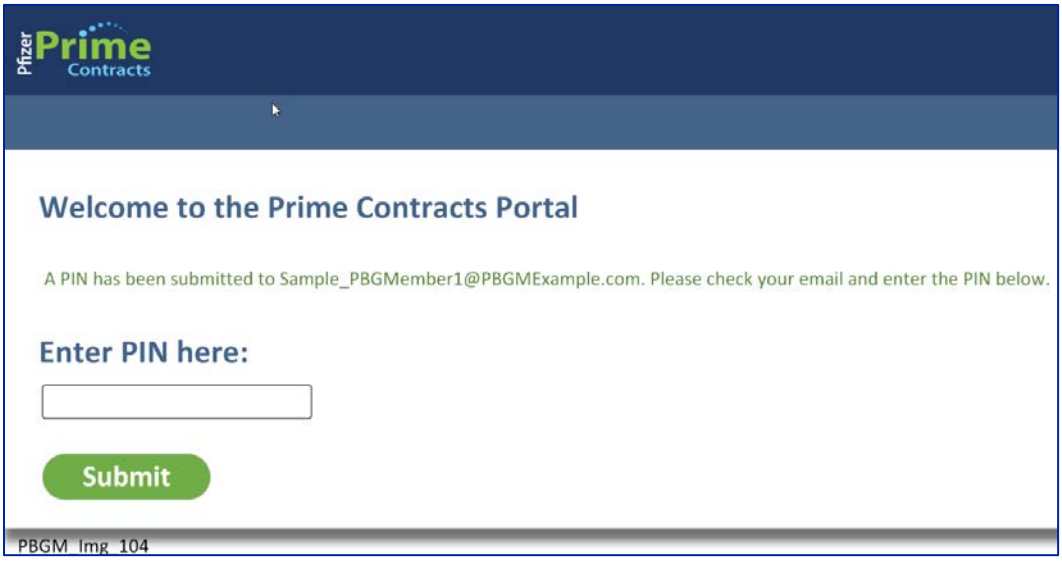
6. On the Login page, enter the newly registered **Email Address** and **Password.** Then click **Login**.

7. The ***Welcome to the Prime Contracts Portal Page*** will display. In the **PBG Registration Code** field, enter the **PBG Registration Code** provided by the PBG Member's Physician Buying Group.

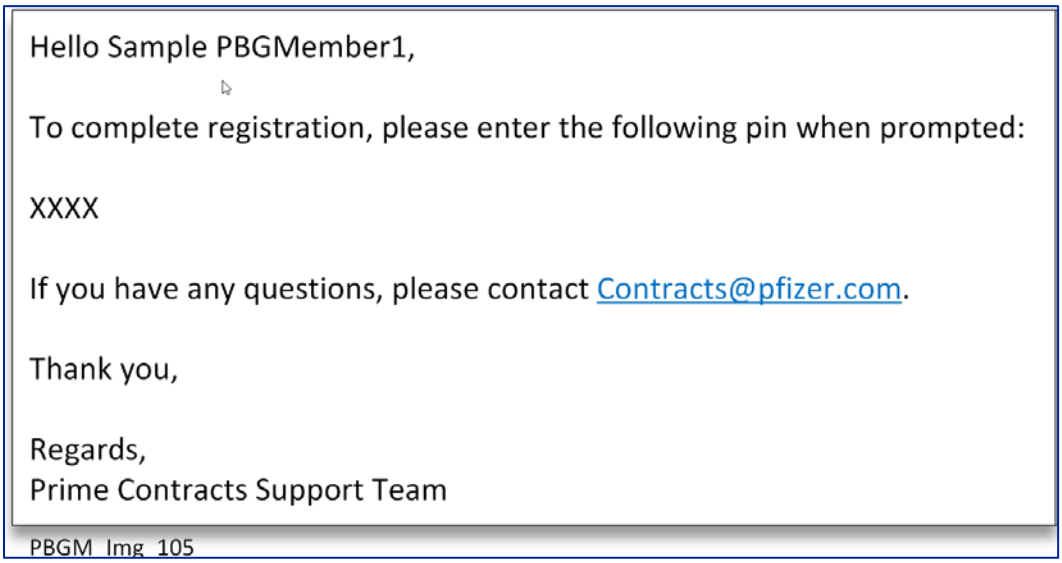


- Click **Submit**.

8. ***The Welcome to the Prime Contracts Portal page*** will display – which will require the User to enter a Personal Identification Number in order to validate the registered email address:



9. PBG Member Colleague – **check your email inbox** for an email containing a Personal Identification Number required to complete registration (**Subject: Prime CSS PIN Request**). The email looks like this:


Hello Sample PBGMember1,

To complete registration, please enter the following pin when prompted:

XXXX

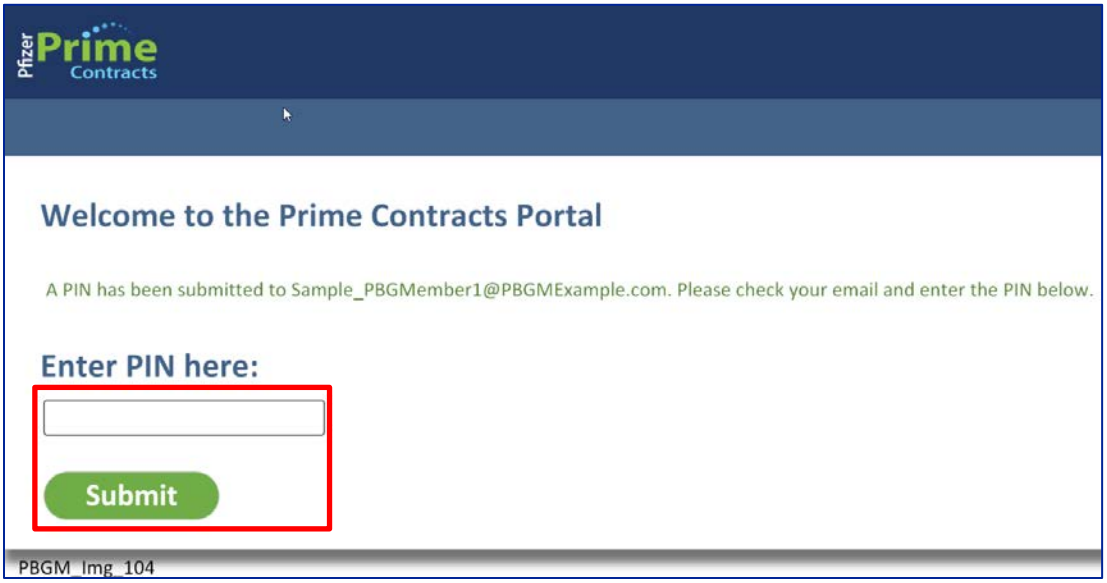
If you have any questions, please contact Contracts@pfizer.com.

Thank you,

Regards,
Prime Contracts Support Team

PBGM_Img_105

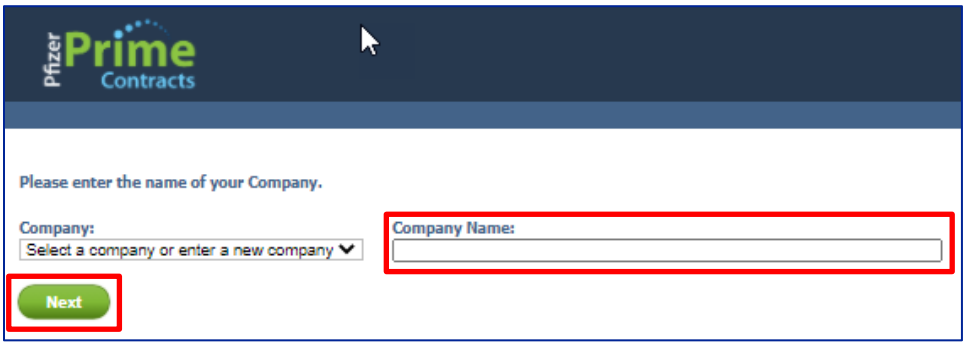
10. Back in the Portal, on the ***Welcome to the Prime Contracts Portal*** page, **enter** the **PIN** from the email. Click **Submit**.



PBGM_Img_104

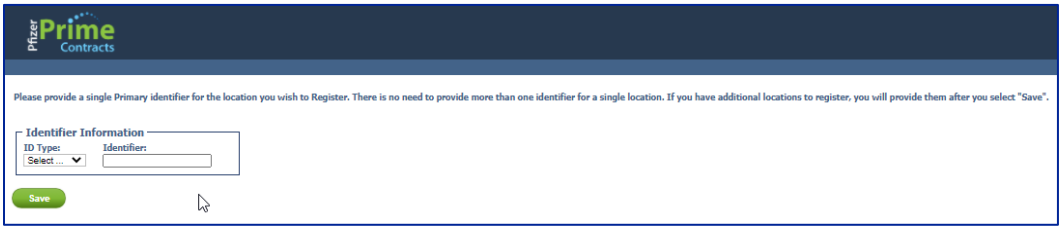
11. The **Please enter the name of your Company** page will display.
    - If the PBG Member Colleague is the first person from their Company/practice/clinic to register on the Portal,
        - **Enter the Company/practice/clinic name** in the Company Name field (red box).
        - Click **Next**.

- Go to **Step 11** in this Section.



- If the PBG Member Administrator is <u>not</u> the first person from their Company/practice/clinic to register on the Portal,
  - The name of the Company should be defaulted in the Company drop-down box (red box below). *Note: If the Company name is not defaulted, **select the Company name** from the Company drop-down field (red box).*
  - Click **Next**.
  - Go to **Step 11** in this section.

12. The ***Please provide an identifier…page*** will display (below). The PBG Member Colleague should provide a single Primary identifier for the location they wish to register (there is no need to provide more than one identifier for a single location). *Note: If there are additional locations to register, the PBG Member can provide them after clicking "Save."*



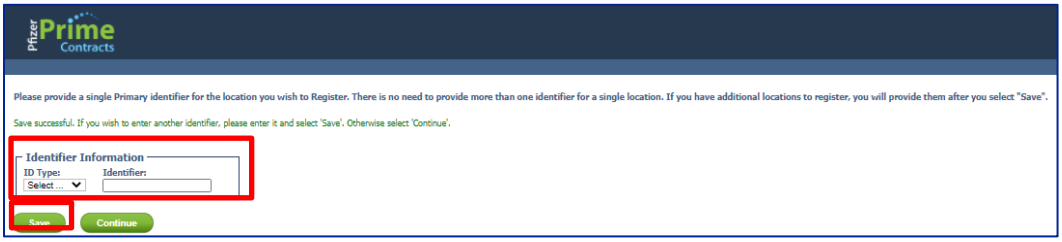
- Select the **Identifier (ID) Type** for the PBG Member's organization (DEA, HIN, 340B, etc.).
- Enter the **Identifier** in the Identifier field.

- Click **Save**.

Note: If the Identifier provided by the PBG Member is new to Pfizer's systems, a message will display that the PBG Member/Identifier must be set up by a Pfizer Associate. This can take up to five (5) business days.

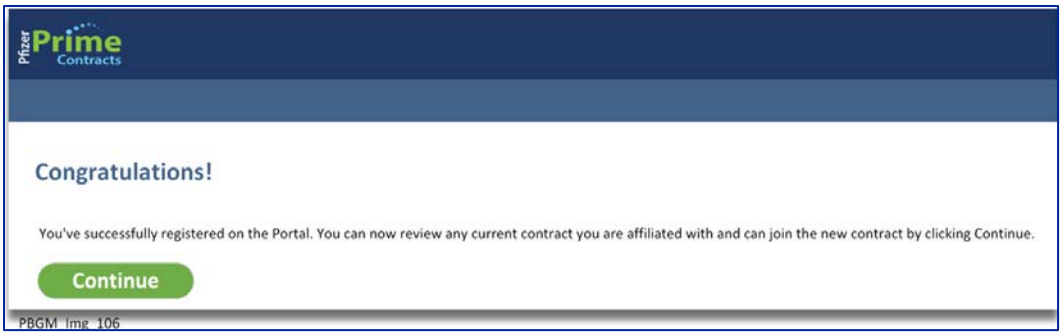
13. The **"Please provide the identifier…"** page will display (below) with a message: Save successful. If you wish to enter another identifier, please enter it and select 'Save'. Otherwise, select 'Continue'.

- If finished entering identifiers for the PBG Member's organization,
  - Click **Continue**.
  - Go to Step 13.



- If the PBG Member wants to add an additional identifier for this same Company/practice/clinic, click **Save**.
  - Select the **ID Type**.
  - Enter the **Identifier**.
  - Once complete, click **Continue**.
  - Go to Step 13.

14. The ***Congratulations!*** page will display:



*Note: PBG Member will receive a registration confirmation email from Contracts@pfizer.com – **subject: Pfizer Prime CSS Registration Complete:***

Hello,

Thank you for completing your Prime registration.

You can now access the Prime Contracts website by selecting the following link.

https://primecontracts.pfizer.com

If you require further assistance, please email us at Contracts@pfizer.com and a Pfizer contracts associate will contact you as soon as possible.

Regards,

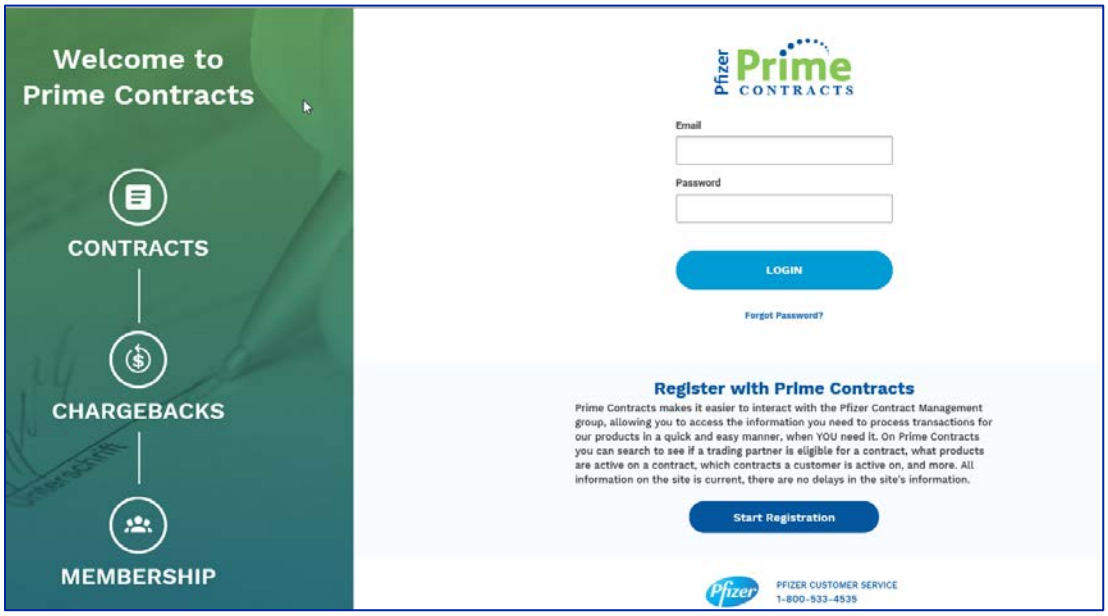
Prime Contracts Management Team

- Click **Continue**.

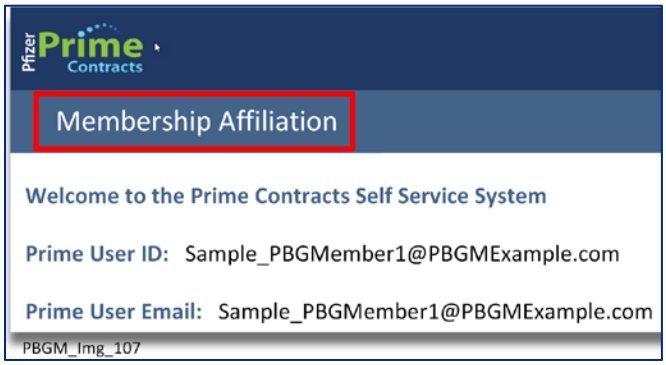
15. **Registration is complete.**

3. The Membership Affiliations Page (Navigation and Overview)

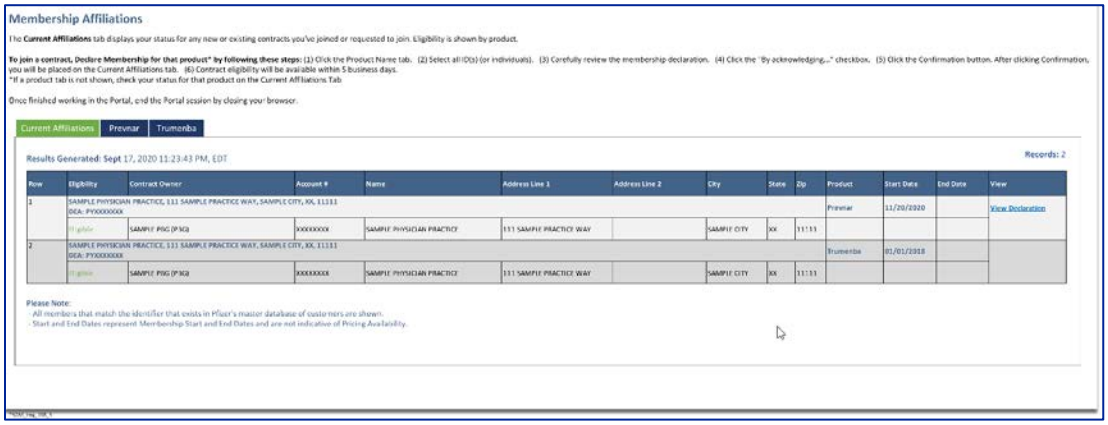
1. Log into the Portal at **PrimeContracts.Pfizer.com.**



2. After logging into the Portal, the Portal will display the **PBG Member's landing page (below)**. Click the **Membership Affiliation** link directly below the Pfizer Prime Contracts logo:



The **Membership Affiliations page** will display:



The **Membership Affiliations page** may be used by the PBG Member to perform the following activities (details about these processes are covered in this User Guide):

a) **View Current Affiliations.**
b) **Acknowledge Membership Declaration to the PBG (for a product).**
c) **View and Print a Membership Declaration.**
d) **End-Date a Membership Declaration.**
e) **View Affiliation History.**

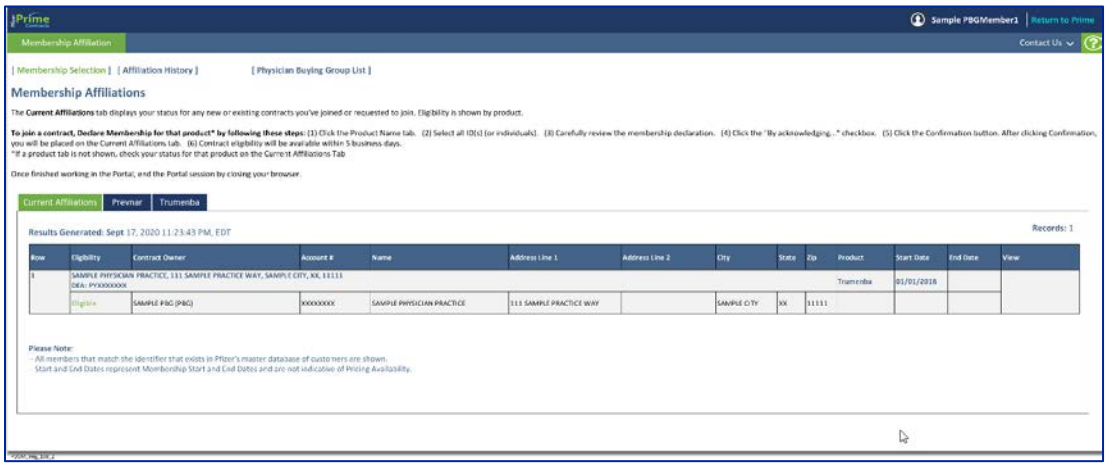
4. View Current Affiliations

The PBG Member's affiliations may be viewed on the **Membership Affiliations page**, ***Current Affiliations tab***. The Current Affiliations tab displays the PBG Member's status for any new or existing contracts they have joined or requested to join. Eligibility is shown by product. PBG Member information will appear in the Current Affiliations grid as a result of one of the following situations:

- The PBG Member registered on the Portal and declared itself to be a Member of the PBG's contract for a product; or
- If the PBG Member is on a Pfizer contract for Trumenba® effective through December 31, 2020, Pfizer will pre-populate the ***Current Affiliations Grid*** with the affiliation for that contract. In this case, the Product column will only list Trumenba until the PBG Member registers on the Portal and elects to participate in the agreement as it relates to Prevnar®.

1. Here is an example of the **Membership Affiliations page**, ***Current Affiliations tab*** when the PBG Member has no current affiliations ("No current affiliations exist."). To join a contract, follow the instructions ("To join a contract…") above the ***Current Affiliations tab***.

2. Here is an example of the **Membership Affiliations page**, ***Current Affiliations tab*** when the PBG Member is on a Pfizer Contract for Trumenba® effective through December 31, 2020. If this is the case, and the PBG Member would like to join the PBG's contract for Prevnar®, it is only necessary for the PBG Member to Declare Membership to the PBG for Prevnar. Trumenba membership to the PBG will be "grandfathered" onto the PBG's new contract such that the PBG Member will not need to declare Membership for Trumenba to be active on the new contract for Trumenba. *Please note, there is no harm if the PBG Member does fill out the Trumenba Membership Declaration.*



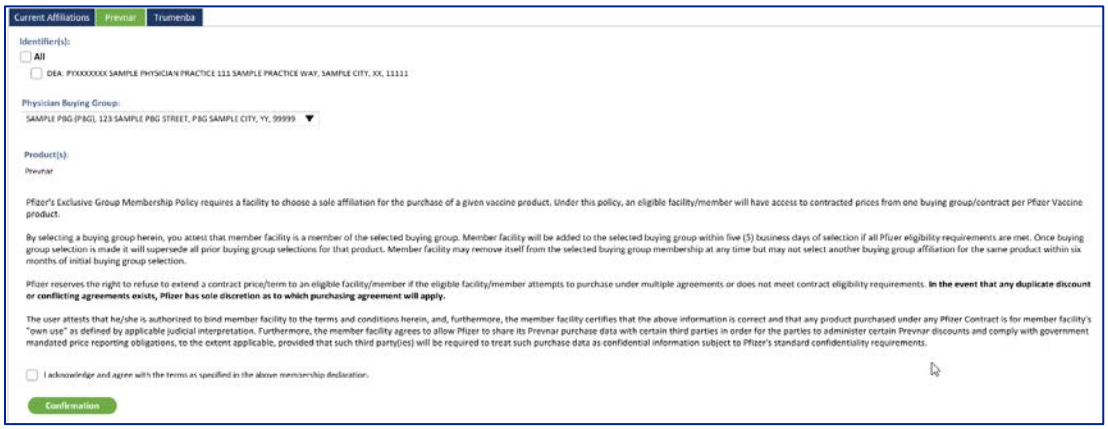
3. Here is an example of the **Membership Affiliations page**, ***Current Affiliations tab*** showing a PBG Member who is both on a Pfizer Contract for Trumenba effective through December 31, 2020, *and* has Declared Membership for Prevnar:

5. Acknowledge Membership Declaration

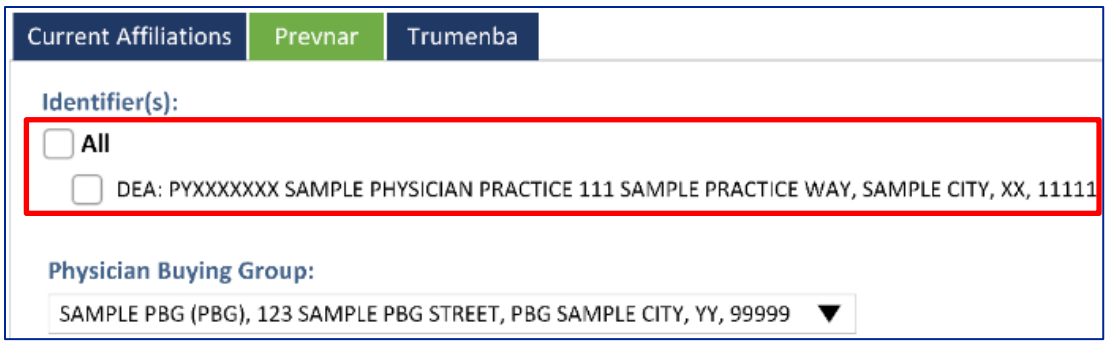
If an affiliation does not already exist for a product in the ***Current Affiliations Grid***, and the PBG Member wishes to join the PBG's contract for that product, the PBG Member must Acknowledge Membership Declaration.

1. To Acknowledge Membership Declaration to the PBG for a product, first select the appropriate product tab (Prevnar or Trumenba). *Note: The example shown in this section shows Membership Declaration for Prevnar®. The Portal process is the same for Trumenba®, but the Membership Declaration language for Trumenba is different from the language for Prevnar.*

2. The ***Membership Declaration Page*** for the chosen product will display (in this example, Prevnar):

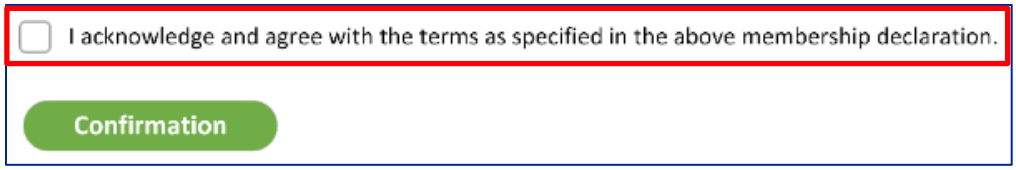


3. Select the PBG Member's Identifiers for the Membership Declaration: Select individual identifier(s) or click the checkbox next to "All."

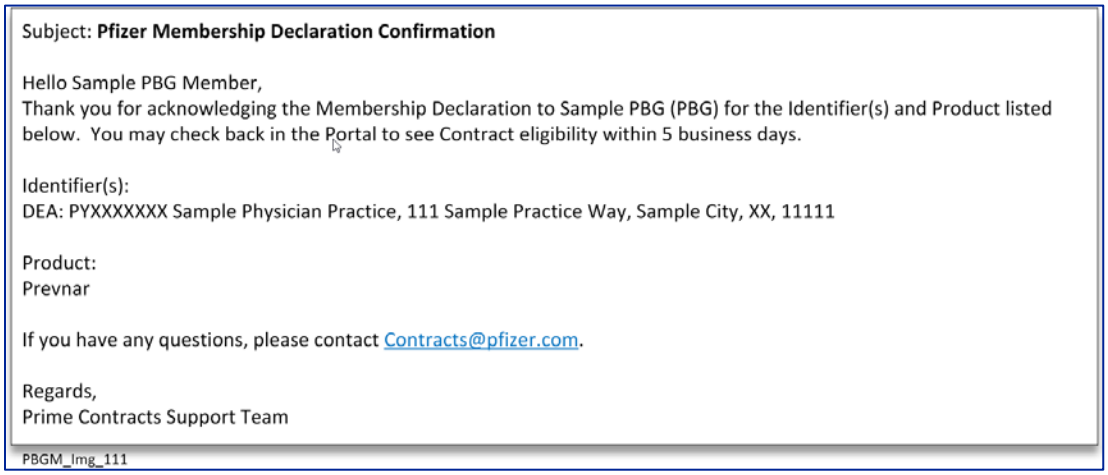


4. Next, carefully review the **Membership Declaration** text displayed.

5. After reading the Membership Declaration text, if the PBG Member would like to move forward with the Membership Declaration:
   - Click the **checkbox** next to **"I acknowledge and agree…."**
   - Click **Confirmation**.



6. After Confirmation, an email will be sent to the PBG Member's registered email address – confirming the Membership Declaration. Here is an example:



Subject: **Pfizer Membership Declaration Confirmation**

Hello Sample PBG Member,
Thank you for acknowledging the Membership Declaration to Sample PBG (PBG) for the Identifier(s) and Product listed below. You may check back in the Portal to see Contract eligibility within 5 business days.

Identifier(s):
DEA: PYXXXXXXX Sample Physician Practice, 111 Sample Practice Way, Sample City, XX, 11111

Product:
Prevnar

If you have any questions, please contact Contracts@pfizer.com.

Regards,
Prime Contracts Support Team

PBGM_Img_111

Note: Be sure to Acknowledge Membership Declaration for all ID's provided during registration.

7. If needed, repeat steps 1-6 above for other product, or for any additional PBG Member Identifiers for which Membership Declaration was not completed.
8. **<u>Membership Declaration is complete.</u>**

6. Review Details and Eligibility (After Membership Declaration)

After Membership Declaration is confirmed, an **eligibility process** will run to determine the PBG Member's eligibility on the contract/product for the Physician Buying Group. In many cases, it is possible to review each Member's eligibility status as early as 7 am EST the next day, however, it may take up to 5 business days to be added to Pfizer's systems and be processed for eligibility.

1. Context of the data in the Affiliations Grid.

- **Rows in the Affiliation Grid:** PBG Members can self-register through the Portal with as many ID's/Locations as are needed. If more than one ID/Location exists for the PBG Member, each ID/Location will show as a distinct "**blue**" PBG Member row.

  Each Identifier registered by the PBG Member will display a minimum of 2 rows:

  - **<u>Top row</u>** (**blue text**, **blue arrow**) information is based on the PBG Member's ID type provided during registration (DEA, HIN, 340B, Pfizer Internal Account).
  - **<u>Bottom row</u>** (**black text, black arrow**) represents the **Pfizer Internal System Account(s)** that corresponds to the ID in the blue row.

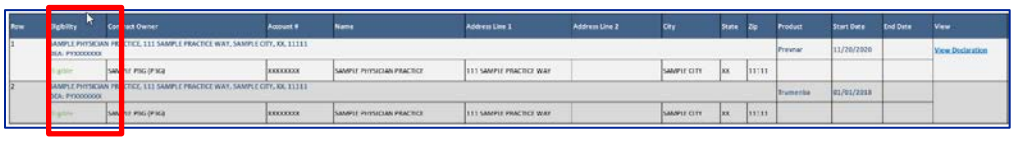
- **Dates in the Affiliation Grid:**
  - **Start Date:** Represents the day the PBG Member is affiliated with the PBG and will be one of the following: (1) PBG Member's Membership Declaration Date + 1 day, or (2) if the PBG had a contract with Pfizer for Trumenba® effective through December 31, 2020, the Start Date reflects the date that the PBG Member was affiliated with the PBG on that contract. The Start Date is not indicative of Pricing Availability. The effective dates of any contract discounts will be stated in the agreement between Pfizer and the PBG.
  - **End Date:** Represents the last day that a PBG Member will be considered a "Member" of PBG on the Portal. This field will be blank unless the PBG Member or the PBG enters a date. Once the End Date occurs, the removed member will no longer be eligible for participation in the agreement between the PBG and Pfizer and will not be eligible for any discounts available on such agreement. Any End Dates entered by PBG or the PBG Member must be on or before the

termination or expiration of the PBG agreement. Any End Dates with a date after the term of the PBG agreement will not be recognized and will have no effect on the terms of the agreement, including the duration and availability of any discounts.

2. **Review Eligibility.**

The ***Current Affiliations Grid*** displays the PBG Member's current eligibility in Pfizer systems for the PBG Members' registered Identifiers:

- **Review Eligibility Status.**
  - The **second column** in the lower row of the ***Current Affiliations Grid*** (**eligibility** in the red box below), will display the eligibility status for the PBG Member at the Internal Pfizer Account level.



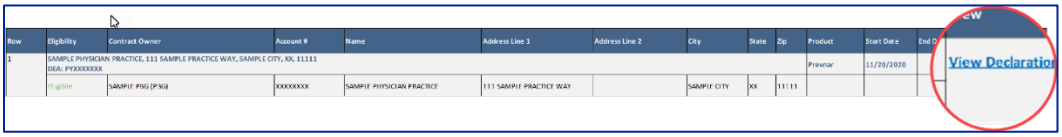
- **There are 4 possible values for this field:**
  - **Pending**: This means the PBG Member row is flagged to be processed. When the PBG Member Declares they are a member of a PBG via the portal, their eligibility status will initially show as Pending.
  - **Eligible**: PBG Member was processed successfully and is eligible on the current contract.
  - **Future Eligible**: PBG Member was processed successfully, but the effective date of the agreement between the PBG and Pfizer has not started yet. The facility will be eligible to receive contract discounts per the terms of the PBG agreement.
  - **Not Eligible**: This means that there's an issue with the PBG Member's eligibility and the Member is not eligible at this time.

7. Viewing/Printing the Membership Declaration

Any time after acknowledging Membership Declaration, the PBG Member can view and print the Membership Declaration.

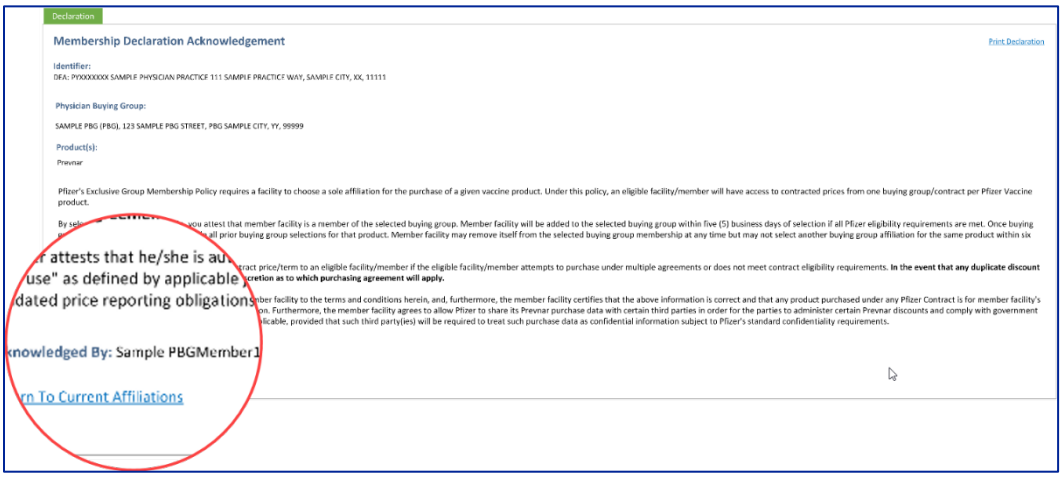
1. View the Declaration.

   - In the ***Current Affiliations Grid***, click the **View Declaration** link on the right side of the Member data:



   The ***Membership Declaration Acknowledgement*** page will display.

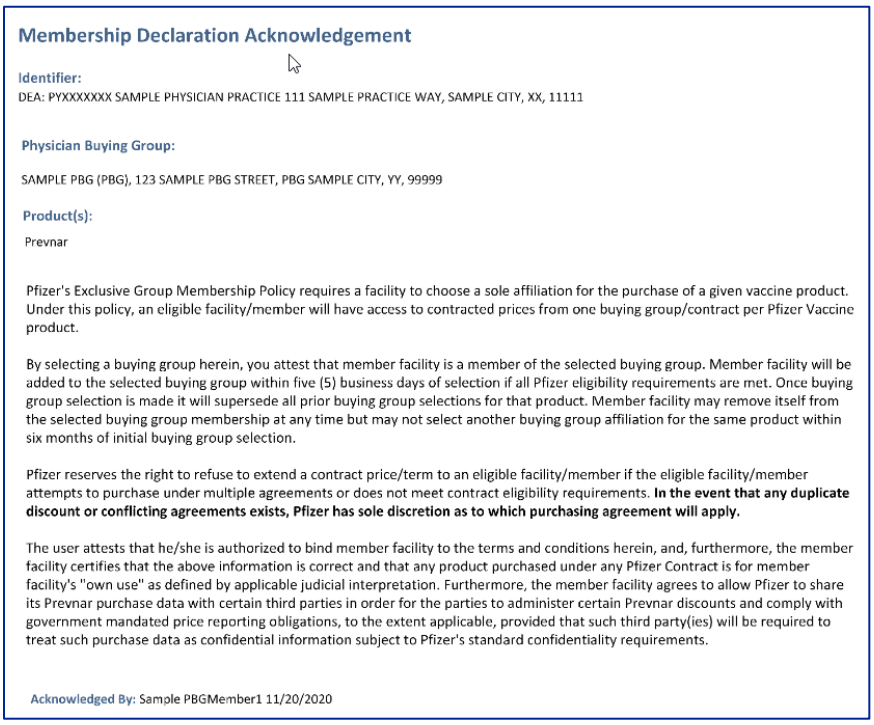
   - To see the name of the individual at the PBG Member's Company/practice/clinic who acknowledged the Membership Declaration, as well as the date acknowledged, look at the "Acknowledged By:" area on the bottom, left:



2. Print the Declaration

- From the ***Membership Declaration Acknowledgement Page*, click** Print Declaration link on the upper right corner of the tab:

- The **Membership Declaration** will download to the PBG Member's "Downloads" folder on their own computer.
- Open the downloaded Membership Declaration, and **Print:**



Membership Declaration Acknowledgement

Identifier:
DEA: PYXXXXXXX SAMPLE PHYSICIAN PRACTICE 111 SAMPLE PRACTICE WAY, SAMPLE CITY, XX, 11111

Physician Buying Group:

SAMPLE PBG (PBG), 123 SAMPLE PBG STREET, PBG SAMPLE CITY, YY, 99999

Product(s):

Prevnar

Pfizer's Exclusive Group Membership Policy requires a facility to choose a sole affiliation for the purchase of a given vaccine product. Under this policy, an eligible facility/member will have access to contracted prices from one buying group/contract per Pfizer Vaccine product.

By selecting a buying group herein, you attest that member facility is a member of the selected buying group. Member facility will be added to the selected buying group within five (5) business days of selection if all Pfizer eligibility requirements are met. Once buying group selection is made it will supersede all prior buying group selections for that product. Member facility may remove itself from the selected buying group membership at any time but may not select another buying group affiliation for the same product within six months of initial buying group selection.

Pfizer reserves the right to refuse to extend a contract price/term to an eligible facility/member if the eligible facility/member attempts to purchase under multiple agreements or does not meet contract eligibility requirements. **In the event that any duplicate discount or conflicting agreements exists, Pfizer has sole discretion as to which purchasing agreement will apply.**

The user attests that he/she is authorized to bind member facility to the terms and conditions herein, and, furthermore, the member facility certifies that the above information is correct and that any product purchased under any Pfizer Contract is for member facility's "own use" as defined by applicable judicial interpretation. Furthermore, the member facility agrees to allow Pfizer to share its Prevnar purchase data with certain third parties in order for the parties to administer certain Prevnar discounts and comply with government mandated price reporting obligations, to the extent applicable, provided that such third party(ies) will be required to treat such purchase data as confidential information subject to Pfizer's standard confidentiality requirements.

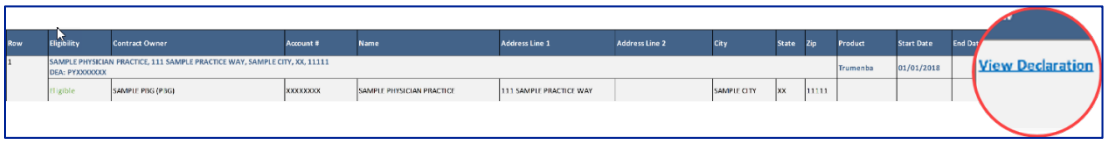
Acknowledged By: Sample PBGMember1 11/20/2020

- Click the **Return to Current Affiliations** link at the bottom left to return to the **Current Affiliations page**.

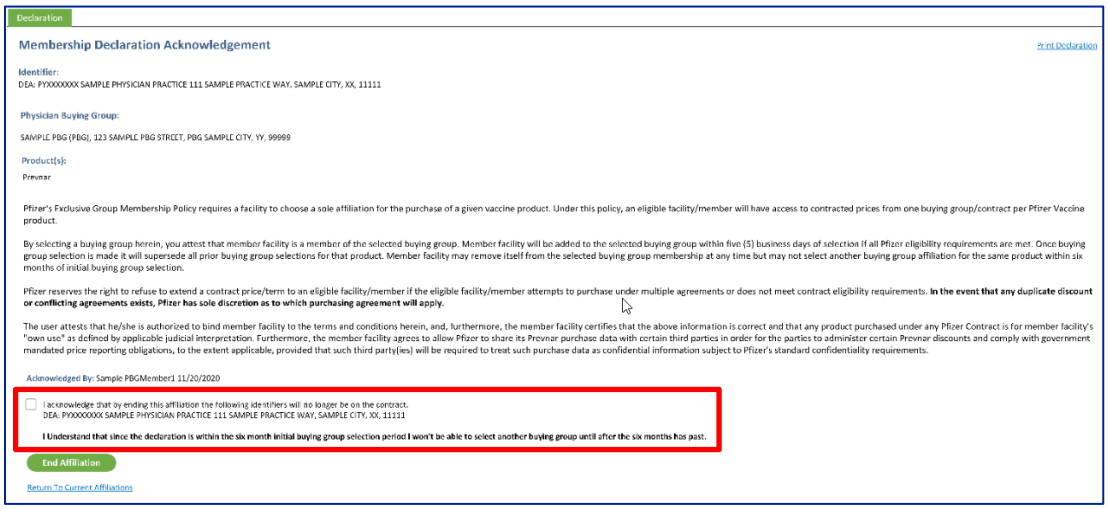
8. Ending Membership With the Physician Buying Group

This process should be followed if the PBG Member wants to end their Physician Buying Group Affiliation for the product(s). *Note: If a PBG Member is End-Dated by their PBG, the PBG Member will receive an email notification on the End-Date.*

- View the Declaration.
- On the **Membership Affiliation page**, ***Current Affiliations Grid***, locate the ID/Location/Product of the PBG Member in the ***Affiliations Grid*** to **End-Date**.
- **Click** the **View Declaration** link on the right side of the PBG Member's row.



The ***Membership Declaration Acknowledgement*** page will display.



- **Carefully** review the messages that are at the bottom of the declaration box.

  Note: Per the terms of the Membership Declaration (acknowledged previously by the PBG Member), after removing itself from the PBG Membership, the PBG Member cannot Declare Membership to a new PBG until 6 months after Declaring Membership to the initial PBG. For Example: PBG Member acknowledges Membership Declaration to PBG for Prevnar® on 1/1/2021. PBG Member chooses to end the affiliation on 3/31/2021. The PBG Member cannot join a new PBG for Prevnar until 7/1/2021.

If a Membership Declaration was accidentally End-Dated by the PBG Member, use the Contact Us feature (in the upper right corner of the Portal page) to request assistance. A Pfizer Associate will help the PBG Member resolve the issue.

- After reviewing, if PBG Member wants to proceed with ending the affiliation, **click** the **checkbox** next to the statement **"I acknowledge that by ending this affiliation…."**
- Click the **End Affiliation** button.

  The **Declaration** box will display at the bottom the name and date of the PBG Member who End-Dated the affiliation:

Declaration

Membership Declaration Acknowledgement

Print Declaration

Identifier:
DEA: PYXXXXXXX SAMPLE PHYSICIAN PRACTICE 111 SAMPLE PRACTICE WAY, SAMPLE CITY, XX, 11111

Physician Buying Group:

SAMPLE PBG (PBG), 123 SAMPLE PBG STREET, PBG SAMPLE CITY, YY, 99999

Product(s):
Prevnar

Pfizer's Exclusive Group Membership Policy requires a facility to choose a sole affiliation for the purchase of a given vaccine product. Under this policy, an eligible facility/member will have access to contracted prices from one buying group/contract per Pfizer Vaccine product.

By selecting a buying group herein, you attest that member facility is a member of the selected buying group. Member facility will be added to the selected buying group within five (5) business days of selection if all Pfizer eligibility requirements are met. Once buying group selection is made it will supersede all prior buying group selections for that product. Member facility may remove itself from the selected buying group membership at any time but may not select another buying group affiliation for the same product within six months of initial buying group selection.

Pfizer reserves the right to refuse to extend a contract price/term to an eligible facility/member if the eligible facility/member attempts to purchase under multiple agreements or does not meet contract eligibility requirements. **In the event that any duplicate discount or conflicting agreements exists, Pfizer has sole discretion as to which purchasing agreement will apply.**

The user attests that he/she is authorized to bind member facility to the terms and conditions herein, and, furthermore, the member facility certifies that the above information is correct and that any product purchased under any Pfizer Contract is for member facility's "own use" as defined by applicable judicial interpretation. Furthermore, the member facility agrees to allow Pfizer to share its Prevnar purchase data with certain third parties in order for the parties to administer certain Prevnar discounts and comply with government mandated price reporting obligations, to the extent applicable, provided that such third party(ies) will be required to treat such purchase data as confidential information subject to Pfizer's standard confidentiality requirements.

Originally Acknowledged By: Sample PBGMember1 11/20/2020

Ended By: Sample PBGMember1 12/31/2020

Return To Current Affiliations

- Click the **Return to Current Affiliations** link at the bottom left to return to the **Current Affiliations tab**.

9. Review PBG Member's Affiliation History

Use the ***Members History Page*** to view PBG Member ID's/Locations that have Membership Declaration End-Dates in the past.

1. On the **Membership Affiliation page**, click the **Affiliation History** link:

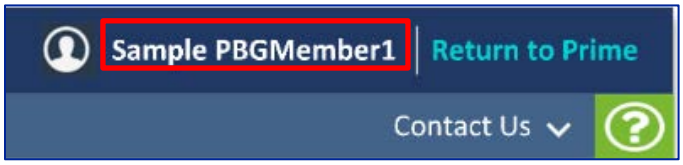
2. The **Affiliation History page** will display:

10. Creating/Removing PBG Member "Colleagues"

1. Create a New Colleague.

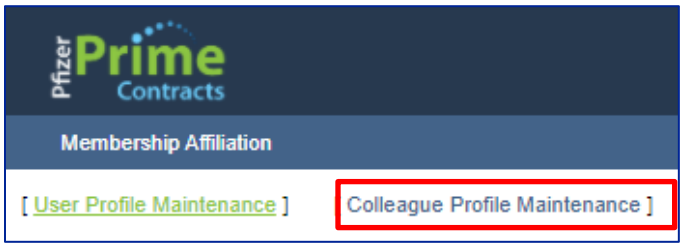
   Note: Each PBG Member can have up to 3 total PBG Member colleagues. "Colleague" is the term for a peer from the PBG Member's organization who will have the same Prime Contracts Vaccines Membership Portal privileges as the original PBG Member Colleague.

- **In the upper right corner of the Web Page, click on PBG Member's Account Name:**



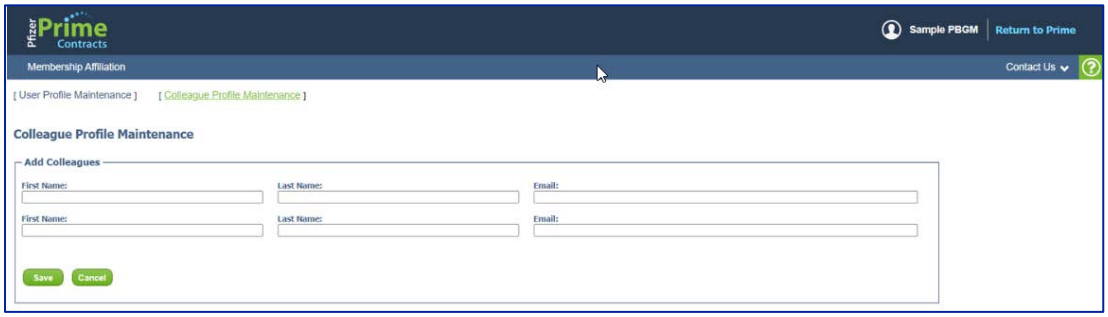
The ***User Profile Maintenance*** Page will display.

- Click the **Colleague Profile Maintenance** link at the top:

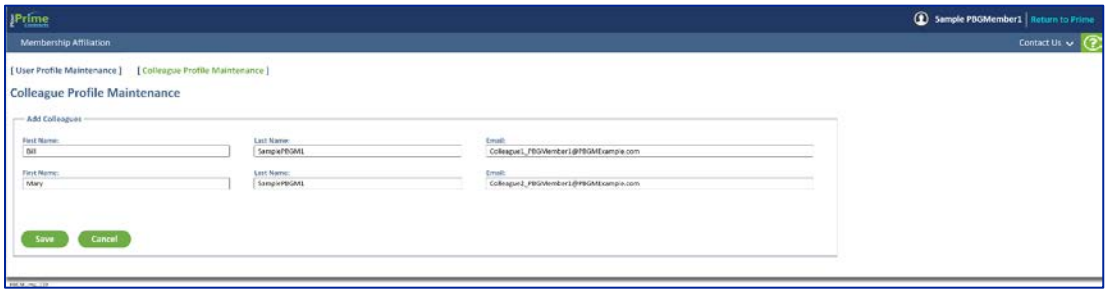


The ***Colleague Profile Maintenance Page*** will display:

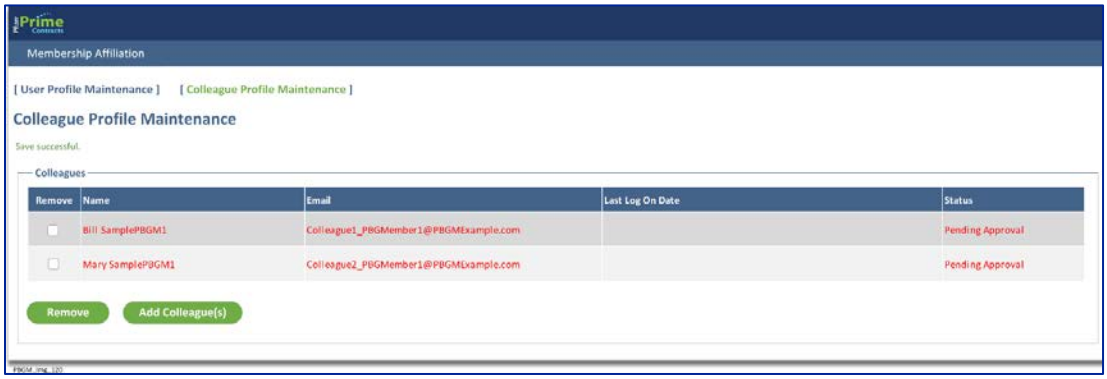
- **Click Add Colleague(s).** The ***Add Colleagues Page*** will display:



- Type in the **First Name**, **Last Name**, and **Email Address** of the Colleague(s):

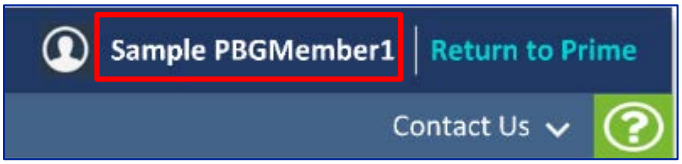


- Click **Save**.
  - The new PBG Member's Colleague(s) are saved and the account requests will be routed to an Internal Pfizer Associate for setup and approval.
  - Once approved by an Internal Pfizer Associate, each Colleague will receive an invitation email to the Portal.
  - After successfully registering, the Colleague will be able to perform the same functions as the requesting PBG Member Colleague.
- Below is an example of the ***Colleague Profile Maintenance Page*** showing Colleagues with Status of Pending Approval:



2. Remove a Colleague

- In **the upper right corner of the Web Page, click on PBG Member's Account Name:**



The ***Colleague Profile Maintenance Page*** will display:

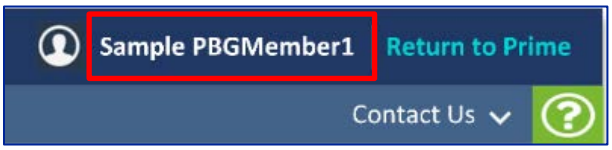
- Click the **checkbox** next to the Colleague that should be removed.
- Click **Remove Confirmation**. The Portal will display the message: **Select 'Remove Confirmation' if you wish to remove the selected colleague profiles.**

- The page will display the message **Remove Successful**:

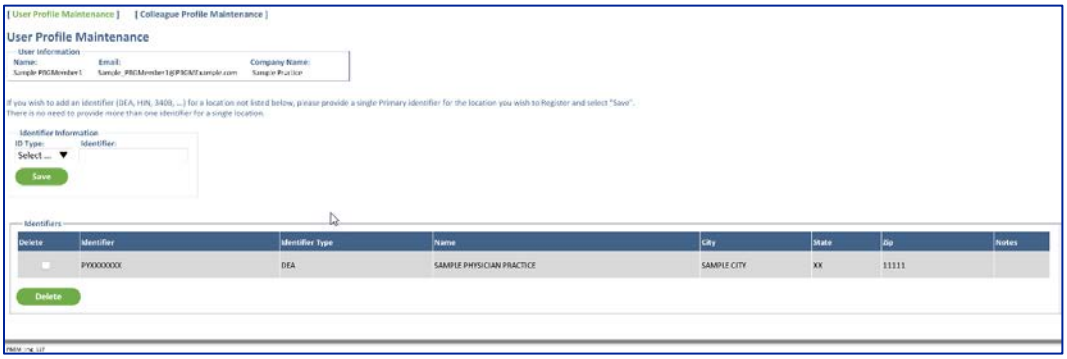
11. Maintaining Additional Identifiers/Locations

1. Set Up Additional PBG Member IDs/Locations.

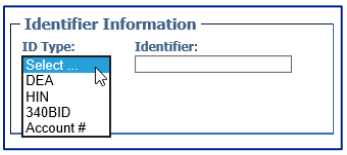
   - Click on the PBG Member's **Account Name** in the upper right corner of the screen.



   The ***User Profile Maintenance Page*** will display with the PBG Member's existing ID's/Locations displaying in the ***Identifiers Grid*** at the bottom of the Page.

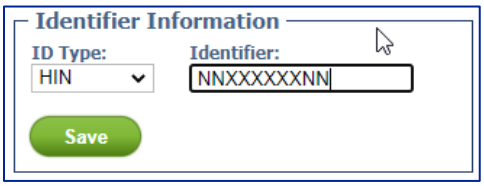


   - In the **Identifier Information Box**, click the **ID Type drop-down** and select the **ID Type** (DEA, HIN, 340BID or [Pfizer Internal] Account #).



   Note: Account # = Pfizer Internal Account Number.

   - Enter the **Identifier**, then **click** the **Save** button:



   Note: If the Identifier provided is <u>new</u> to Pfizer's systems, this message will display: "We were unable to match the submitted id(s) to existing Pfizer records. A request has been sent to a Pfizer Associate for review and set up. General processing time can take up to 5 business days. If you wish to inquire about this submitted id(s), please use the 'Contact Us' functionality."

- After **Save** is clicked, the Portal will search Pfizer's systems for the information associated with the ID Type and ID provided. That information will display as a new row in the ***Identifiers Grid*** at the bottom of the Page:

Note: The PBG Member must acknowledge Membership Declaration for all identifiers.

- **Set up Membership Declaration(s) for all newly added Identifiers/Locations**
  - Click **Membership Affiliation** Menu option at the top of the page to navigate back to the **Membership Affiliation page**.
  - See **Section 3** for instructions on how to perform **Membership Declaration**.

2. Deleting Identifiers/Locations

- Navigate to the **User Profile Maintenance page**.
- In the ***Identifiers Grid*** (at the bottom of the ***User Profile Maintenance Page***), locate the Identifier/Location to delete:

- **Click** the **checkbox** next to the **Identifier** to be deleted.

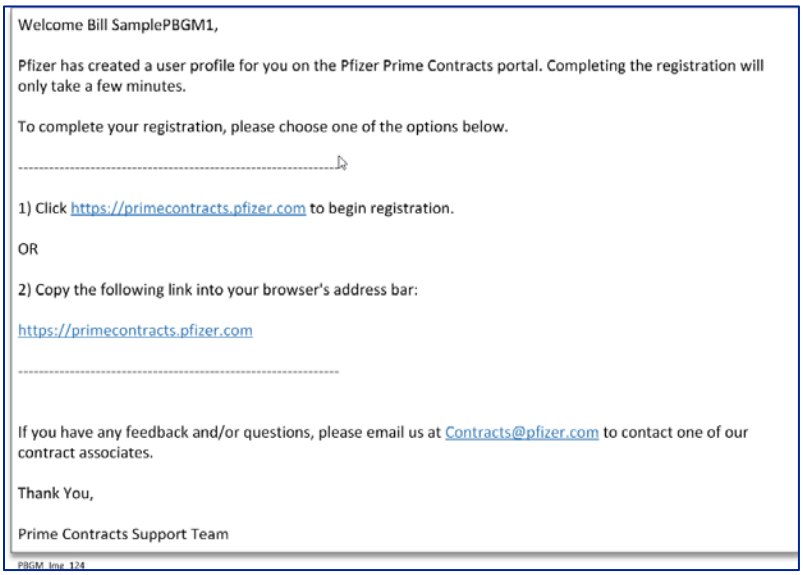
- **Click** the **Delete** button. The Portal will display **Delete Successful**.

12. Colleague Registration Process

Note: Pfizer will set up the PBG Member Colleague's Account in the new Portal. The PBG Member Colleague will receive the Invitation Email and Register on the Portal.

1. Receive Portal Invitation Email.

- The **PBG Member Colleague's Invitation Email** will look like this: (Bill SamplePBGM1).



Welcome Bill SamplePBGM1,

Pfizer has created a user profile for you on the Pfizer Prime Contracts portal. Completing the registration will only take a few minutes.

To complete your registration, please choose one of the options below.

---

1) Click https://primecontracts.pfizer.com to begin registration.

OR

2) Copy the following link into your browser's address bar:

https://primecontracts.pfizer.com

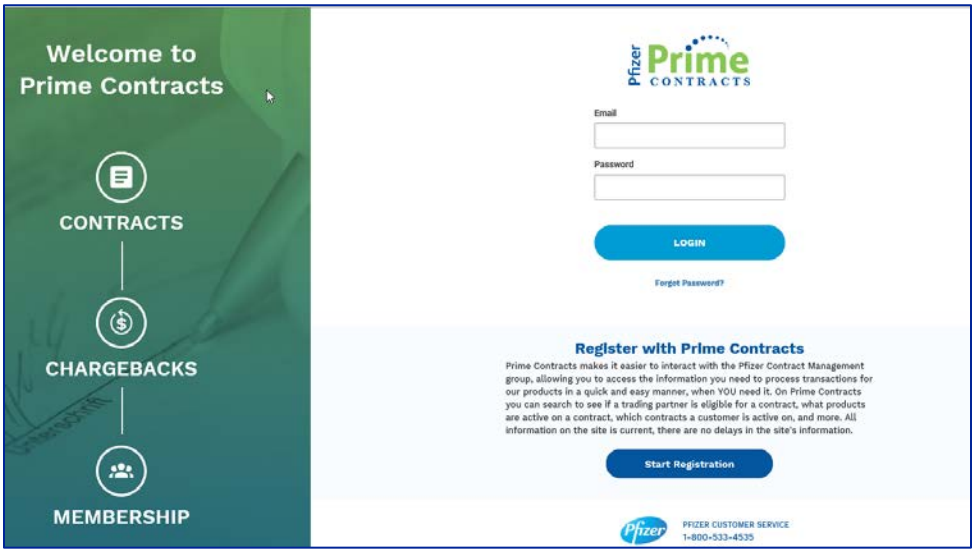
If you have any feedback and/or questions, please email us at Contracts@pfizer.com to contact one of our contract associates.

Thank You,

Prime Contracts Support Team

PBGM_Inv_124

- **Click the URL in the Invitation Email (PrimeContracts.Pfizer.com).** The ***Prime Contracts login window*** will display:

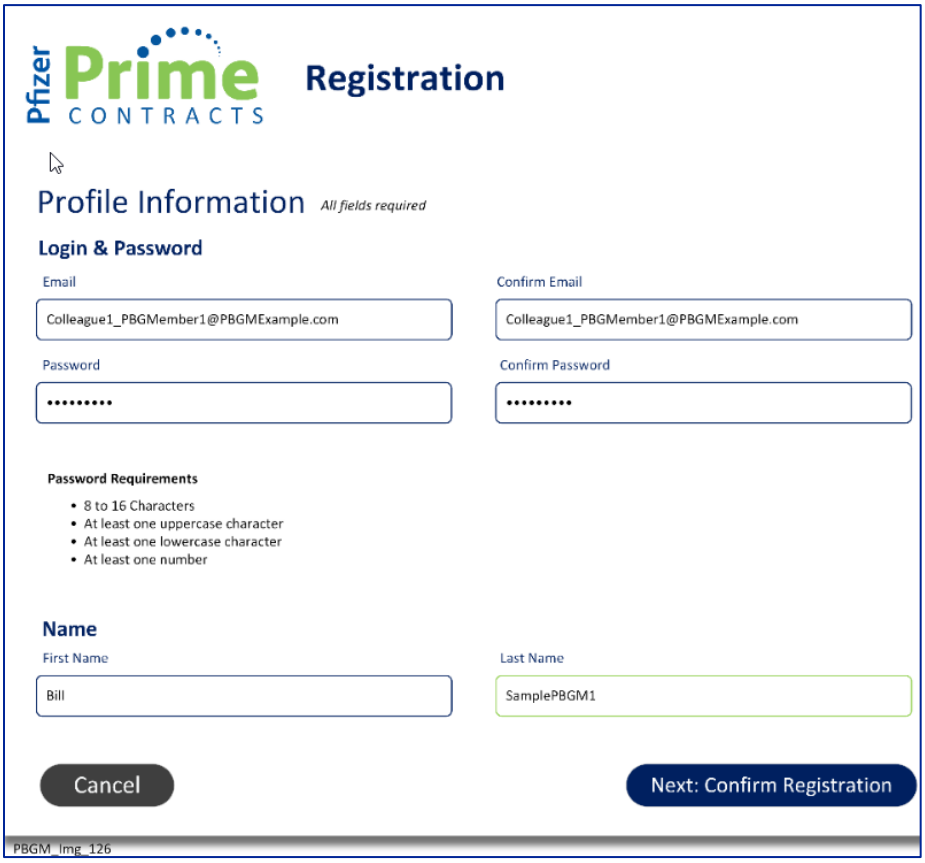


- If the PBG Member Colleague is new to the Prime Contracts Portal, click **Start Registration**.

2. **Register on the Portal.**

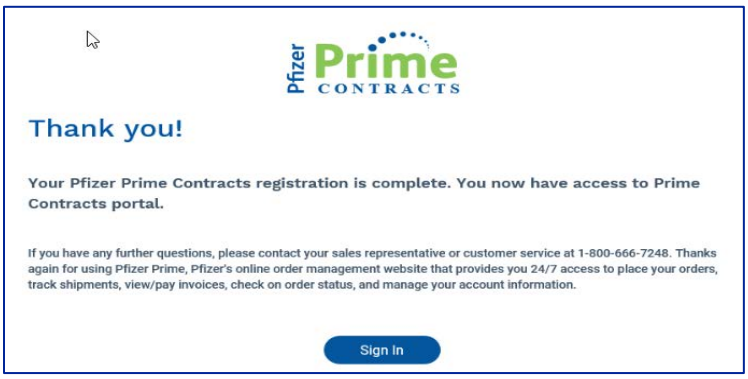
- The Portal will prompt the User to enter their **Email Address: Enter** the **PBG Member Colleague's email address** in the **Email Address Field,** and click **Next**.

- The ***Registration page*** will display to gather additional **Profile information**:



  - Enter the same **Email** into **Confirm Email**.
  - Enter a **Password**.
  - Enter the same **Password** to confirm.
  - Enter **PBG Member Colleague's First** and **Last** name.
  - Click **Next: Confirm Registration** button.

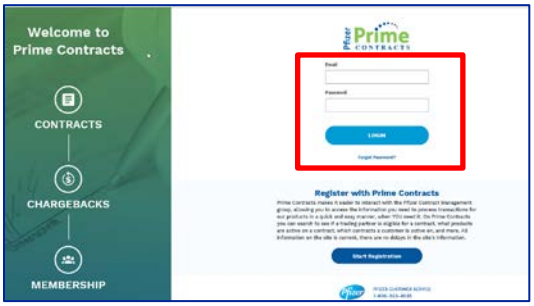
- On the Portal, the ***Registration is complete page*** will display. *Note: The Portal must ALSO confirm that the registered email address provided by the PBG Member is valid. It does this by sending a security authorization PIN to the registered email address (see step 4).*



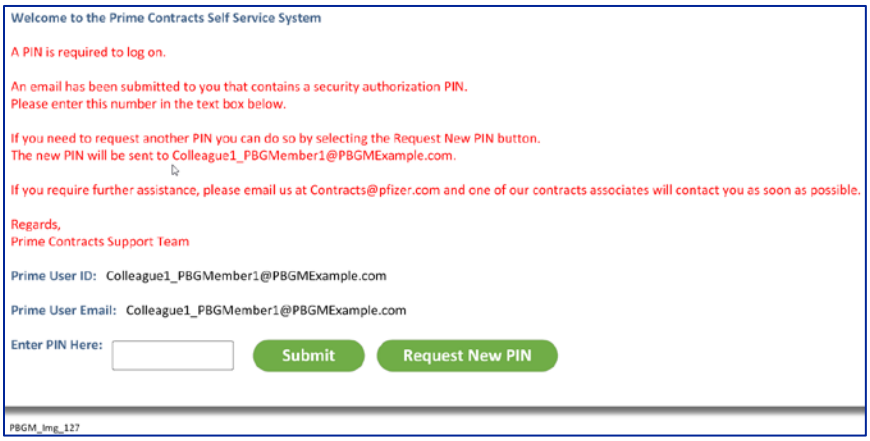
Note: If there are any issues and this page does not display, send an email to Contracts@pfizer.com to resolve the issue.

- Click

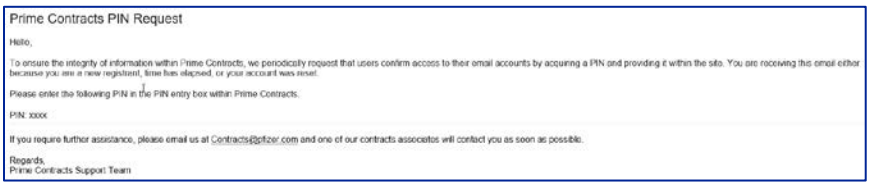
to finalize Portal Registration. On the Pfizer Prime Contracts Login page, enter the newly registered **Email Address** and **Password. Then click Login.**



- The ***Welcome to the Prime Contracts Self Service System*** page will display – requesting a Personal Identification Number:



- The PBG Member should **check their email inbox**. The Inbox will contain an email containing a one-time Personal Identification Number that is required to complete registration **(Subject: Prime CSS PIN Request)**. **The email looks like this:**


Prime Contracts PIN Request

Hello,

To ensure the integrity of information within Prime Contracts, we periodicsily request that users confirm access to their email accounts by acquiring a PIN and providing it within the site. You are receiving this email either because you are a new registrant, time has elapsed, or your account was reset.

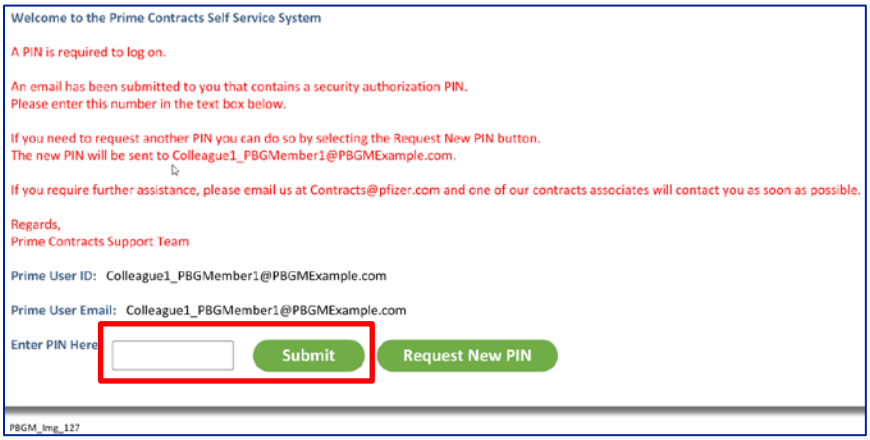
Please enter the following PIN in the PIN entry box within Prime Contracts.

PIN: xxxx

If you require further assistance, please email us at Contracts@pfizer.com and one of our contracts associates will contact you as soon as possible.

Regards,
Prime Contracts Support Team

- Back in the Portal on the ***Welcome to the Prime Contracts Self Service System page***, **enter the PIN from the email, then click Submit**:



Note: If there is an issue with the PIN or if a new PIN is required, click the ***Request New PIN*** *button.*

- Registration and Security Authorization is complete.

  Proceed to **Step 3 The Membership Affiliations page (navigation and overview)**.