



# Vaccines Membership Portal

User Guide for Physician Buying Group (PBG) Members

1





### **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

2





### 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.





Prime CONTRACTS
Enter your email to start your Contracts registration
Email Address         Sample_PBGMember1@PBGMExample.com
PBGM_Img_101

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.

5





Registration		
Confirm Email		
Sample_PBGMember1@PBGMExample.com		
Last Name		
PBGMember1		

- 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.







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

Pfize	CONTRACTS	
Email		
Sample_PBG	Member1@PBGMExample.com	
Password		
•••••		
	Login	
	Forgot Password?	





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.

Prime Contracts
Welcome to the Prime Contracts Portal
The Prime Contracts Portal provides access to contract and membership information.
Please provide your PBG Registration Code to proceed. If you do not have a PBG Registration Code, please contact your Physician Buying Group Administrator for more information.
PBG Registration Code:
Submit

- 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:

Prime Contracts
Welcome to the Prime Contracts Portal
A PIN has been submitted to Sample_PBGMember1@PBGMExample.com. Please check your email and enter the PIN below.
Enter PIN here:
PRGM img 104





 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 <u>Contracts@pfizer.com</u> .
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**.

Prime Contracts	
ĸ	
Welcome to the Prime Contracts Portal A PIN has been submitted to Sample_PBGMember1@PBGMExample.com. Please check your email and en	iter the PIN below.
Enter PIN here: Submit	

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





• Go to Step 11 in this Section.

Prime Contracts		
Please enter the name of your Com	pany.	

- 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 dropdown field (red box).
  - o Click Next.
  - Go to Step 11 in this section.

Prime Contracts	
Please enter the name of your Company. Company: Select a company or enter a new company V Next	Company Name:

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."* 

e Prime Contracts
Please provide a single Primary identifier for the location you wish to Register. There is no need to provide more than one identifier for a single location. If you have additional locations to register, you will provide them after you select "Save".
☐ Identifier Information
10 Type: Identifier:
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 <u>new</u> 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,
    - o Click Continue.
    - o Go to Step 13.

출 <b>Prime</b> Contracts
Please provide a single Primary identifier for the location you wish to Register. There is no need to provide more than one identifier for a single location. If you have additional locations to register, you will provide them after you select "Save".
Save successful. If you wish to enter another identifier, please enter it and select 'Save'. Otherwise select 'Continue'.
Identifier Information

- If the PBG Member <u>wants to add an additional identifier for this same</u> <u>Company/practice/clinic</u>, click **Save**.
  - Select the ID Type.
  - o Enter the Identifier.
  - o Once complete, click **Continue**.
  - Go to Step 13.
- 14. The *Congratulations!* page will display:

ی Prime Contracts
Congratulations!
You've successfully registered on the Portal. You can now review any current contract you are affiliated with and can join the new contract by clicking Continue.
Continue
PBGM Img 106

Note: PBG Member will receive a registration confirmation email from <u>Contracts@pfizer.com</u> – **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.

Welcome to Prime Contracts	Email
CONTRACTS	Password LOGIN Forget Password?
CHARGEBACKS	Register with Prime Contracts Frime Contracts makes it easier to interact with the Pfizer Contract Management group, allowing you to access the information you need to process transactions for our products in a quick and easy manner, when YOU need It. On Prime Contracts you can search to see if a trading partner is sligble for a contract, what products are active on a contract, which contracts a customer is active on, and more. All information on the site is current, there are no delays in the site's information. Start Registration
MEMBERSHIP	PFIZER CUSTOMER SERVICE 1-800-833-4539

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:

oduct t inished	tab is not shown working in the l	, theck your status for that product or fortal, and the Portal session by closin	i the Current Affiliations Tab g your browser.										
rent A	diffications f	revnar Trumenba											
sults	Generated: Se	pt 17, 2020 11:23:43 PM, EDT	Approved #	Name	Address Line 1	Address Line 2	City	State	210	Product	Start Date	End Date	Records
	SAMPLE PHYS	ICUAN PRACTICE, ELL SAMPLE PRACTICE V	NAY, SAMPLE CITY, KX, 11311			-				Preventer	11/20/2020		View Declaration
	11 gilder	SAMPLE PEC (PSC)	00000	SAMPLE PHYSICIAN PRACTICE	111 SAMPLE PRACTICE WAY		SAMPLE OTV	xx	11:11				
	SAMPLE PRYS	ICIAN PRACTICE, 333 SAMPLE PRACTICE V	WAY, SAMPLE CITY, KX, 11111				4			Trumenta	03/01/2018		
	rt graie	SAMPLE PIG (PIG)	200030003	SAMPLE PHYSICIAN PRACTICE	111 SAMPLE PRACTICE WAY		SAMPLE CITY	xx	11:11				

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<sup>®</sup> 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<sup>®</sup>.
- Here is an example of the Membership Affiliations page, Current Affiliations tab when the PBG Member has <u>no</u> 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<sup>®</sup> effective through December 31, 2020. If this is the case, and the PBG Member would like to join the PBG's contract for Prevnar<sup>®</sup>, 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.* 

											<ol> <li>Set</li> </ol>	nple PBGMe	mber3 Return to 7
Mombersh	sip Affiliation												Contact Us 🗸
emberahip	p Selection ]	Affiliation History ]	[ Physician Buying Group I	List									
embers	ship Affilia	tions											
Current Af	miliations tab de	plays your status for any new or existi	ng contracts you've joined or	requested to join. Eligibility is shown b	ty product.								
will be plac will be plac a product ta a finished w	act, Declare Me cell on the Curry ab is not shown, working in the P	maesting for that product " by follow an Affiations ate. (6) Contract eligible check your status for that product on t ortar, and the Portal session by closing remain Trumenba	ing these steps: (1) Club the P Jity will be available within 58 the Carrent Affiliations Tab (your browser.	roduct Name Gals. (2) Select all ID(s) ( Issimes days.	or individuals). (3) Carefully review	the membership declara	ion. (4) Cick the	By acknow	viedging	." theckbox (	5) Click the Cavil	rmation Sutto	n. After cicking Contine
Results 6	Senerated: Sej	at 17, 2020 11:23:43 PM, EDT											Records: 1
Row .	Cighility	Contract Owner	Account #	Name	Address Line 1	Address Line 2	City.	State	20	Product	Start Date	End Date	Vew
8	SAMPLE PHYS DEA: PYX0000	CIAN PRACTICE, 133 SAMPLE PRACTICE W	AY, SAMPLE CITY, KK, 11111				-			Trumentua	01/01/2018		
	and shall a	and an	Carteria Con	EALER CONTRACTOR	because a second second		an a		1				
	Coldina v	SAMPLE FBG (PBC)	000000	SAMPLE PHYSICIAL PROCINCE	111 SAMPLE PRACTICE WAY	1	SAMPLEOTY	XX	11111				

 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:

	election ] [	Affiliation History ]	Physician Buying Group	Ust ]									
nbership	p Affiliat	tions											
rrent Affilia	ations tab disp	plays your status for any new or existin	ng contracts you've joined or	requested to join. Eligibility is shown I	by product.								
a contract, I be placed o oduct tab is rished work	Declare Mea on the Curre is not shown, i thing in the Pe	nbership for that product" by following of Affinations tab. (6) Contract eligibi- theck your status for that product on t rtal, and the Portal session by closing	ng these steps: (1) Click the I lity will be available within 5 the Current Affiliations Tab your browsor.	Product Name tab. (2) Select all ID(s) business days.	(or individuals). (3) Carefully revie	a the membership decl	aration. (4) Click the	'By ackno	owledgin	g" checkbox.	(5) Click the Con	firmation but	ton. After dicking G
sults Gene	neratod: Sep	17, 2020 11:23:43 PM, EDT	Annual B			Address 10x 3	~	0.00		Partial	find then	feel Date	Recor
··· 13	ACCOUNTS OF THE OWNER			Rama	AIGTOIL LTO 1	Address Lose 2	CRY	2884	**	Prosid	STRIT DUCK	Cho Ulute	V.S.W.
0	DEA: PTICOCO	a								Previsal	13/20/2020		View Declacation
	1 year	SAMPLE PIGG (PING)	1000300000	SAMPLE PHYSICIAN PRACTICE	111 SAMPLE PRACTICE WAY		SAMPLE OTV	×x	11111				
57	DEA: PYXXXXXX	WAN PRACTICE, 111 SAMPLE PRACTICE W.	AY, SAMPLE CITY, XX. 11111							Trumenba	01/01/2018		12
D		Basel and a second	10000000		and a second			1.4					-





### 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.

 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<sup>®</sup>. The Portal process is the same for Trumenba<sup>®</sup>, 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):

Current Alfiliations Premar Trumenta	
Identifier(s)s	
DEA. PTXXXXXXX SAMPLE PHYSICIAN PRACTICE 111 SAMPLE PRACTICE WAY, SAMPLE CITY, XX, 11111	
Physician Burying Group:	
SAMPLE PBG (PBG), 123 SAMPLE PBG STRIET, PBG SAMPLE CITY, YY, 39999 🖤	
The analysis of the second	
Product(s)	
Penuran	
Pface'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 fro product.	m one buying group/contract per Pfizer Vaccine
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 Pfu group selection is made it will superside all profit buying group welections for that product. Member facility may nervoe itself from the selected buying group membership at any time but may not select another buying months of initial buying group selection.	rer eligibility requirements are met. Once buying group affiliation for the same product within six
Pfore reserves the right to refuse to extend a contract proce/term to an eligible facility/member if the eligible facility/member attempts to purchase under multiple agreements or does not meet contract eligibility requi or conflicting agreements exists, Pfore has sole discretion as to which purchasing agreement will apply.	rements. In the event that any duplicate discount
The user attests that helphas is authorized to bloom remote facility to the terms and conditions herein, and, furthermore, the member staffing centifies that the above information is correct and that any product provinces "own use" is defined by applicable judgicable integretation. Furthermore, the member facility agrees to allow Filter to share its Prenar purchase data with certain third parties in order for the parties to administer certain manifested frace reporting obligations, to the center applicable, provided that purch third parties will be created to trace study purchase data as confidential information subjects to States transmission manifested frace reporting obligations, to the center applicable, provided that purch third parties will be trace to trace study purchase data as confidential information subjects to States transmission and the study of the center applicable, provided that purch third participal will be required to trace study purchase data as confidential information subjects to States transmission applicable participation.	d under any Pfizer Contract is for member facility's in Prevnar discounts and comply with government irements.
Indexxeletige and agree with the terms as specified in the above memorybig dedication.	R
Confirmation	

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

Current Affiliations	Prevnar	Trumenba				
Identifier(s):						
DEA: PYXXXX	XX SAMPLE P	HYSICIAN PRAC	TICE 111 SAMPLE	PRACTICE W	AY, SAMPLE	СІТҮ, ХХ, 11111
Physician Buying O	iroup:					
SAMPLE PBG (PBG)	123 SAMPLE	PBG STREET, PB	G SAMPLE CITY,	YY, 99999	•	

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: PYXXXXXX 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<sup>®</sup> 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.

Personal Persona	Nghitty 🕂 Cor	unt Owner	Account #	Name	Address Line 1	Address Line 2	City	Rate	29	Product	Start Oute	End Date	View
1	AMPLE PRISCIAN PE	CTICE, 111 SAMPLE PRACTICE WAT, SAMP	EOD, 00, 11111			115			i.	Prevent	11/20/2020		View Declaration
	typie sa	nr Pilig (Pilica	101000	SAMPLE PHYSICIAN PRACTICE	111 SAMPLE PRACTICE WAR		SWPITCH	XX.	11711				
2	AMPLE PHYSICIAN PE	CTEE, LLI SAMPLE PRACTICE WAY, SAMP	E CITY, KK. 21323				_			Inumerice	01/01/2018		
	agenter Sala	no misi (misi)	100000	SAMPLE PHISICIAN PRACTICE	111 SAMPLE PRACTICE WAR		SAMAPLE CITE	RR.	117.11				

- 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:

	Declaration	
	Membership Declaration Acknowledgement	Print Declaration
	Identifier: DEA: PYXXXXXX SAMPLE PAYSICIAN PRACTICE 111 SAMPLE PRACTICE WAY, SAMPLE OTY, XX, 11111	
	Physician Buying Group:	
	SAMPLE PBG (PBG), 123 SAMPLE PBG STIEET, PBG SAMPLE CITY, YY, 99999	
	Product(s):	
	Prevent	
	Plice'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 product.	buying group/contract per Pfizer Vaccine
	by selected buying group selections for the product. Member facility will be added to be selected buying group within five (5) business days of selection if all Pizze eligitary of the product. Member facility may remore hold from the selected buying group membership at any time but may not select another buying group	jbility requirements are met. Once buying affiliation for the same product within six
	attests that he/she is au	
use	e" as defined by applicable were not an eligible facility/member if the eligible facility/member attempts to purchase under multiple agreements or does not meet contract eligibility requirement e" as defined by applicable (wertion as to which purchasing agreement will apply.	ts. In the event that any duplicate discount
date	ed price reporting obligations be failing to the terms and conditions beesin, and farthermore, the member facility certifies that is done information is correct and that any product particular devices of the price	r any Pfizer Contract is for member facility's nar discounts and comply with government its.
knowl	edged By: Sample PBGMember1	
	Durrent Affiliations	G





- 2. Print the Declaration
  - From the *Membership Declaration Acknowledgement Page*, click <u>Print Declaration</u> link on the upper right corner of the tab:

$\frown$
Declaration
Membership Declaration Acknowledgement
Mentifier: DERL PROXECOCK SAMPLE PRESIDEN PRACTICE 111 SAMPLE PRACTICE WAY, SAMPLE OTY, 10, 11111
Physiclen Buying Group:
SAMPLE PRG (PRG), 123 SAMPLE PRG STREET, PRG SAMPLE OTY, YY, 99999
Product(s):
Provinar
Pfeer/Lucksive 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 proces from one buying group/contract per Pfeer Vaccine product.
By selecting a baying group herein, you attest that member boilty is a member of the selected buying group. Member facility will be added to the selected buying group units fine (5) business days of selection and the selected buying group selection is more in will be added to the selected buying group membership at any time but may not select another 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 selections.
Ploter reserves the right to refuse to extend a contract price/term to in 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, Pfleer has sole discretion as to which purchasing agreement will apply. <sup>12</sup>
The user status that high his authorized to load member facility to the terms and conditions herein, and, Authorizen, the member facility content is a status that high his authorized to load member facility for any factor facility of the member facility for the terms and conditions therein and the member facility for the terms and conditions that the product pachadow and the member facility for any factor factor at a status that high his factor factor at a status that high high high factor factor at a status that high high factor factor at a status that high factor fact
Orlightship Asknowledged By: Sansile PBG-Member1 11/28/2220
Index Big Sangle Historionic112/31/2020
Return To Current (Athanians

- 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. <b>In the event that any duplicate</b> 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 Pizer 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 <u>Return to Current Affiliations</u> 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* <u>End-Dated by their PBG</u>, 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 <u>View Declaration</u> link on the right side of the PBG Member's row.

									_				
Row	Eligibility	Contract Owner	Account #	Name	Address Line 1	Address Line 2	City		Zip		Start Date	End Dat	
1	SAMPLE PHYSICIAI DEA: PYXXXXXXX	N PRACTICE, 111 SAMPLE PRACTICE WAY, SAMPLE CI	TY, XX, 11111							Trumenba	01/01/2018		View Declaration
	tligible	SAMPLE PBG (PBG)	XXXXXXXXXX	SAMPLE PHYSICIAN PRACTICE	111 SAMPLE PRACTICE WAY		SAMPLE CITY	хx	11111				
						-					-		

The *Membership Declaration Acknowledgement* page will display.

Dedaration
Membership Declaration Acknowledgement
Identifier: DEA: PYXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Physician Buying Group:
SAMPLE PDG (PDG), 123 SAMPLE PDG STREET, PDG SAMPLE CITV, 1Y, 99999
Product(s):
Prevar
Pfore'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 Pfiver Vaccine product.
By soluting a buying group horein, you attest that member facility is a member of the selected buying group. Member facility will be added to the selected buying group within find (5) business days of selections if all Fluer eligibility requirements are met. Once buying group selection is made a will supersede all prior buying group selections for that product. Member facility may renove 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 membership at any time but may not select another buying group affiliation for the same product within six months of initial buying group membership at any time but may not select another buying group affiliation for the same product within six
Pitzer reserves the right to refuze 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, Pitzer has sole discretion as to which purchasing agreement will apply.
The user at tests that ha/she is addressed to bind member facility to the terms and conditions herein, and, surfammore, the member facility is called a solution and the same information is correct and that any product guidance and files of the terms and conditions herein, and, surfammore, the member facility called a solution and the same information is correct and that any product guidance and files of the terms and conditions herein, and, surfammore, the member facility called a solution for the same and the same information and comply with government mandated price reporting obligations, to the extent applicable, provided that such third participe) will be required to treat such guidance and conditions solgified to filer's standard confidentiality requirements.
Acknowledged By: Sample PBCMember1 11/20/2020
Increasedge that by ending this affluition the following identifiers will no longe be on the contrast.     Dr. PROXXXXX Share PrintEink PRACTICE 111 Share PRACTICE WAY, SAMPE CITY, XX, 1111     Understand that since the deducation is within the six month initial baying group selection period I wor't be able to select another baying group until after the six months has past.     In Addition
Return To Current Afflixions

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 <u>new</u> PBG until 6 months after Declaring Membership to the initial PBG. For Example: PBG Member acknowledges Membership Declaration to PBG for Prevnar<sup>®</sup> on 1/1/2021. PBG Member chooses to <u>end</u> 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.

- <u>After reviewing</u>, 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:



• Click the <u>Return to Current Affiliations</u> 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 <u>End-Dates in the past</u>.

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:

Prime Contracts	
Membership Affiliation	
[ User Profile Maintenance ]	[ Colleague Profile Maintenance ]
Colleague Profile Maint	enance
Colleagues	
No records found.	
Add Colleague(s)	





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

Prime Contracts			Sample PBGM Return to Prime
Membership Affiliation			Contact Us 🗸 🕜
[ User Profile Maintenance ]	[ Colleague Profile Maintenance ]		
Colleague Profile Maint	enance		
Add Colleagues			
First Name:	Last Name:	Email:	
First Name:	Last Name:	Email:	
Save Cancel			

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

IPrime			Sample PBGMember1   Return to Frime
Membership Attiliation			Contact Us 🗸 📀
[User Profile Maintenance] [Coll	leanse Profile Maintenance )		
Colleague Profile Maintena	ance		
and the second			
Add Colleagues			
		2223	
Field Rame.	Same NOTAL	Criternel (ROMember)/RROMFramie.com	
First Norse:	Last Name:	CrmeR:	
Mary	SamplePINGM1	Colleague2_PBGMember2@PBGMExample.com	
1922 TO 122 TO 12			
Save Cancel			
and the second sec			

- 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:

<b>I</b> Prime	Prime					
Members	ship Affiliation					
[ User Profile Maintenance ] [ Colleague Profile Maintenance ] Colleague Profile Maintenance Sive successful. Colleagues						
Remove	Name	Email	Last Log On Date	Status		
	Bill SamplePBGM1	Colleague1_PBGMember1@PBGMExample.com		Pending Approval		
0	Mary SamplePBGM1 Collesgue2_PBGMember1@PBGMLxample.com Pending Approval					
Remo	Add Colleague(s)					





- 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:

Prime Members	hip Affiliation			
( User Profil Colleagu — Colleagu	e Maintenance ] [Colleague Profile Mai e Profile Maintenance es	intenance ]		
Remove	Name	Email	Last Log On Date	Status
	Bill SampleP8GM1	Colleague1_PBGMember1@PBGMExample.com		Approved
	Mary SamplePBGM1	Colleague2_PBGMember1@PBGMExample.com		Approved
Remo	ve Add Colleague(s)			

- 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.

Prime				
Members	hip Affiliation			
User Profile	e Maintenance ] [Colleague Profile Ma e Profile Maintenance	aintenance ]		
Colleague	Confirmation" If you wish to remove the selected co	Beague profiles.		
Remove	Name	Email	Last Log On Date	Status
	Bill SamplePBGM1	Colleague1_PBGMember1@PBGMExample.com		Approved
	Mary SamplePBGM1	Colleague2_PBGMember1@PBGMExample.com		Approved
Remove	e Confirmation Cancel			

• The page will display the message Remove Successful:

Prime								
Membership Affiliation	Membership Atfiliation							
[User Profile Maintenance] [Colleague Profile Colleague Profile Maintenance Remove successful. Colleagues	le Maintenance ]							
Remove Name	Email	Last Log On Date	Status					
Bill SamplePBGM1	Colleague1_PBGMember1@PBGMExample.com		Approved					
Remove Add Colleague(s)								





### 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.

	aintenance						
User Information Name: Simple PDCMonder1	Email: Sample_PECMresher16P1CAVE sample com	Company Name: Sample Practice					
u wish to add an id v is no need to pro identifier Informat l'Type i id jelect V	iontifier (BEA, HIN, 3408,) for a location in vote more than one identifier for a single loc loa exhibiter	E listed below, piease provide a single Pr eton.	iyany bănstifer for the location you wish to hogister and select "Soor	6.			
Delete M	ientifier	Let Let	Name	City	State	59	Notes
	000000	DEA	SAMPLE PHYSICIAN PRACTICE	SAMPLE CITY	xx	11111	
P							

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

– Identifier I	nformation ————
ID Type:	Identifier:
Select DEA HIN 340BID Account #	

Note: Account # = Pfizer Internal Account Number.

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

- Identifier Ir	nformation ——	
ID Type:	Identifier:	3
HIN 🗸	NNXXXXXNN	
Save		

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:

ser Promie Maintéñañce User Information Iame: Email: angla PBGMember1 Sangla PBGMember1 Sangla PBGMember1	Company Name: male.com Sangle Practice					
wish to add an identifier (DEA INIT, 3405) for a is no need to provide more than one lidentifier for second second se	location not histed below, proase provide a single i single location.	reinary identifier for the location you with to Register and select "So	rë".			
N						
icentifiers	Mentilier Type	Name	City	Mate	I.w.	Notes
dentifiers D Safe Processor Processor	Mentifier Type DEA	Name SAMPLE PHYSICIAN PRACTICE	cay SAMPLE CITY	Mate XX	2w	Notes
Köntifen - Dekiter Mentifien Procococo NNCCCCON	blent Ker Type DCA HIN	Name SAMPLE PHYSICIAN PRACTICE SAMPLE PHYSICIAN PRACTICE	CRY SAMPLE CITY SAMPLE CITY	State XX XX	200 11111 11111	Notes

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:

ime: imple PBGMember1	Email: Sample_PBGMember1@PBGMExample.com	Company Name: Sample Practice					
u with to add an ii re is no need to pr	Sentifier (DCA, HIN, 3400,) for a location no oxide more than one identifier for a single loc	ot listed below, piease provide a single P cation.	nmany identifier for the location you wish to Register and select "Sa	we <sup>2</sup>			
lentifier toformat Type: a	Son-						
dest .							
Save							
Save							
Save Save Identifiers D	verifier	sternifier Type	Nante	Cey	State	<i>Lip</i>	Notes
Save Identifiers D. Delete P	Nert filer	istentifier Type DLA	Name SAMPLE PHYSICIAN PRACTICE	CRy SAMPLE CITY	State XX	2.p	Notes
Save	wetlike 10000000	Gentifier Type DEA HDN	NAME SAMPLE PHYSICIAN PRACTICE SAMPLE PHYSICIAN PRACTICE	Cey SMAPLE CITY SMAPLE CITY	XI.210 XX XX	79 11111 11111	Notes





• Click the checkbox next to the Identifier to be deleted.

me: Email: sple PBGMember3 Sample_PBGMembe	Company Name: r1@P8GNExample.com Sample Practice					
wish to add an identifier (DCA, HIN, 34 is no seed to provide error than one i	69,   for a locat on not listed below, please provi dentifier for a single location.	le a single Primary identifier for the location you wish to Register and sele	rt "Save".			
Sentifier Information						
select T						
Save						
Save						
Save	Steet: Fire Type	Name	City	State	ζφ	Notes
Save	utentifier Type DEA	Name SAMPLE PHYSICIAN PRACTICE	Cey SAMPLICITY	SLEF XX	200 11111	Notes
Sove	dentifier type DCA HIN	Name Sample Providian Practice Sample Providian Practice	GAY SAMPLE CITY SAMPLE CITY	SLEE XX XX	70 11111 11111	Notes

• 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.
	4
	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 <u>Contracts@pfizer.com</u> to contact one of our contract associates.
	Thank You,
	Prime Contracts Support Team
L	PBGM Img 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**.



#### Pfizer Confidential.





- 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.

Prime CONTRACTS	
Enter your email to start your Contract	ts registration
Email Address	
Colleague1_PBGMember1@PBGMExample.com	Next
BGM_img_125	-4

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

Registrat	ion
Login & Password	
Email	Confirm Email
Colleague1_PBGMember1@PBGMExample.com	Colleague1_PBGMember1@PBGMExample.com
Password	Confirm Password
	••••••
Password Requirements • 8 to 16 Characters • At least one uppercase character • At least one lowercase character • At least one number	
Name	Last Name
Bill	SamplePBGM1
Cancel	Next: Confirm Registration

- 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.
- o 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 <u>Contracts@pfizer.com</u> to resolve the issue.

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

Welcome to Prime Contracts	Prime
	Farmed
	tana Ingin tanan Registrar Web Prime Contracts Provide contract of the contrac
	provide grave the sources the first instrumentary per source of the source to be sources that the source to be sources that the source to be sources of the sources of the source to be sources of the source to be sources of the sources of the source to be sources of the sources
MEMBERSHIP	NULL CONSISTENCE ALONG

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

Welcome to the Prime Contracts Self Service System
A PIN is required to log on.
An email has been submitted to you that contains a security authorization PIN. Please enter this number in the text box below.
If you need to request another PIN you can do so by selecting the Request New PIN button. The new PIN will be sent to Colleague1_PBGMember1@PBGMExample.com.
If you require further assistance, please email us at Contracts@pfizer.com and one of our contracts associates will contact you as soon as possib
Regards, Prime Contracts Support Team
Prime User ID: Colleague1_PBGMember1@PBGMExample.com
Prime User Email: Colleague1_PBGMember1@PBGMExample.com
Enter PIN Here: Submit Request New PIN
PRGM Ime 127





 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:



• 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).