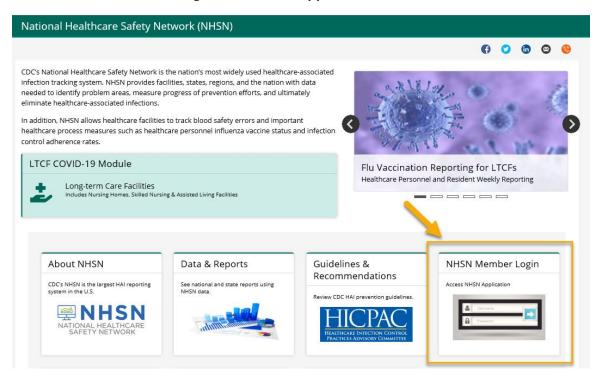1. **Access the NHSN application by going to the NHSN website at www.cdc.gov/nhsn and click on the NHSN Member Login-Access NHSN Application.**

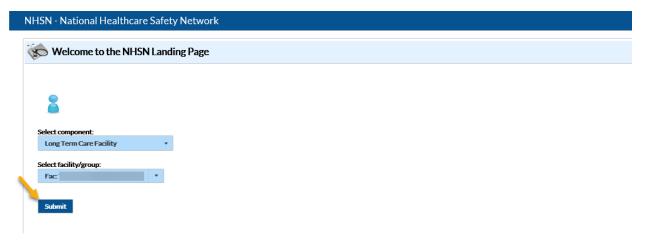2. **Enter SAMS credential (username and password) that user created**

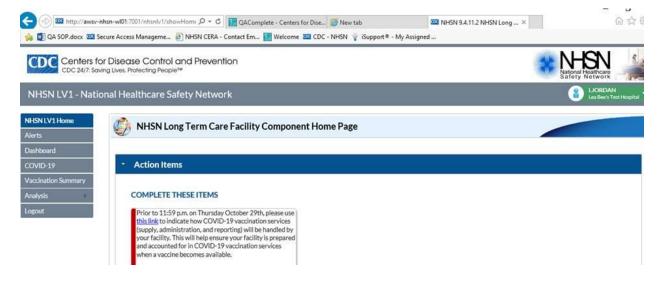3. **Select NHSN LTC Reporting on the "SAMS" page**

4. **On the NHSN Landing Page, select your facility and "Long-Term Care Facility" as the component. Click "Submit".**
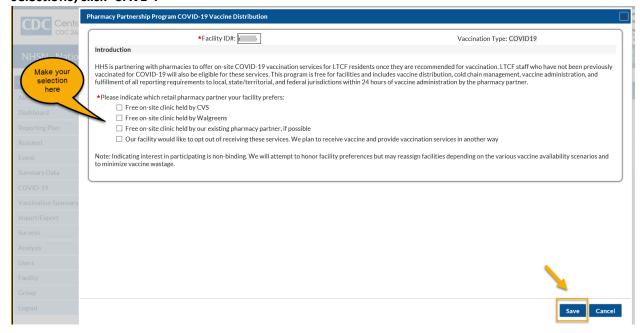

5. **The link to the form for the Pharmacy Partnership Program will be found on the Long-term Care Facility Component Home Page under "Action Items".**
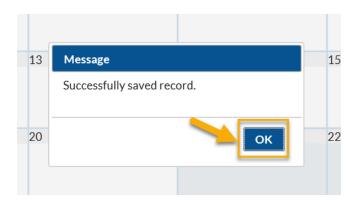
6. **Once you click the link, you will be directed to the Pharmacy Partnership Program COVID-19 Vaccine Distribution form. After you have completed all of the required fields, based on your selections, click "SAVE".**

7. **Once you click "SAVE", you will receive a message confirming your Pharmacy selection. Then click "OK".**

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LEVEL 1 SAMS FACILITY INSTRUCTIONS FOR ACCESSING THE PHARMACY PARTNERSHIP FOR LONG-TERM CARE PROGRAM FORM IN THE NHSN
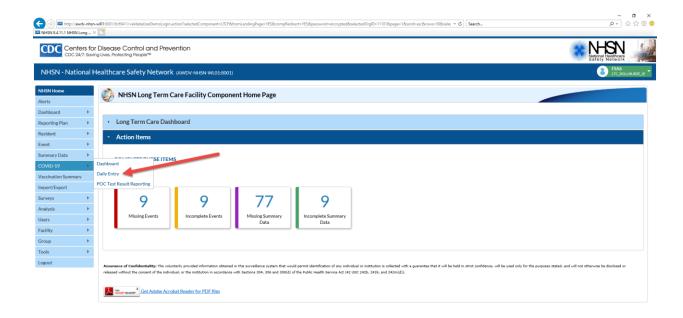
8. If, for some reason you do not see the link above, you may access the Pharmacy Partnership Program form through another route. Choose the COVID-19 option from the gray navigation bar on the left. NOTE: THIS IS ALSO HOW YOU WILL ACCESS THE FORM TO MAKE ANY CHANGES TO PREVIOUSLY ENTERED PHARMACY PARTNERSHIP PROGRAM FORM.

9. One the calendar view you may access the Pharmacy Partnership Program Form by clicking the link. NOTE: Again, this is also how you would make any changes to the answers you previously submitted to the Pharmacy Partnership Program form.

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LEVEL 1 SAMS FACILITY INSTRUCTIONS FOR ACCESSING THE PHARMACY PARTNERSHIP FOR LONG-TERM CARE PROGRAM FORM IN THE NHSN

10. This will take you to the calendar view. From there you may access the Pharmacy Partnership Program Form. NOTE: Again, this is also how you would make any changes to the answers you previously submitted to the Pharmacy Partnership Program form.