



NEW MEXICO | OFFICE OF
SUPERINTENDENT
OF INSURANCE

New Mexico Vaccine Purchasing Act Application

User Guide

Version 3.0

April 2026

New Mexico Vaccine Purchasing Act Application – User Guide



Table 1. Document Versions

Version	Date	Description
2.0	May 2025	VPA User Guide, retired
3.0	April 2026	VPA User Guide, current

Table of Contents

1	The New Mexico Vaccine Purchasing Act Application	4
1.1	Application Summary	4
1.2	Reporting Requirements	4
1.3	What is a Reporting Organization?	4
1.4	What is a Client Organization?	4
2	User Account Registration and Login.....	4
2.1	Register as a New User.....	4
2.2	Logging into the VPA Application	7
3	The VPA Reporting Application Homepage	8
3.1	Homepage Overview.....	8
4	How to Find and Link to a Reporting Organization.....	10
4.1	Search for a Reporting Organization	10
5	Add a New Reporting Organization to the Application	14
5.1	Create New Organization	14
6	How to Submit Data.....	16
6.1	Create a Submission.....	16
7	How to Update My User Profile.....	23
7.1	Modify a User Profile	23
8	Password Management	25
8.1	Reset Your Password	25
9	System-Generated Reporting	26
9.1	Create a Submission Report.....	26
10	Reporting Technical Error Messages	28
11	How Do I Correct Information?.....	28

1 The New Mexico Vaccine Purchasing Act Application

1.1 Application Summary

The New Mexico Vaccine Purchasing Act Application (VPA Application) supports the Office of Superintendent of Insurance (OSI) in administering the New Mexico Vaccine Purchasing Act (VPA), N.M.S.A. 1978, §§ 24-5A-1 through 9. The VPA Application facilitates the collection of required data from organizations obligated to report under the Act.

The VPA Application enables a Covered Entity (defined in OSI’s VPA FAQs) to electronically submit the number of insured children who were under the age of nineteen (19) on the final calendar day of the preceding year, in accordance with OSI’s reporting requirements.

The application provides OSI with the capability to:

- Collect annual data
- Track and notify organizations
- Provide the Department of Health (DOH) with data for invoicing
- Report on trends
- Report enforcement and/or sanctions

1.2 Reporting Requirements

Under the VPA, Covered Entities are required to submit an annual report to OSI, including instances in which the total number of lives is zero (0).

1.3 What is a Reporting Organization?

A **Reporting Organization** is the organization or company (Covered Entity) responsible for submitting the annual life counts to the VPA program. This Reporting Organization may be the Covered Entity or a contracted Third-Party Administrator (TPA) authorized to report on behalf of the Covered Entity.

To prevent duplicate submissions, employer group health plans and their TPAs must coordinate to agree which entity will submit the VPA report.

1.4 What is a Client Organization?

A **Client Organization** is an organization determined to be the Covered Entity and required to report under the VPA. The Client Organization may delegate this submission responsibility to a TPA, which is authorized to submit reports on the Client’s behalf.

2 User Account Registration and Login

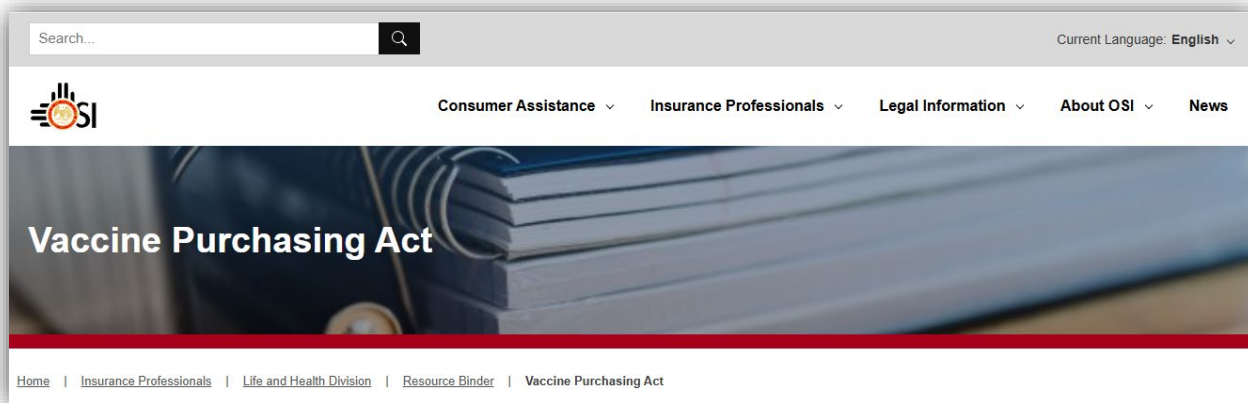
When a Reporting Organization delegates data-submission responsibilities to you as an authorized representative, you are required to create a user account with the VPA Application. Upon registration, you act as the reporting agent for the Covered Entity.

2.1 Register as a New User

2.1.1 Access the VPA Application from OSI’s VPA website.

New Mexico Vaccine Purchasing Act Application – User Guide

The VPA Application link is available on OSI’s VPA website, [Vaccine Purchasing Act - NM OSI](https://www.osi.state.nm.us/en/insurance-professionals/life-and-health-division/resource-binder/vaccine-purchasing-act), (https://www.osi.state.nm.us/en/insurance-professionals/life-and-health-division/resource-binder/vaccine-purchasing-act).



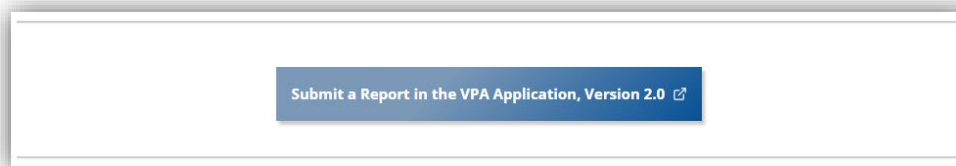
Or you may navigate the following steps to find the VPA Application link from the online OSI Homepage.

From the main website of the [Office of Superintendent of Insurance](https://www.osi.state.nm.us/en) (https://www.osi.state.nm.us/en):

1. Scroll down to bottom of page to “OSI Applications & Tools.”
2. Select ‘Vaccine Purchase Act’.
3. Select ‘Learn More’.

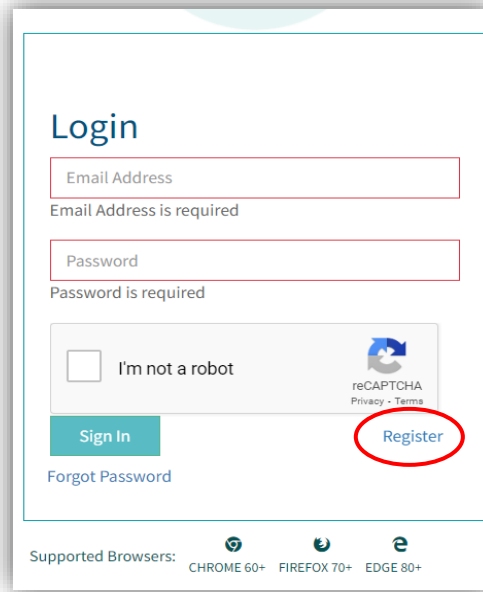


2.1.2 From the Vaccine Purchasing Act page, select the text box, “Submit a Report in the VPA Application, Version 2.0.”



This link opens the login screen for the VPA Application.

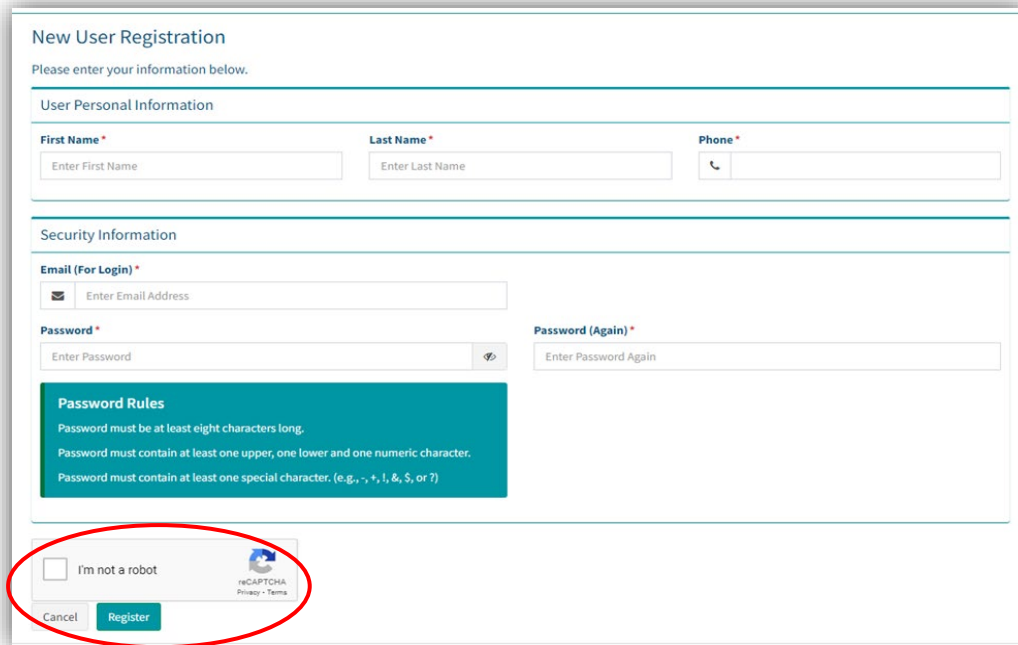
2.1.3 Select the “Register” link below the reCAPTCHA to open the New User Registration screen.



2.1.4 Complete all the fields and follow the instructions on the New User Registration page to create a password. **Note:** All fields are required to register.

2.1.5 Remember to save your login credentials and password. You will need these to log into the system each time you access it.

2.1.6 Select the check box to indicate “I’m not a robot” and complete the reCaptcha.



2.1.7 You will receive an email notification after a successful registration.

2.1.8 Select the ‘Proceed to Login’ button.

New Mexico Vaccine Purchasing Act Application – User Guide

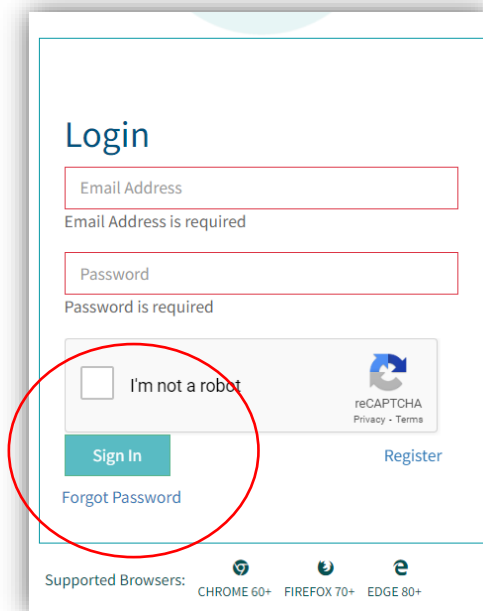


2.2 Logging into the VPA Application

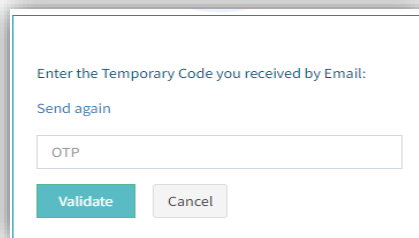
Follow these steps to log into the VPA Application.

2.2.1 Open the VPA Application link and enter your registered user email and password.

2.2.2 Complete the reCAPTCHA and select “Sign In.”

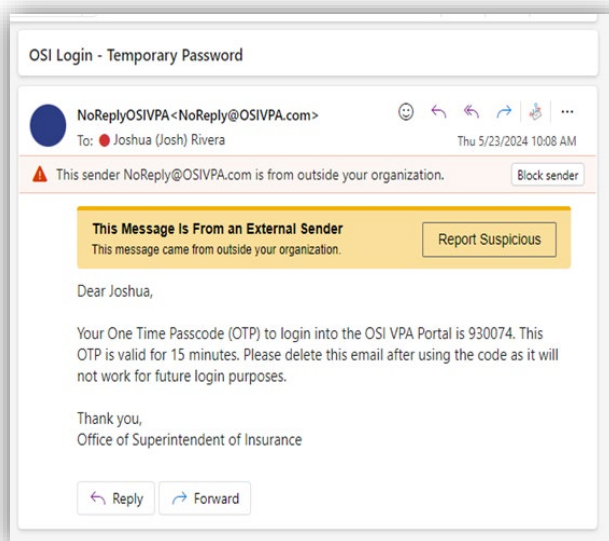


2.2.3 With a successful login, you will be prompted to enter a temporary code called a “one time passcode” (OTP). You will receive this validation code through the registered email account each time you log into the application.



2.2.4 The registered email account receives the OTP number. Check your email for the code.

New Mexico Vaccine Purchasing Act Application – User Guide



If you do not receive the email within a few minutes, check your 'spam' or 'junk' folder for the email.

2.2.5 Return to the “Temporary Code” page and enter the OTP number.

2.2.6 Select ‘Validate’ to proceed to the VPA Application.

3 The VPA Reporting Application Homepage

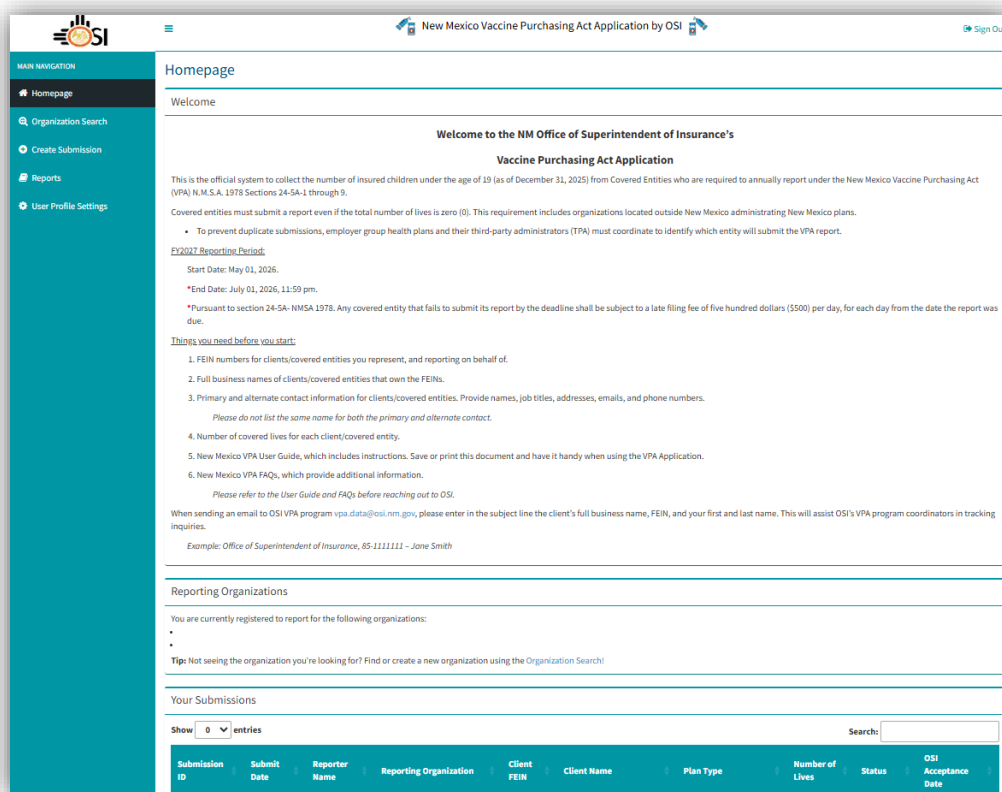
Your homepage dashboard reflects information specific to your registered account. Only you can view this information when logged into your account on the application.

3.1 Homepage Overview

The Homepage includes three sections:

- Welcome
- Your linked Reporting Organizations
- Your VPA submissions

New Mexico Vaccine Purchasing Act Application – User Guide



3.1.1 Welcome

The Welcome section includes information such as an overview, the start and end dates of the reporting period, and a list of required data you should have ready prior to starting a submission.

3.1.2 Reporting Organizations

This section includes a list of the organizations you have registered to represent as the reporter.

- A Reporting Organization is the organization or company (covered entity) that is responsible for reporting the number of lives to the VPA program yearly. This organization can be the covered entity itself, if reporting for their own company, or an organization that contracts as a TPA, reporting on behalf of the covered entity (client).
- If the reporting organization submits a report for themselves, they are identified as both Reporting Organization and the Client Organization in the system.

3.1.3 Your Submissions

This section provides a list of the reports you have submitted to the VPA program as the registered user.

- Completed submissions will be listed. The application does not display incomplete submissions.
- The system assigns each completed submission a Submission ID, which appears as a hyperlink.
- To view more details about a submission, select the Submission ID hyperlink.

4 How to Find and Link to a Reporting Organization

Before you can submit a report, you must link yourself to every Reporting Organization you are authorized to represent, including your own organization. To do this, complete an “Organization Search” for each organization you represent.

4.1 Search for a Reporting Organization

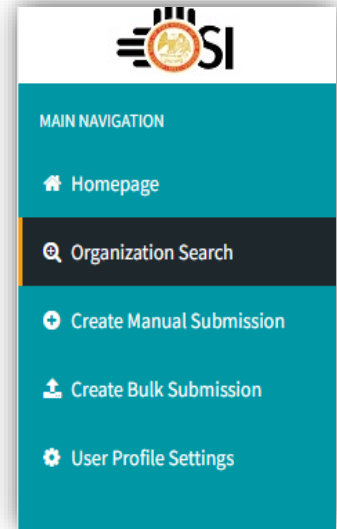
4.1.1 Select “Organization Search” from the navigation panel on the left.

You should first confirm that the organization does not already exist before you create a new one.

4.1.2 Thoroughly search the VPA Application system for your organization(s).

4.1.3 Begin your search by either entering the Reporting Organization’s FEIN or Name. It is not necessary to enter both.

4.1.4 Select the “Search” button.



The screenshot shows a search form titled 'Search Reporting Organizations'. It has a section for 'Organization Information' with two input fields: 'Organization ID / FEIN' (with a placeholder 'Enter FEIN') and 'Organization Name' (with a placeholder 'Enter Organization Name'). The fields are separated by 'OR'. Below the fields are two buttons: 'Clear Search' and 'Search'.

4.1.5 If your reporting organization is found, you will see it in a list.

The screenshot shows the search results page. At the top, there's a search bar with 'OSI' entered. Below it, a table lists the search results. The table has columns for ID / FEIN, Name, Address, City, State/Province, Postal Code, and Country. Two rows are visible, each with a 'Link Organization' button and an 'Update Organization' button. The 'Link Organization' button in the first row is highlighted with a red box.

ID / FEIN	Name	Address	City	State/Province	Postal Code	Country	
11-9999999	OSI Example DBA: OSI VPA Application Example	1234 Mesa Crest Drive NE	Albuquerque	NM	87112	United States of America	Link Organization
11-8765432	OSI Example 2 DBA: OSI VPA Application Example 2	321 Main Street NE	Albuquerque	NM	87112	United States of America	Update Organization

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

New Mexico Vaccine Purchasing Act Application – User Guide

In the test example, the user searched for “OSI.” Two organizations were listed as a match. When reviewing the search results, verify you have entered the correct FEIN or Name.

Note: If your organization is NOT found, proceed to step 5.0, “Add a New Reporting Organization to the Application.”

4.1.6 Verify the FEIN, the name, and address of the organization you want to link to.

4.1.7 After confirming, select “Link Organization.”

OSI has populated the VPA Application with valid FEINs collected from prior reporting data. You can find these organizations by searching with an accurate FEIN or organization name.

4.1.8 If you find your organization in the database and the organization’s information needs updated or completed (e.g., new address, incomplete or inaccurate contact details), continue by selecting “Link Organization.”

4.1.9 You will be prompted to add missing information.

ID / FEIN	Name	Address	City	State/Province	Postal Code	Country	
11-9999999	OSI Example DBA: OSI VPA Application Example	1234 Mesa Crest Drive NE	Albuquerque	NM	87112	United States of America	Link Organization

From “Organization Needs Update” select the “OK” button.

Organization Needs Update

It looks like this organization is missing some data. Before you can link with it, please fill out any missing information.

Cancel Ok

If you are already linked to an organization requiring updated information, the link to select will show as “Update Organization.”

ID / FEIN	Name	Address	City	State/Province	Postal Code	Country	
11-9999999	OSI Example DBA: OSI VPA Application Example	1234 Mesa Crest Drive NE	Albuquerque	NM	87112	United States of America	Update Organization

The following process occurs when you select either “Link Organization” or “Update Organization.”

The “Reporting Organization Review (Please Provide Missing Information)” page appears with the pre-populated organization’s FEIN and name.

4.1.10 Complete all the blank fields and update any incorrect information in the “Reporting Organization Review.”

All fields are required.

New Mexico Vaccine Purchasing Act Application – User Guide

- Primary and Alternate Contacts **must be different.**
- Job Title is a **required field.**

Reporting Organization Review (Please Provide Missing Information)

General Information

FEIN **Organization Full Legal Name**

Doing Business As

Address

Country

Address 1 **Address 2**

City **State** **Zipcode**

Primary Contact

First Name **Last Name**

Job Title

Email **Phone Number**

4.1.11 Select Update Organization.

Alternate Contact
 Note: This must not be the same as the primary contact

First Name **Last Name**

Job Title
 Job title is required

Email **Phone Number**

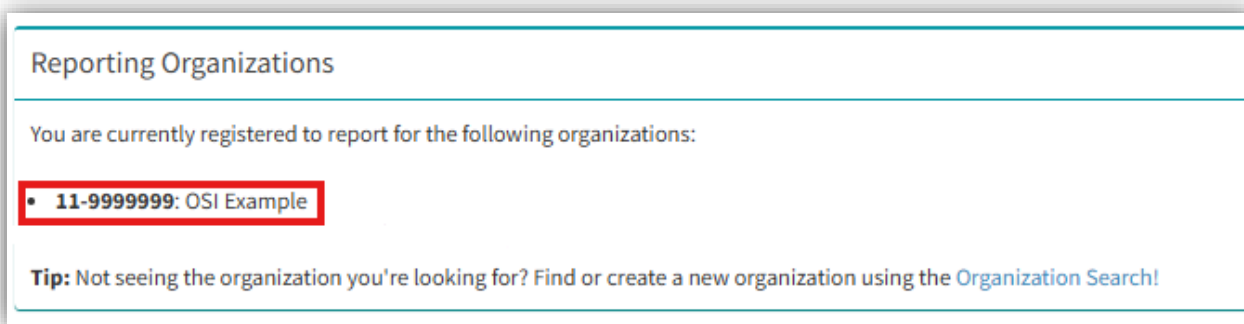
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The “Link Organization” attestation screen opens. Please read the attestation carefully, as it applies to your role as the reporter for this organization. The attestation will appear each time you link to an organization. After reviewing the message, select “Link with Organization” to continue.



4.1.12 Select the “Clear Search” button to start another search.

4.1.13 Select the “Homepage” in the navigation panel and confirm the name of the organization is listed under “Reporting Organizations.” You can link to multiple organizations if you are reporting on behalf of multiple Reporting Organizations, simply follow instructions in Section 4.0, “How to Find and Link to a Reporting Organization,” to find more organizations.



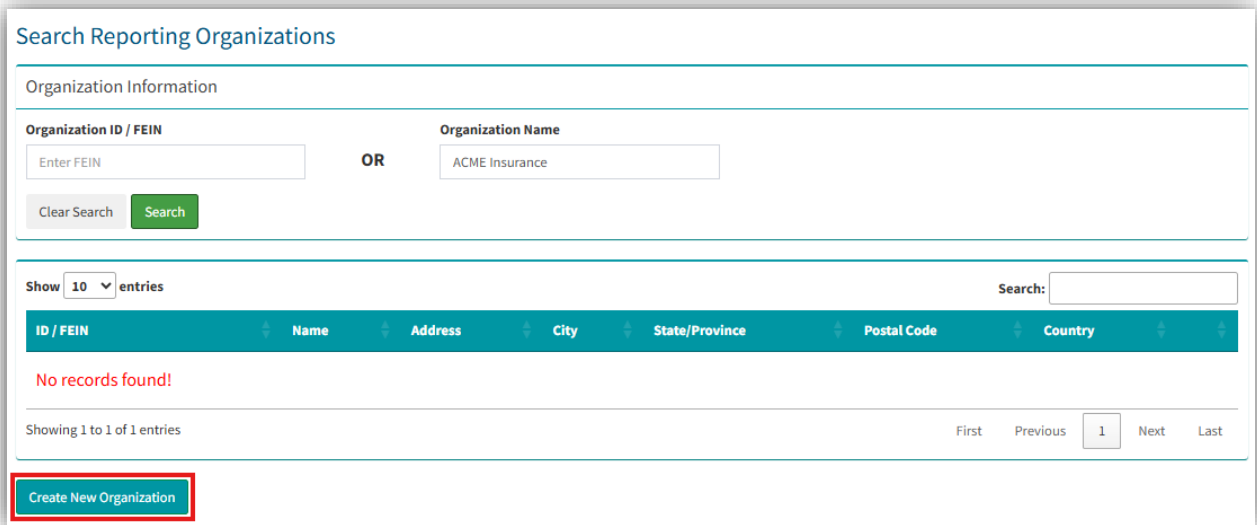
If your Reporting Organization was not found, double-check that the information you entered is correct and try again if necessary. If not found, proceed to Section 5.0, “Add a New Reporting Organization to the Application,” to add the Reporting Organization.

Skip to Section 6.0, “How to Submit Data,” if you do not need to add a new Reporting Organization. You are now ready to submit a VPA report.

5 Add a New Reporting Organization to the Application

5.1 Create New Organization

5.1.1 Repeat the search steps in Section 4.1, “Search for a Reporting Organization,” to verify whether the organization already appears as a Reporting Organization.



Search Reporting Organizations

Organization Information

Organization ID / FEIN: OR Organization Name:

Show entries Search:

ID / FEIN	Name	Address	City	State/Province	Postal Code	Country
No records found!						

Showing 1 to 1 of 1 entries First Previous Next Last

5.1.2 If no records are found, select the “Create New Organization” button to open the “Create New Reporting Organization” page.

5.1.3 All fields are required to create a new reporting organization.

5.1.4 Enter a valid FEIN for the reporting organization. The FEIN must be a 9-digit number (excluding the dash, “-”).

5.1.5 Enter the complete legal name of the organization that associates with the FEIN.

5.1.6 The DBA (Doing Business As) is optional. Please complete it if it applies to the organization.

5.1.7 Complete the “Address” fields.

New Mexico Vaccine Purchasing Act Application – User Guide

Create New Reporting Organization

General Information

<p>FEIN</p> <input style="width: 90%;" type="text" value="Enter FEIN"/> <p>9-digit FEIN is required</p>	<p>Organization Full Legal Name</p> <input style="width: 90%;" type="text" value="Enter Organization Name"/>
	<p>Doing Business As</p> <input style="width: 90%;" type="text" value="Enter Doing Business As Name (optional)"/>

Address

Country

United States of America
✕ ▾

<p>Address 1</p> <input style="width: 90%;" type="text" value="Enter Address 1"/>	<p>Address 2</p> <input style="width: 90%;" type="text" value="Enter Address 2"/>	
<p>City</p> <input style="width: 90%;" type="text" value="Enter City"/>	<p>State</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ✕ ▾ </div>	<p>Zipcode</p> <input style="width: 90%;" type="text" value="Enter Zip"/>

5.1.8 Complete the Primary and Alternate Contact fields.

5.1.9 An Alternate Contact is required AND must be different from the Primary Contact.

Primary Contact

<p>First Name</p> <input style="width: 90%;" type="text" value="Enter First Name"/>	<p>Last Name</p> <input style="width: 90%;" type="text" value="Enter Last Name"/>
<p>Job Title</p> <input style="width: 90%;" type="text" value="Job Title"/>	
<p>Email</p> <input style="width: 90%;" type="text" value="Enter Email"/>	<p>Phone Number</p> <input style="width: 90%;" type="text" value="Enter Phone Number"/>

Alternate Contact

Note: This must not be the same as the primary contact

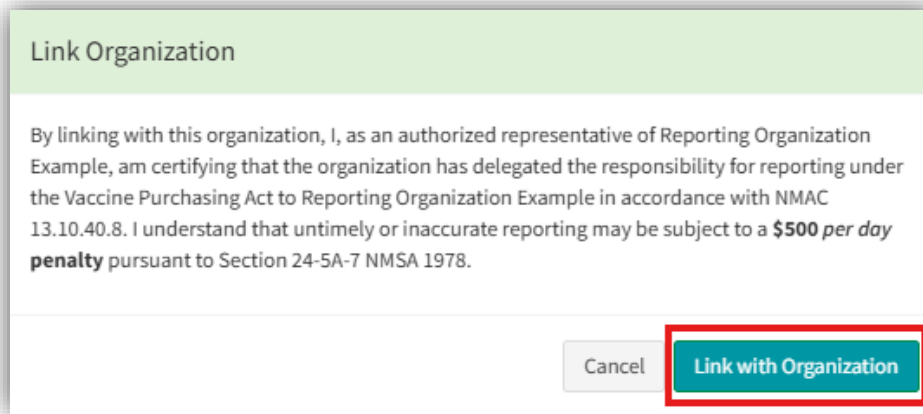
<p>First Name</p> <input style="width: 90%;" type="text" value="Enter First Name"/>	<p>Last Name</p> <input style="width: 90%;" type="text" value="Enter Last Name"/>
<p>Job Title</p> <input style="width: 90%;" type="text" value="Job Title"/>	
<p>Email</p> <input style="width: 90%;" type="text" value="Enter Email"/>	<p>Phone Number</p> <input style="width: 90%;" type="text" value="Enter Phone Number"/>

Cancel

Create Organization

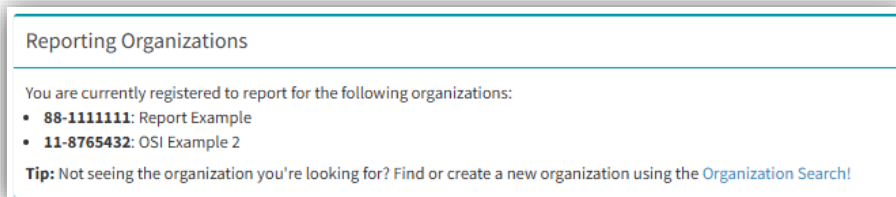
5.1.10 After verifying the accuracy of the information, click the “Create Organization” button.

5.1.11 The “Link Organization” attestation statement screen opens. Select “Link with Organization” on the attestation statement.



5.1.12 The new organization created by you is a Reporting Organization. The Reporting Organization will be responsible for reporting the number of lives for themselves or on behalf of another client (Client Organization).

5.1.13 Return to the homepage by selecting “Homepage” from the navigation panel on the left of the screen. Verify the organization is listed under your “Reporting Organizations” section.



You are now ready to create a submission to comply with the VPA for the 2026 Reporting Year.

6 How to Submit Data

Select “Create Submission” from the navigation panel to manually enter your report’s information into the VPA Application. This submission includes details for the Reporting Organization and Client Organization, the designated invoicing contacts, and other relevant data points, such as the number of lives and insurance types.

6.1 Create a Submission

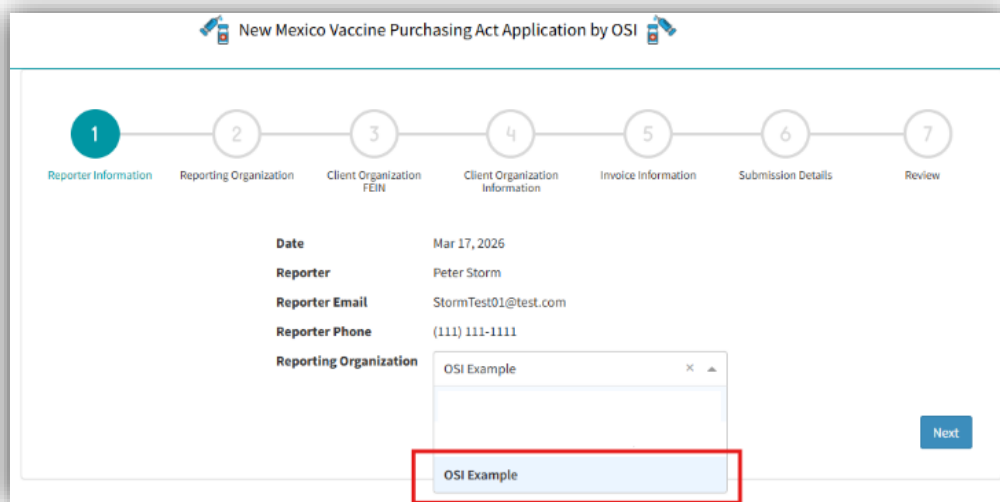
6.1.1 You are now linked to a Reporting Organization and can begin creating a submission.

6.1.2 From the navigation panel, select “Create Submission.”

6.1.3 On Step One (1), “Reporter Information,” open the “Reporting Organization” dropdown and select the appropriate Reporting Organization.

New Mexico Vaccine Purchasing Act Application – User Guide

- 6.1.4 Only the Reporting Organizations linked to your account will be available.
- 6.1.5 Select the Reporting Organization from the dropdown list.

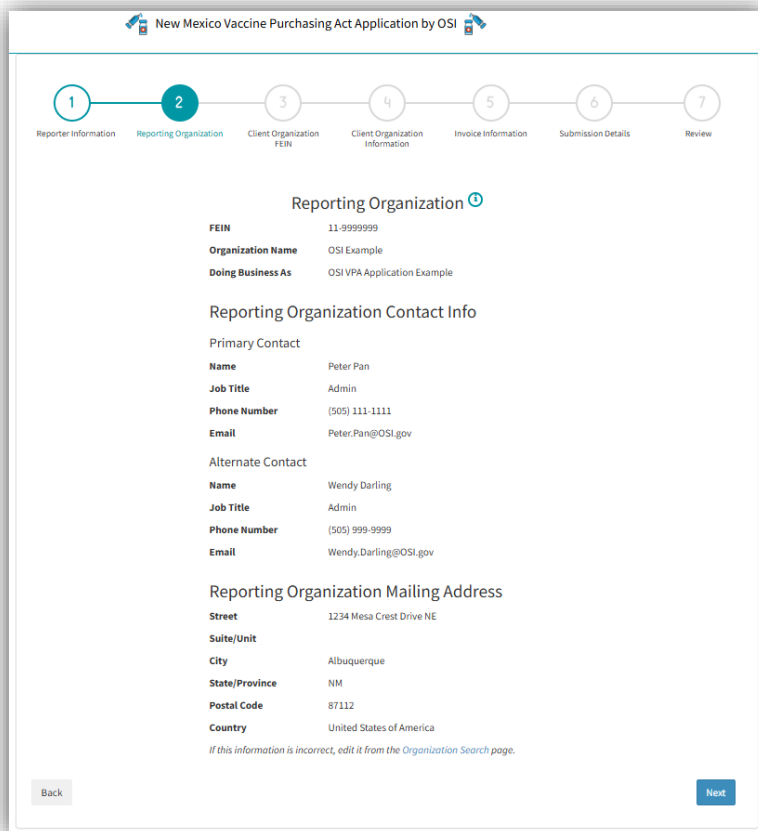


The screenshot shows the 'Reporter Information' step of a 7-step process. The steps are: 1. Reporter Information, 2. Reporting Organization, 3. Client Organization FEIN, 4. Client Organization Information, 5. Invoice Information, 6. Submission Details, and 7. Review. The current step is Step 1. The form contains the following fields:

- Date:** Mar 17, 2026
- Reporter:** Peter Storm
- Reporter Email:** StormTest01@test.com
- Reporter Phone:** (111) 111-1111
- Reporting Organization:** A dropdown menu with 'OSI Example' selected. A red box highlights the dropdown menu.

A 'Next' button is located at the bottom right of the form.

The contact information for your selection will automatically populate in Step Two (2), “Reporting Organization.”



The screenshot shows the 'Reporting Organization' step of the 7-step process. The steps are: 1. Reporter Information, 2. Reporting Organization, 3. Client Organization FEIN, 4. Client Organization Information, 5. Invoice Information, 6. Submission Details, and 7. Review. The current step is Step 2. The form displays the following information:

- Reporting Organization:**
 - FEIN:** 11-9999999
 - Organization Name:** OSI Example
 - Doing Business As:** OSI VPA Application Example
- Reporting Organization Contact Info:**
 - Primary Contact:**
 - Name:** Peter Pan
 - Job Title:** Admin
 - Phone Number:** (505) 111-1111
 - Email:** Peter.Pan@OSI.gov
 - Alternate Contact:**
 - Name:** Wendy Darling
 - Job Title:** Admin
 - Phone Number:** (505) 999-9999
 - Email:** Wendy.Darling@OSI.gov
- Reporting Organization Mailing Address:**
 - Street:** 1234 Mesa Crest Drive NE
 - Suite/Unit:**
 - City:** Albuquerque
 - State/Province:** NM
 - Postal Code:** 87112
 - Country:** United States of America

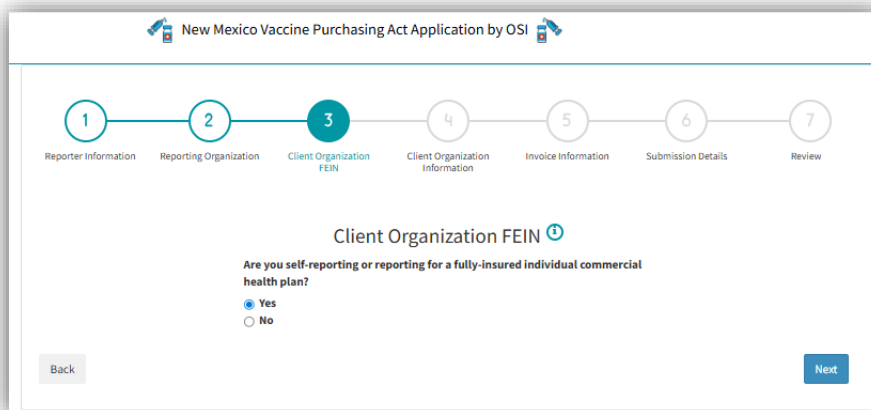
A note at the bottom states: "If this information is incorrect, edit it from the Organization Search page." There are 'Back' and 'Next' buttons at the bottom of the form.

New Mexico Vaccine Purchasing Act Application – User Guide

6.1.6 Proceed to Step Three (3) to select the Client Organization FEIN for which you are reporting.

This entity may be the same as the Reporting Organization if you are self-reporting, or it may be a different Client Organization on whose behalf you are authorized to submit reports.

Use the radio buttons to select “Yes” if you are self-reporting or reporting for a fully insured individual commercial health plan. Otherwise, select “No” and enter the FEIN for the Client Organization.



New Mexico Vaccine Purchasing Act Application by OSI

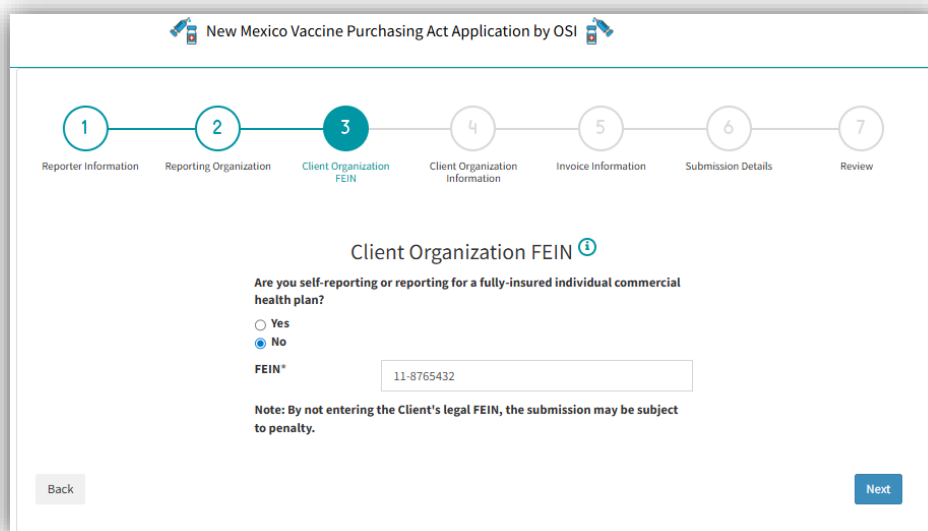
1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Client Organization FEIN ⓘ

Are you self-reporting or reporting for a fully-insured individual commercial health plan?

Yes
 No

Back Next



New Mexico Vaccine Purchasing Act Application by OSI

1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Client Organization FEIN ⓘ

Are you self-reporting or reporting for a fully-insured individual commercial health plan?

Yes
 No

FEIN*

Note: By not entering the Client's legal FEIN, the submission may be subject to penalty.

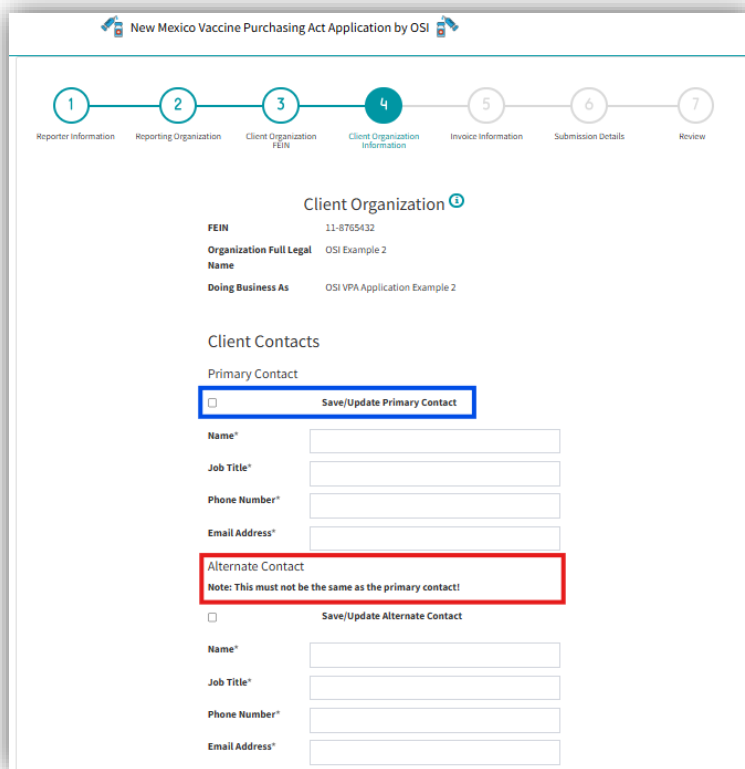
Back Next

As the authorized user for the Reporting Organization, you must add the Client Organization’s FEIN to the VPA Reporting System application if it does not appear in the FEIN Search results. To add a new Client Organization, follow the same steps as Section 5, “Add a New Reporting Organization to the Application.”

6.1.7 For Step Four (4), “Client Organization Information,” complete all the fields. You will need to enter the name, job title, phone number, and email for both the Primary and the Alternative Contacts.

When not self-reporting for the same Reporting Organization, the Client Organization contacts must represent the client organization. Do not enter the same contacts as entered in the Reporting Organization.

New Mexico Vaccine Purchasing Act Application – User Guide



New Mexico Vaccine Purchasing Act Application by OSI

1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Client Organization

FEIN 11-8765432
 Organization Full Legal Name OSI Example 2
 Doing Business As OSI VPA Application Example 2

Client Contacts

Primary Contact

Save/Update Primary Contact

Name*
 Job Title*
 Phone Number*
 Email Address*

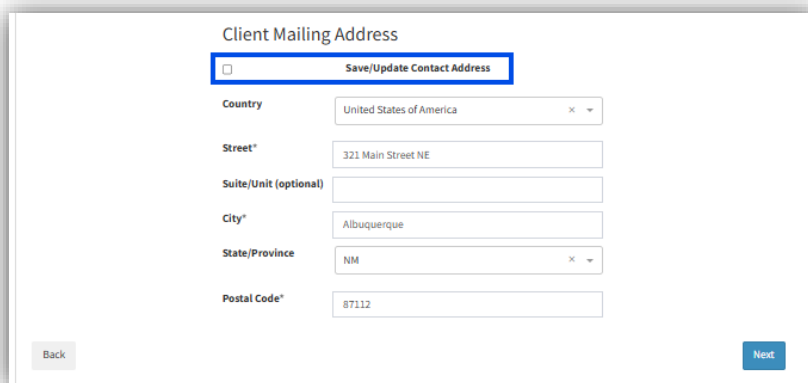
Alternate Contact

Note: This must not be the same as the primary contact!

Save/Update Alternate Contact

Name*
 Job Title*
 Phone Number*
 Email Address*

When submitting multiple reports for the same Client Organization, you may choose the “save/update” option for the Primary Contact, Alternate Contact, and Client Mailing Address, if applicable, to retain this information for subsequent submissions.



Client Mailing Address

Save/Update Contact Address

Country United States of America x

Street* 321 Main Street NE

Suite/Unit (optional)

City* Albuquerque

State/Province NM x

Postal Code* 87112

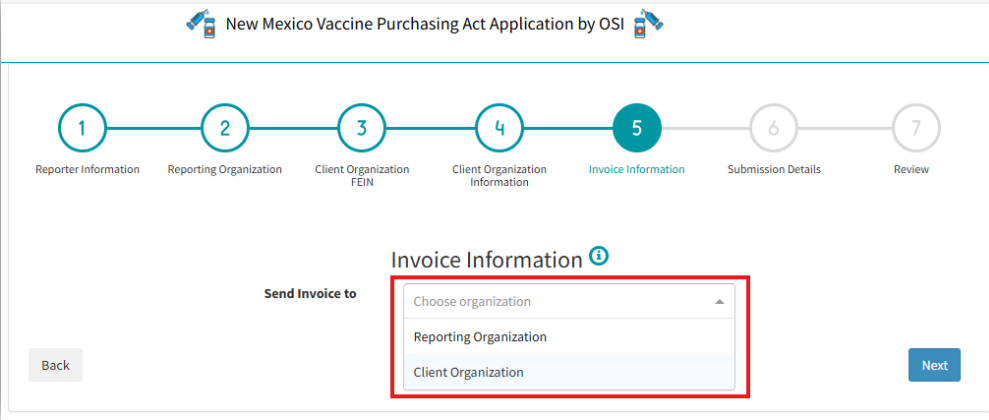
Back Next

*The Primary and Alternate Contacts for the Client Organization are required.
 The Alternate Contact must be different than the primary.*

The Client contacts must be different from Reporting Organization contacts if not self-reporting.

6.1.8 For Step Five (5), select from the drop-down which organization is responsible for receiving and paying the Department of Health’s (DOH) invoice.

New Mexico Vaccine Purchasing Act Application – User Guide



New Mexico Vaccine Purchasing Act Application by OSI

1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Send Invoice to

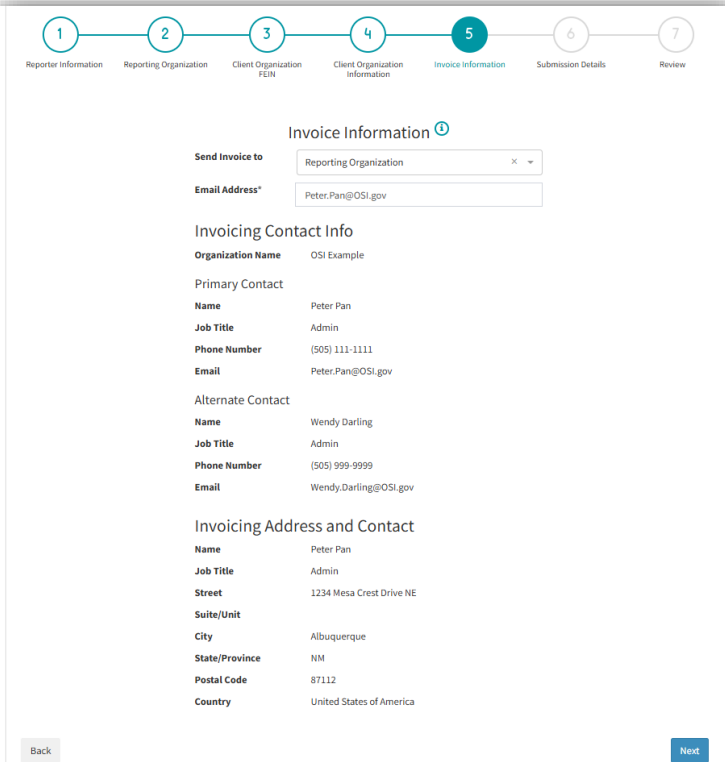
Choose organization

Reporting Organization

Client Organization

Back Next

After you select the organization responsible, the VPA Application displays that organization’s contact information. Review both contacts and the mailing address to ensure the information is accurate for invoicing.



1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Send Invoice to

Reporting Organization

Email Address*

Peter.Pan@OSI.gov

Invoicing Contact Info

Organization Name OSI Example

Primary Contact

Name Peter Pan

Job Title Admin

Phone Number (505) 111-1111

Email Peter.Pan@OSI.gov

Alternate Contact

Name Wendy Darling

Job Title Admin

Phone Number (505) 999-9999

Email Wendy.Darling@OSI.gov

Invoicing Address and Contact

Name Peter Pan

Job Title Admin

Street 1234 Mesa Crest Drive NE

Suite/Unit

City Albuquerque

State/Province NM

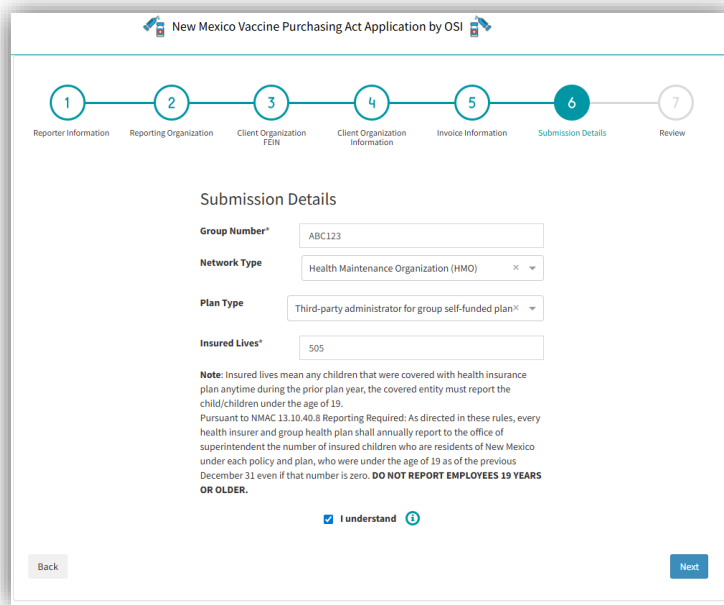
Postal Code 87112

Country United States of America

Back Next

6.1.9 For Step Six (6), “Submission Details,” enter the Group Number as free text, next select the “Network Type” and “Plan Type” from the dropdown lists, then enter the “Number of Lives” as free text.

New Mexico Vaccine Purchasing Act Application – User Guide



New Mexico Vaccine Purchasing Act Application by OSI

1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Submission Details

Group Number*

Network Type

Plan Type

Insured Lives*

Note: Insured lives mean any children that were covered with health insurance plan anytime during the prior plan year, the covered entity must report the child/children under the age of 19.
Pursuant to NMAC 13.10.40.8 Reporting Required: As directed in these rules, every health insurer and group health plan shall annually report to the office of superintendent the number of insured children who are residents of New Mexico under each policy and plan, who were under the age of 19 as of the previous December 31 even if that number is zero. **DO NOT REPORT EMPLOYEES 19 YEARS OR OLDER.**

I understand [?](#)

[Back](#) [Next](#)

6.1.10 Read the VPA Application note, and, when you have verified the submission details, check “I understand” to proceed.

6.1.11 For Step Seven (7), review the complete submission. You may navigate to previous steps to make revisions, if needed.



New Mexico Vaccine Purchasing Act Application by OSI

1 Reporter Information 2 Reporting Organization 3 Client Organization FEIN 4 Client Organization Information 5 Invoice Information 6 Submission Details 7 Review

Reporting Organization

FEIN 11-9999999

Organization Name OSI Example

Doing Business As OSI VPA Application Example

Client Organization

FEIN 118765432

Organization Name OSI Example 2

Primary Contact

6.1.12 When you are ready to submit the report, select the “Submit” button at the end of the report review page for Step Seven (7). The “Create New Submission” attestation statement appears. Review the certification in the VPA Application and click “Submit” when appropriate.

New Mexico Vaccine Purchasing Act Application – User Guide

Create New Submission ✕

Upon submission, I am certifying that:

1. I am an authorized representative of OSI Example;
2. The information I have entered is true and complete to the best of my knowledge;
3. Through submission of this report, OSI Example and all linked organizations, have complied with the reporting requirement of the New Mexico Vaccine Purchasing Act for fiscal year 2026, which can be found in **Section 24-5A-7 NMSA 1978, and 13.10.40.8 NMAC**;
4. The New Mexico Department of Health (DOH) will use the reported data to determine reimbursement for fiscal year 2026, in accordance with **Section 24-5A-6(B) NMSA 1978**;
5. The New Mexico DOH shall submit invoices in accordance with **NMAC 13.10.40.9**, which OSI Example must pay; and
6. I understand that after I submit my report, I cannot make any amendments or changes after September 30th. **Pursuant to 13.10.40.8 F. Report Amendments, an erroneous report may be changed only as approved by the office of superintendent or upon determination of a good faith discrepancy in accordance with Subsection C of Section 24-5A-7 NMSA 1978: (3) A report amendment will only be accepted if the dispute was submitted within thirty days of the date of the first quarter invoice. (4) Requests to amend a report for over or under reported covered lives received by the Office of Superintendent after the thirty-day date of the first quarter invoice, will be rejected by the Office of Superintendent and must be reconciled by the group health plan or health insurer on the following year's VPA report.**

Cancel
Submit

6.1.13 You will see the “Success, your submission has been created!” message and you have successfully made a single submission.

6.1.14 If you have additional submissions, you may select “Yes” to return to Step One (1) of a new submission form. If you have no additional submissions, you may select “No.”

Success, Your submission has been created! ✕

Would you like to create another Submission?

Yes
No

6.1.15 When selecting “No,” the system automatically returns to your Homepage. Under “Your Submissions,” the report(s) you have submitted will be displayed.

Your Submissions									
Submission ID	Submit Date	Reporter Name	Reporting Organization	Client FEIN	Client Name	Plan Type	Number of Lives	Status	OSI Acceptance Date
018774	03/19/2026	Tinker Bell	OSI Example	11-8765432	OSI Example 2	Third-party administrator for group self-funded plan	505	Completed	03/19/2026

New Mexico Vaccine Purchasing Act Application – User Guide

6.1.16 The Submission ID number is a hyperlink. Select the “Submission ID” to view the details of the submission. This view includes submission details (e.g., reporter name, group number), status, reporting organization, client organization, and invoicing information.

[Back](#)

Submission Detail

Submission Information

Submission ID	Submission Type	Submit Date	Reporter Name	Reporter Email
18774	Manual	03/19/2026	Tinker Bell	Test04@test.com
Responsible Party	Number of Lives	Network Type		
OSI Example 2	505	Health Maintenance Organization (HMO)		
Plan Type	Group Number			
Third-party administrator for group self-funded plan	ABC123			

Status

Completed - *The Submission has been accepted by the OSI*

Reporting Organization

Organization FEIN	Organization Name	Postal Address
11-999999	OSI Example	1234 Mesa Crest Drive NE, Albuquerque, NM 87112
Primary Contact	Primary Job Title	Primary Email
Peter Pan	Admin	Peter.Pan@OSI.gov
Primary Phone Number		
(505) 111-1111		
Alternate Contact	Alternate Contact Job Title	Alternate Contact Email
Wendy Darling	Admin	Wendy.Darling@OSI.gov

Under “Status,” the VPA Application will indicate if your submission was accepted, rejected, or is pending review for potential duplicate. Each status will have an explanation as to reason.

Status

Completed - *The Submission has been accepted by the OSI*

Status

Duplicate - *The Submission is being reviewed as a potential Duplicate by the OSI*

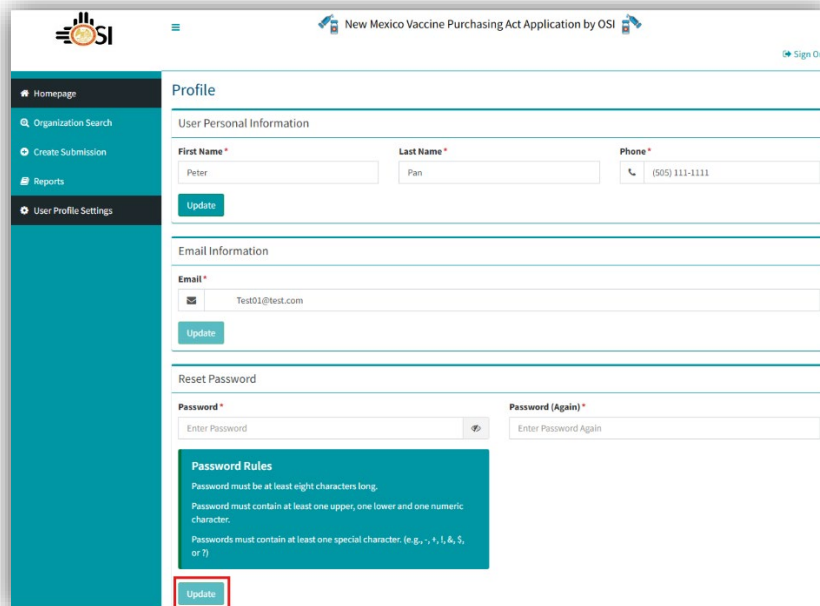
7 How to Update My User Profile

7.1 Modify a User Profile

7.1.1 Refer to the VPA Application login instructions, “User Account Registration and Login.”

New Mexico Vaccine Purchasing Act Application – User Guide

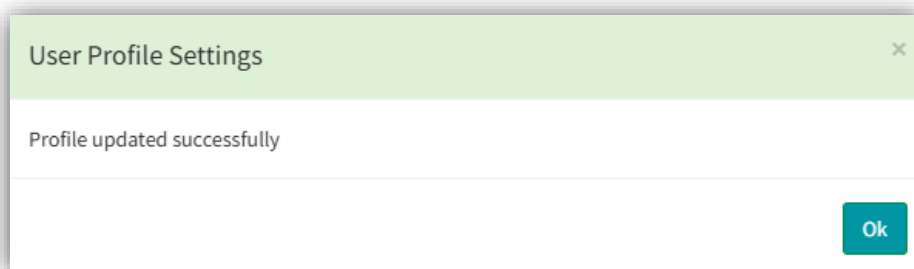
- 7.1.2 Select “User Profile Settings” in the Main Navigation.
- 7.1.3 Make the appropriate changes (Username, Phone, Email or Password) and select the “Update” button.



The screenshot shows the 'Profile' page with the following sections:

- User Personal Information:** Fields for First Name (Peter), Last Name (Pan), and Phone ((505) 111-1111). An 'Update' button is below.
- Email Information:** Field for Email (Test01@test.com). An 'Update' button is below.
- Reset Password:** Fields for Password and Password (Again). Below these is a 'Password Rules' box with the following text:
 - Password must be at least eight characters long.
 - Password must contain at least one upper, one lower and one numeric character.
 - Passwords must contain at least one special character. (e.g., !, @, #, \$, or ?)
 An 'Update' button is at the bottom of this section, highlighted with a red box.

- 7.1.4 The user will see the following dialog box. Select “ok” to proceed with using the application.



The dialog box contains the following text:

User Profile Settings

Profile updated successfully

Ok

Note: If the reporting organization is changing the authorized individual who is reporting, the new user/reporter should register themselves using the registration process.

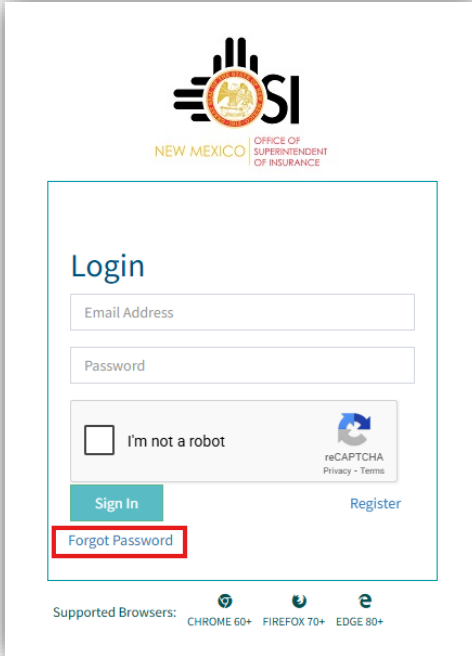
The new user/reporter needs to send an email to vpa.data@osi.nm.gov and report the change in reporter and new contact information for the Reporting Organization.

OSI must correct the Reporting Organization account in the system.

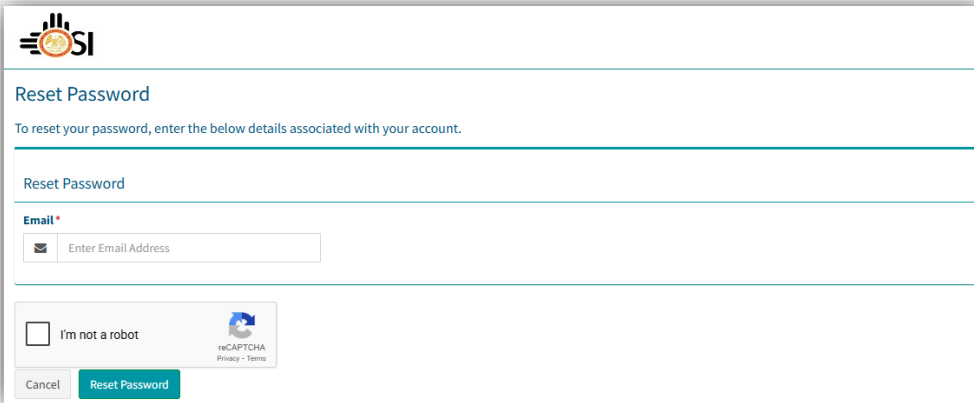
8 Password Management

8.1 Reset Your Password

8.1.1 Go to the VPA Login screen, enter the registered email address, and select “Forgot Password.”



8.1.2 You will see the following “Reset Password” page.



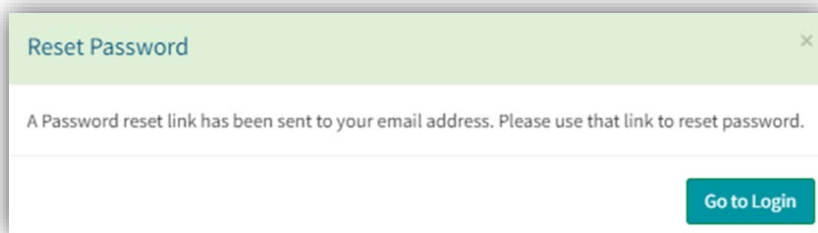
8.1.3 Enter your registered email.

8.1.4 Select “I’m not a robot” to complete the reCAPTCHA.

8.1.5 Select “Reset Password.”

8.1.6 The “Reset Password” dialog box will open, enabling you to reset your password.

New Mexico Vaccine Purchasing Act Application – User Guide



8.1.7 Check your registered email for the password reset link.

8.1.8 Complete the reCAPTCHA and click “Reset Password”.

9 System-Generated Reporting

The VPA Reporting System allows users to generate their Reporting Organization’s report history. This reporting center is available for the users to independently review submitted reports for analysis or reconciliation.

9.1 Create a Submission Report

9.1.1 Navigate to the Homepage and select “Reports” from the navigation panel.

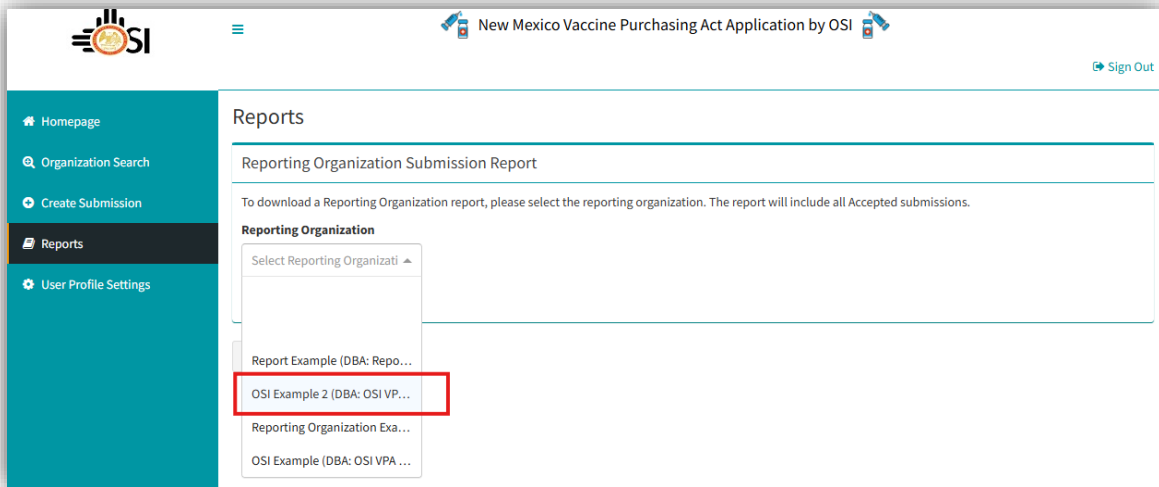


9.1.2 Select “Reporting Organization Submission Report”



9.1.3 Expand the drop down for “Reporting Organization” and select the organization for the report.

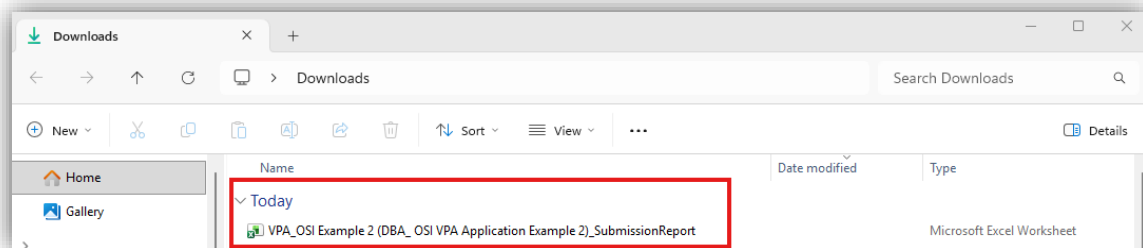
New Mexico Vaccine Purchasing Act Application – User Guide



9.1.4 Once the “Reporting Organization” is selected, the option to “Generate Report” will appear. Select this option.



9.1.5 Look for the generated report in the “Downloads” of your system.



9.1.6 The report will include all accepted submissions for the Reporting Organization.

10 Reporting Technical Error Messages

To report a technical error message, send OSI an email at vpa.data@osi.nm.gov with “Application Error” in the subject line. Provide your name, email address, and organization information. Include the Submission ID number and the error that pertains to a completed submission. If the submission is incomplete, include the step during which the error occurred, the error received, and an explanation as to what transpired. OSI staff will respond to your email with information and directions.

11 How Do I Correct Information?

To correct information, send OSI an email at vpa.data@osi.nm.gov with “Submission ID [*submission number*]” in the subject line. Provide your name, email address, the organization information, and the incorrect information followed by the correct information. Include an explanation as to why the information is incorrect. OSI staff will respond to your email with information and directions via email.