

Submit a Zero Covered Lives Report

STEP 1 – Access Portal

Access: www.ri-pca.org

> ABOUT US > CONTACT US

ADMINISTERED BY KIDS VAX: RIRCA FUND

Option 1: Click “Submit an Assessment Report” at the top left of the home page.

Submit an Assessment Report

RI PCA RHODE ISLAND
PRIMARY CARE ASSESSMENT ACCOUNT

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Option 2: Select “Submit an Assessment Report” under the “For Payers” tab.

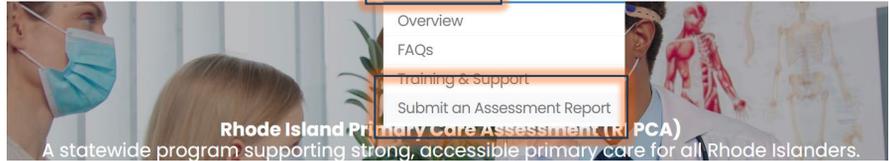
HOME

ABOUT US

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SUPPORT



STEP 2 – Log into System

First time users: Establish username and password through the “Registration” link.

Established users: Log in using your credentials.

A screenshot of the login form. The form has a title 'Login' and two input fields: 'Email address' and 'Password'. Below the fields are a checked 'Remember me' checkbox and a 'Reset password' link. A 'Sign in' button is below that. At the bottom left is a 'Need Help?' link, and at the bottom right is a 'Registration' link, which is highlighted with an orange box. The footer text is '© KidsVax 2025'.

STEP 3 – Toggle Permanent Zero Status

A screenshot of the 'Payer Settings' page. The top navigation bar includes 'Manage Payers', 'File', 'Remittance Emailing', and 'Payer Settings' (highlighted with an orange box). Below the navigation bar are tabs for 'Settings', 'Contacts', and 'Requests'. The main heading is 'Payer Settings'. Below the heading is a toggle switch for 'Permanent Zero', which is highlighted with an orange box.

Under **Payer Settings** (top right), toggle **Permanent Zero Status** and click **Save**