

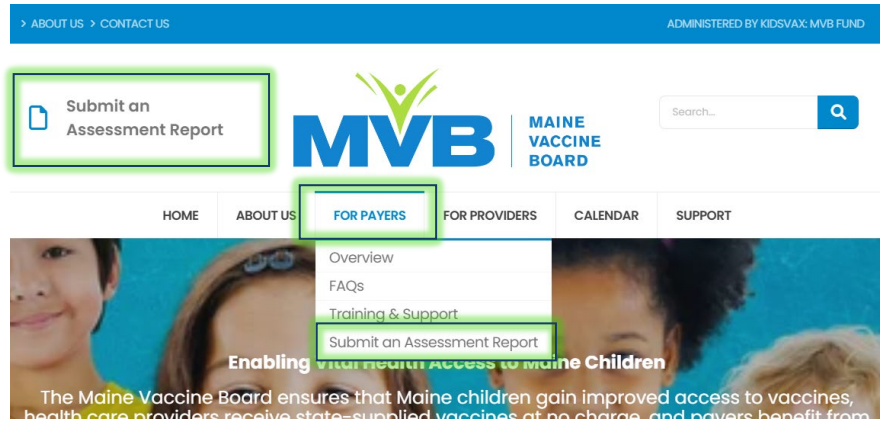
Submit an Assessment Report

STEP 1 – Access Report

Access www.mevaccine.org

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

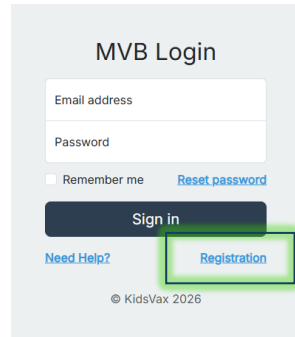
Option 2: Select “Submit an Assessment Report” under the “For Payers” tab.



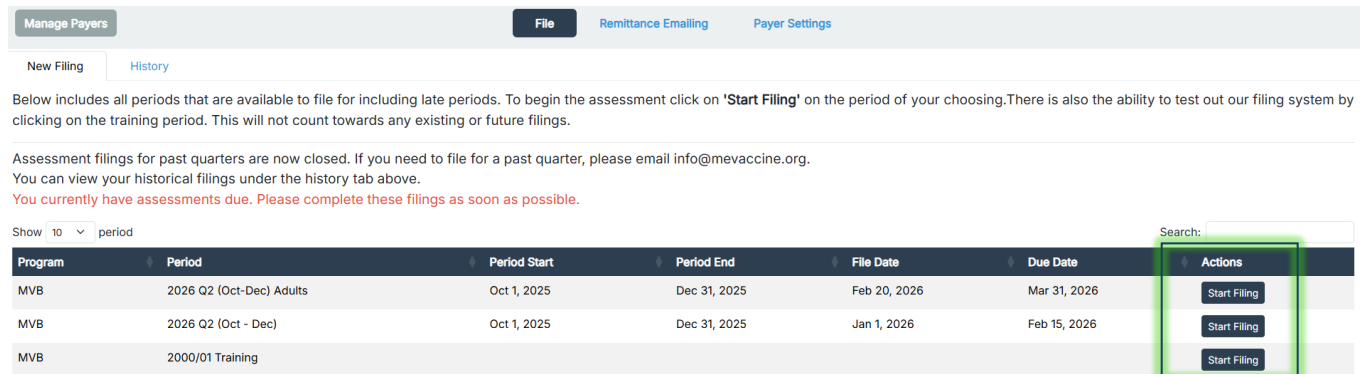
STEP 2 – Log into System

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

Established users: Log in using your credentials.



STEP 3 – Select Filing



Click on the blue box to **Start Filing** under Actions for each quarter.

Submit an Assessment Report

STEP 4 – Submit Form

Enter number of covered lives for children and adults for MVB in the boxes.

Adult covered lives rate will remain \$0 until FY27 Q1. Data is being collected solely to gather adult covered lives data.

Answer standard filing questions and provide comments, if needed.

Click on the green box to **Submit** the filing.

Maine Vaccine Board

MVB MAINE VACCINE BOARD

Costs Per Age:

Age	Cost	October # of lives	November # of lives	December # of lives	Total Cost Per Age
Child	\$15.07				\$0.00

Summary:

Total Lives	Overdue	Interest	Amount Due
0	0 days	\$0	\$0

Maine Vaccine Board

MVB MAINE VACCINE BOARD

Costs Per Age:

Age	Cost	October # of lives	November # of lives	December # of lives	Total Cost Per Age
Adult	\$0.00				\$0.00

Summary:

Total Lives	Overdue	Interest	Amount Due
0	0 days	\$0	\$0

Questions

Kindly explain the reason(s) for any question not checked below:

- Have you reported all covered lives for which your company is responsible?
- Have you identified the correct quarter for assessment?

Reason

A check will be mailed.

Admin Email Address

The email address that will always be associated with this filing. You may choose a user from the list below or enter a custom email address.

- test@test.com
- Custom Address

Submit

STEP 5 – Download Invoice

A popup box will appear upon submission. Click on the blue box to **Download Pdf**.

Download Remittance Form

Would you like to download your remittance form for this current assessment?

Download Pdf

This is proof of compliance and serves as the invoice to be processed by your Finance Department. **Please note that you are responsible for providing this to your Finance Department.**