

From: [Funchess, Michelle](#)
To: [Funchess, Michelle](#)
Subject: All User Communications
Date: Tuesday, February 19, 2019 4:56:48 PM

PLEASE REVIEW THE INFORMATION BELOW CAREFULLY

To: All imMTrax Users, VFC Contacts, and Interoperability Contacts
Re: imMTrax Transition Scheduled March 4, 2019

The Montana Immunization Program will officially transition to the new imMTrax system Monday, March 4!

What do I need to know?

Expected Downtime: The old imMTrax will be unavailable beginning Friday, March 1 (6 PM) for the final data migration. All imMTrax users will be unable to access the system at that time.

Transition Date: The new imMTrax will be available for all users on Monday, March 4 (8 AM).

New Website URL: The new website URL will be available March 4 on our imMTrax webpage: <https://dphhs.mt.gov/publichealth/imMTrax>. Just click the “*imMTrax User Login*” link to be redirected.

User Login: To log into the new imMTrax, simply use your existing username and your current password. All users will be required to reset their passwords upon their first login.

Password Rules: Must be 12 characters long and include: 1 uppercase and 1 lowercase letter, 1 number, 1 special character (Example: imMTrax1234#)

Help Desk: Help Desk support will be available at (833) 254-3876 - they can assist with login issues and basic navigation. Our program staff will be available to assist as well, (406) 444-5580.

Training Website: New imMTrax instructional documents, reference guides, and cheat sheets continue to be added to our training website, <https://dphhs.mt.gov/publichealth/immtrax/training>.

Training Options: imMTrax trainings opportunities are still available. Visit our training website for a calendar of upcoming training sessions. Short instructional videos will be available *inside* the new imMTrax by accessing the “Document Center”.

VFC Sites: All VFC-enrolled facilities are **REQUIRED** to reconcile their inventory on either Thursday, Feb 28st or Friday, Mar 1 (after all shots are given and recorded if you are an integrated provider) – regardless of their last reconciliation date. The VFC Program recommends printing a copy of your inventory after reconciliation for comparison in the new imMTrax. Orders will resume March 1st in the new imMTrax system.

Electronic Data: Organizations submitting data to imMTrax electronically from their EHRs were asked to begin redirecting to the new imMTrax between Feb 11 and Friday, Feb 22. All organizations who successfully redirect in that window should not experience any downtime. The

redirect of all locations is going smoothly and we expect to have all organizations successfully redirected before March 4.

Questions, comments, or concerns? Please let me know or contact our main office at (406) 444-5580.



Follow us on



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