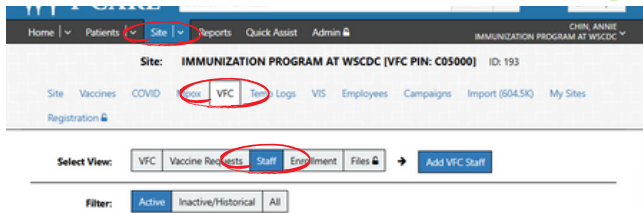


# INSTRUCTIONS FOR COMPLETING 2025 VFC RE-ENROLLMENT: ACTIVE VFC STAFF

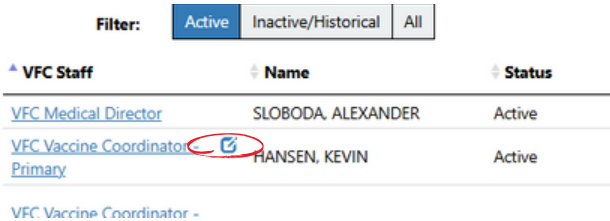
1 Navigate to your staff list in I-CARE

1



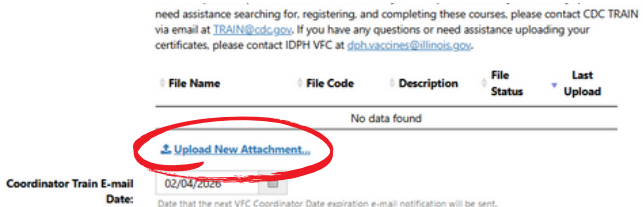
3 To edit existing VFC staff, click the edit icon next to the staff's name

3



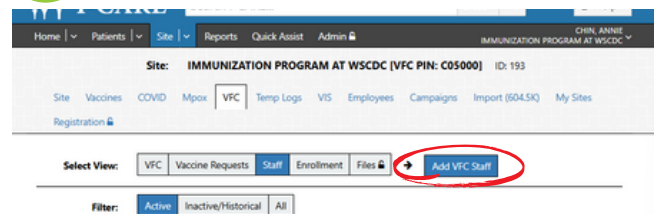
5 Upload both certificates using the "Upload New Attachment" link

5



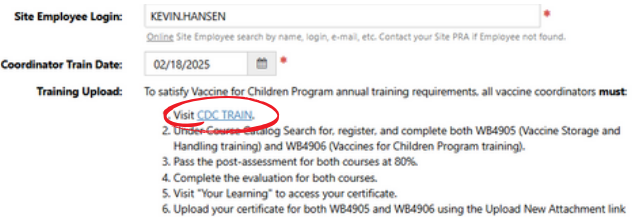
2 To add a new staff, select the "Add VFC Staff" button.

2



4 Visit CDC TRAIN and complete the required courses: WB4905, WB4906

4



\*Note: This software works for both the BLUE (LogTag Tred30-7) and the RED (VFC400) DDLs. The new software will overwrite the old.

6 Don't forget to click "Save"!

6

