

California COVID-19 Vaccination Program Update

Dear COVID-19 vaccination provider,

Please see updated information about reporting inventory to VaccineFinder.

Reporting Inventory to VaccineFinder Daily

Providers must report COVID-19 vaccine inventory to VaccineFinder daily through the [COVID Locating Health](#) provider portal. Enrolled and approved COVID-19 vaccination providers will receive an email from vaccinefinder@auth.castlighthealth.com with instructions to complete onboarding.

Backlog for Onboarding

There is currently a backlog onboarding providers to VaccineFinder. CDC is currently prioritizing pre-positioned sites and others who received vaccine shipments last week, to be followed by those sites who receive order confirmations for shipment this week.

Moving forward, providers will be onboarded each week based on order confirmations for the upcoming week until this process becomes automated.

Who receives VaccineFinder email?

Invitation to complete registration will go to the Organization Email submitted on Section A of the CDC Provider Agreement, which was signed during COVIDReadi enrollment. Please alert the point of contact for the organization to watch for the email and complete registration when it arrives.

Ready to vaccinate but no email from VaccineFinder?

Please begin vaccinating and [report doses administered daily](#). Complete onboarding and begin reporting inventory to VaccineFinder daily once you receive the invitation to complete registration.

Troubleshooting Tips

- Ask your organization's point of contact to check Spam or Junk folder for an email from vaccinefinder@auth.castlighthealth.com.
- Make sure the Organization Email is a personal email that is checked—not a general inbox.
- Contact IT to have VaccineFinder listed as a safe sender.
- Is the organization reporting inventory into VaccineFinder for your location? If so, locations don't need to register and won't get an email.

Received vaccine shipment last week?

If you still have not received the invitation to complete registration, please email iisinfo@cdc.gov with “VaccineFinder” in the subject. Please indicate in the email that you already received vaccine to help with prioritization. All other providers, please be patient as CDC completes onboarding for prioritized sites.

Once you receive your invitation

Please follow the step-by-step instructions in [Reporting Inventory to VaccineFinder](#) to complete onboarding and begin reporting inventory. Watch the [VaccineFinder training video](#) or contact tech support at vaccinefinder@castlighthealth.com for additional assistance.

COVID-19 Job Aids

The CDPH Immunization Branch is collaborating with CDC, vaccine manufacturers, and other entities to provide the latest guidance. New materials are being posted at EZIZ’s [California COVID-19 Vaccination Program Resources](#). Providers and primary and backup contacts will be emailed as new materials are posted.

[View Archived Messages](#)



Vaccinate ALL 58

Together we can end the pandemic.