Guidance for Reporting to Vaccines.gov

Version 1.0

U.S. Department of Health and Human Services

Centers for Disease Control and Prevention

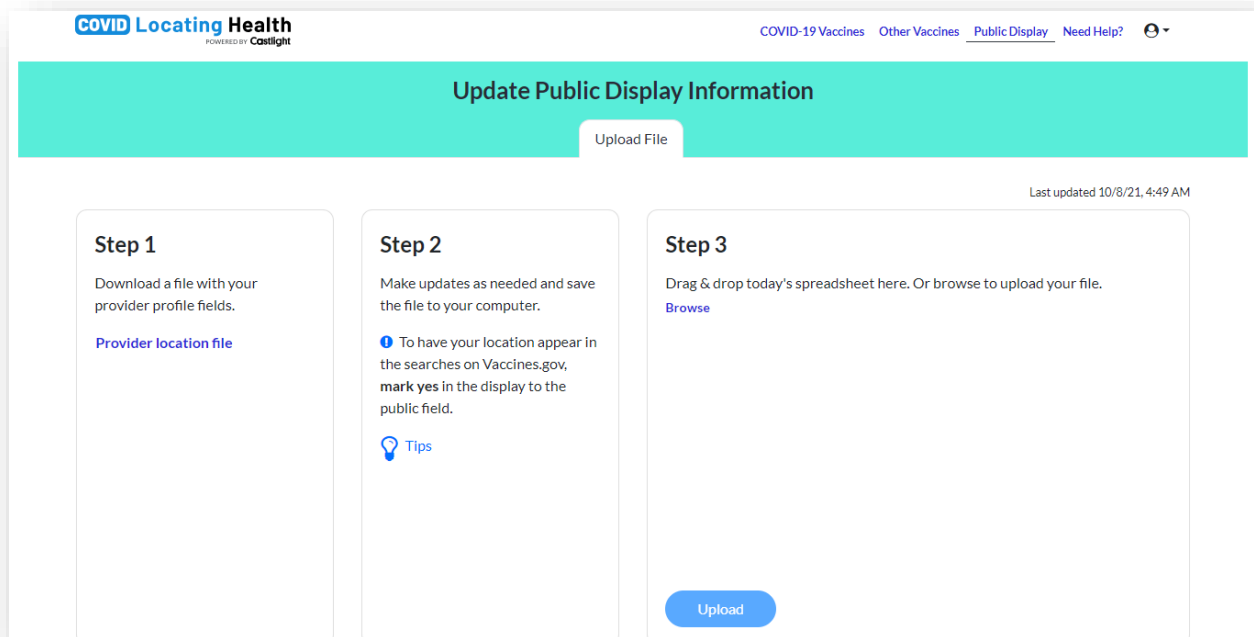# Guidance for Reporting to Vaccines.gov

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Instructions for Jurisdictions Reporting on Behalf of Providers

To set locations for Bridge Access Program participation

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"Public Display"** hyperlink at the top right of the screen.
3. Click the **"Provider location file"** hyperlink in the box labeled **Step 1** to download current location details.
4. Open file in Excel (or another spreadsheet app).
5. In the spreadsheet, update appropriate settings (*note: participants in Bridge Access Program must be visible on vaccines.gov site*):
   a. Set **Display to the Public** column to **Yes**
   b. Set **Bridge Access Program** column to **Yes**
6. Save all changes to the file, in **.csv file format**.
7. Click the **"Browse"** hyperlink in the box labeled **Step 3**, locate updated file, and click **"Open"**.
8. Click the **"Upload"** hyperlink in the box labeled **Step 3**.
9. Make sure file was successfully uploaded.

To setup vaccine availability at your locations

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
3. Click the **"Add Vaccines"** hyperlink located on the right side of the blue header at the top of the screen.

4. To add vaccines to your locations inventory, follow the steps listed below:
   a. choose vaccine(s) to add
   b. choose location(s) where you would like the selected vaccine(s) added
   c. click the **"Add Vaccines"** hyperlink
5. If more vaccines need to be added, click the **"Add More Vaccines"** hyperlink in the pop-up box.
6. If no more vaccines need to be added, click the **"Go to Inventory"** hyperlink.

← Back to Inventory

Add Vaccines to Your Inventory

Any vaccines you add to your inventory will appear automatically in your most recent .csv file as well as on your manual dashboard.

1. Choose vaccines to add (select all that apply):

☐ Select all vaccines

☐ Novavax, COVID-19 Vaccine, 2.5 mL, 5 dose

☐ Pfizer-BioNTech, COMIRNATY, 30mcg/0.3 mL, single dose

☐ Pfizer-BioNTech, COMIRNATY, 30mcg/0.3 mL, syringe

☐ Pfizer-BioNTech, COVID-19 Vaccine, 10mcg/0.3 mL, single dose

☐ Pfizer-BioNTech, COVID-19 Vaccine, 3mcg/0.3 mL, 3 dose

☐ Moderna, SPIKEVAX, 50mcg/0.5 mL, single dose

☐ Moderna, SPIKEVAX, 50 mcg/0.5 mL, syringe

☐ Moderna, COVID-19 Vaccine, 25mcg/0.25 mL, single dose

2. Choose locations where you'd like to add your selected vaccines (select all that apply):

☐ Select all locations

qa-jur_rep_for_loc-93109
☐ ADDRESS_334627 City QA

qa-jur_rep_for_loc2-93110
☐ ADDRESS_620562 City QA

qa-jur_rep_for_loc3-93111
☐ ADDRESS_545068 City QA

joeloc-caskeyloc-93117
☐ ADDRESS_748217 City QA

joeloc-caskeyloc-93116
☐ ADDRESS_347310 City QA

joeloc-caskeyloc-93119
☐ ADDRESS_347014 City QA

joeloc-caskeyloc-93118
☐ ADDRESS_699265 City QA

joeloc-caskeyloc-93121
☐ ADDRESS_878249 City QA

joeloc-caskeyloc-93120
☐ ADDRESS_065068 City QA

joeloc-caskeyloc-93123

[Cancel]   [Add Vaccines]

To make vaccine availability visible on vaccines.gov

Accurate inventory reporting is no longer required but, updating **Quantity** to **0 (or any positive number)** and indicating vaccines are **in stock** by selecting **"Yes"** is required for vaccines to be visible on vaccines.gov.

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click on the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
3. Click on the **"Upload File"** tab.
4. Indicate vaccine availability by following the steps listed below:
   a. If this is **your first time** setting up vaccine visibility
      - ⯀ Click on the **"Blank template"** hyperlink in the box labeled **Step 1** to download a file with a list of vaccines available to your locations and no values set for the **Quantity** or **In Stock** columns.
   b. If this is **not your first time** setting up vaccines to be visible
      - ⯀ Click on **"Your most recent file"** in the box labeled **Step 1** to download a file with your previously loaded data.
5. Open file in Excel (or another spreadsheet app).
6. Update vaccine information by following the steps listed below:
   a. For vaccines you currently have in stock:
      - Set **Quantity** column to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
      - Set **In Stock** column to **Yes**.
   b. For vaccines you no longer have and do not plan to restock:
      - Set **Quantity** column to **Remove**.
   c. For vaccines that are temporarily out of stock, and you do plan to restock:
      - Set **Quantity** column to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
      - Set **In Stock** column to **No**.
7. Save all changes to the file, in **.csv file format**.
8. Click the **"Browse"** hyperlink in the box labeled **Step 3**, locate updated file, and click **"Open"**.
9. Click the **"Upload"** hyperlink in the box labeled **Step 3**.
10. Make sure file was successfully uploaded.

COVID Locating **Health**
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COVID-19 Vaccines   Other Vaccines   Public Display   Need Help?

COVID-19 Vaccine Inventory

Last updated 9/20/23, 11:48 AM

Upload File

⊕ **Add Vaccines**

Step 1

Download an inventory spreadsheet.

Blank template

Your most recent file

Step 2

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

ⓘ In Stock is only required when your location is set to display to the public. Supply level is optional and will not be displayed on Vaccines.gov at this time.

💡 Tips

Step 3

Drag & drop today's spreadsheet here. Or browse to upload your file.

Browse

Upload

Instructions for Providers Managing Own Reporting via File Upload

To set location for Bridge Access Program participation

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"Public Display"** hyperlink at the top right of the screen.
3. Click the **"Upload File"** tab.
4. Click the **"Provider location file"** hyperlink in the box labeled **Step 1** to download current location details.
5. Open file in Excel (or another spreadsheet app).
6. In the spreadsheet, update appropriate settings (*note: participants in Bridge Access Program must be visible on vaccines.gov site*):
   a. Set **Display to the Public** column to **Yes**
   b. Set **Bridge Access Program** column to **Yes**
7. Save all changes to the file, in **.csv file format**.
8. Click the **"Browse"** hyperlink in the box labeled **Step 3**, locate updated file, and click **"Open"**.
9. Click the **"Upload"** hyperlink in the box labeled **Step 3**.
10. Make sure file was successfully uploaded.

To setup vaccine availability at your locations

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
3. Click the **"Add Vaccines"** hyperlink located on the right side of the blue header at the top of the screen.

COVID **Locating Health**
POWERED BY **Castlight**

COVID-19 Vaccines   Other Vaccines   Public Display   Need Help?

COVID-19 Vaccine Inventory

Last updated 8/1/23, 2:51 PM

Upload File   Log Manually

⊕ **Add Vaccines**

4. To add vaccines to your locations inventory, follow the steps listed below:
   a. choose vaccine(s) to add
   b. choose location(s) where you would like the selected vaccine(s) added
   c. to save, click the **"Add Vaccines"** hyperlink
5. If more vaccines need to be added, click the **"Add More Vaccines"** hyperlink in the pop-up box.
6. If no more vaccines need to be added, click the **"Go to Inventory"** hyperlink.

To make vaccine availability visible on vaccines.gov

Accurate inventory reporting is no longer required but, updating **Quantity** to **0 (or any positive number)** and indicating vaccines are **in stock** by selecting **"Yes"** is required for vaccines to be visible on vaccines.gov.

11. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
12. Click on the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
13. Click on the **"Upload File"** tab.
14. Indicate vaccine availability by following the steps listed below:
    a. If this is **your first time** setting up vaccine visibility:
       - Click on the **"Blank template"** hyperlink in the box labeled **Step 1** to download a file with a list of vaccines available to your locations and no values set for the **Quantity** or **In Stock** columns.
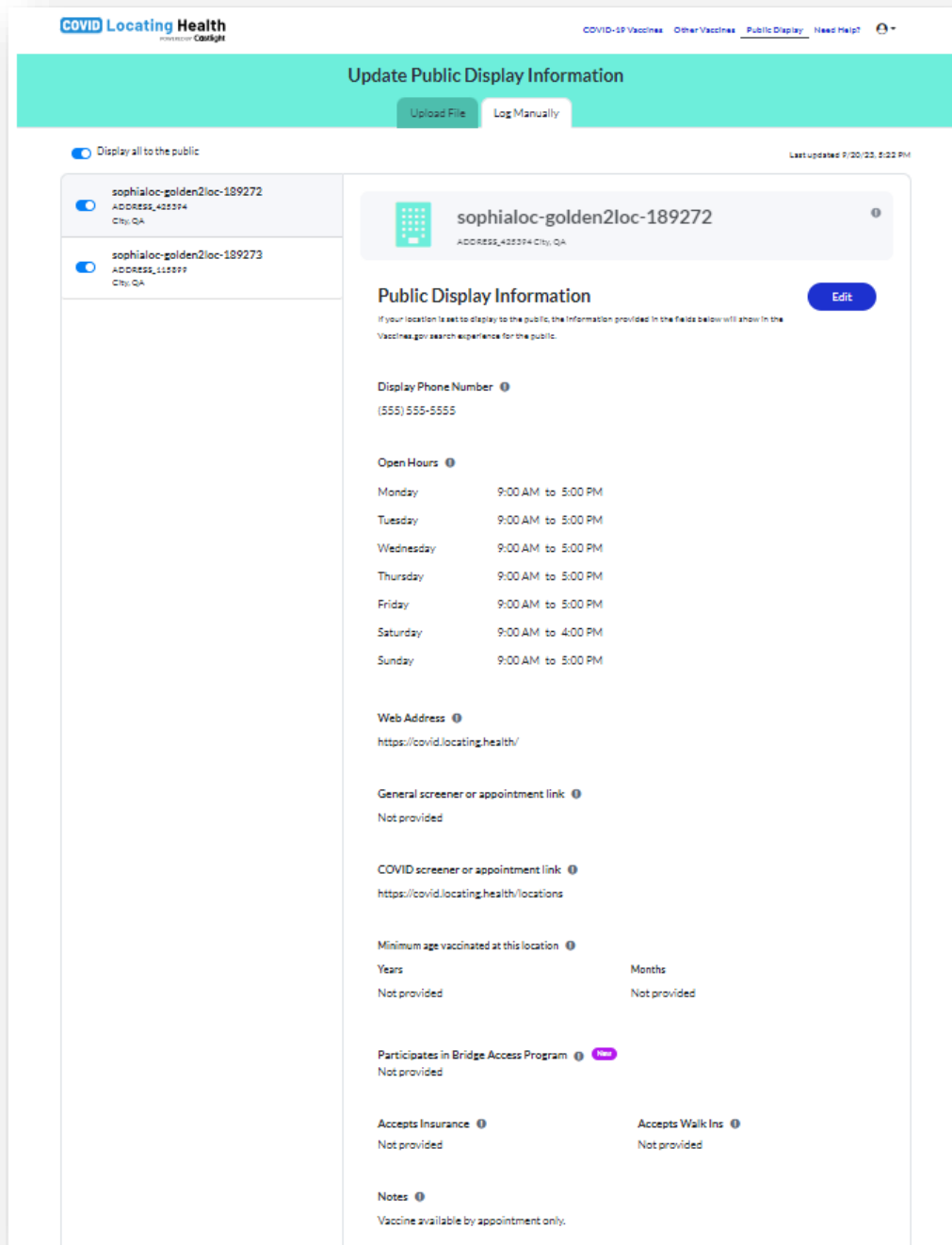
b. If this is **not your first time** setting up vaccine visibility:
   - Click on **"Your most recent file"** in **Step 1** box to download a file with your previously loaded data.

15. Open file in Excel (or another spreadsheet app).
16. Update vaccine information by following the steps listed below:
   a. For vaccines you currently have in stock:
      - Set **Quantity** column to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
      - Set **In Stock** column to **Yes**.
   b. For vaccines you no longer have and do not plan to restock:
      - Set **Quantity** column to **Remove**.
   c. For vaccines that are temporarily out of stock, and you do plan to restock:
      - Set **Quantity** column to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
      - Set **In Stock** column to **No**.
17. Save all changes to the file, in **.csv file format**.
18. Click the **"Browse"** hyperlink in the box labeled **Step 3**, locate updated file, and click **"Open"**.
19. Click the **"Upload"** hyperlink in the box labeled **Step 3**.
20. Make sure file was successfully uploaded.
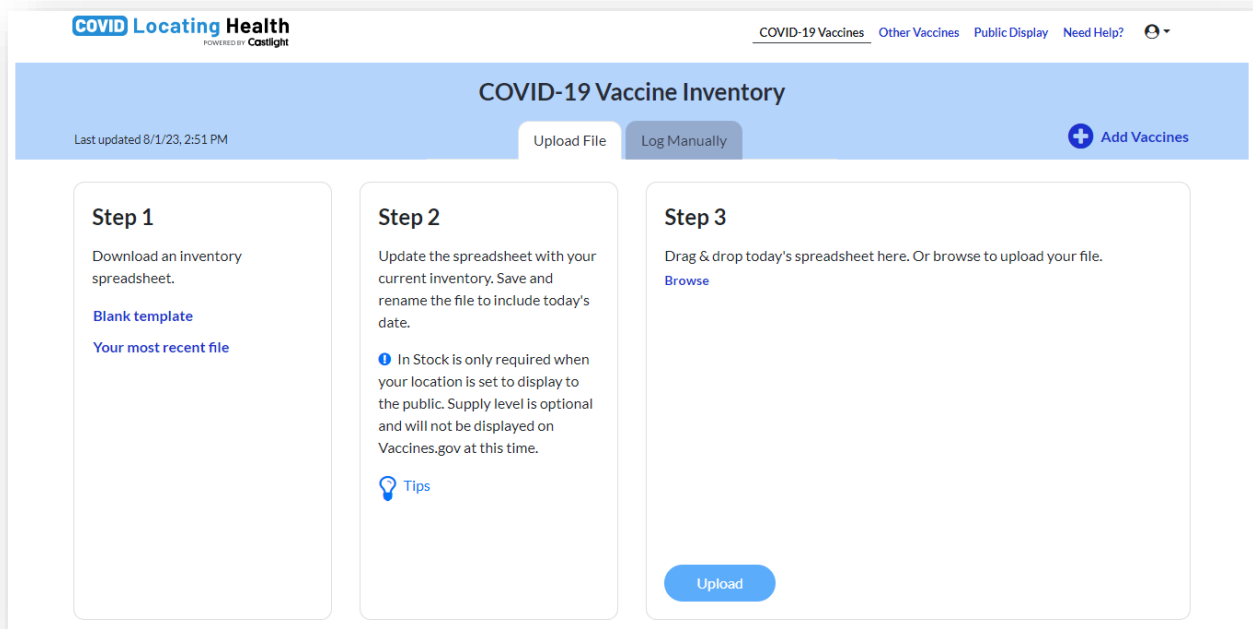
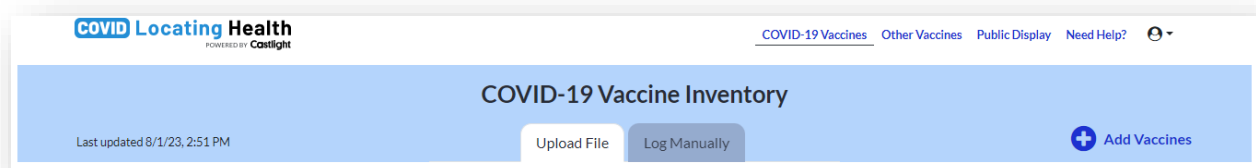# Instructions for Providers Managing Own Reporting Manually

To set location for Bridge Access Program participation

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"Public Display"** hyperlink at the top right of the screen.
3. Click the **"Log Manually"** tab.
4. Click the **"Edit"** hyperlink.
5. Set the **"Participates in Bridge Access Program"** checkbox to **Yes**.
6. Save all changes, making sure the **"Display to the public"** slider is turned on.

To setup vaccine availability at your location

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
3. Click the **"Add Vaccines"** hyperlink located on the right side of the blue header at the top of the screen.

COVID Locating Health
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COVID-19 Vaccines   Other Vaccines   Public Display   Need Help?   👤▾

COVID-19 Vaccine Inventory

Last updated 8/1/23, 2:51 PM   Upload File   Log Manually   ➕ Add Vaccines

4. To add vaccines to your locations inventory, follow the steps listed below:
   a. choose vaccine(s) to add
   b. choose location(s) where you would like the selected vaccine(s) added
   c. click the **"Add Vaccines"** hyperlink
5. If more vaccines need to be added, click the **"Add More Vaccines"** hyperlink in the pop-up box.
6. If no more vaccines need to be added, click the **"Go to Inventory"** hyperlink.

To make vaccine availability visible on vaccines.gov

Accurate inventory reporting is no longer required but, updating **Current Doses** to **0 (or any positive number)** and indicating vaccines are **in stock** by selecting **"Yes"** is required for vaccines to be visible on vaccines.gov.

1. **If not already logged in**, login to provider portal account: https://covid.locating.health/login
2. Click on the **"COVID-19 Vaccines"** hyperlink at the top right of the screen.
3. Click on the **"Log Manually"** tab.
4. Click on the **"Edit"** hyperlink.
5. Update vaccine information by following the steps listed below:
    a. For vaccines you currently have in stock:

- Set **Current Doses** value to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
- Set **In Stock** value to **Yes**.

b. For vaccines you no longer have and do not plan to restock:
- Click the **blue circled X** hyperlink to the far right of the vaccine
- Click the **"Delete"** hyperlink in the pop-up box.

c. For vaccines that are temporarily out of stock, and you do plan to restock:
- Set **Current Doses** value to **0 (or any positive number)**. *Note: Accurate inventory is not required.*
- Set **In Stock** value to **No**.

6. Make sure **"Display to the Public"** slider is turned on for each vaccine.
7. Click on the **"Submit Inventory"** hyperlink.
8. Make sure pop-up message shows inventory was updated.