Who should use this guide:

- Providers in jurisdictions that have designated their providers to report flu vaccine stock status directly and who have already onboarded to the COVID-19 vaccine program.
- You have added flu vaccines to your location or locations.
- You are ready to log flu vaccine stock status to display on vaccines.gov.
- You want to log data manually.

Note: Providers and jurisdictions are not required to report on-hand inventory doses of flu vaccines. Locations that carry flu vaccines are encouraged to report stock status (in stock, out of stock). Please update flu vaccine stock status at least every two weeks.

Visit https://vaccines.gov/covid-provider-resources for more training videos and guides. For support, contact the CARS Helpdesk at CARS_HelpDesk@cdc.gov or 1-833-748-1979 (M-F, 8am – 8pm ET).

Step-by-step instructions

Login

1. **Login to your COVID Locating Health account at https://covid.locating.health/login.**

Login tips:

- Your username is the email address you used to register for VaccineFinder.
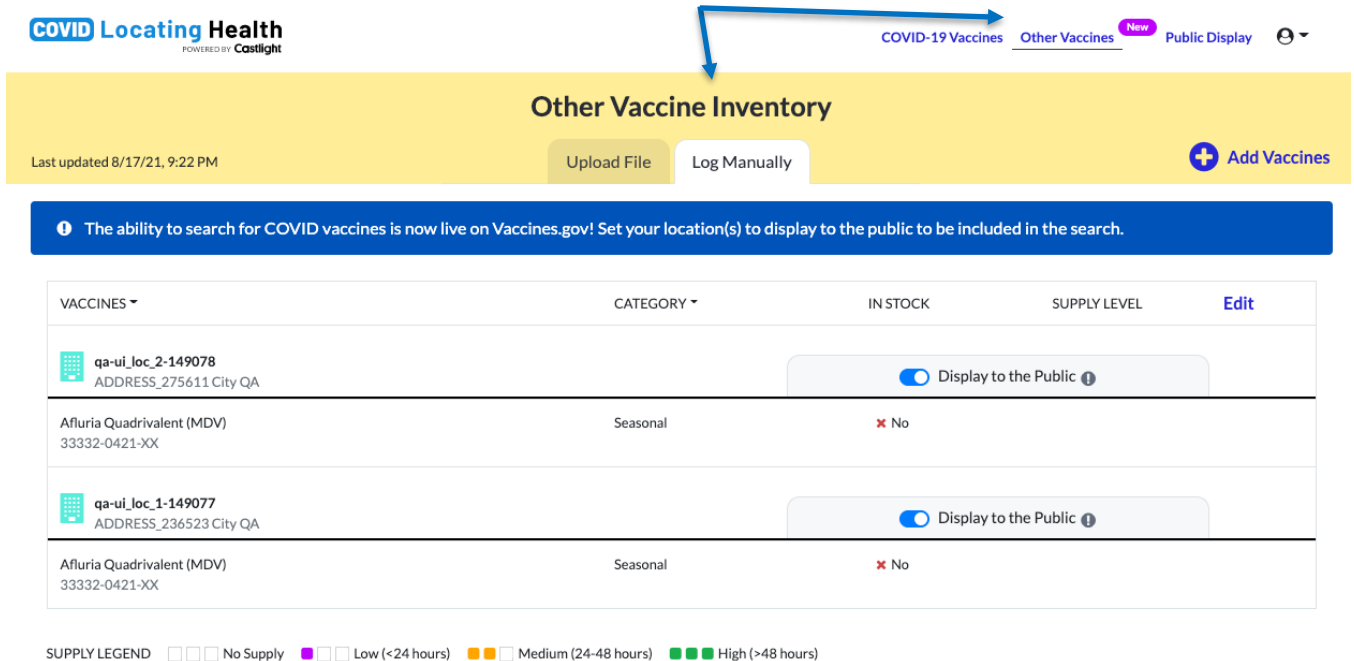- If you forget your password, click the "Forgot Password?" link to reset your password.

Pull up your manual inventory

2. **Select the Other Vaccines tab and the Log Manually tab under Other Vaccine Inventory banner.**
You will see the screen below.
All your locations will be listed out on the screen along with the most recently entered information for each location.
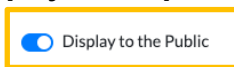
Select provider locations to display to the public

To be included in the search on vaccines.gov, ensure the location is set to display to the public.

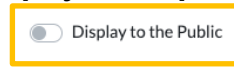3. **Toggle the button for each location you want to display to the public.**
   - This will activate the fields below it.
   - "In Stock" and "Supply Level" will only be activated if your location is set to display to the public.

Display to the public – ON   **Display to the public - OFF**

⬤ Display to the Public		

PUBLIC DISPLAY ⓘ		DONE
IN STOCK	SUPPLY LEVEL	
○ Yes ⦿ No	Select an Option ⌄	✕
○ Yes ⦿ No	No Supply ⌄	✕
⦿ Yes ○ No	Medium (24-48H) ⌄	✕

◯ Display to the Public		

PUBLIC DISPLAY ⓘ		DONE
IN STOCK	SUPPLY LEVEL	
○ Yes ⦿ No	Select an Option ⌄	✕
○ Yes ⦿ No	No Supply ⌄	✕
⦿ Yes ○ No	Medium (24-48H) ⌄	✕

Tip: If your Public Display Fields are grayed out and not editable, then your Display to the Public setting is set to not show to the public.

Update your stock value for the public

4. Select the "Edit" button in the header bar for your location.

5. A toggle and drop down box will appear to enter your stock and supply level data.

a. **In Stock:** If your location is set to display to the public, you must enter whether the vaccine is *In Stock* for the public. Select "Yes" if you would like your location to show as having flu vaccines in stock. If you would like a vaccine to show as out of stock, select "No."

b. **Supply Level (optional)**: This field does not currently display to the public on Vaccines.gov but it may display in the future. Supply level provides the consumer with an estimate of how long you expect the vaccine supply to last at your location. To indicate supply level, select a "Supply Level" from the drop-down menu. A supply legend is listed below each location.

For help, contact CARS_HelpDesk@cdc.gov   Last reviewed: 08/17/2021

Flu vaccine display tips:

In Stock

1. No dose quantity data is collected or reported for flu vaccines.
2. Stock values will not be reported to the public by manufacturer. Vaccines will be grouped into four searchable categories. If any vaccine in a searchable category is in stock at a location, that group will show as in stock on vaccines.gov. See below for how flu vaccine NDCs will grouped on vaccines.gov:

Vaccine Options

☐ Flu Shot

☐ Flu Shot (egg-free)

☐ Flu Shot (65+, high-dose or adjuvanted)

☐ Flu Nasal Spray

More about flu vaccines

Search for Flu Vaccines

o **Flu Shot**: all non-high dose quadrivalent shot NDCs (Afluria, FluLaval, and Fluzone) will be grouped together under the searchable name "Flu Shot".

o **Flu Shot (egg-free)**: all egg free NDCs (Flublock and Flucelvax) will be grouped together under the searchable name "Flu Shot (Egg Free)".

o **Flu Shot (65+, high-dose or adjuvanted)**: all high-dose and adjuvanted NDCs (Fluzone High Dose and Fluad) will be grouped together under the searchable name "Flu Shot (65+, high-dose or adjuvanted)".

o **Flu Nasal Spray**: FluMist nasal spray will be searchable under the name "Flu Nasal Spray".

Submit your inventory

6. **Click "Submit Inventory."**
   You will receive a success message letting you know your inventory has been recorded. The new stock levels will be visible on the public facing Vaccines.gov site within 5 hours.

Tip: If there has not been a flu vaccine stock update for the site in over two weeks, a site set to public display will show as "call to confirm" instead of showing the normal in stock or out of stock status.

Congratulations, you have now reported your inventory!