

Quick Start Guide: Vaccines.gov Flu Vaccine Reporting – Add Vaccine Flow

Who should use this guide:

- Providers and jurisdictions who have already onboarded to the COVID-19 vaccine program.
- You want to add flu vaccine stock status to your location or locations.

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>.



Sign In

Username

qa_ui_org@castlighthealth.com

Password

.....

Sign In

[Forgot password?](#)

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.

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Navigate to the Other Vaccines Tab and Add Vaccines


2. Select the Other Vaccines tab and the Add Vaccines button under Other Vaccine Inventory.

You will see the screens below.




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

Seasonal

- Select all vaccines
- Afluria Quadrivalent (MDV)

 **2. Choose locations to add your selected vaccines**
Select all that apply

Select all locations

- qa-ui_loc_2-149078
ADDRESS_275611 City QA
- qa-ui_loc_1-149077
ADDRESS_236523 City QA

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Select flu vaccines and locations

From this screen you can select the vaccine(s) and specify which locations where the new vaccines should be added. You can select all, or choose individual vaccines/ locations.

3. Select vaccine(s).

Select All

1. Choose vaccines to add
Select all that apply

Seasonal (1) 1 vaccine selected

- Select all vaccines
- Afluria Quadrivalent (MDV)

Select Individual

1. Choose vaccines to add
Select all that apply

Seasonal

- Select all vaccines
- Afluria Quadrivalent (MDV)

4. Select location(s).

Select All

2. Choose locations to add your selected vaccines
Select all that apply

Select all locations 2 locations selected

- qa-ui_loc_2-149078
ADDRESS_275611 City QA
- qa-ui_loc_1-149077
ADDRESS_236523 City QA

Select Individual

2. Choose locations to add your selected vaccines
Select all that apply

Select all locations 1 location selected

- qa-ui_loc_2-149078
ADDRESS_275611 City QA
- qa-ui_loc_1-149077
ADDRESS_236523 City QA

Add flu vaccines to your location(s)

5. Select **Add Vaccines** to save your selections

To save your vaccine selection select the Add Vaccines button at the bottom of the page. You can also select Cancel at any time to return to the Other Inventory Screen.

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Add Vaccines to Your Inventory

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1. Choose vaccines to add
Select all that apply

Seasonal (1) 1 vaccine selected

Select all vaccines

Afluria Quadrivalent (MDV)

2. Choose locations to add your selected vaccines
Select all that apply

Select all locations 1 location selected

qa-ui_loc_2-149078
ADDRESS_275611 City QA

qa-ui_loc_1-149077
ADDRESS_236523 City QA

Your vaccines have been added!

You updated your inventory by adding 4 vaccines to 5 locations.

Once you add vaccines, they will automatically appear on the Other Inventory *Log Manually* page and in both the blank template and your most recent file downloadable from the Other Inventory *Upload File* page.

Visit <https://vaccines.gov/covid-provider-resources> for more training videos and guides.