

Steps to Display Clinic Locations to the Public and How to Edit Information on Vaccines.gov

During [CoVP enrollment](#), all providers register with [VaccineFinder](#) per the CDC COVID-19 Provider Agreement. As a reminder, *daily inventory reporting is required* for all COVID-19 vaccine providers. Providers may then *choose to make their locations visible* on vaccines.gov, which automatically updates their product inventory available in stock based on VaccineFinder daily inventory reporting. If you do not choose to make your locations visible or do not report inventory, your locations will not appear on the one-stop landing page where residents can search for COVID-19 vaccination clinics.

Steps to Display Clinic Locations to the Public and How to Edit Information on Vaccines.gov:

Step 1. - Login to your COVID Locating Health account at <https://covid.locating.health/login>.



All locations will initially default to not display to the public and must be turned on to the public setting so residents can find your clinic on Vaccines.gov.

Step 2. - Click “Public Display” in the upper right of screen then click the “Log Manually” tab.

Step 3. - Toggle the button for each location you want to display to the public. Once the location is set to display, the toggle will turn blue. If you would like to switch all locations to display, you can toggle the button at the top of the page above all the locations.



- If you would like to display most of your locations, but not all, you can toggle all to display to the public and then toggle off the locations you wish not to display.
- The number of locations set to the public will display at the top of the location box.
- If there has not been an inventory update for the clinic location in over 72 hours, a clinic set to public display will no longer display in search results. Update your inventory daily to ensure the stock status displays correctly to the public.

Step 4. - Select the location name on the left-hand menu then click “Edit” at the top of the page.

Step 5. - The text fields and dropdown menus will populate for you to enter your Public Display information.



Administrative data for locations should be populated only for locations that are selected to display to the public. Entering your information in all of the fields will greatly help guide the public to accurate information about how to access COVID-19 or flu vaccines at your clinic locations.

- o **Display Phone Number** - (required if General or COVID screener is blank) Is pre-filled with the location administration phone number provided on the provider or pharmacy agreement. If you would like a different number to show on vaccines.gov, enter it in this field.

Steps to Display Clinic Locations to the Public and How to Edit Information on Vaccines.gov

- o **Open Hours** - Select a schedule from the dropdown menu. Based on the schedule you select, enter the hours for the day(s) of the week from the dropdowns provided. You may also select **CLOSED**.
- o **Web Address** - Enter a link to the provider location's website.
- o **General screener or appointment link** - Enter your vaccine screener or appointment scheduler URL here. This link will show on Vaccines.gov when users search for flu vaccines.
- o **COVID screener or appointment link** - If you have a COVID-19 vaccine specific screener or appointment scheduler that is different from your general screener (in the above) enter that URL here. This link will show on vaccines.gov when users search for COVID-19 vaccines.
- o **Accepts Insurance** - Select **yes** if the location accepts insurance, select **no** if the location does not.
Note: This field is not displayed on Vaccines.gov.
- o **Accepts Walk Ins** - Select **yes** if the location accepts walk ins for COVID-19 vaccines, select **no** if vaccines are by appointment only at that location.
- o **Notes** - Is a free text field that will display to the public (max 1000 character limit) for both COVID-19 and flu vaccine searches. Use this space to provide any additional information the public should know about COVID-19 or flu vaccinations at your location.

Step 6. - Click the **Save** button at the bottom of the page.



You can also cancel at any time; if you cancel, any updates you have made will not be saved.
Saved information is updated on vaccines.gov within 5 hours.

Need Help?

- o Visit [VaccineFinder](#)
- o Please email: CARS.HelpDesk@cdc.gov or call 833-748-1979