Who should use this guide:

Providers in jurisdictions that have designated their providers to report inventory quantities directly and the providers need to log data manually into the COVID Locating Health provider portal.

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

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 your COVID Locating Health account.
- If you forget your password, click the "Forgot Password?" link to reset your password.

Pull up your manual inventory

2. **Select the Log Manually tab under Update Vaccine Inventory.**
   If you do not see the blue banner that says **Update Vaccine Inventory**, select *Inventory* from the menu in the upper right corner. You will see the screen below.
   All your locations will be listed out on the screen along with the most recently entered inventory for each location.
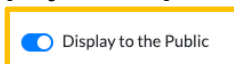
Select provider locations to display to the public

All locations will initially default to **not** display to the public but we encourage you to turn on your display to the public setting if your locations are vaccinating the public so more people can find your vaccines on Vaccines.gov.

3. **Toggle the Display to the Public button for each location you want to display to the public.**
   - This will allow changes to the fields below it.
   - "In Stock" and "Supply Level" will be active for locations set to display to the public.
   - "On-hand" inventory quantities will never display to the public. If you choose not to display to the public, you are still required to log quantity on-hand for those locations.

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

| | Display to the Public | | | 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) ⌄	✕
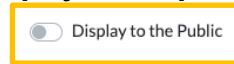
PUBLIC DISPLAY 🛈		DONE
IN STOCK	SUPPLY LEVEL	
○ Yes ⦿ No	Select an Option ⌄	✕
○ Yes ⦿ No	No Supply ⌄	✕
⦿ Yes ○ No	Medium (24-48H) ⌄	✕

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 inventory (required)

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

5. **Text boxes will appear to enter your most recent inventory quantities.**

   Inventory must be logged as the number of doses on-hand at each location.

   a. **In Stock:** If your location is set to display to the public, you must also enter whether the vaccine is *In Stock* for the public. *In Stock* will default to "Yes" if you enter any quantity greater than 0 for that vaccine NDC. If you would like a vaccine to show as out of stock, select "No."

   b. **Supply Level (optional)**: It does not currently display to the public on Vaccines.gov but it will display in the near 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.

6. **When done updating your inventory for that location, select "Done." Continue this process with all the locations you want to update.**

Submit your inventory

7. **Click "Submit Inventory."**
    You will receive a success message letting you know your inventory has been recorded. The most recently reported inventory is sent to the CDC every day at 5:00 am Eastern. The new stock levels will be visible on the public facing Vaccines.gov site within 5 hours.

Tip: If there has not been an inventory update in over 72 hours, 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!