Quick Start Guide: VaccineFinder Provider Setup

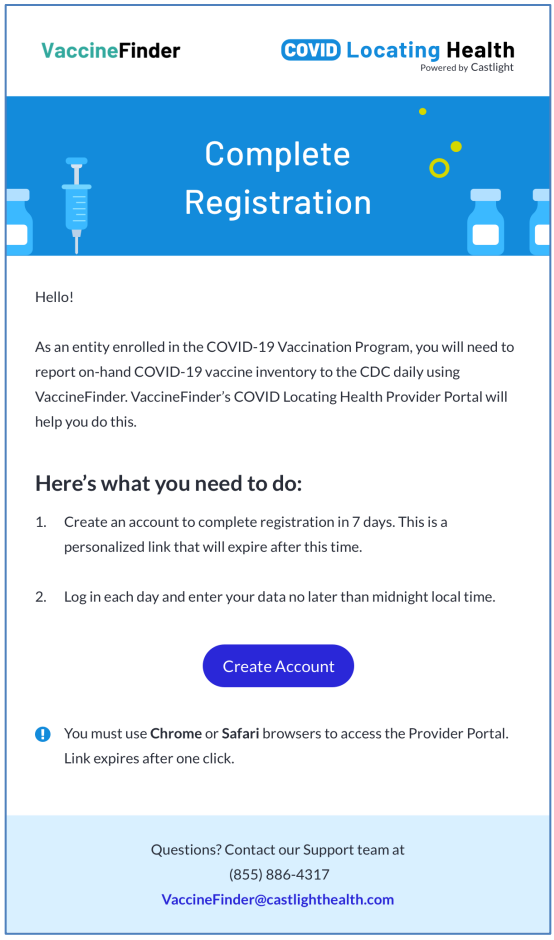
Purpose: This quick start guide provides steps for **account creation** and **provider setup** for VaccineFinder's COVID Locating Health Provider Portal. Please visit https://vaccinefinder.org/covid-provider-resources for training videos and other documents.

Scope: The guide *only* applies to providers in jurisdictions that have designated their providers to report inventory quantities directly into VaccineFinder.

Step One: Provider Enrollment Email

VaccineFinder will onboard providers prioritized by jurisdictions for receiving early vaccine shipments first. Remaining providers will be onboarded in phases.

Providers will receive an email from VaccineFinder@auth.castlighthealth.com with instructions for enrolling in VaccineFinder. VaccineFinder registration emails are sent to the COVID-19 contact listed in **Section A** of the Provider Agreement.


VaccineFinder

COVID Locating Health
Powered by Castlight

Complete Registration

Hello!

As an entity enrolled in the COVID-19 Vaccination Program, you will need to report on-hand COVID-19 vaccine inventory to the CDC daily using VaccineFinder. VaccineFinder's COVID Locating Health Provider Portal will help you do this.

Here's what you need to do:

1. Create an account to complete registration in 7 days. This is a personalized link that will expire after this time.
2. Log in each day and enter your data no later than midnight local time.

Create Account

You must use **Chrome** or **Safari** browsers to access the Provider Portal. Link expires after one click.

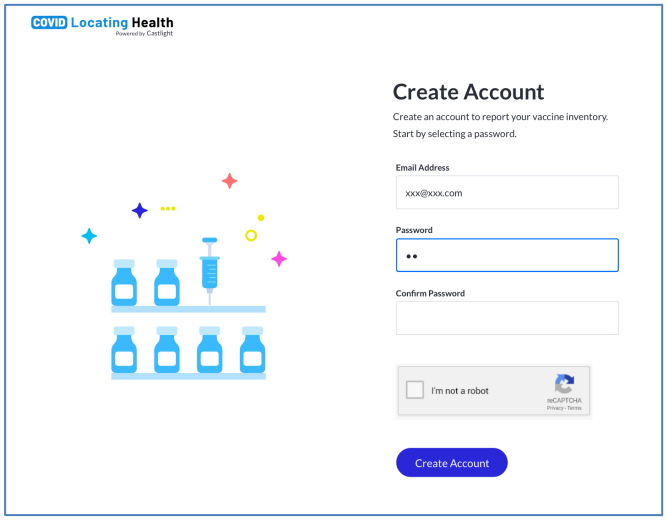
Questions? Contact our Support team at
(855) 886-4317
VaccineFinder@castlighthealth.com

Email tips:

- If you expect an email but have not received it yet, check your spam folder or search for VaccineFinder@auth.castlighthealth.com.
- This is a unique link that will expire after 7 days. If you receive an expired link error message, please reach out to our help desk vaccinefinder@castlighthealth.com for a new link.
- COVID Locating Health is supported on Edge, Safari and Google Chrome web browsers.
- If your default browser is Internet Explorer, Firefox or another unsupported browser, follow the steps below to open the link.
    - Right click on the "Create Account" button
    - Select "Copy Hyperlink"
    - Open a new window in one of the supported browser and paste the copied hyperlink into the web address bar

Step Two: Set Password

To create your COVID Location Health Account you must select a password. Your account username is the email address where you received your registration email in Step One.



Password tips:

Please keep in mind the following criteria when creating your new password

- Use upper- and lower-case letters (e.g. Aa)
- User 8 or more characters
- Use a number (e.g. 1234)
- Use a symbol (e.g. !@#?)
- No guessable password (e.g. Password123!)
- No password containing part of username
- No password containing first or last name

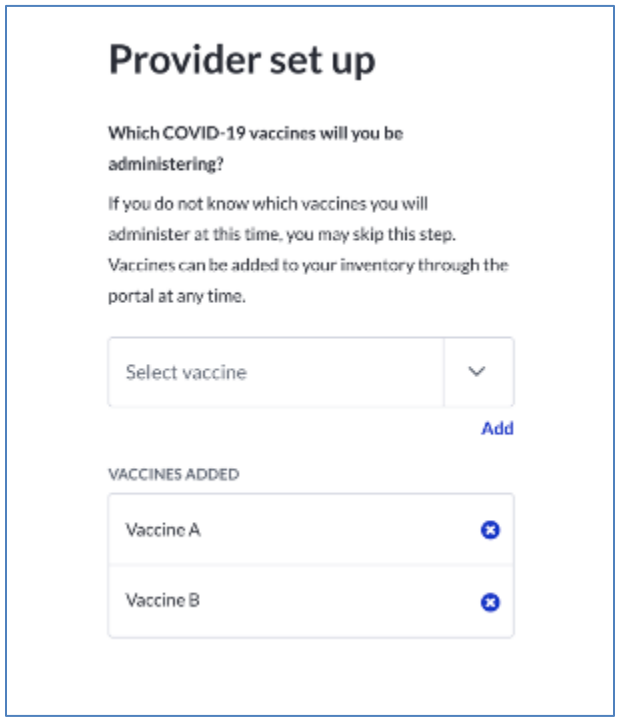
If you click on the link in the registration email and do not see the Create Account page, review the email tips in Step One to help troubleshoot.

Step Three: Provider Setup

The first time a provider signs into VaccineFinder's COVID Locating Health Provider Portal, they will see the provider setup flow. This flow has two parts: vaccine selection and inventory reporting designation.

Vaccine Selection

COVID-19 vaccines that have been approved at the time of the user's registration will be pre-populated in a dropdown menu at the top of the provider set-up page. The user will then select the vaccine(s) they will be administering.



Vaccine Selection tips:

- Once selected, the vaccine(s) will appear in the box labeled Vaccines Added.
- Vaccines can be removed from this box if they were added in error.
- This step is optional for locations. If providers do not yet know which vaccines they will be administering at the time of sign up, they may add vaccines at a later step.

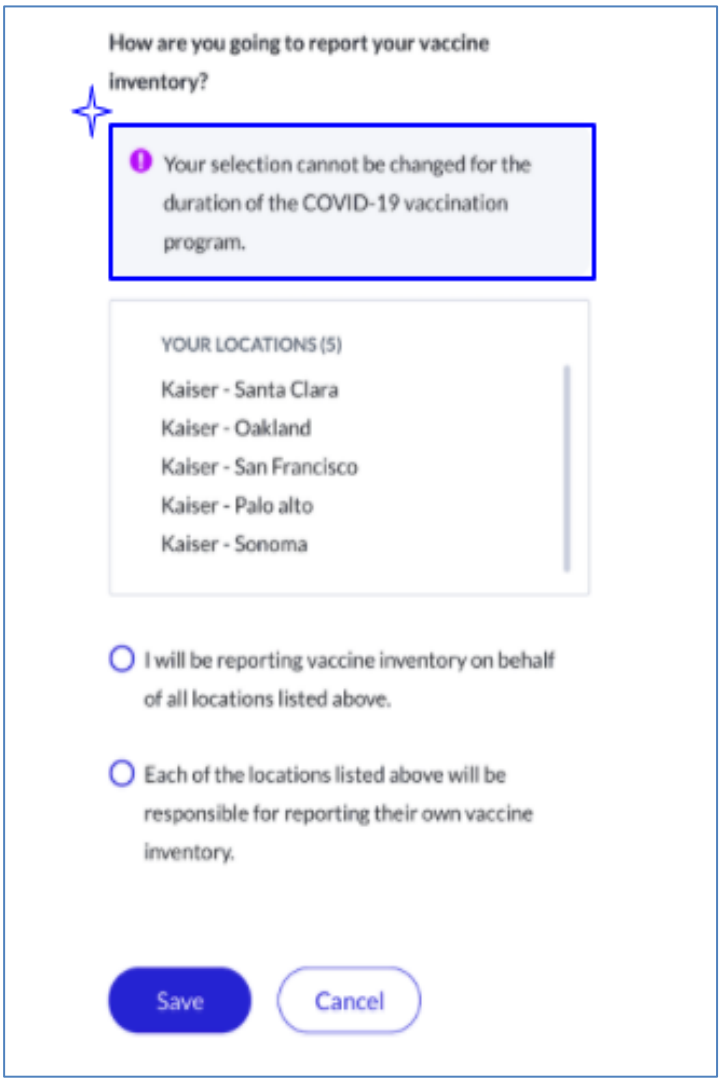
Vaccines may be added at any time within the portal.

Inventory Reporting Designation

Each provider organization may choose to:

1. Report centrally for all locations in their organization, or
2. Designate reporting to each location individually.

This choice cannot be changed for the duration of the COVID-19 vaccination program.



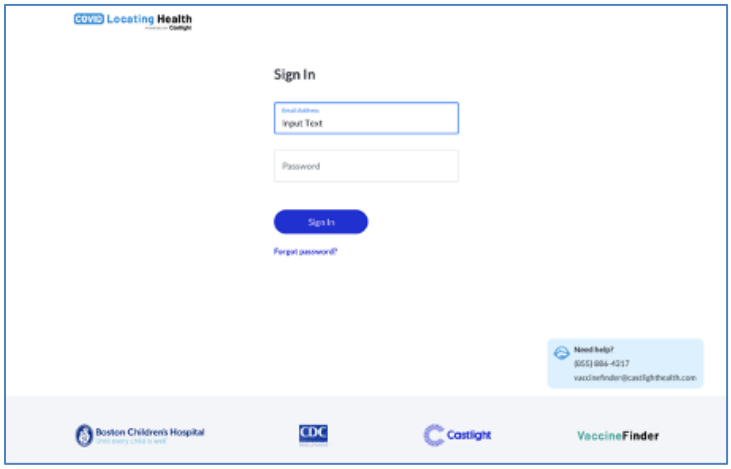
Inventory Reporting Designation Tips:

- The Your Locations box will show location(s) currently listed in VaccineFinder for your organization.
- Your inventory reporting designation will automatically be applied to any new locations added to your organization.
- If you choose to report centrally, **only the organization email listed in Section A** will be invited to create a VaccineFinder account. *To enable the primary and backup contacts to create accounts you must select to have **locations** report their inventory.*
- If you choose to allow each of your locations to report inventory, registration emails will be sent to the email addresses listed for primary and backup location contact. The organization contact will continue to have access to VaccineFinder as a reporting redundancy.
- At this time, VaccineFinder does not have the ability to add additional users who do not come directly from the Provider Agreement. **If you would like more than one contact to register inventory, you must delegate reporting to the provider level.**

Note: Location level contacts and contacts who are the sole email address listed for a location will not see this delegation choice during provider setup.

Step Four: Save Selection and Login

Once you have selected your vaccines and your reporting designation, save your preferences by selecting the Save button. Upon completion of the provider setup you will be brought to https://covid.locating.health/login to login with your username and password.



Login tip:

- Bookmark this page https://covid.locating.health/login so that you know where to go in the future!

You have now created your account and completed provider setup, you are fully registered with VaccineFinder and can report your COVID-19 vaccine inventory daily!

For more information on the COVID Locating Health Provider Portal, additional quick start guides, and training videos, visit https://vaccinefinder.org/covid-provider-resources.