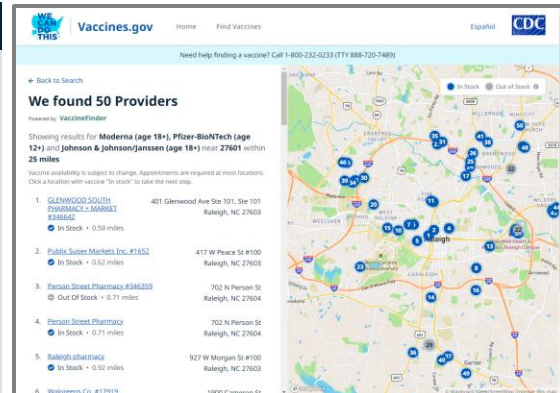


COVID-19 Vaccine Site Locator Website: How to Add, Edit, or Remove Locations

What is the CDC's Vaccines.gov website (Vaccine Site Locator)?

The Centers for Disease Control and Prevention (CDC) Vaccines.gov website allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID-19 vaccine. It is available at <https://vaccines.gov>

All COVID-19 vaccine providers and community COVID-19 vaccine events should list themselves on the Vaccine Site Locator website, unless they are a provider that is only vaccinating their own patients (e.g., a long-term care facility, correctional facility, primary care provider only vaccinating their own patients)



Add, Edit or Remove Locations that are already in CVMS

☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>

☐ Go to the **Locations** tab

☐ Select a location

☐ Click **Edit**

☐ To **Add** a site to the Vaccine Site Locator website, check the box that says "Display on Vaccine Site Locator"

☐ To **Remove** a site, uncheck the box that says "Display on Vaccine Site Locator"

☐ **Edit** any information as needed

- The Phone Number and Website should be the public contact information for where people can schedule an appointment, or learn how to sign up for the waitlist/walk-ins
- Event Type indicates whether this location is a short-term, long-term event, or main site (Not Applicable)
- The Vaccine Site Locator website displays which vaccine brands (e.g., Pfizer, J&J, Moderna) a location has. To change which brands of vaccine a location has, **move the appropriate vaccine brand to the right**. You will need to remember to change it as your inventory changes.

Note: If your location has an Event Type of Not Applicable, vaccine brands are automatically determined by the system based on the inventory you logged in CVMS, unless you **check the Brand Override checkbox**

- Complete the Provider Survey (optional): accept insurance or walk-ins, language spoken, opening hours, online prescreening

☐ Click **Save**



Your location(s) should always be displayed on the Vaccine Site Locator website if you serve the eligible public, even if you do not have available appointments.

Create new locations to add to the Vaccine Site Locator website

You may want to add a new event to display on the Vaccine Site Locator website (e.g., if you're hosting a pop-up community COVID-19 vaccine event). Note that this does not impact allocations of where doses are shipped.

☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>

☐ Go to the **Locations** tab

☐ Click **New**

☐ Complete the New Location Form:

- Select an Account (Primary Location)
- Select an Event Type (select Short-term event for events that will last for less than 3 weeks; or select Long-term)

- Select which brands of vaccine your location will offer; **move the appropriate vaccine brand to the right box**
- Add the Address where you will be vaccinating recipients (this is where they will need to go to receive the COVID-19 vaccine)
- Add an appointment website and/or phone number
- Complete the provider survey (optional): accept insurance or walk-ins, language spoken, opening hours, online prescreening
- If you are using the scheduling feature in CVMS, check the box for "Scheduling feature". Check [the CVMS Scheduling One-Pager](#) for more details.

☐ Select Yes for **'Display on Vaccine Site Locator'**. Your location may take up to three days to appear on the Vaccine Site Locator

☐ Click **Save**

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