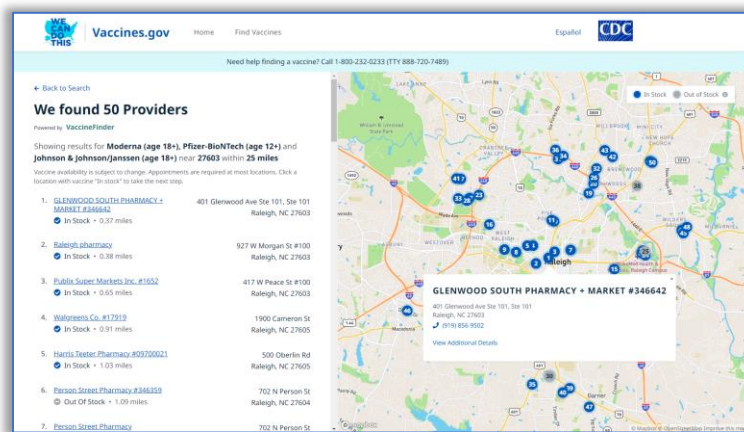




## COVID-19 Vaccine Management System (CVMS) Provider Portal

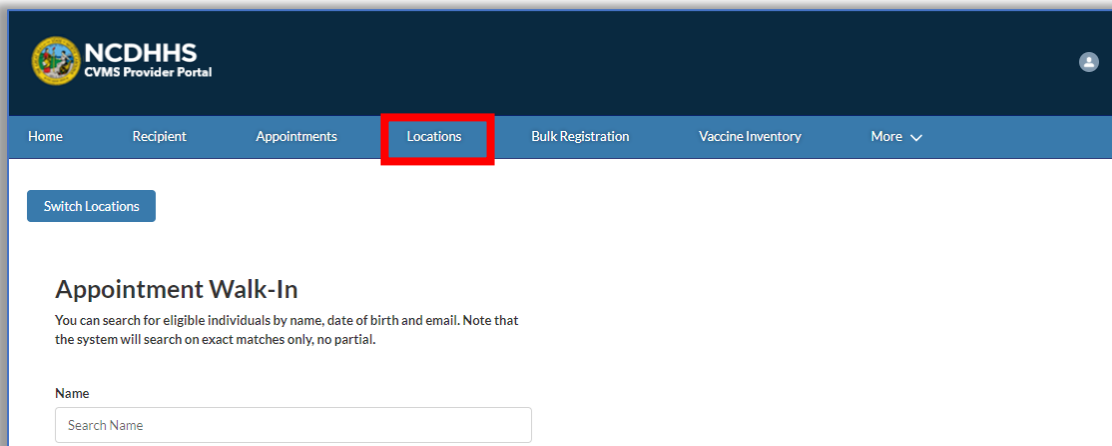
### Display a New Community Vaccination Event Location on the Vaccine Site Locator Website Job Aid

Please follow the instructions below if you are a Healthcare Location Manager who wishes to display a new Community Vaccination Event location on the Vaccine Site Locator website (<https://www.vaccines.gov/search/>)



### Step-by-step Instructions

1. Navigate to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Login as a Healthcare Location Manager (if you are linked to multiple accounts, click on **SWITCH LOCATIONS**, and select the applicable location first). Click on the **LOCATIONS** tab





3. Click the **NEW** button

The screenshot shows the NCDHHS CVMS Provider Portal interface. At the top, there is a navigation bar with links: Home, Recipient, Appointments, Locations, Bulk Registration, Vaccine Inventory, and More. Below the navigation bar, there is a search and filter section with input fields for 'Filter by Name', 'Filter by Address', 'Filter by Start Date', and 'Filter by Closing Date'. To the right of these filters, there are two buttons: 'New' and 'Enable Scheduling'. The 'New' button is highlighted with a red rectangular box. Below the filters, there is a table with columns: Location Name, Account, Address, Start Date, and Closing Date. The table contains three rows of data:

Location Name	Account	Address	Start Date	Closing Date
Walmart Store- UAT - Do Not Use	TestLoc_UAT1	3633 Clemmons Rd, Clemmons, North Carolina 27012-8725 336-293-1395		
Pop-Up Clinic	Training Team Vaccine Provider - Site 2	123 Test Dr, Raleigh, North Carolina 27609 111-111-1111		
Training Team Vaccine Provider - Site 2	Training Team Vaccine Provider - Site 2	1 fayetteville street, Raleigh, North Carolina 27601 123456789		

4. Complete the **Top** section

- **Location Name** - The name that will appear on the Vaccine Site Locator website
- **Account** - The name of the location account as it appears in CVMS
- **Event Type** - Set your event type to Short-Term Community Event if a vaccine event will be organized only a few times at that location or Long-Term Community Event if multiple times

The screenshot shows the 'New Location: Pop-Up Locations' form. The form is divided into two main sections: 'Information' and 'Scheduling Information'. The 'Information' section is highlighted with a red rectangular box. It contains the following fields:

- Location Name**: A text input field with the value 'Saturday Health Care'.
- Account**: A dropdown menu with the selected value 'Training Team Vaccine Provider - Site 2'.
- Event Type**: A dropdown menu with the selected value 'Short Term Community Event'.

The 'Scheduling Information' section contains the following fields:

- Display on Vaccine Site Locator**: A dropdown menu with the value 'No'.
- CVMS Scheduling**: A checkbox that is currently unchecked.

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.



5. Complete the **Scheduling Information** section

- **Display on Vaccine Site Locator** - This field **MUST** be checked for the Community Vaccination Event to appear on the Vaccine Site Locator website (<https://Vaccines.gov>).
- **CVMS Scheduling** - Indicates that you will use the scheduling feature in CVMS for this Community Vaccination Event location. If selected, also enter **Available Date** – Today's date.
- **Appointment Phone** - The number for recipients to call with questions about appointment scheduling for the Community Vaccination Event.
- **Appointment Scheduling Website** - If you are using your own non-CVMS scheduling tool, enter the public facing website address where people can schedule appointments or learn how to get vaccinated at your Community Vaccination Event location.

**New Location: Pop-Up Locations**

**Scheduling Information**

Display on Vaccine Site Locator <sup>i</sup>  
Yes

CVMS Scheduling <sup>i</sup>  
☒

Appointment Phone <sup>i</sup>  
555-555-5555

Appointment Scheduling Website <sup>i</sup>


Available Vaccine Brands

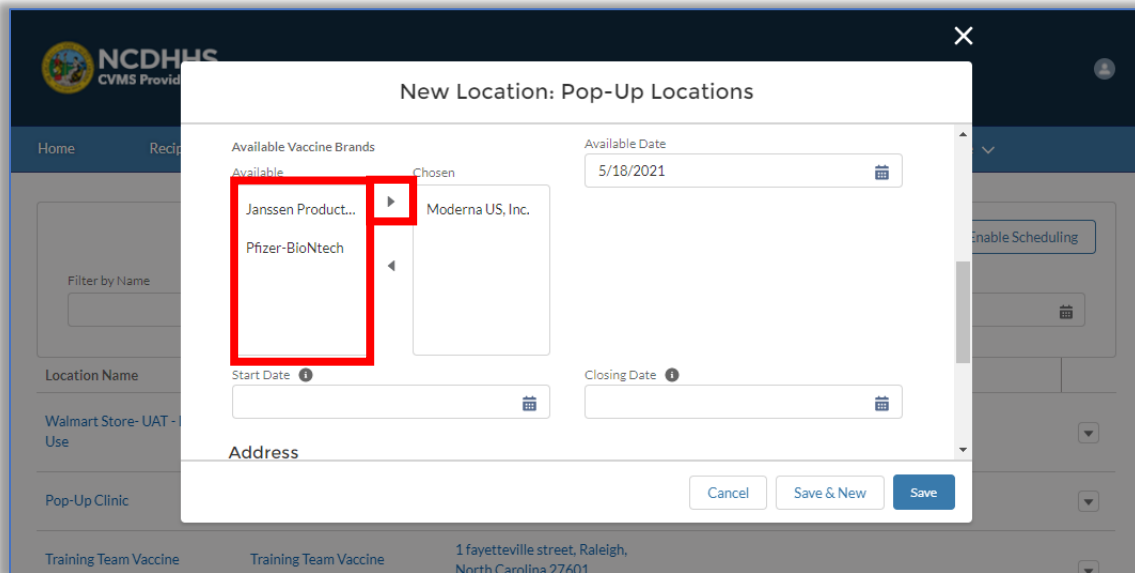
Available	Chosen
Janssen Product...	
Moderna US, Inc.	

Available Date  
5/18/2021

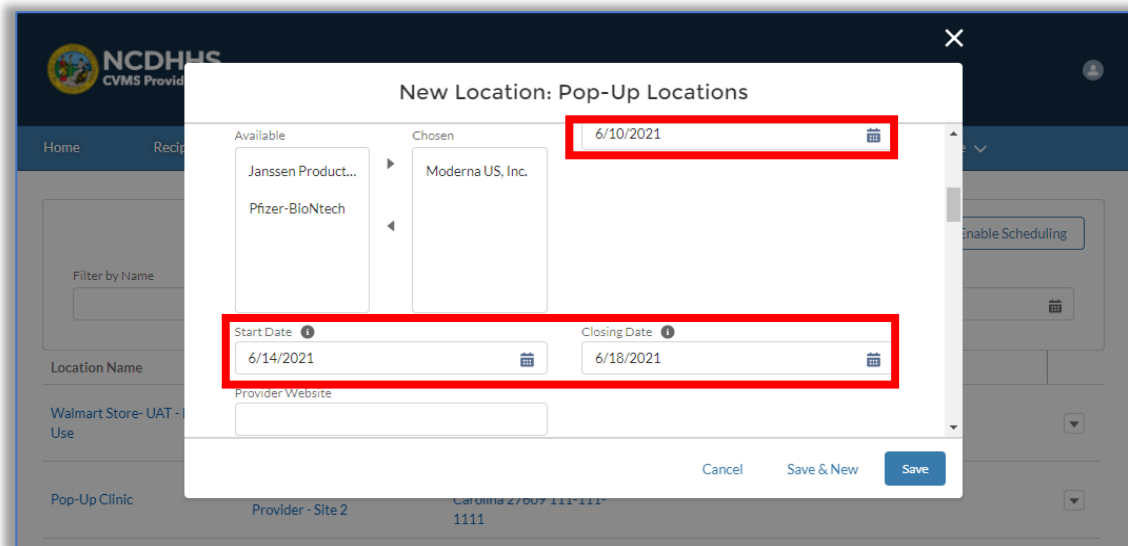
Cancel Save & New Save



7. Select the **Vaccine Brands** in the Available window and click the Arrow  button to list them in the Chosen window
  - **Available Vaccine Brands** – Update the Available Vaccine Brands field to identify which COVID-19 vaccine product brands will be administered during the Community Vaccination Event. At least one brand must be selected to save the location. If no vaccine brand is selected an error message will appear.



7. If this location is not using scheduling, skip this step. Enter the **Scheduling Dates** for the location
  - **Available Date** – Enter today's date
  - **Start Date** – The first date for which recipients can book an appointment
  - **Closing Date** – The last date for which recipients can book an appointment





8. Enter the **PROVIDER WEBSITE** where recipients can go to find more information about the vaccination location

9. Enter the **ADDRESS** for the location where recipients will go to receive their COVID-19 vaccine for the Community Vaccination Event  
**Note:** Do not enter the location's shipping address.



10. Complete the **PROVIDER SURVEY** for your location

The screenshot shows a web application interface for adding a new location. A modal window titled "New Location: Pop-Up Locations" is open. Inside, the "Provider Survey for VaccineFinder Sites" section is highlighted with a red border. This section includes instructions to indicate vaccine appointment hours and a series of questions with dropdown menus: "Do you accept insurance?" (No), "Do you accept walk-ins?" (--None--), "Provide Support for Non-English Speaker?" (No), and "Are you providing in-home vaccinations?" (No). Below these are input fields for "Participant Name", "Participant Email", and "Pre Screen Web Address". At the bottom of the modal are "Cancel", "Save & New", and "Save" buttons.

11. Select the **LANGUAGES** that you support at your location

This screenshot shows the same "New Location: Pop-Up Locations" modal, but with the "Language" section highlighted by a red box. The section is titled "Language" and contains a "Supporting Languages" header. It features two columns: "Available" and "Chosen". The "Available" column lists French, Chinese, Portuguese, German, Japanese, Korean, and Arabic. The "Chosen" column lists English and Spanish. A red arrow points from the "Available" list to the "Chosen" list, indicating the selection process. The "Save" button at the bottom right of the modal is visible.



12. Enter the location's **opening hours** for each day of the week

Filter by Name Filter by Address Filter by Start Date Filter by Closing Date

New Location: Pop-Up Locations

Appointment Schedule

Day	Start Time	End Time
Monday	08:00 AM	05:00 PM
Tuesday	08:00 AM	05:00 PM
Wednesday	08:00 AM	05:00 PM
Thursday	08:00 AM	05:00 PM
Friday	08:00 AM	05:00 PM
Saturday	08:00 AM	05:00 PM

Cancel Save & New Save

13. Review the Community Vaccination Event location's information, and click **SAVE**

A success notification will appear across the top of the page

NCDHHS CVMS Provider Portal

Location "Saturday Health Care" was created.

Home Recipient Appointments Locations Bulk Registration Vaccine Inventory More

Location Saturday Health Care Edit

Details Related Availability

Location Name Account

14. Review your Community Vaccination Event location on the Vaccine Site Locator website (<https://Vaccines.gov>).

**Note:** It may take up to 7 days for updates to be displayed. Contact the [CVMS Help Desk](#) to correct location information displayed on Vaccines.gov

Vaccines.gov Home Find Vaccines Español CDC

Need help finding a vaccine? Call 1-800-232-0233 (TTY: 888-723-7489)

Back to Search Results

**Walgreens Co. #19175**  
2402 Wycliff Rd  
Raleigh, NC 27607

Find out if you can get a COVID-19 vaccine at this location.  
[Check appointment availability](#)

Get a free Lyft/Uber Directions 919-781-4875

Powered by VaccineFinder

**COVID-19 Vaccines at this Location**

Vaccine	Status
Moderna (age 18+)	In Stock
Pfizer-BioTech (age 12+)	Out Of Stock
Johnson & Johnson/Janssen (age 18+)	In Stock

Last updated: 5 hours ago

**More Details**

Website Website



15. Once the Community Vaccination Event is over, select **NO** to **DISPLAY ON VACCINE SITE LOCATOR** and click **SAVE** to remove the location from being displayed to the public

If you have any questions or issues, please go to the CVMS Help Desk Portal at [https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine) and select the "**Vaccine Provider**" option to submit your question or issue.

You can also call the COVID-19 Vaccine Provider Help Desk at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Desk is available during the following hours:

Monday to Friday: 7 am – 7 pm ET  
Saturday & Sunday: 8 am – 4 pm ET

*Version 6 – August 5, 2021*