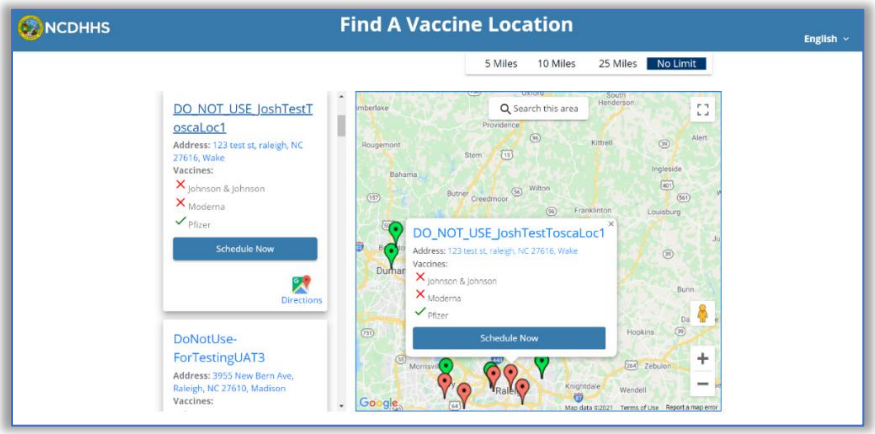
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

COVID-19 Vaccine Management System (CVMS) Provider Portal

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

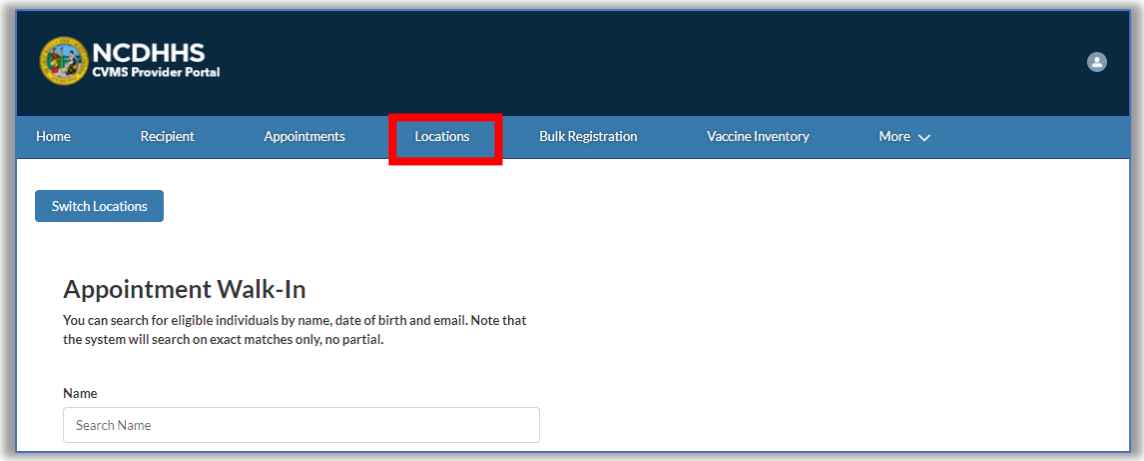
Please follow the instructions below if you are a Healthcare Location Manager who wishes to display a new Community Vaccination Event location on the Vaccine Site Locator website (https://MySpot.nc.gov).



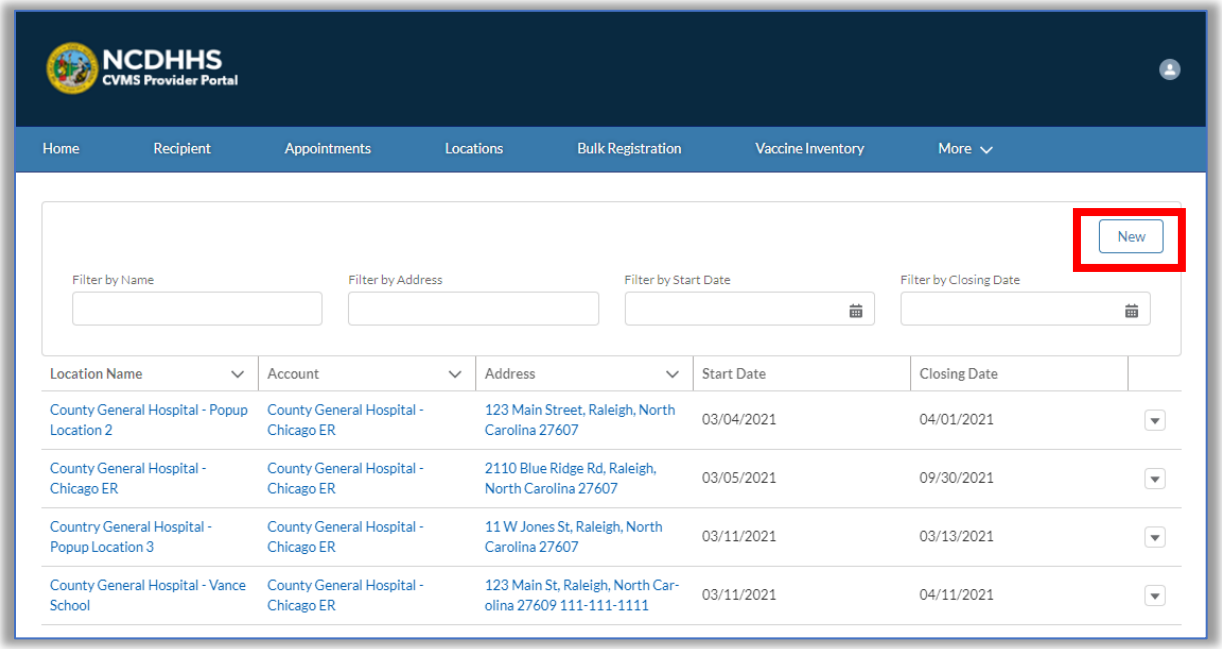
Step-by-step Instructions

1. Navigate to the CVMS Provider Portal at https://covid-vaccine-provider-portal.ncdhhs.gov.

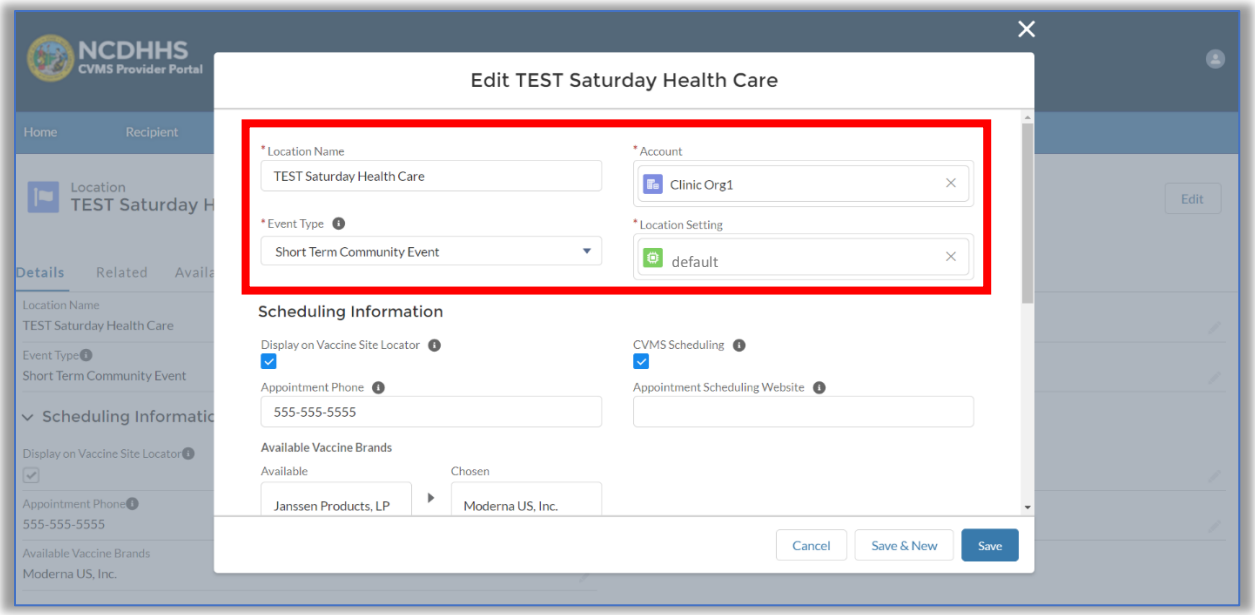
2. Login as a Healthcare Location Manager (if you are linked to multiple accounts, click on **SWITCH LOCATIONS,** and select the applicable location first).Click on the **LOCATIONS** tab.



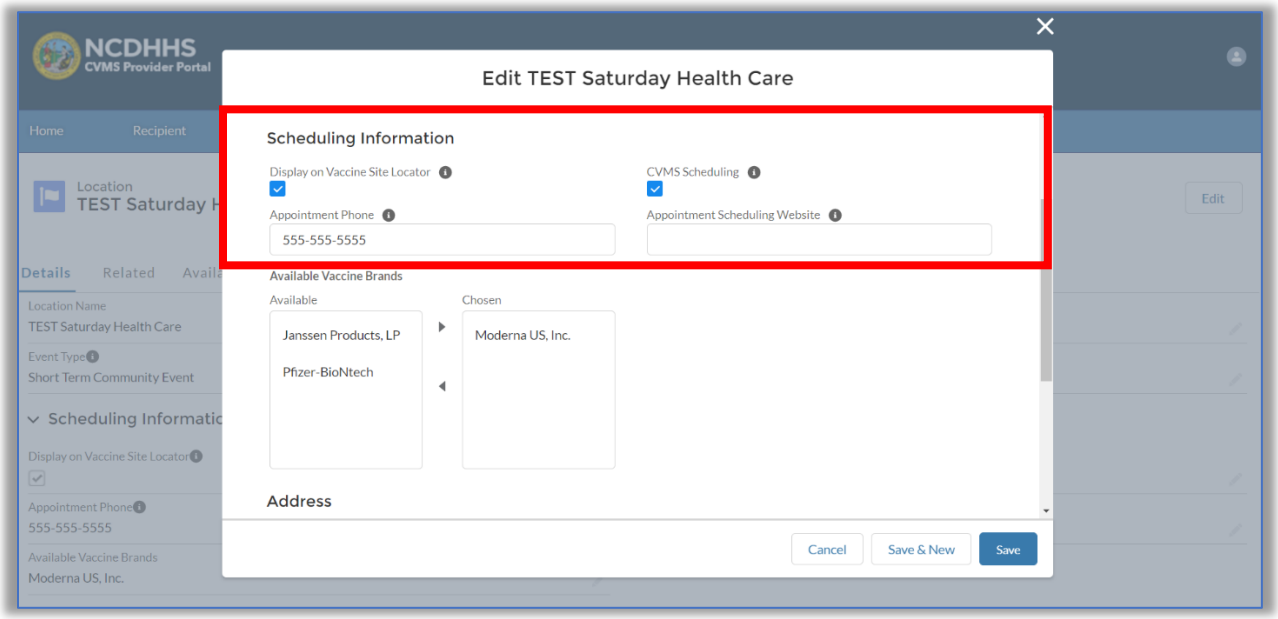
3. Click the **NEW** button.



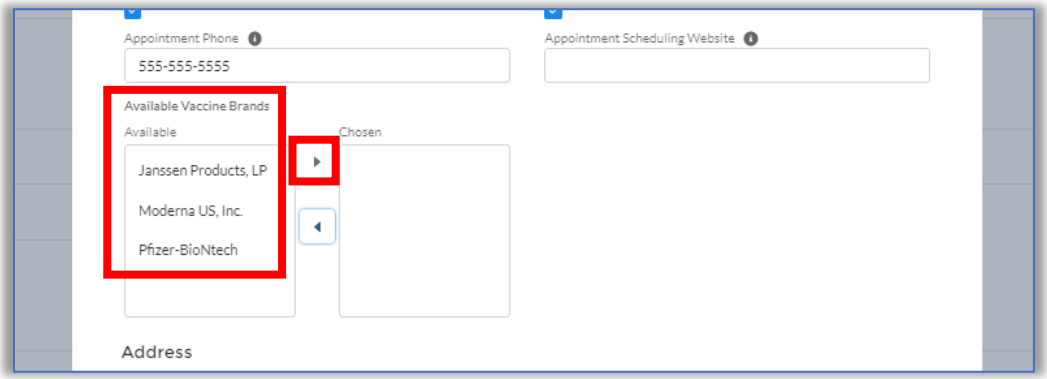
4. Complete the **Top** section.
   - **Location Name -** The name that will appear on the Vaccine Site Locator website.
   - **Account -** The name of the location account as it appears in CVMS.
   - **Event Type -** Set your event type to Short-Term Community Event if a vaccine event will be organized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



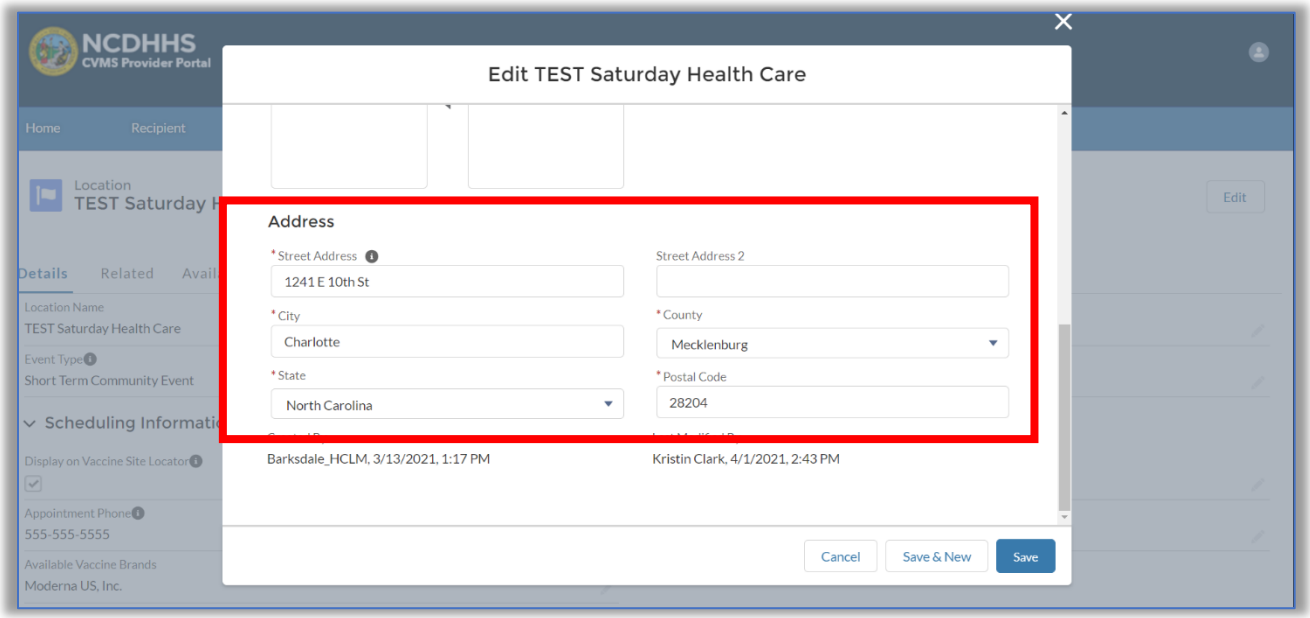
5. Complete the **Scheduling Information** section.
    - **Display on Vaccine Site Locator -** This field MUST be checked for the Community Vaccination Event to appear on the Vaccine Site Locator website (https://MySpot.nc.gov).
    - **CVMS Scheduling -** Indicates that you will use the scheduling feature in CVMS for this Community Vaccination Event location.
    - **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.



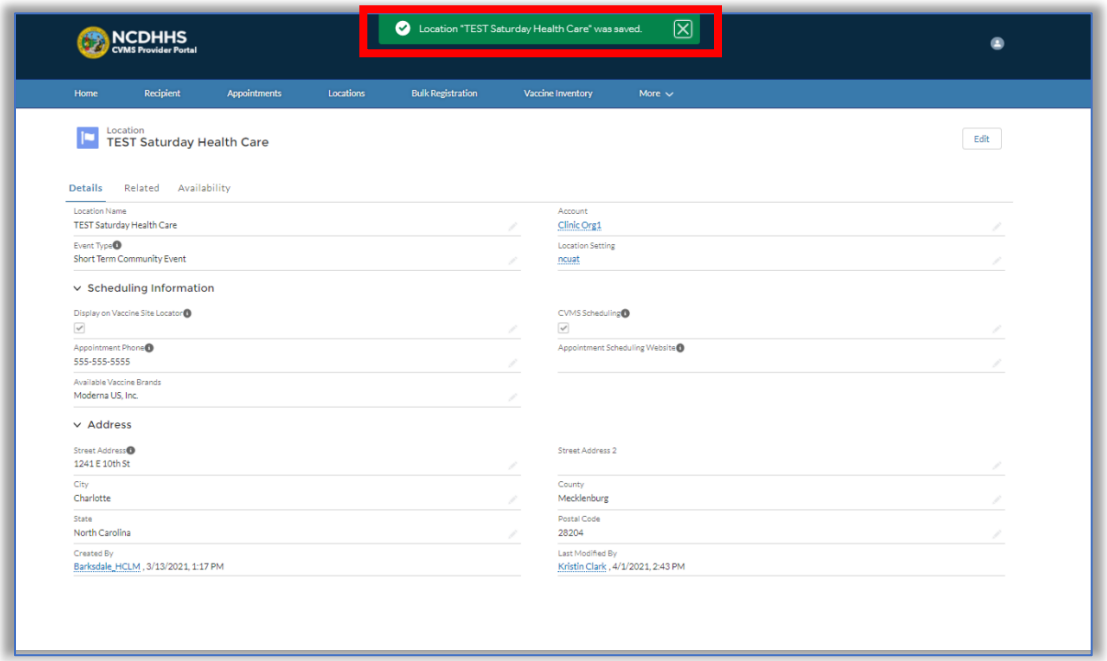
7. Select the **VACCINE BRANDS** in the Available window and click the Arrow button to list them in the Chosen window.
    - **Available Vaccine Brands –** Update the Available Vaccine Brands field to identify which COVID-19 vaccine product brands will be administered during the Community Vaccination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



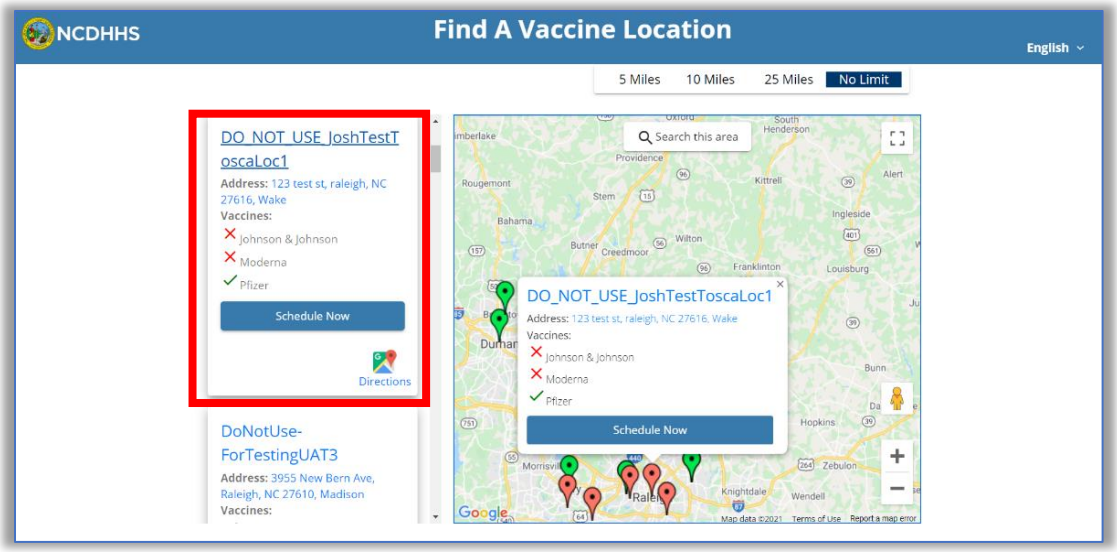
8. Enter the **ADDRESS** for the location where recipients will go to receive their COVID-19 vaccine for the Community Vaccination Event. **Note:** Do not enter the location's shipping address.



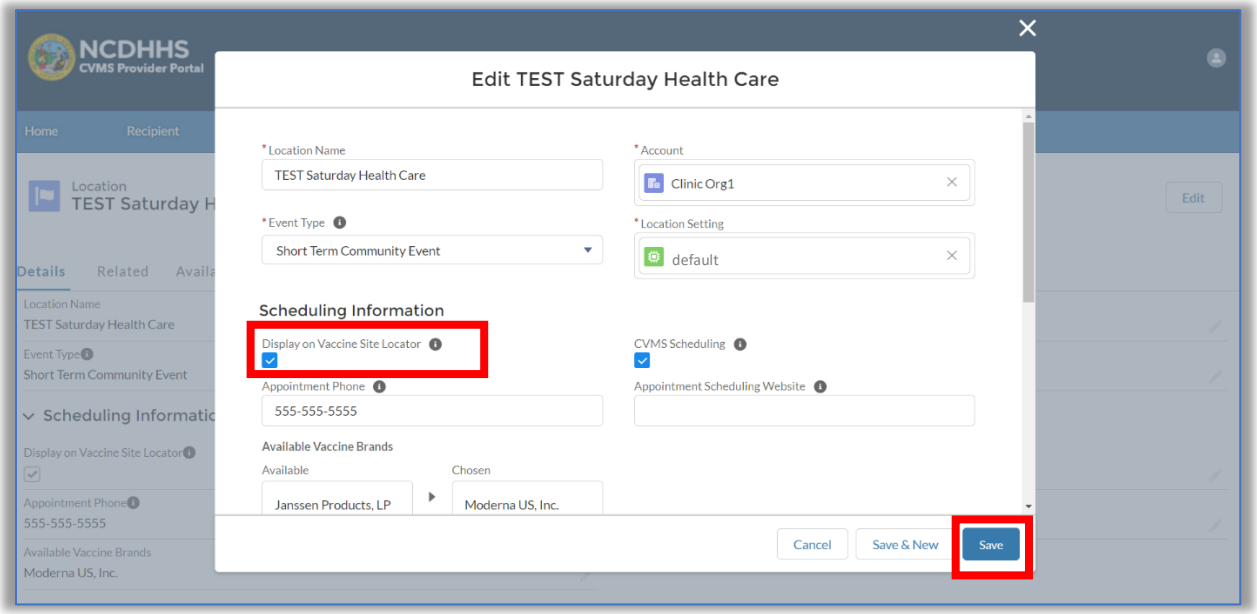
9. Review the Community Vaccination Event location's information. Click **SAVE**. A success notification will appear across the top of the page.



10. Review your Community Vaccination Event location on the Vaccine Site Locator website (https://MySpot.nc.gov). **Note:** If may take up to four hours for updates to be displayed.



11. Once the Community Vaccination Event is over, the Healthcare Location Manager must uncheck the Display on Vaccine Site Locator box 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 and select the "**Vaccine Provider**" option to submit your question or issue.

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

Monday – Friday: 7:00 AM – 7:00 PM ET
Saturday – Sunday: 10:00 AM – 6:00 PM ET

Version 3 – April 15, 2021