

Provider Enrollment Portal

Vaccines.gov Vaccine Site Locator User Guide

For users linked to organizations reporting on NCIR only

Updated October 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Immunization Inquiry

If you would like to speak with a help desk agent regarding your inquiry, you may reach us by calling (877) 873-6247. Our hours of operation are Monday thru Friday, 7 AM to 7 PM and Saturday from 8 AM to 4 PM.

* I am part of a/the:

Provider Organization

* Provider Organization

NCID

* First Name

* Email

* Last Name

Phone Number

Request Information

* Inquiry Type

-- None --

* Request Type

-- None --

* Description of Request

Submit

If you have any questions, issues or requests, please submit a Help Desk ticket available at https://ncgov.servicenowservices.com/csm_vaccine

You can also call the NC Vaccines Help Desk at **(877) 873-6247** and select option 1.

To view help desk hours, visit the NC Vaccines Help Desk at the link above.

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Overview

Share your vaccination site(s) information with the general public on Vaccines.gov

[Vaccines.gov](https://www.vaccines.gov) helps the general public find clinics, pharmacies, and other locations that offer COVID-19 vaccines in the United States.

As you enrolled in the North Carolina program and selected NCIR as your organization's reporting system, know that you are required to display each of your COVID-19 vaccination sites if you are offering the vaccine to the general public. You can do so by updating the location information on the Provider Enrollment Portal at [Covid-enroll.ncdhhs.gov](https://www.ncdhhs.gov/covid-enroll).

This user guide outlines how users with an Organization Administrator or Vaccine Coordinator profile can maintain their location's information to be displayed on Vaccines.gov through the Provider Enrollment Portal.

Now, let's get started!

WE CAN DO THIS | **Vaccines.gov** | Home | Find COVID-19 Vaccines | Find Flu Vaccines | Español | **CDC**

Need help finding a COVID-19 vaccine in the U.S.? Call 1-800-232-0233 (TTY 1-888-720-7489)

[← Back to COVID-19 Search](#)

COVID-19 vaccine locations within 25 miles of 27603

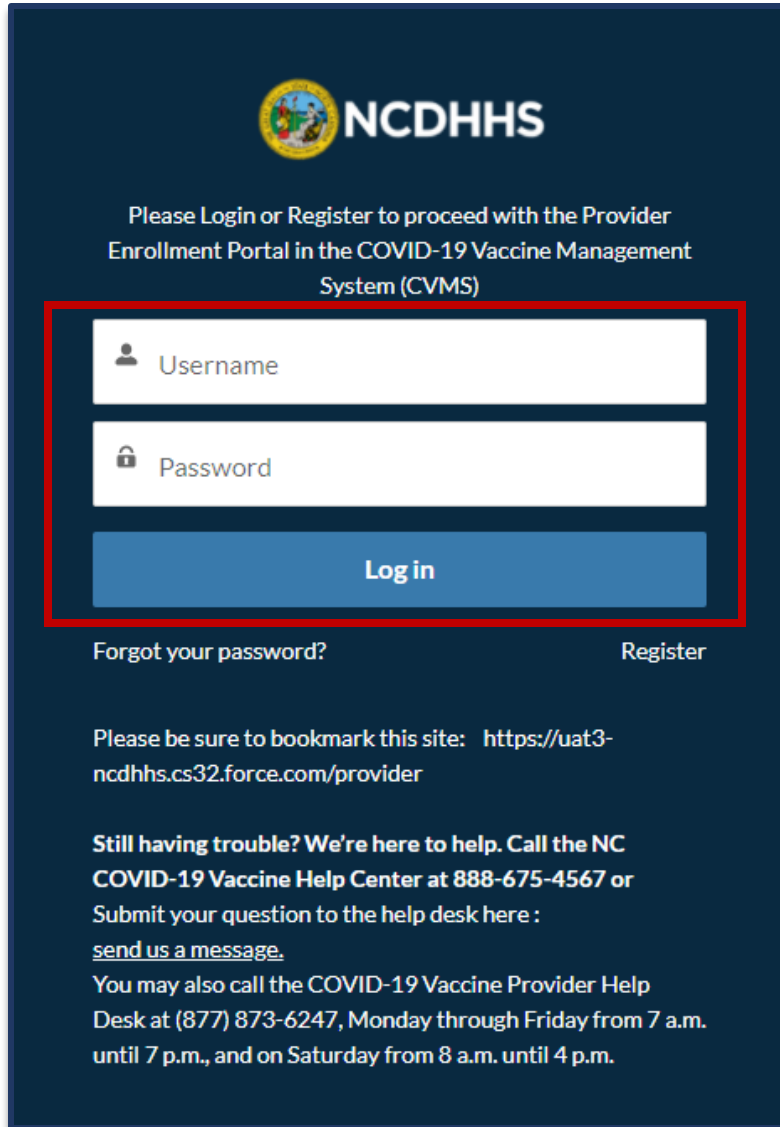
with Pfizer-BioNTech (age 12+) and appointments available
Powered by **VaccineFinder**


- [GLENWOOD SOUTH PHARMACY + MARKET #346642](#)**
401 Glenwood Ave Ste 101, Ste 101, Raleigh, NC 27603
📍 Check appointment availability (vaccines in stock)
0.37 miles
- [Dorothea Dix Park](#)**
1985 Umstead Dr, Raleigh, NC 27603
📍 Check appointment availability (vaccines in stock)
0.89 miles
- [Walgreens Co. #17919](#)**
1900 Cameron St, Raleigh, NC 27605
✅ COVID-19 appointments available
0.91 miles
- [WFBH Family Medicine - Jonesville](#)**
4000 South Swain Street Extension, Jonesville, NC

Dorothea Dix Park
1985 Umstead Dr, Raleigh, NC 27603
📞 919-390-2550
[View Additional Details](#)


How to Edit your Main Location Details Displayed on Vaccines.gov


Step 1 of 13: Login to Provider Enrollment Portal



 **NCDHHS**

Please Login or Register to proceed with the Provider Enrollment Portal in the COVID-19 Vaccine Management System (CVMS)

 Username

 Password

Log in

[Forgot your password?](#) [Register](#)

Please be sure to bookmark this site: <https://uat3-ncdhhs.cs32.force.com/provider>

Still having trouble? We're here to help. Call the NC COVID-19 Vaccine Help Center at 888-675-4567 or Submit your question to the help desk here : [send us a message.](#)

You may also call the COVID-19 Vaccine Provider Help Desk at (877) 873-6247, Monday through Friday from 7 a.m. until 7 p.m., and on Saturday from 8 a.m. until 4 p.m.

1. User your Internet browser to navigate to the NCDHHS Provider Enrollment Portal login page at [Covid-enroll.ncdhhs.gov](https://uat3-ncdhhs.cs32.force.com/provider)
2. Enter your Username and Password
3. Click **LOG IN**

Audience

Organization Administrator


Vaccine Coordinator

Tips

Your username is the email address provided upon registration.

Step 2 of 13: Navigate to Vaccines.gov Locations

- 1. Click on the **VACCINES.GOV LOCATION** tab



Allison Idk

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, 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.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison's first location	Allison's first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Janssen Products, LP;Moderna US, Inc.
Kevin's Pharmacy	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Moderna US, Inc.;Pfizer-BioNtech PEDS (ag...

Audience

Organization Administrator

Vaccine Coordinator

Tips

The Vaccines.gov Locations tab will appear once enrollment is approved (or onboarding is complete if migrating from using CVMS to NCIR as your COVID-19 reporting system).

Step 3 of 13: Open Your Vaccines.gov Location Record

- 1. Open record by clicking on the name of the location
- 2. Either click on the **PENCIL ICON** or **EDIT** button

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, 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.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison's first location	Allison's first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison's first location			
Kevin's Pharmacy	Allison's first location			

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

LocationAllison's first location

Edit

Information

Location NameAllison's first location

Event TypeNot Applicable

Scheduling Information

Display on Vaccine Site LocatorNo

Appointment Phone

Available Vaccine Brands

AccountAllison's first location


Appointment Scheduling Website

Edit Display on Vaccine Site Locator

Audience

Organization Administrator

Vaccine Coordinator



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Step 4 of 13: Change Location Name

- 1. You can edit the **LOCATION NAME** to change the name that displays on the Vaccine Site Locator website

Please ignore the event type field. It will be set to “Not Applicable” for your primary enrolled location.

Edit Allison's first location

Information

* Location Name

Allison's first location

* Event Type ⓘ

Not Applicable

Scheduling Information

Display on Vaccine Site Locator ⓘ

No

Appointment Phone ⓘ

Available Vaccine Brands

Available

Janssen Products, LP

Moderna US, Inc.

Pfizer-BioNtech (ag...

Pfizer-BioNtech PE...

Chosen

* Account

Allison's first location

×

Appointment Scheduling Website ⓘ

Provider Website

Audience


Organization Administrator

Vaccine Coordinator

Tips

The **LOCATION NAME** field will have to be less than 80 characters.

Click **SAVE** to save any changes.



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Step 5 of 13: ADD or REMOVE a Location from the Vaccine Site Locator Website

- 1. Select **Yes** to **DISPLAY ON VACCINE SITE LOCATOR** to *add* your site to the Vaccine Site Locator website
 - This should ALWAYS be checked if your location provides COVID-19 vaccines to the general public
- Or Select **No** to *remove* your site
 - Only select No if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines within a restricted group of recipients

Audience

Organization Administrator

Vaccine Coordinator

Edit Allison's first location

Information

* Location Name

Allison's first location

* Event Type ⓘ

Not Applicable

* Account

Allison's first location

×

Scheduling Information

Display on Vaccine Site Locator ⓘ

Yes

Appointment Scheduling Website ⓘ

Appointment Phone ⓘ

Provider Website

Step 6 of 13: Add an Appointment Scheduling Phone Number and Website

Enter at least one of the following:

1. A valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the full URL for the website where people can book appointments if applicable
2. A valid **APPOINTMENT PHONE NUMBER**
 - This should be a public phone number that people can call for appointments or information

You can also add the following information:

3. Your organization Website URL (optional)

The screenshot shows a web form titled "Edit Allison's first location". It contains several sections: "Information" with fields for "Location Name" (filled with "Allison's first location") and "Account" (filled with "Allison's first location"); "Event Type" with a dropdown menu set to "Not Applicable"; "Scheduling Information" with a dropdown for "Display on Vaccine Site Locator" set to "No", and two text input fields: "Appointment Phone" and "Appointment Scheduling Website", both of which are highlighted with red rectangular boxes; and "Available Vaccine Brands" with a list of brands (Janssen Products, LP, Moderna US, Inc., Pfizer-BioNtech (ag...), Pfizer-BioNtech PE...) and a "Chosen" area.

Audience

Organization
Administrator

Vaccine Coordinator

Step 7 of 13: Identify Vaccine Brands Your Location Is Administering

Form titled "Edit Allison's first location".

Information

- Location Name: Allison's first location
- Account: Allison's first location
- Event Type: Not Applicable

Scheduling Information

- Display on Vaccine Site Locator: No
- Appointment Scheduling Website:
- Appointment Phone:
- Provider Website:

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech (ag...	
Pfizer-BioNtech PE...	

Please follow the instructions below:

1. **ADD** COVID-19 vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow ➡ to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow ⬅ to move them to the Available Box
3. Continue with any other edits to your location and **SAVE**

Note that you will need to **MANUALLY** manage the COVID-19 vaccine brands people will see on Vaccines.gov.

Audience

Organization Administrator

Vaccine Coordinator

Tips

If you were using CVMS previously, know that inventory brands will no longer be automatically assigned any you will need to manually update them as needed.

Step 8 of 13: Identify the Minimum Age of Recipients Served (Optional)

- 1. Select the minimum age of recipients that the location serves either in years (starting at 5 up to 18+) or in months (6)

Pfizer-BioNtech (age...
Pfizer-BioNtech PE...

Minimum Age
What is the age of recipients you will vaccinate at this location?

Age in years
--None--

Age in months
--None--

Address

Street Address ⓘ
1901 South Calumet Ave

City
Chicago

State
North Carolina

Street Address 2
Unit 2302

County
Wake

Postal Code
60616

Provider Survey for VaccineFinder Sites

Cancel Save

Minimum Age
What is the age of recipients you will vaccinate at this location?


Age in years
--None--
5
6
7
8

Age in months
--None--
6

Audience

Organization Administrator

Vaccine Coordinator

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Step 9 of 13: Update Your Address

- 1. Review and Edit **ADDRESS** details, if necessary
 - The public will use the address listed to navigate to the vaccination site

Minimum Age

What is the age of recipients you will vaccinate at this location?

Age in years

--None--

Age in months

--None--

Address

* Street Address ⓘ

1901 South Calumet Ave

Street Address 2

Unit 2302

* City

Chicago

* County

Wake

* State

North Carolina

* Postal Code

60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?

--None--

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

Cancel

Save & New

Save

Audience

Organization Administrator

Vaccine Coordinator

Step 10 of 13: Complete Provider Survey (Optional)

Edit Allison's first location


Provider Survey for VaccineFinder Sites


Do you accept insurance?


Do you accept walk-ins?

Provide Support for Non-English Speaker?


Are you providing in-home vaccinations?

Participant Name 

Participant Email 

Pre Screen Web Address 

Language

Supporting Languages 


Available

- English
- Spanish
- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic
- Hindi

Chosen

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions 

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public (optional):

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?** If the answer is Yes, select the additionally supported languages (see next slide of this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Organization Administrator

Vaccine Coordinator

Tips

Hover over the circle information icon for additional guidance on how to answer each question.

Step 11 of 13: Select the Supported Languages (Optional)

Edit Allison's first location

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Participant Name

Participant Email

Pre Screen Web Address

Language

Supporting Languages

Available

English

Spanish

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Hindi

Chosen

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Cancel

Save & New

Save

1. Select the **LANGUAGES** that you support at this location

Audience

Organization Administrator

Vaccine Coordinator

Step 12 of 13: Enter the Appointment Schedule (Optional)

Edit Allison's first location

Portuguese

German

Japanese

Korean

Arabic

Hindi

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions ⓘ
Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
--None--	--None--
Saturday Start Time	Saturday End Time
--None--	--None--
Sunday Start Time	Sunday End Time
--None--	--None--

Created By
Jennifer Yu, 12/6/2021, 3:16 PM

Last Modified By
Allison Idk, 12/7/2021, 3:35 PM

Cancel

Save & New

Save

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a COVID-19 vaccine at your location)
2. Review and **SAVE**

Audience

Organization Administrator

Vaccine Coordinator

Step 13 of 13: Receive Confirmation of Changes

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you have created the location and saved the changes, a success notification will appear at the top of the screen.

If your new location does not populate on Vaccines.gov within 7 business days, contact the [NC Vaccines Help Desk](#) for assistance.

NCDDHS
CVMS Provider Enrollment

☒ Location
 Allison's First Location
 was saved.

Allison Edit

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

Location
Allison's first locationEdit

Information

Location Name <u>Allison's first location</u>	Account <u>Allison's first location</u>
Event Type ¹ <u>Not Applicable</u>	

Scheduling Information

Display on Vaccine Site Locator ¹ <u>No</u>	Appointment Scheduling Website ¹ <u></u>
Appointment Phone ¹ <u></u>	Provider Website <u></u>
Available Vaccine Brands <u></u>	

Address

Street Address ¹ <u>1901 South Calumet Ave</u>	Street Address 2 <u>Unit 2302</u>
City <u>Chicago</u>	County <u>Yadkin</u>
State <u>North Carolina</u>	Postal Code <u>60616</u>

Provider Survey for VaccineFinder Sites

Do you accept insurance? <u>No</u>	Do you accept walk-ins? <u></u>
Provide Support for Non-English Speaker? <u>No</u>	Are you providing in-home vaccinations? <u>No</u>
Participant Name ¹ <u></u>	Participant Email ¹ <u></u>
Prior Screen Web Address ¹ <u></u>	

Language

Audience

Organization Administrator

Vaccine Coordinator

How to Display a “Pop-Up” Vaccine Clinic Location on Vaccines.gov

Step 1 of 10: Navigate to Vaccines.gov Locations


You may want to add a “pop-up” vaccine clinic location 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. To do so,

- 1. Navigate to the **VACCINES.GOV LOCATION** tab
- 2. Click the **NEW VACCINES.GOV LOCATION** button

Audience

Organization Administrator

Vaccine Coordinator



Allison Idk

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, 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.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison's first location	Allison's first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Janssen Products, LP;Moderna US, Inc.
Kevin's Pharmacy	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Moderna US, Inc.;Pfizer-BioNtech PEDS (ag...

Step 2 of 10: Enter New Location Information

1. Enter **LOCATION NAME** (location name must be less than 80 characters)
2. Select an **ACCOUNT**
 - Select your enrolled location account (search by typing the first 3 letters if not showing)
3. Select the **EVENT TYPE**
 - Select “Short Term Event” if the location is a pop-up event that will run for less than 3 weeks
 - Select “Long Term Event” if the location is an event that will run for 3 weeks or longer
4. Set **DISPLAY ON VACCINE SITE LOCATOR** field to **YES**

Audience

Organization
Administrator

Vaccine Coordinator

The screenshot shows the 'New Location: Pop-Up Locations' form. Red boxes highlight the following fields:

- Location Name:** A text input field.
- Account:** A dropdown menu with a search bar.
- Event Type:** A dropdown menu with options: --None--, Short Term Community Event, and Long Term Community Event.
- Display on Vaccine Site Locator:** A dropdown menu with options: --None--, No, and Yes.

Other visible fields include:

- Event Type:** A dropdown menu with options: --None--, Short Term Community Event, and Long Term Community Event.
- Scheduling Information:** A section containing the 'Display on Vaccine Site Locator' field.
- Appointment Phone:** A text input field.
- Appointment Scheduling Website:** A text input field.
- Provider Website:** A text input field.
- Available Vaccine Brands:** A section with 'Available' and 'Chosen' lists.
- Buttons:** Cancel, Save & New, and Save.

Step 3 of 10: Enter your Appointment Phone Number and/or Website

Enter at least one of the following:

1. A valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the full URL for the website where people can book appointments if applicable
2. A valid **APPOINTMENT PHONE NUMBER**
 - This should be a public phone number that people can call for appointments or information

You can also add the following:

3. Your organization Website address (optional)

New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Phone

Appointment Scheduling Website

Provider Website

Available

Janssen Products, LP

Moderna US, Inc.

Pfizer-BioNtech (ag...

Pfizer-BioNtech PE...

Chosen

Audience

Organization
Administrator

Vaccine Coordinator

Step 4 of 10: Identify Vaccine Brands Your Location Would Administer

Please follow the instructions below:

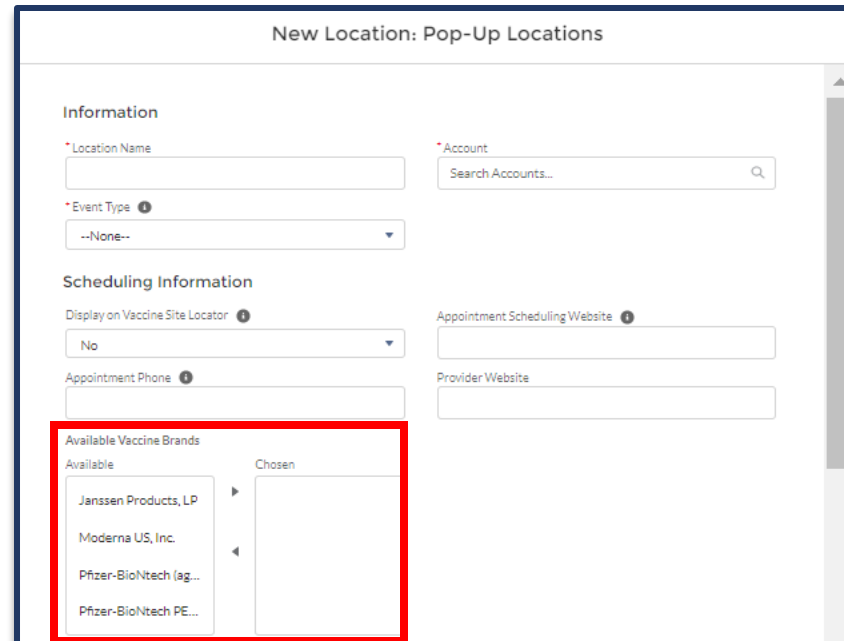
1. **ADD** COVID-19 vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow to move them to the Available Box
3. Continue with any other edits to your location and **SAVE**

Note that you will need to **MANUALLY** manage the vaccine brands people will see on Vaccines.gov.

Audience

Organization
Administrator

Vaccine Coordinator



New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech (ag...	
Pfizer-BioNtech PE...	

Step 5 of 10: Identify the Minimum Age of Recipients Served (Optional)

- 1. Select the minimum age of recipients that the location serves either in years (starting at 5 up to 18+) or in months (6)

Phzer-BioNtech (age...

Phzer-BioNtech PE...

Minimum Age

What is the minimum age of recipients you will vaccinate at this location?

Age in years

--None--

Age in months

--None--

Address

*Street Address ⓘ

Street Address 2

*City

*County

--None--

*State

--None--

*Postal Code

Provider Survey for VaccineFinder Sites

Cancel Save

Minimum Age

What is the age of recipients you will vaccinate at this location?

Age in years

--None--

✓ --None--

5

6

7

8

Age in months

--None--

✓ --None--

6

Audience

- Organization Administrator
- Vaccine Coordinator

Step 6 of 10: Enter Your Location Address

- 1. Enter **ADDRESS** details
 - The public will use the address listed to navigate to the vaccination site

Age in years

--None--

Age in months

--None--

Address

* Street Address ⓘ

Street Address 2

* City

* County

* State

* Postal Code

--None--

--None--

--None--

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Cancel


Save & New

Save

Audience

Organization Administrator

Vaccine Coordinator



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Step 7 of 10: Enter Survey Information (Optional)

New Location: Pop-Up Locations

Address

* Street Address ⓘ

Street Address 2

* City

* County

--None--

* State

--None--

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Participant Name ⓘ

Participant Email ⓘ

Pre Screen Web Address ⓘ

Language

Supporting Languages ⓘ

Available

English

Spanish

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Chosen

Cancel Save & New Save

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public:

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?**
If the answer is Yes, select also supported languages (see next slide in this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the Vaccine Site Locator website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Organization
Administrator

Vaccine Coordinator

Step 8 of 10: Enter Languages Supported (Optional)

- 1. Select the **LANGUAGES** that you support at this location

New Location: Pop-Up Locations

*City

*State

--None--

*County

--None--

*Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Participant Name

Participant Email

Pre Screen Web Address

Language

Supporting Languages

Available

English

Spanish

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Hindi

Chosen

If Other, Enter Supporting Language(s)

Cancel


Save & New

Save

Audience

Organization Administrator

Vaccine Coordinator



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Step 9 of 10: Enter Operating Hours (Optional)

New Location: Pop-Up Locations

French
Chinese
Portuguese
German
Japanese
Korean
Arabic
Hindi

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions ⓘ
Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
--None--	--None--
Saturday Start Time	Saturday End Time
--None--	--None--
Sunday Start Time	Sunday End Time
--None--	--None--

Cancel Save & New **Save**

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a vaccine at your location)
2. Click **SAVE**

Monday Start Time

--None--

✓ --None--
00:00 AM
00:15 AM
00:30 AM
00:45 AM
01:00 AM
01:15 AM

Audience

Organization
Administrator


Vaccine Coordinator

Step 10 of 10: Confirmation

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you are created the location and saved the changes, a success notification will appear at the top of the screen.


If your new location does not populate on Vaccines.gov within 7 business days, contact the [NC Vaccines Help Desk](#) for assistance.


NCDHHS
 CYMS Provider Enrollment

✓ Location
Pop-Up Location
was saved. ✕

Allison Idk

[Home](#)
[CEO Review/Sign](#)
[CMO Review/Sign](#)
[Provider Enrollment Locations](#)
[Vaccines.gov Locations](#)


 Location

Pop-Up Location

Edit

✓ Information

Location Name

Account

Pop-Up Location

Allison's first location

Event Type ⓘ

Short Term Community Event

✓ Scheduling Information

Display on Vaccine Site Locator ⓘ

Appointment Scheduling Website ⓘ

Yes

www.google.com

Appointment Phone ⓘ

Provider Website

555-555-5555

Available Vaccine Brands

Janssen Products, LP; Moderna US, Inc.

✓ Address

Street Address ⓘ

Street Address 2

123 Test Dr

City

County

Raleigh

Wake

State

Postal Code

North Carolina

27609

✓ Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

No

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

No

Participant Name ⓘ

Participant Email ⓘ

Pre Screen Web Address ⓘ

✓ Language

Audience

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Vaccine Coordinator

How to Maintain Available Vaccine Brands

Maintain Vaccine Inventory

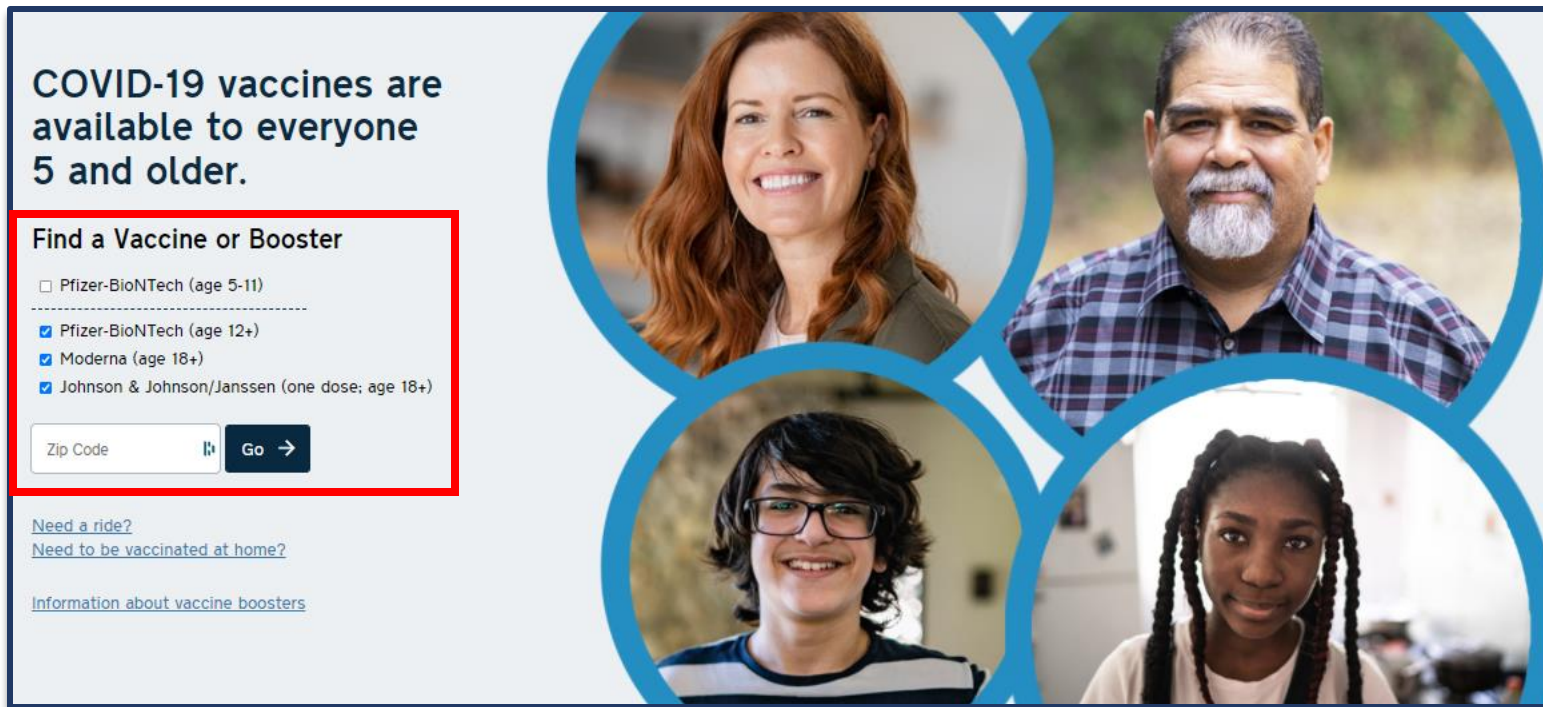
Locations on Vaccines.gov are displayed based on COVID-19 vaccine brands available. So, this information needs to remain up-to-date for the general public.

When a COVID-19 vaccine brand is de-selected from the **CHOSEN** list, the location will not appear on the Vaccine Site Locator website when a recipient searches by that vaccine brand.

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COVID-19 vaccines are available to everyone 5 and older.

Find a Vaccine or Booster

☐ Pfizer-BioNTech (age 5-11)

☒ Pfizer-BioNTech (age 12+)

☒ Moderna (age 18+)

☒ Johnson & Johnson/Janssen (one dose; age 18+)

Zip Code

[Need a ride?](#)

[Need to be vaccinated at home?](#)

[Information about vaccine boosters](#)

Step 1 of 2: Navigate to your Location Record

- 1. Click on the Vaccines.gov Locations tab
- 2. Click on your location name to open the record
- 3. Open record by clicking on the name of the location
- 4. Either click on the **PENCIL ICON** or **EDIT** button

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, 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.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account
Allison's first location	Allison's first location
Pop-Up Location	Allison's first location
Kevin's Pharmacy	Allison's first location

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

LocationAllison's first location

Information

Location NameAllison's first location

Event TypeNot Applicable

Scheduling Information

Display on Vaccine Site LocatorNo

Appointment Phone

Available Vaccine Brands

AccountAllison's first location

Appointment Scheduling Website

Edit Display on Vaccine Site Locator

Edit

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Step 2 of 2: Edit Your Available Vaccines Brands

Please follow the instructions below:

1. **ADD** vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow ➡ to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow ⬅ to move them to the Available Box

3. Click **SAVE**

The screenshot shows a 'Scheduling Information' form. At the top, there are fields for 'Display on Vaccine Site Locator' (set to 'No'), 'Appointment Scheduling Website', 'Appointment Phone', and 'Provider Website'. Below these is a section titled 'Available Vaccine Brands' which contains two columns: 'Available' and 'Chosen'. The 'Available' column lists 'Janssen Products, LP', 'Moderna US, Inc.', 'Pfizer-BioNtech (age...', and 'Pfizer-BioNtech PE...'. A red box highlights this list, and another red box highlights the right-facing arrow between the columns. At the bottom of the form, there are fields for 'Minimum Age' (What is the minimum age of recipients you will vaccinate at this location?), 'Age in years' (set to '--None--'), and 'Age in months' (set to '--None--'). A red box highlights the 'Save' button at the bottom right, next to 'Cancel' and 'Save & New' buttons.

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Appendix

Additional Notes

Key Items:


Hyperlinks appear as light blue and will provide additional information or navigation.

* Red asterisks are used to denote required information.

 A Toggle can be clicked to see selectable options.

 A Pen can be clicked to make edits to the field.

  Navigation Buttons can be clicked on to progress to the “next” or the “previous” step in a task.

 A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge browsers to access the Provider Enrollment Portal.
- For more information on supported browsers, see https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5
- Internet Explorer and older versions of Edge browsers are not supported.

User Guide Change Log

Version	Date of Change	Changes Made	Author
1	12/10/2021	<ul style="list-style-type: none">Initial document	Niya Nelson
2	1/18/2022	<ul style="list-style-type: none">Updates to document	Renee Safran
3	3/31/2022	<ul style="list-style-type: none">Table of Contents: Updated10-15: Updated Screenshots14: Added Minimum Age slide23-26: Updated Screenshots25: Added Minimum Age slide34: Updated Screenshot	Darrell Lee