Who should use this guide:

Providers who are approved COVID-19 vaccine administrators and have received a registration email from Vaccines.gov, powered by VaccineFinder, inviting them to set up a COVID Locating Health account.
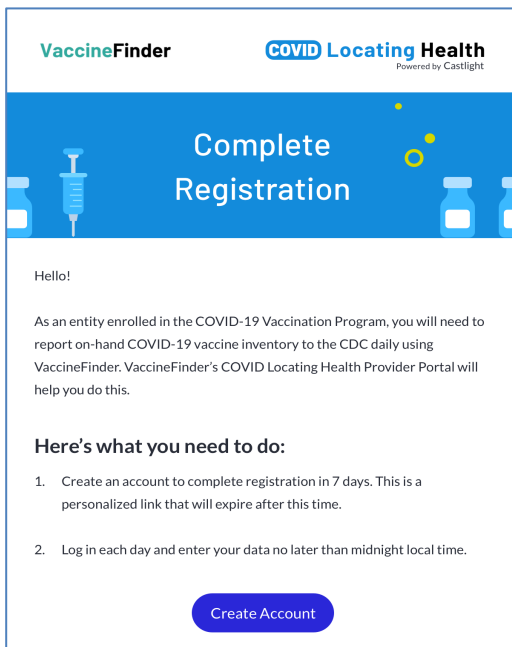
Visit https://vaccines.gov/covid-provider-resources for more training videos and guides.

Step-by-step instructions

Account creation

1. **Registration email**
   Once you are an approved COVID vaccine provider, you will receive an email from VaccineFinder@auth.castlighthealth.com inviting you to create a COVID Locating Health account. Initial registration emails are sent to the COVID-19 contact listed in **Section A** of the Provider Agreement.
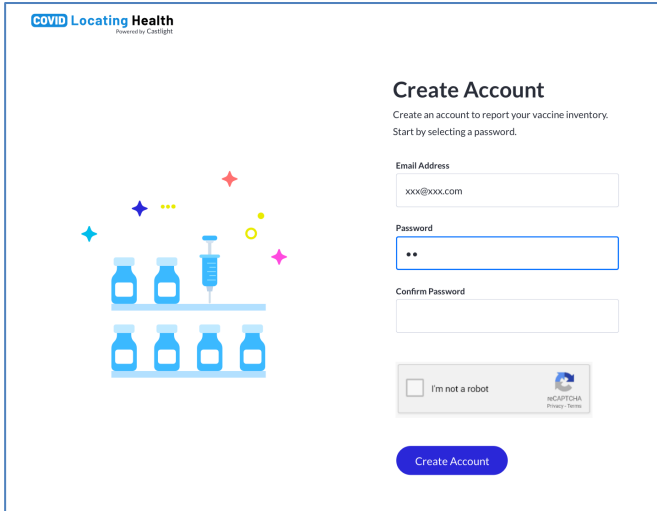

Email tips:
- Registration emails are sent to the COVID-19 contact listed in **Section A** of the Provider Agreement.
- If you expect an email but have not received it yet, check your spam folder or search for VaccineFinder@auth.castlighthealth.com.
- The email contains a unique link that will expire after 7 days. Reminder emails with new links will be sent every 5 days. If you receive an expired link error message, please reach out to our help desk CARS_HelpDesk@cdc.gov for a new link.

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2. **Set Password**

To create your COVID Locating Health Account you must create a password. Your account username is the email address where you received your registration email in the step above.

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
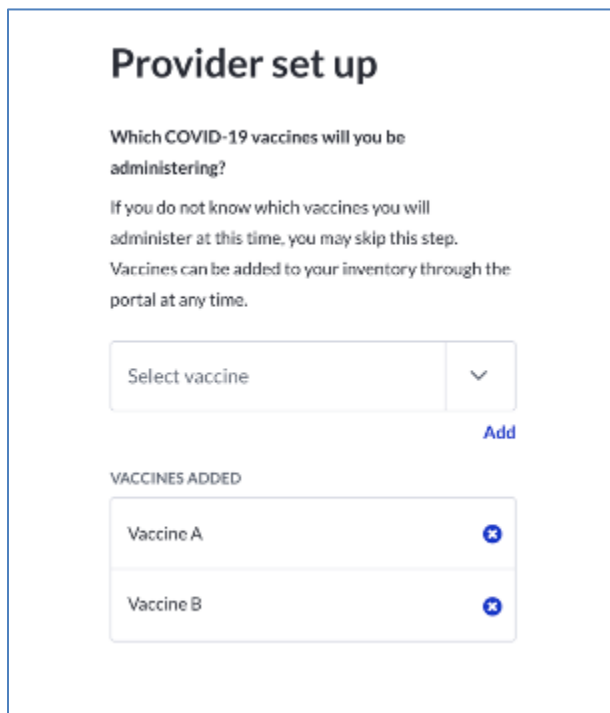- No password containing first or last name

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Provider setup questions

The first time you sign into the COVID Locating Health Provider Portal, you will be asked two questions to configure your account.

3. **Vaccine selection**

   You can select the vaccines your location will administer by using the drop-down menu.

Vaccine Selection tips:
● Once selected, the vaccine(s) will appear in the box labeled Vaccines Added.
● You can remove vaccines selected by clicking the small x to the right of the name.
● **This step is optional for locations.** If you do not know which vaccines you will be administering at the time of sign up, you may skip this step.

Vaccines may be added at any time within the portal. More information can be found at https://vaccines.gov/covid-provider-resources

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4. Reporting designation

Each provider organization may choose to:

1. Report to Vaccines.gov, powered by VaccineFinder 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 and determines how many accounts you will be able to create for your organization.
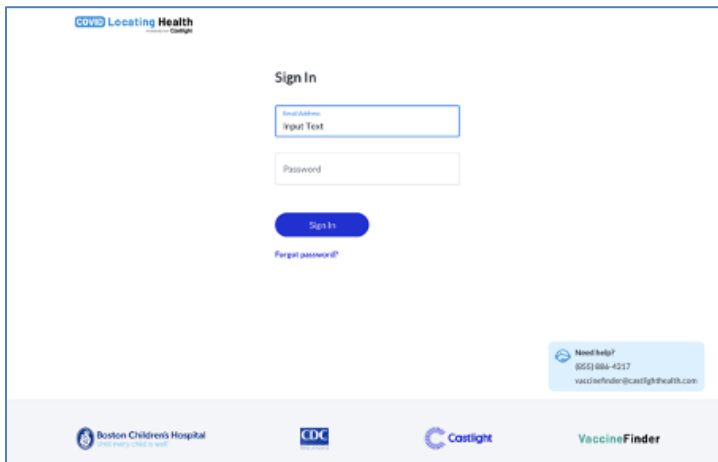

Inventory Reporting Designation Tips:

● The Your Locations box will show location(s) currently listed in Vaccines.gov, powered by VaccineFinder for your organization.

● If you choose to report on behalf of your providers, **you will have the only account for your organization**.

● To enable additional accounts, you must select to have **locations** report on their own.

● If you select to have your locations report, additional registration emails will be sent to the email addresses listed for primary and backup location contact from **Section B** of the Provider Agreement. **You and the two additional contacts will have accounts.**

● Additional users can't have accounts 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 individual locations.**

5. Click save at the bottom of the page

Once you have selected your vaccines and your reporting designation, save your preferences by selecting the *Save* button.

When you have completed 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!

Visit https://vaccines.gov/covid-provider-resources for more training videos and guides on how to use the platform.

Congratulations, you have set up your COVID Locating Health account!

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