Purpose: This quick start guide provides steps for logging COVID vaccine inventory manually through VaccineFinder's COVID Locating Health Provider Portal. Please visit https://vaccinefinder.org/covid-provider-resources for training videos and other documents.

Scope: The guide only applies to providers in jurisdictions that have designated their providers to report inventory quantities directly into VaccineFinder.

Step One: Login
To begin logging inventory, visit https://covid.locating.health/login to log into your VaccineFinder COVID Locating Health account.

Login tips:
- Your username is the email address that was used to register for VaccineFinder.
- If you forget your password, click the "Forgot password?" button below the sign in button to reset your password.
- If you cannot log in, email vaccinefinder@castlighthealth.com.
Quick Start Guide: VaccineFinder Inventory Reporting – Log Manually

Step Two: Select Log Manually
To log your inventory through the COVID Locating Health provider portal manually, select the “Log Manually” tab under Update Vaccine Inventory. You will see the screen below. All your locations will be listed out on the screen along with the most recently entered inventory for each location.
Quick Start Guide: VaccineFinder Inventory Reporting – Log Manually

Step Three: Update Inventory

1. To update your inventory, select the “Edit” button in the grey bar below the location for which you wish to log inventory.
2. After you select “Edit,” text boxes will appear for you to enter your most recent inventory quantities. **Inventory must be logged as the number of doses on-hand at each location.**
3. Once you have finished updating your inventory for that location, select “Done.” Continue this process with all the locations you wish to update.
Quick Start Guide: VaccineFinder Inventory Reporting – Log Manually

Step Four: Submit Inventory
Once you have updated your inventory for the day, click "Submit Inventory". You will receive a success message letting you know your inventory has been recorded. The last reported inventory is sent to the CDC every day at 5:00 am Eastern.

You have now reported inventory through VaccineFinder!

For more information on the COVID Locating Health Provider Portal, additional quick start guides, and training videos visit https://vaccinefinder.org/covid-provider-resources.