Steps to Create an HPoP Account

You have been selected by your Local Health Jurisdiction (LHJ) and/or Medical Health Operational Area Coordinator (MHOAC) to receive COVID-19 Therapeutics. Before you can receive this medication, you will need to activate your HPoP account. Please complete the following steps to set up your HPoP account:

Step 1:

You will receive a registration link via email from vpop-no-reply@cdc.gov with instructions to begin setting up your account. You may need to check your spam folder for this email

- **This email will expire after 72 hours**.
- **If you did not receive a registration link, please email** CDPHTherapeutics@cdph.ca.gov

Step 2:

Once you have logged into HPoP you will be required to verify your:

- **Hours of Operation** and **Address** for your facility.
- You will also need to enter your **License information** and **Expiration Date**.

A: Set your password

B: Configure your two-factor authentication:

C: Under the "Receiving Address/Hours" tab, click on the pencil icon to open the window to verify your hours.

D: Check the box that says, Receiving Address and Hours Verified" and click "Apply Changes".

Inventory and Utilization Reporting

Providers administering/dispensing U.S. Government purchased COIVD-19 therapeutics are required to report inventory and utilization. For Evusheld, Paxlovid, Lagevrio (molnupiravir), and bebtelovmab; providers should report **twice weekly**, on **Monday** and **Thursday**, no later than 2359 hours (11:59pm).

As cases rise and therapeutic demand increases, California has the option to request higher weekly thresholds. To qualify, providers must enter inventory **twice weekly** (as referenced above) to show depletion of inventory so that the request for additional product to be approved. Providers are also at risk of being denied future allocations if they are not compliant with reporting requirements

Courses Administered and Available

For each therapeutic type that you have received or dispensed:

- Double-click in the row under **Courses Administered** and **Courses Available.**
- Enter total number administer since the last report, click "**Save Therapeutic Courses**".
- After clicking **"Save"** you will see a short pop up indicating that the save operation completed successfully.
  - o **NOTE:** If a person inadvertently enters an incorrect value, or transposes the **Administered** and **Available** numbers, they can edit and correct the data entry errors in "edit history".

Transfers

This section is used if a Provider has received a shipment of a therapeutic, and instead of administering or dispensing them at their site, they transferred the therapeutic to another Provider. Using this **"Transfer"** section **will not automatically ship product** to another Provider. For each therapeutic product that you have transferred to another provider:

- Click the **"Add Transfer"** button and fill out the required information. If the Provider that you shared product with does not appear as an option for the transfer, contact CDPHTherapeutics@cdph.ca.gov .

Resources for Further Information:

- Troubleshooting logging in or HPoP related issues: cars_helpdesk@cdc.gov
- General program questions: COVID19Therapeutics@hhs.gov
- CDPH Therapeutics questions and support: CDPHTherapeutics@cdph.ca.gov