

Citizen Registration and Appointment for Vaccination

User Manual

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Overview

Government of India is taking all necessary steps to ensure that the nation is prepared to face the challenge and threat posed by the growing contagion of COVID-19. The exemplary groundwork and precaution advisory by the Government has helped in containing the spread of the virus in our country. At present, the priority is to make COVID -19 vaccine available to all, ensuring vaccine traceability and beneficiary tracking from production to last mile administration. COVID-19 vaccination drive has been initiated to cover healthcare and frontline workers and is to be scaled up to cover citizens above 45 years of age.

Co-WIN application is the digital back bone for the vaccination drive in India. With scaling up of vaccination; the number of vaccination facilities and sessions has to be increased and managed effectively. The CO-WIN application will facilitate the citizen with an option to register and schedule the vaccination session online in Centers of their choice. The Citizen self-registration module will ensure fool-proof identification of deserving candidates for receiving the vaccines. The Co-WIN application facilitates multiple role creations for orchestrating vaccination drive at various levels.

The objective of the document is to handhold the citizens to register and schedule an appointment for vaccination. Currently, the application is open for Citizens above 45 years of age.



The following features will be available for the Citizen in Self Registration module

- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience
- Schedule vaccination Date as per slot availability at a Center
- Reschedule Vaccination date



Work Flow



1 Register

▶ User can go to the url <u>www.cowin.gov.in</u> and click on "Register/Sign In yourself" tab.



- Enter valid mobile number. Click on "Get OTP" button.
- OTP is sent at the phone number via SMS.
- Enter the OTP within 180 seconds and click on "Verify" button.



- Once the OTP is validated, the "Register for Vaccination" page appears
- Enter details required in page

Your Photo Id will be verified at the time of your vaccination appoin you will carry for vaccination.	ntment. Please provide the details of the Photo
Photo ID Proof	
PAN Card	
PAN Card Number	
CGQPR8858N	
Name (as in PAN Card)	
Aanchal Malhotra	
Gender	
O Male Female O Others	
New of Right Inc. in Data Cond in 10000 (second)	
1975	
	REGISTER
* All fields and mandation.	REGISTER
* All fields are mandatory	REGISTER
* All fields are mandatory	REGISTER
* All fields are mandatory	REGISTER

The below table shows the details to be entered in the "Register for Vaccination" page. Please note that all fields in this Form are Mandatory

#	Field Name	Details
1.	Photo ID Proof	Select appropriate ID Card from the Dropdown list .
		Citizen must carry selected ID at the time of vaccination.
2	Photo ID Number	Citizen to enter ID number
2.	Name	Enter the name as per the selected ID proof
3.	Year of Birth	Enter the year of birth as per the ID Proof in the format YYYY
4.	Gender	Select Gender (Male/ Female/ Others)

Once the details are entered for registration, Click "Register" Button at the bottom right.

Receives Confirmation message on successful registration





2 Add More Individuals

- · Once registration is completed; the system will show the "Account Details"
- Citizen can further add 3 more people linked with this mobile number by clicking on "Add More" button at the bottom right side of the Page

Aanchal Malhotra Fema	le	
ear of Birth: 1975	Photo ID: PAN Card	ID Number: XXXX-858N
Dose 1: Appointment not schedule	ed.	Schedule
		+ Add M

Click on "Add More" for adding total 4 individuals linked to this mobile number

Enter all the details of the individual to be included and then click on the Add button

/our Photo Id will be verified at the time of your vaccination appointment. Please provide the ou will carry for vaccination.	e details of the Photo Id. Click on "Add" for adding
Photo ID Proof	this account
PAN Card	
PAN Card Number	
CGQPR8978B	
Name (as in PAN Card)	
Rahul	
Gender	
Male O Female O Others	
Year of Birth (as in PAN Card in YYYY format)	Bassivas Confirmation
956	Receives Confirmation
	message on successful
Ba	addition of member
* All fields are mandatory	0
	Barrier Barrier A.

All Fields are Mandatory to be filled



3 Delete Individuals

· Citizen can Delete individuals linked with his mobile number

Account Details XXX-XXX-3891 Linked Accourt	nt		
Aanchal Malhotra Femal	e	×	
Year of Birth: 1975	Photo ID: PAN Card	ID Number: XXXX-858N	
Dose 1: PHC Palam PHC, 01-04-202	1	Reschedule Appointment Slip	
Rahul Male Vear of Birth: 1956 Dose 1: Appointment not schedule	Photo ID: PAN Card	ID Number: XXXX-978B	
		+ Add More	"Delete" button – to Delete existing membe

- 1. Login with username and password, and Navigate to the dashboard.
- 2. Click " 🕅 " action button to Delete a member
- Confirmation message will appear on Deletion

Individual	Deleted Successfully
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4 Booking Appointment for Vaccination

• Citizen can schedule Appointment from the "Account Details" page.

🗹 Aanchal Malhotra Fen	nale		
Year of Birth: 1975	Photo ID: PAN Card	ID Number: XXXX-858N	"Schedule" buttor
Dose 1: Appointment not scheduler	1	Schedule	- to schedule
🗆 Rahul Male			appointment for
Year of Birth: 1956	Photo ID: PAN Card	ID Number: XXXX-978B	registered
Dose 1: Appointment not schedule	3	Schedule	members
To add multiple individuals in a single D The second dose of COVAXIN should be t dose. If your age is between 45 to 60 years and vaccination center.	use 2 appointment, the vaccine and Dose 1 date must be same, aken between 28 days to 42 days after the first dose. The second dose you are booking your appointment for Vaccination on or before 31st k	of COVISHIELD should be taken between 28 days to 56 days after the first darch 2021, you are required to carry comorbidity certificate to the SCHEDULE APPOINTMENT	



- Click on "Schedule" button for Booking Vaccination Appointment
- System navigates to "Book Appointment for Vaccination" page
- Search the Vaccination Centre of choice by District or Pin code

Choose your vaccination center near by		Search by Pincode		
Delhi •	North East Delhi	•)(Search	
Back				
Mar 26 2021 Mar 27 2021 Mar 28 2021	Mar 29 2021 Ma	r 30 2021 Mar 31 2021	Apr 01 2021	
Center Name				
CISF Shastri Park A Wing North East Delhi, Delhi, 0.	Available Time 44 09:00AM	4-05:00PM	Book	
CISF Shastri Park B Wing North East Delhi, Delhi, 110053.	Available Time 46 09:00AN	4-05:00PM	Book	
Ministry of Health and CO-WIN	Longut	Ministry of Health	hand Co-WIN	
Family Welfare Winning Over COVID - 19	Logout	Willistry of Health	Winsing Over COVII	Logo
ook Appointment for Vaccin	nation	Book Appoin	ntment for Va	accination
Book Appointment for Vaccin	nation	Book Appoin	ntment for Va	accination Search by District
Book Appointment for Vaccin Delhi Searc	nation • ch by Pincode •	Book Appoin	ntment for Va	Accination Search by District
Book Appointment for Vaccin Delhi Searc South West Delhi	ch by Pincode	Book Appoin	ntment for Va	accination Search by District Search
Book Appointment for Vaccin Delhi Searc South West Delhi Back	ation	Book Appoin 110070 Back	ntment for Va	accination Search by District Search
Book Appointment for Vaccin Delhi Searc South West Delhi Back	nation Ch by Pincode Search	Book Appoin 110070 Back Search by p	ntment for Va	accination Search by District Search
Book Appointment for Vaccin Delhi Searc South West Delhi Back Back Search by district option Select the State/UT from	hation	Book Appoin 110070 Back Search by p • Enter the	ntment for Va	accination Search by District Search
Book Appointment for Vaccin Delhi Search South West Delhi Back Back Search by district option Select the State/UT from the drop down	nation 	Book Appoin 10070 Back Search by p Enter the Click on "	incode option local pincode 'Search"	accination Search by District Search
Book Appointment for Vaccin Delhi Searc South West Delhi Back Back Search by district option Select the State/UT from the drop down Select District from the	hation	Book Appoin 10070 Back Search by p Enter the Click on "	incode option local pincode 'Search"	accination Search by District Search
Book Appointment for Vaccin Delhi Search South West Delhi Back Back Search by district option Select the State/UT from the drop down Select District from the drop down menu Click on "Search"	hation 	Book Appoin 10070 Back Search by p Enter the Click on "	incode option local pincode 'Search"	accination Search by District Search

- On clicking "Search" button, system will display below the list of Vaccination centre as per Search Criteria
- Centre Names available nearby as per state/district or pincode entered will be displayed
- On clicking any centre at the panel, the available slots (date and capacity) will be displayed



Γ	Book Appointment for Vaccination]
	Choose your vaccination center near by			
	Delhi	North East Delhi	Search	
	Back			
	Mar 26 2021 Mar 27 2021 Mar 28 20	Mar 29 2021 Mar 30 2021	Mar 31 2021 Ap 01 2021	check
	Center Name			next week
	CISF Shastri Park A Wing North East Deihi, Deihi, O.	Available Time 44 09:00AM-05:00PM	Book	slots
Available Vaccination	CISF Shastri Park B Wing North East Delhi, Delhi, 110053.	Available Time 46 09:00AM-05:00PM	Book	
centre based on search criteria	DGD Arvind Nagar PHC Serth East Delhi, Delhi, 110053.	Available Time 50 09 <mark>00AM-0500PM</mark>	Book	
			Click o Book	n Book Button to
			Dook	
Click Center of choice for Vaccination	Available Date and capac at selected Center	the date of	I	
		convenience		

- Once "Book" button is clicked, the "Appointment Confirmation" page is displayed
- Click "Confirm" button after verifying the details for final confirmation on booking

Appointment Confirmation		
Please choose your time slot and confirm your appointment CISF Shastri Park A Wing North East Delhi, Delhi, 0.		Verify if the Centre and Date selected are correct
Apr 01 2021 Select time slot FORENOON AFTERNOON # Name 1 Aanchal Malhotra	Reference ID	Verify the name is appearing as in the Photo ID selected
Click "Back" to Navigate to "Book Appointment for Vaccination" page	Back	Click "CONFIRM" if all details are correct to confirm booking



 Once confirmed, the confirmation page with "Appointment Successful" message will be displayed

pointment Successful								
	\oslash	© Print		Click "Pi	rint"	to downlo	ad and	save
Your vaccination appointment is co	onfirmed.							
Your appointment details have also	been sent on your registered mobile number	through an SMS.						
Center								
CISF Shastri Park A Wing, North Ea	ast Delhi, Delhi,		Back		COVI	D-19 Vaccination Ap	pointment	
Date	Time	Prefrence						
Apr 01 2021	09:00AM-05:00PM	FORENOON				APPOINTMENT DETAILS	5	
a Manua	Deference Id	Director Inf To Course	Center	CISF Shastri Park A V	Wing, North	East Delhi, Delhi,		
# Name	Reference Id	Photo Id To Carry	Date	Apr 01 2021	Time	09:00AM-05:00PM	Preference	FORENOON
1 Aanchal Malhotra	1130173079592	PAN Card						
Instructions						DETAILS OF INDIVIDUAL	S	
1. Please carry the Photo Id card me	entioned in your appointment details for vaccir	nation.	#	Name		Reference Id	P	hoto Id to Carry
2. If you have any comorbidities, ple	ease carry a medical certificate with you for the	e vaccination appointment.	1	Aanchal Malhotra		1130173079592	PAN Card	
3. For more information, Please call	l CoWIN helpline number 1075.					INSTRUCTIONS		
		CLOSE	1. Please c	arry the Photo Id card me	ntioned in y	your appointment details for vac	ination.	
		CEOJE	2. If you ha	we any comorbidities, plea	ase carry a	medical certificate with you for th	ne vaccination appointm	ent.
			3. For any	additional information, ple	ase visit ou	r website - https://cowin.gov.in o	r call CoV/IN helpline nu	mber 1075.
3. For more information, Please call	l CoWIN helpline number 1075.	CLOSE	1. Please c 2. If you ha 3. For any c	arry the Photo Id card me we any comorbidities, plea additional information, ple	ntioned in y ase carry a ase visit ou	INSTRUCTIONS your appointment details for vacc medical certificate with you for th r website - https://cowin gov in o	in ne	iation. • vaccination appointm call CoV/IN helpline nu
					Get	your COVID Vaccination Ce	rtificate on	
tizon chould	l koop a printa	ut of appointment clip	🤝 😜	arogya Setu in I myde I myde		DigiLocke	r	Co-WI
show at th	ne Vaccination	Center on scheduled						

5 Rescheduling an Appointment

- Once the Appointment is fixed, it can be cancelled and rescheduled at any later stage but before the vaccination appointment day.
- For this, Re-login to "Citizen Registration" module; with your already registered mobile no.





Account Details			
XXX-XXX-3891 Linked Account You can add up to 4 individuals with	h one mobile number	Cancel Appointment	Click "X" to cancel
Year of Birth: 1975	Photo ID: PAN Card	ID Number: XXXX-858N	appointment
Dose I: PHC Palam PHC, 01-04-2021		Reschedule Appointment Slip	

Click on "Reschedule" to re-schedule an already booked appointment.

Citizen is directed to "Book Appointment for Vaccination" page; wherein citizen can Search for (1)revised Centre and date 2

Once the new Date and Centre are selected; Click "Book" to reschedule;

Confirm by clicking "Confirm" of the revised Schedule

Search new Slot and Book

3

Once confirmed, the confirmation page with "Appointment Successful" message will be displayed

Pook Appointment for Vaccination		
	Please choose your time slot and confirm your appointment. Parmeshawri Devi Hospital	
Choose your vaccination center near by Search by District Q 110070	New Delhi, Delhi, 110070. Mar 26 2021 Select time slot FORENOON AFTERNOON	
Back	# Name Reference ID 1 Anjali 94/1749264/237	
	Back CON	IFIRM
hoose your vaccination center near by	Appointment Successful	
Q 110070	Vour vaccination appointment is confirmed.	
Jean Jean Jean Jean Jean Jean Jean Jean	Your appointment details have also been sent on your registered mobile number through an SMS.	0
sk	Center Parmerbavni Devi Hospital, New Dehi, Dehi,	1
tar 24 Mar 25 2021 Mar 26 2021 Mar 27 2021 Mar 28 2021 Mar 29 2021 Mar 30	Center Parmenhanni Deli Hospital, New Cehi, Dehi, Date Time Perfence Mar 28.001 09.0044-05.00H FORENCOH	
Mar 24 Mar 25 2021 Mar 26 2021 Mar 27 2021 Mar 28 2021 Mar 29 2021 Mar 30 2021	Center Time Preference Date Time Preference Mar 28 5001 0500.04+050.05M FOREINCON # Name Reference tel Photo of to Camy 1 Arran Martinectation Date of the Camy	
Back Mar 24 2021 Mar 25 2021 Mar 26 2021 Mar 27 2021 Mar 28 2021 Mar 29 2021 Mar 30 2021 > Center Name C	Center Partmenhann Den Hopptal, Nee Dehl, Dehl, Date Time Partheos Mar 28 3201 09300844-05009M POESINGOM # Name Reference M Photo Id To Cany 1 Argail bellhalbe/2207 Rev Canil Instructions 1 sea and merchanish or sacrameters FOEstand on and merchanish or sacrameters	

Confirmation Message

In case the user has moved to another city, appointment can be rescheduled for the nearest vaccination centre in that city.



- 6 Booking appointment for Dose 2
- The process for booking appointment is similar as Dose 1.
- Citizen can schedule Appointment for Dose 2 from the "Account Details" page.

XXX-XXX-9008 Linked A You can ad	Account Id up to 4 individuals with one mobile number		
Akhil Male			
Year of Birth: 1965	Photo ID: Passport	ID Number: XXXX-4567	
Dose 1: Appointment details r	not available	Partially Vaccinated Certificate	
Dose 2: Appointment not sch	eduled	Schedule	"Schedule" butto
		+ Add More	 to schedule appointment for
 To add multiple individuals in a s The second dose of COVAXIN sho between 28 days to 56 days after If your age is between 45 to 60 ye comorbidity certificate to the vac 	ingle Dose 2 appointment, the vaccine and Dose 1 date uild be taken between 28 days to 42 days after the first the first dose. Fars and you are booking your appointment for Vaccin cination center.	e must be same. t dose. The second dose of COVISHIELD should be taken ation on or before 31st March 2021 , you are required to carry	Dose 2

- Click on "Schedule" button for Booking Vaccination Appointment
- System navigates to "Book Appointment for Vaccination" page
- Search the Vaccination Centre of choice by District or Pin code

Choose your vaccinatio	n center near by						=	
				Search	n by Pincode			"Search" button –
Goa	•)(North Goa			*	Sear	rch 🚽	to search Centre
Back								by pincode or District
	< Apr 04 2021	Apr 05 2021	Apr 06 2021	Apr 07 2021	Apr 08 2021	Apr 09 2021	Apr 10 2021	Select Centre and
Panaji CovAxeon Center Pad North Goa, Goa, 403001.	000	0	0	0	0	0	0	date
ointment Confirmati	op		_	_	_	_		
Please choose your time slo Panaji CovAxeon Center North Goa, Goa, 403001. Apr 04 2021 Select time slot FORENOON AFTERN # Name	on ot and confirm your a	ppointmer	nt ce ID	-	-			Select time slot
Please choose your time ski Panaji CovAxeon Center North Goa, Goa, 403001. Apr 04 2021 Select time slot FORENOON AFTERN # Name 1 Akhil	on ot and confirm your a	ppointmer Referen 21395587	nt ce ID 7574767					Select time slot



- · Once appointment Centre, date and time slot have been selected, click on "Confirm"
- Appointment successful page will be displayed.

Appoint	ment Succes	sful			
		\bigcirc		e Print	
Your v	accination appoi	ntment is confirmed.			slin
Your a	ppointment deta	ails have also been sent on your register	ed mobile number through an SMS.		onp
Cente	er				
Panaj	ji CovAxeon Cente	er, North Goa, Goa,			
Date		Time	Prefrence		
Apr 0	4 2021	09:00AM-06:00PM	FORENOON		
#	Name	Reference Id	Photo Id To Carry		
1	Akhil	21395587574767	Passport		
Instru	ctions				
1. Plea	se carry the Phot	old card mentioned in your appointme	ent details for vaccination.		
2. If yo	ou have any como	orbidities, please carry a medical certific	ate with you for the vaccination appointmen	it.	
3. For	more information	n, Please call CoWIN helpline number 10	75.		
			CIC	DSE	

- Appointment for second dose will be reflected in the account details page
- Citizen can Cancel, Reschedule, or print appointment slip for dose 2 appointment from this page

Akhil Male		×	
/ear of Birth: 1965	Photo ID: Passport	ID Number: XXXX-4567	
Dose 1: Appointment details not avail	able	Partially Vaccinated Certificate	
D <mark>ose 2:</mark> Panaji CovAxeon Center, 04-0	14-2021	Reschedule Appointment Slip	Print s
 To add multiple individuals in a single Dos The second dose of COVAXIN should be tal between 28 days to 56 days after the first I fyour age is between 45 to 60 years and y 	a 2 appointment, the vaccine and Dose 1 da ken between 28 days to 42 days after the fir lose. ou are booking your appointment for Vacci	+ Add More ite must be same. Ist dose. The second slose of COVISHIELD should be taken ination on or before 3 Ist March 2021 , you are required to carry	

" दवाई भी और कड़ाई भी। Together, India will defeat COVID-19 "

- Prime Minister Narendra Modi

