Citizen Registration and Appointment for Vaccination

User Manual

Date: 19-June-2021 **Version: 3.0**

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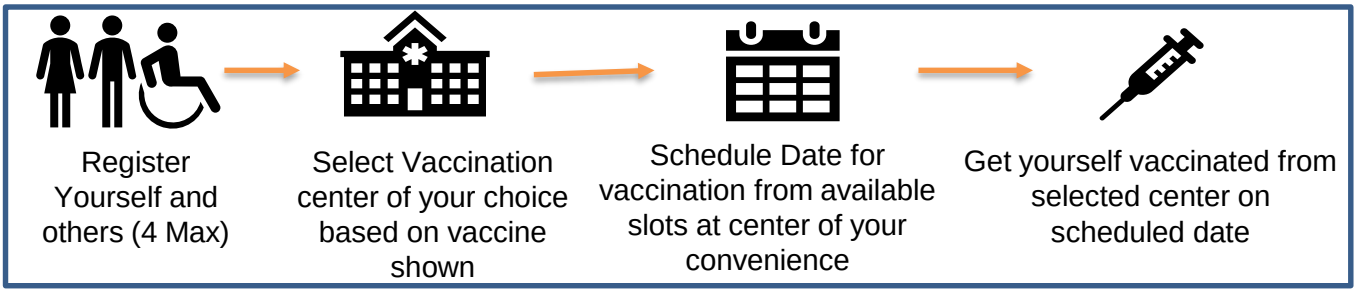
Overview

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 was initiated to cover healthcare and frontline workers and scaled up to cover citizens above 45 years of age. Now, the vaccination has opened up to cover all citizens aged 18 years and above.

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.

Features of Citizen Self registration Module



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 based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

Work Flow

Login
- Citizen logs in to cowin.gov.in
- Citizen logs in with mobile number and OTP

Registration
- Citizen registers by filling required details
- Citizen can register oneself and others (max 3) for vaccination

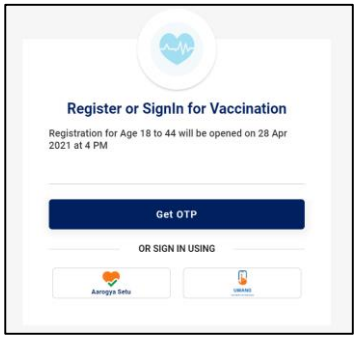
Schedule Vaccine Appointment
- Citizen schedules appointment at the near by Vaccination center
- Cancellation/rescheduling available

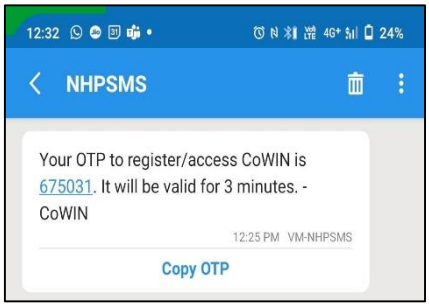
Confirmation of appointment
- Citizen can download the appointment slip
- The appointment is also shared as SMS on registered mobile no.

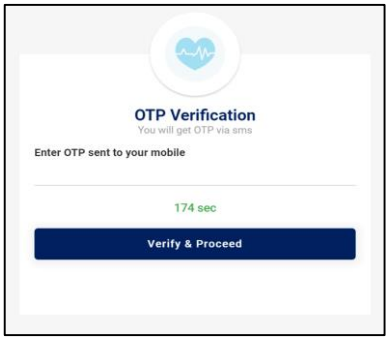
Vaccination Completed
- Citizen gets vaccinated at the selected center on the scheduled date after verification
- Citizens schedules appointment for dose 2 after 28 days

1 Register

- User can go to the url www.cowin.gov.in and click on “Register/Sign In yourself” tab.

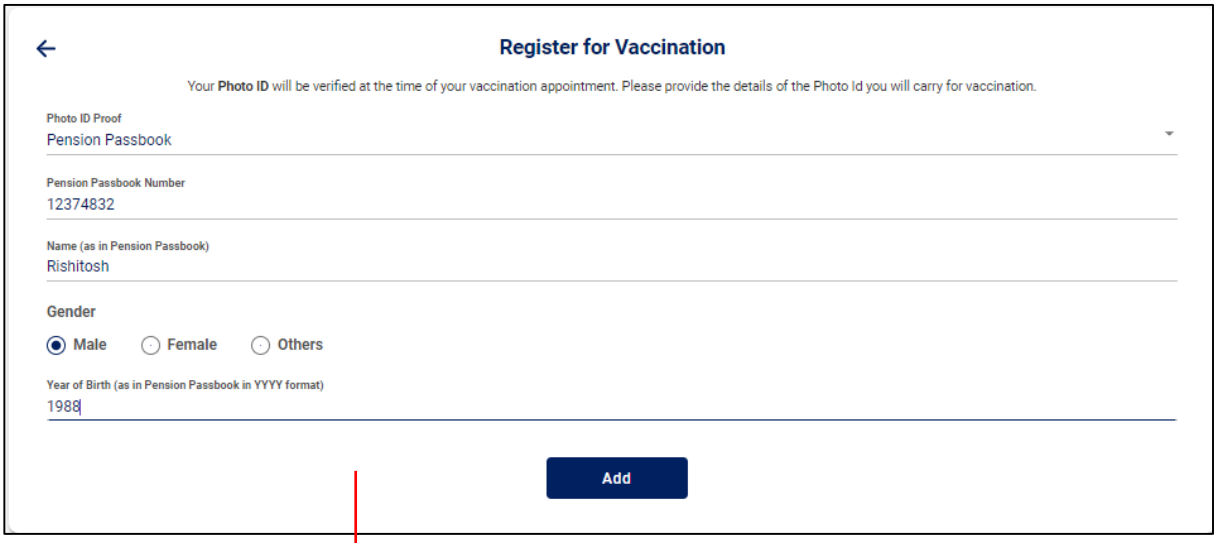






- Enter valid mobile number. Click on “Get OTP” button.
- OTP is sent at the phone number via SMS.
- Enter the OTP within 180 seconds and click on “Verify” button.

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

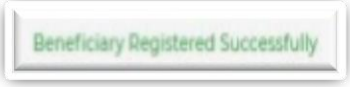


Mandatory Field to be Filled by the Beneficiary for Registration

- 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**

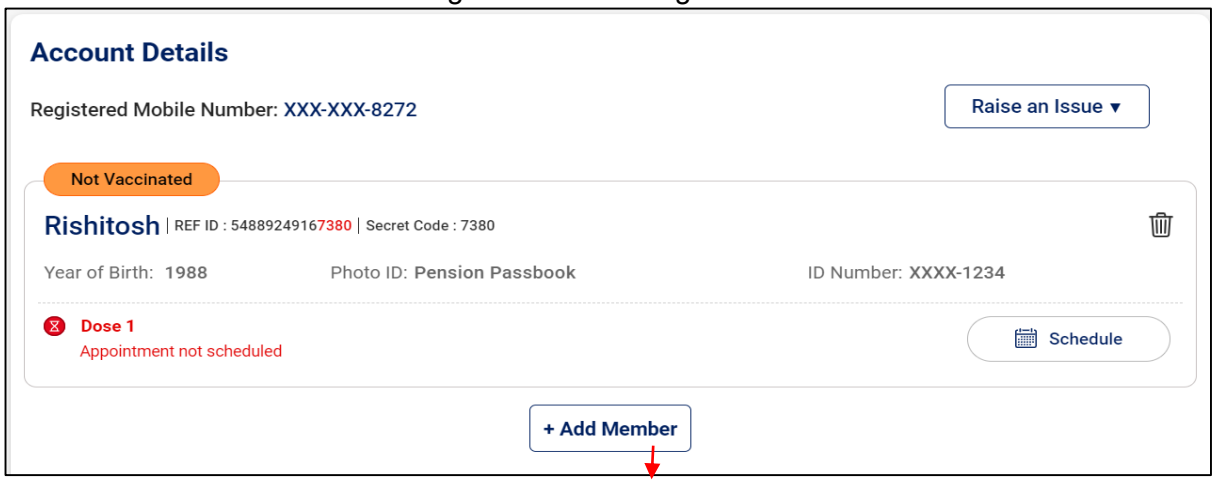
#	Field Name	Details
1.	Photo ID Proof	• Select appropriate ID Card from the Dropdown list . Citizen must carry selected ID at the time of vaccination.
2	Photo ID Number	Citizen to enter ID number
2.	Name	Enter the name as per the selected ID proof
3.	Year of Birth	Enter the year of birth as per the 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 

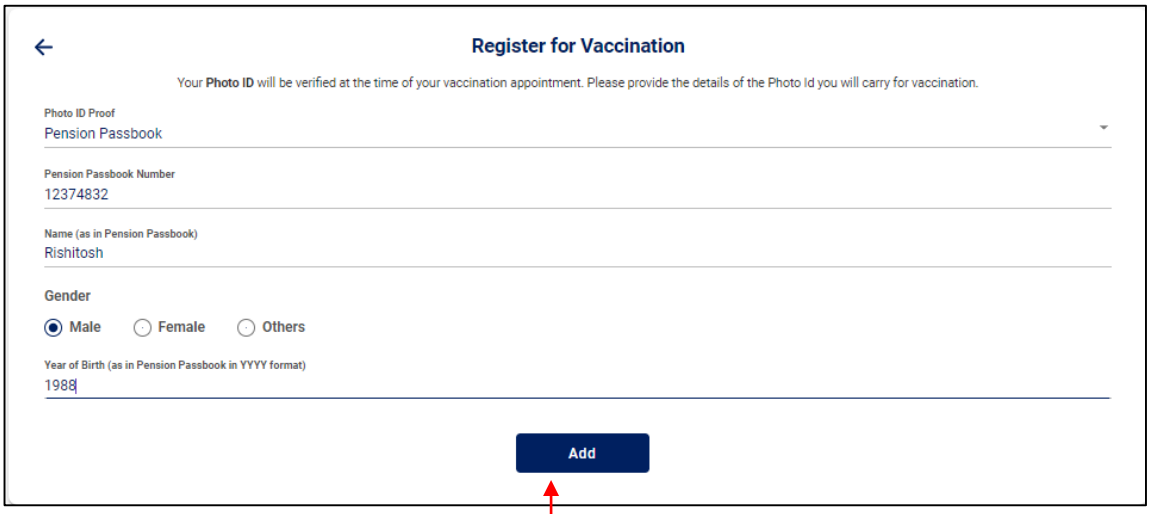
2 Add More Individuals

- 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



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

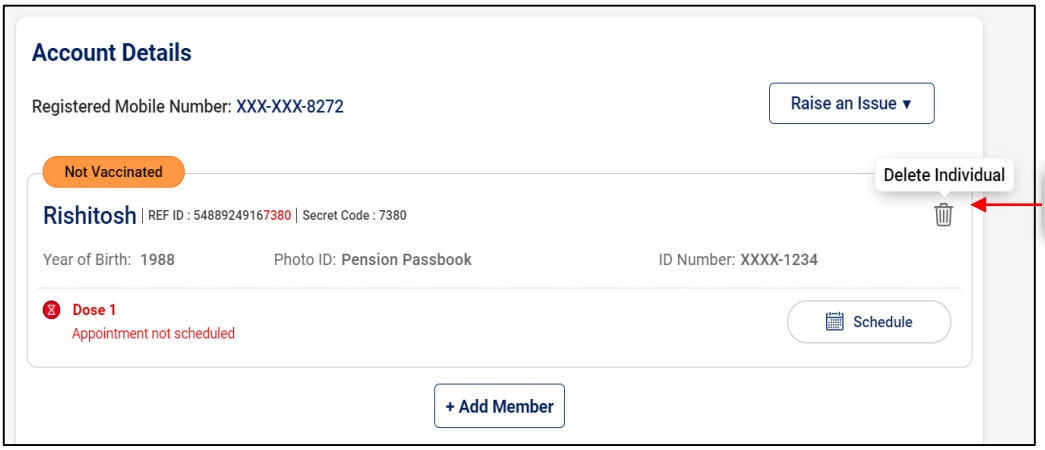


Click on “Add” for adding additional members linked to this account

Receives Confirmation message on successful addition of member

3 Delete Individuals

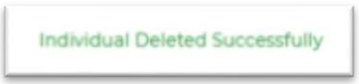
- Citizen can Delete individuals linked with his mobile number



"Delete" button – to Delete existing member

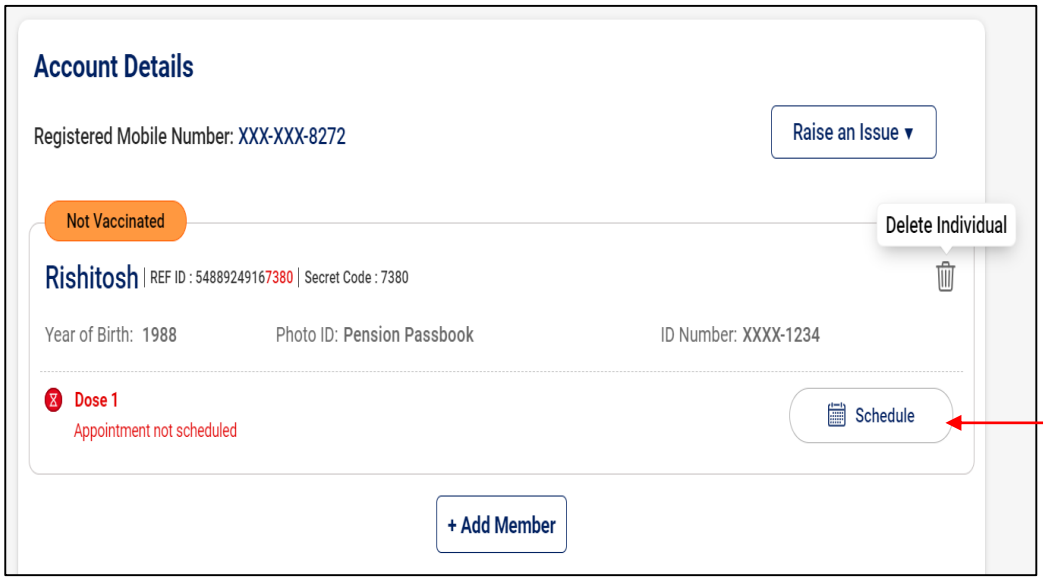
1. Login with username and password, and Navigate to the dashboard.
2. Click " " action button to Delete a member

- Confirmation message will appear on Deletion



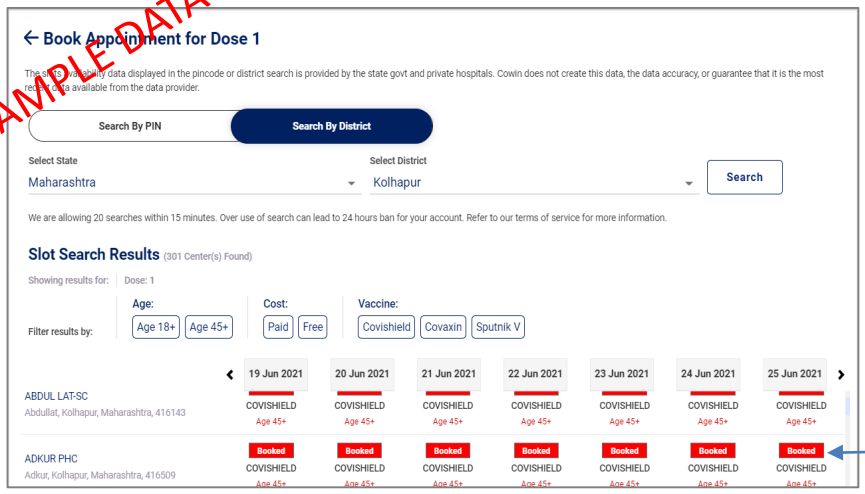
4 Booking Appointment for Vaccination

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



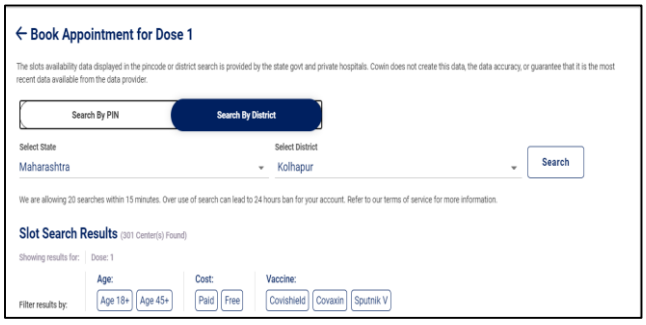
"Schedule" button – to schedule appointment for registered members

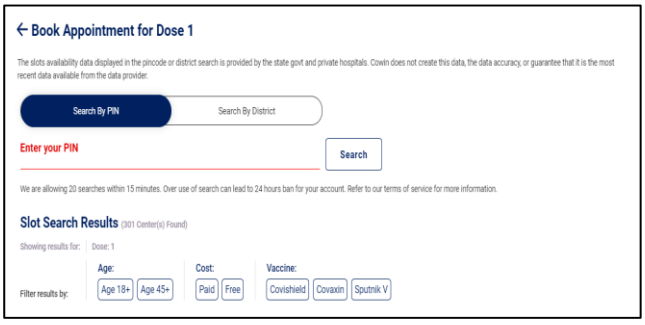
- Click on “Schedule” button for Booking Vaccination Appointment
- System navigates to “Book Appointment for Vaccination” page
- Search the Vaccination Centre of choice by District or Pin code



Appointment booking screen

Fully booked slots in vaccination centres

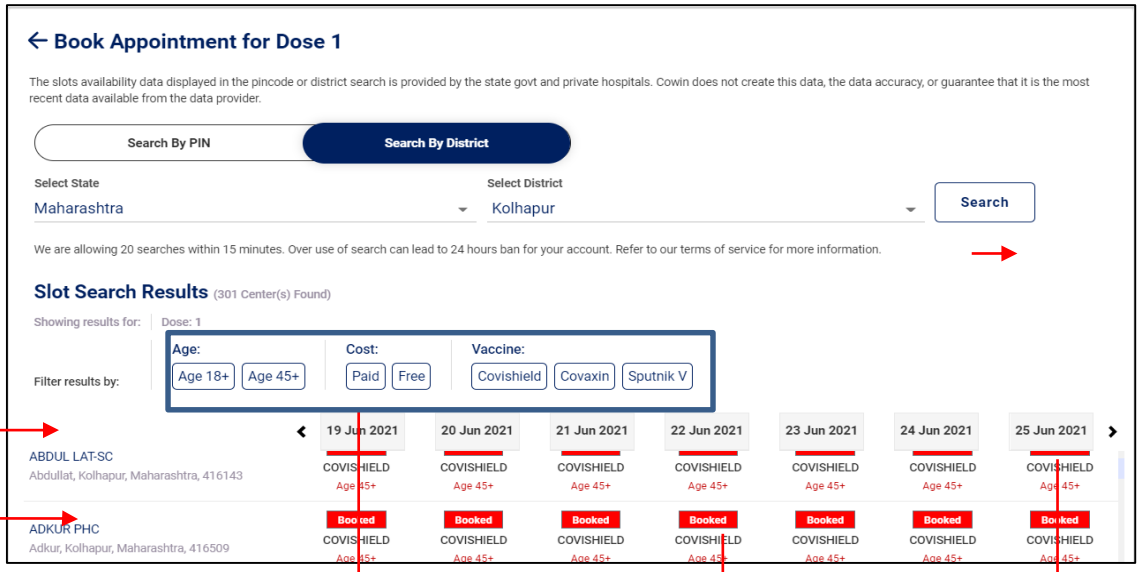




Search by district option
- Select the State/UT from the drop down
- Select District from the drop down menu
- Click on “Search”

Search by pincode option
- Enter the local pincode
- Click on “Search”

- On clicking “Search” button, system will display below the list of Vaccination centre as per Search Criteria and based on State’s Age policy
- 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



Available Vaccination centre based on search criteria

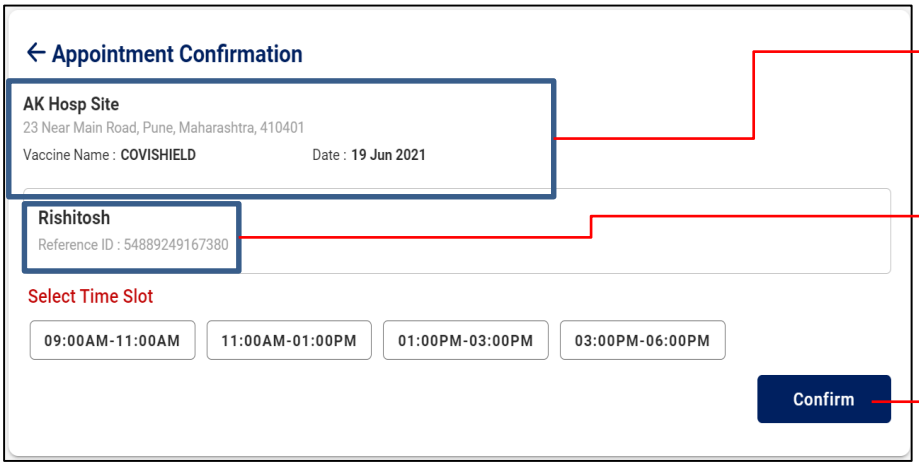
Click Center of choice for Vaccination

Filters for Age, Vaccine type and Free/Paid vaccines

Available Date and capacity at selected Center

Select by clicking the date of convenience

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

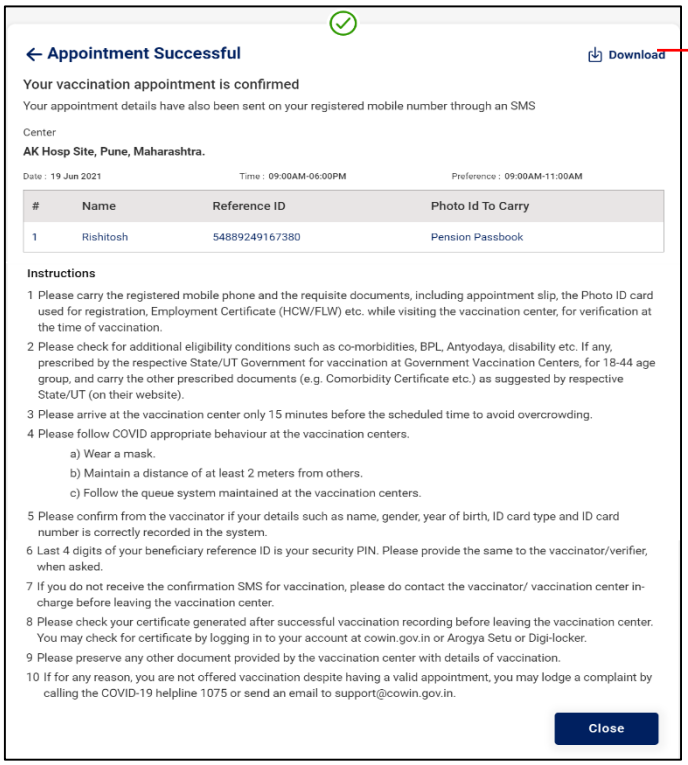


Verify if the Centre, Date selected, Vaccine name and price are correct

Verify the name is appearing as in the Photo ID selected

Click “CONFIRM” if all details are correct to confirm booking

- Once confirmed, the confirmation page with “Appointment Successful” message will be displayed



← Appointment Successful

Download

Your vaccination appointment is confirmed

Your appointment details have also been sent on your registered mobile number through an SMS

Center

AK Hosp Site, Pune, Maharashtra.

Date : 19 Jun 2021 Time : 09:00AM-06:00PM Preference : 09:00AM-11:00AM

#	Name	Reference ID	Photo Id To Carry
1	Rishitosh	54889249167380	Pension Passbook

Instructions

1 Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination.

2 Please check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).

3 Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.

4 Please follow COVID appropriate behaviour at the vaccination centers.
- a) Wear a mask.
- b) Maintain a distance of at least 2 meters from others.
- c) Follow the queue system maintained at the vaccination centers.

5 Please confirm from the vaccinator if your details such as name, gender, year of birth, ID card type and ID card number is correctly recorded in the system.

6 Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.

7 If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.

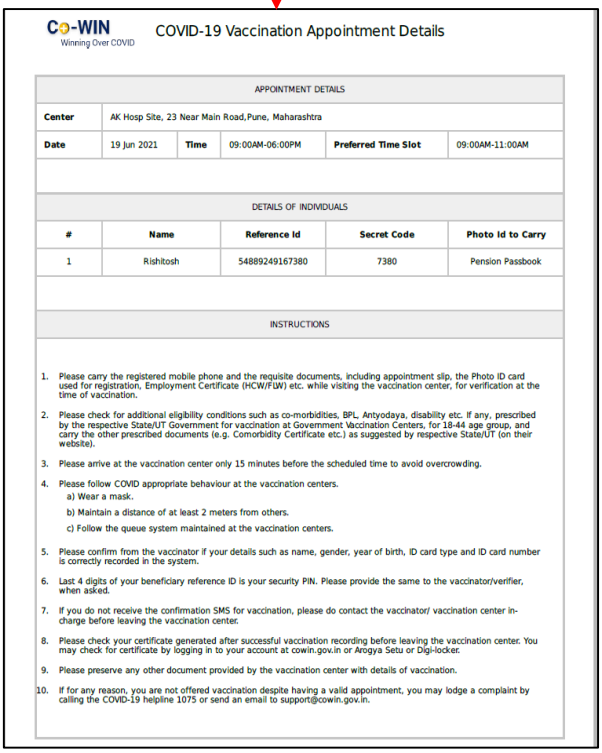
8 Please check your certificate generated after successful vaccination recording before leaving the vaccination center. You may check for certificate by logging in to your account at cowin.gov.in or Arogya Setu or Digi-locker.

9 Please preserve any other document provided by the vaccination center with details of vaccination.

10 If for any reason, you are not offered vaccination despite having a valid appointment, you may lodge a complaint by calling the COVID-19 helpline 1075 or send an email to support@cowin.gov.in.

Close

Click “Download” to download and save the confirmation



Co-WIN Winning Over COVID — COVID-19 Vaccination Appointment Details

APPOINTMENT DETAILS					
Center	AK Hosp Site, 23 Near Main Road,Pune, Maharashtra				
Date	19 Jun 2021	**Time**	09:00AM-06:00PM	**Preferred Time Slot**	09:00AM-11:00AM

DETAILS OF INDIVIDUALS				
#	**Name**	**Reference Id**	**Secret Code**	**Photo Id to Carry**
1	Rishitosh	54889249167380	7380	Pension Passbook

INSTRUCTIONS

1. Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination.
2. Please check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).
3. Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.
4. Please follow COVID appropriate behaviour at the vaccination centers.
   a) Wear a mask.
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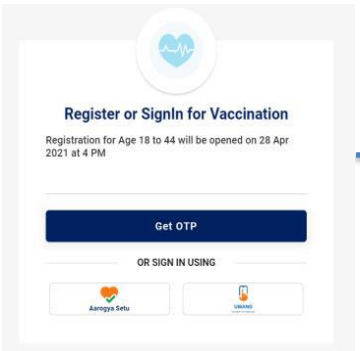
7. If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
8. Please check your certificate generated after successful vaccination recording before leaving the vaccination center. You may check for certificate by logging in to your account at cowin.gov.in or Arogya Setu or Digi-locker.
9. Please preserve any other document provided by the vaccination center with details of vaccination.
10. If for any reason, you are not offered vaccination despite having a valid appointment, you may lodge a complaint by calling the COVID-19 helpline 1075 or send an email to support@cowin.gov.in.

Citizen should keep a printout of appointment slip to show at the Vaccination Center on scheduled date

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.

How to Re-Login to “Citizen Registration Module?



Register or SignIn for Vaccination

Registration for Age 18 to 44 will be opened on 28 Apr 2021 at 4 PM

Get OTP

OR SIGN IN USING

Aarogya Setu

123456

SMS OTP

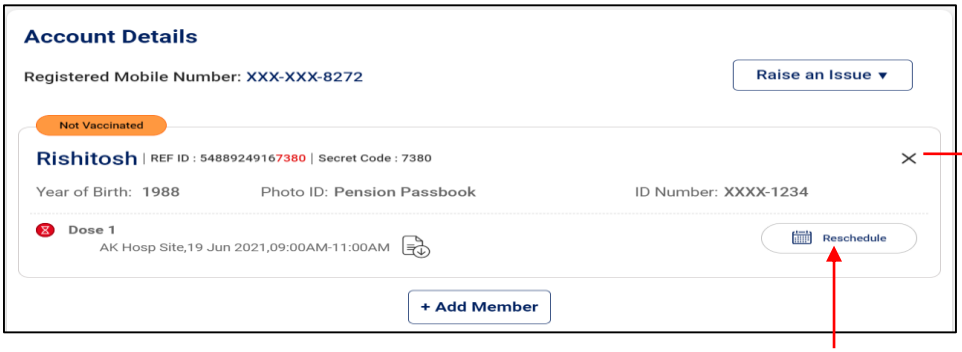
123456

Enter registered mobile number. Click on “Get OTP” button.

OTP is sent at the phone number via SMS.

Enter the OTP and click “Verify” button.

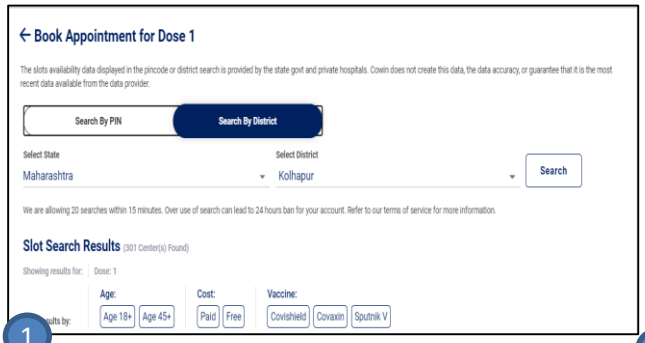
Navigate to “Account Details” Page



Click “X” to cancel appointment

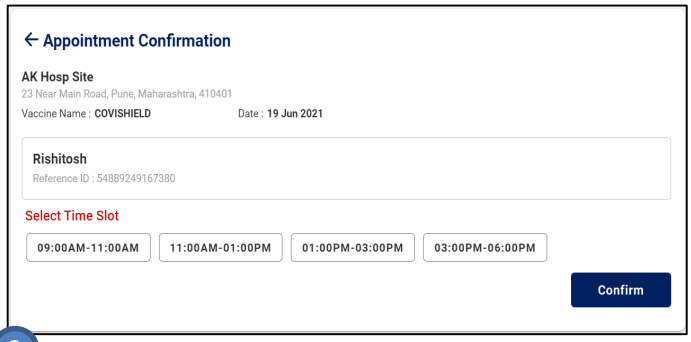
Click on “Reschedule” to re-schedule an already booked appointment.

1. Citizen is directed to “Book Appointment for Vaccination” page; wherein citizen can Search for revised Centre and date
2. Once the new Date and Centre are selected; Click “Book” to reschedule;
3. Confirm by clicking “ Confirm” of the revised Schedule
4. Once confirmed, the confirmation page with “Appointment Successful” message will be displayed



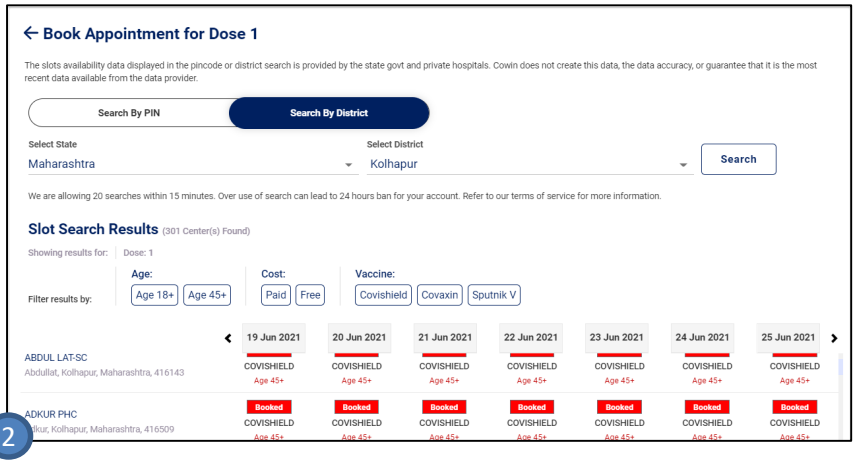
1

Search new Center



3

Confirmation screen



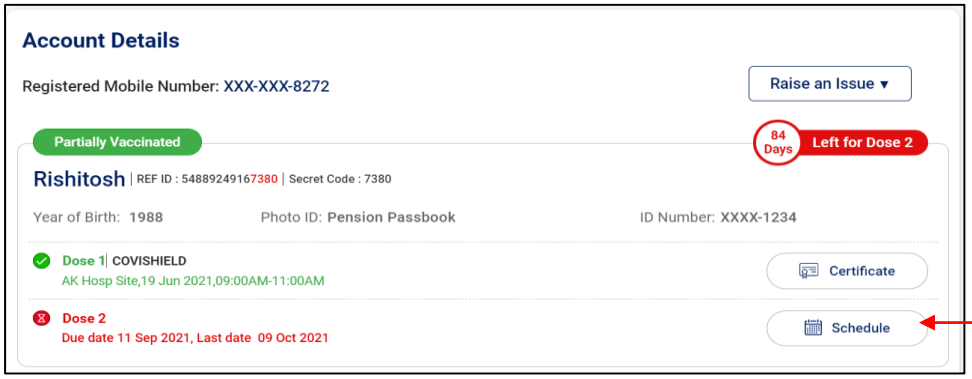
2

Search new Slot and Book

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

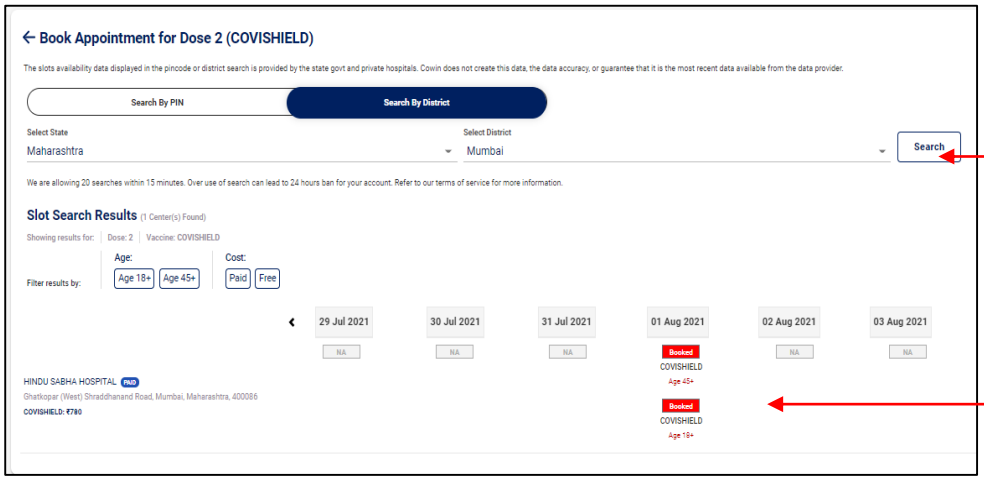
6 Booking appointment for Dose 2

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



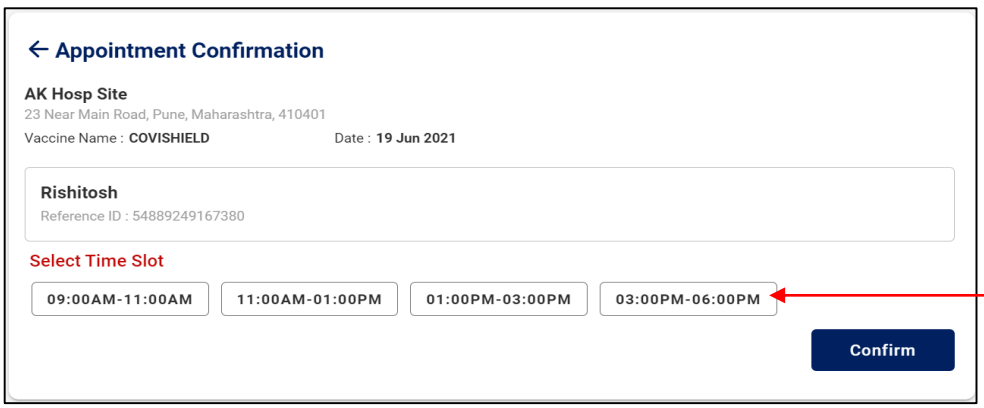
“Schedule” button – to schedule appointment for Dose 2

- 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

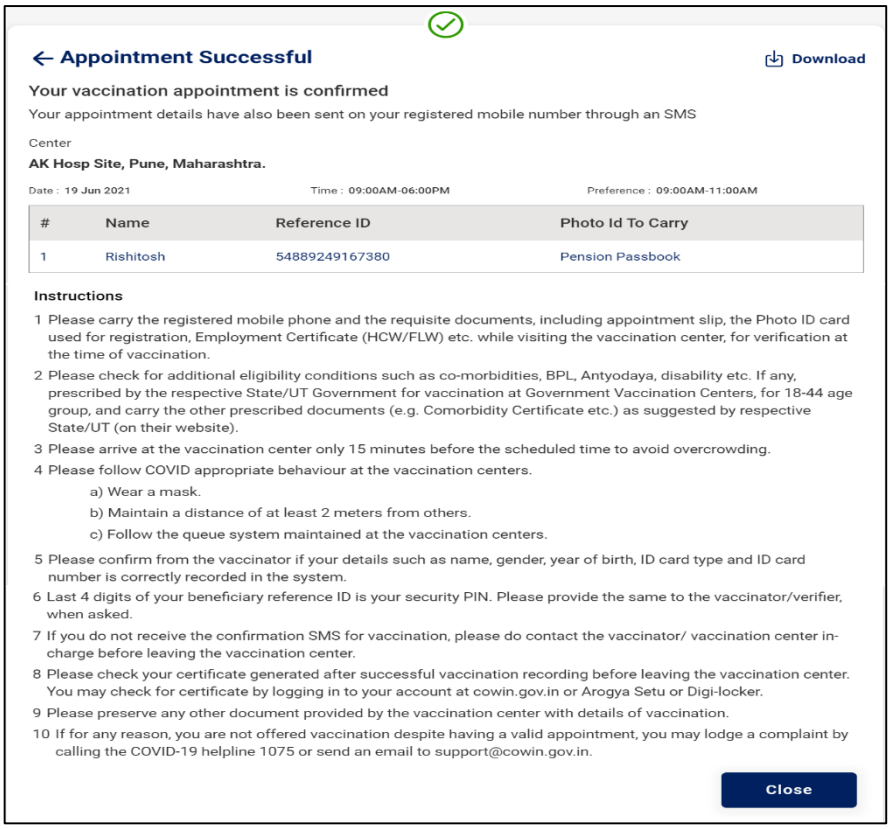


“Search” button – to search Centre by pincode or District

Select Centre and date



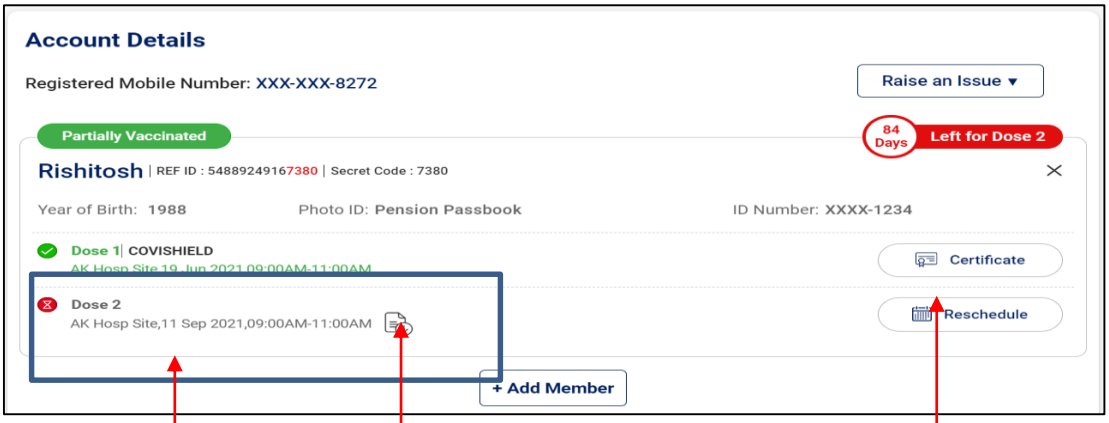
Select time slot



"Download" button – to save appointment slip

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

- 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



Details for dose 2 appointment

Print slip

Reschedule

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

- Prime Minister Narendra Modi