# Citizen Registration and Appointment for Vaccination

# User Manual

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## Content

# User Manual
## Citizen Registration and Appointment for Vaccination
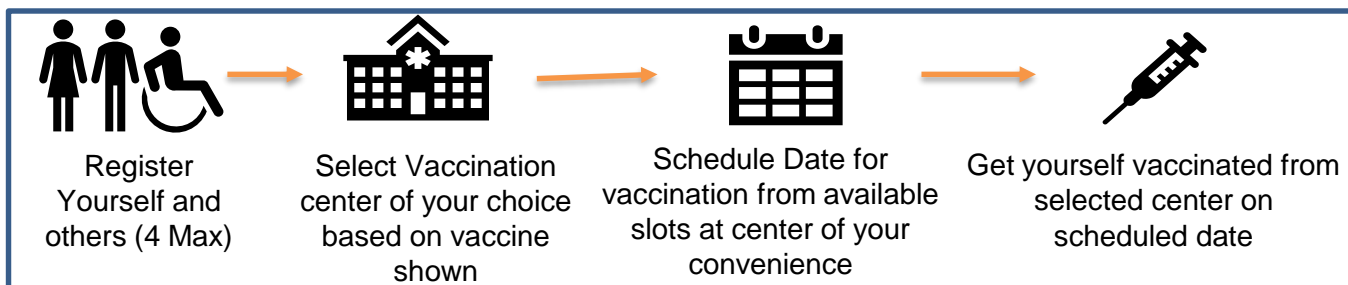
**C⊕-WIN**
Winning Over COVID

## 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 aged 18 years and above.
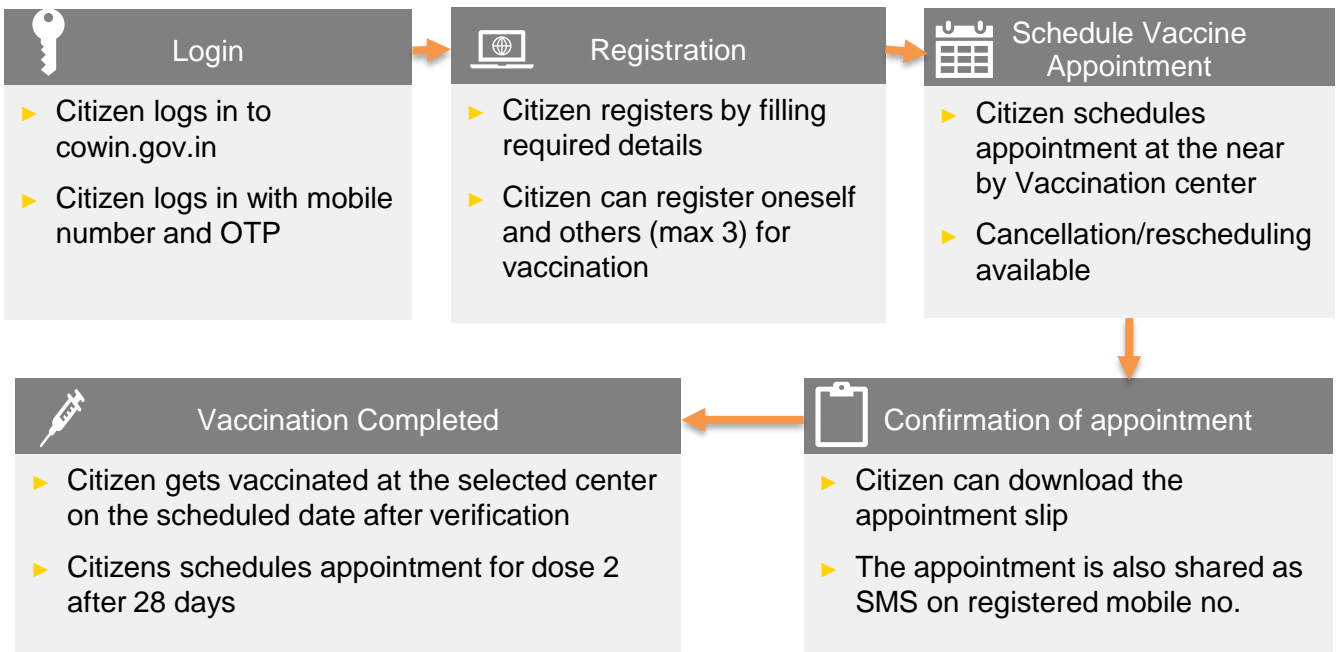
## Features of Citizen Self registration Module



| Register Yourself and others (4 Max) | → | Select Vaccination center of your choice based on vaccine shown | → | Schedule Date for vaccination from available slots at center of your convenience | → | Get yourself vaccinated from selected center on scheduled date |

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

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## Work Flow

| | |
|---|---|
| **Login** | ► Citizen logs in to cowin.gov.in<br>► Citizen logs in with mobile number and OTP |
| **Registration** | ► Citizen registers by filling required details<br>► Citizen can register oneself and others (max 3) for vaccination |
| **Schedule Vaccine Appointment** | ► Citizen schedules appointment at the near by Vaccination center<br>► Cancellation/rescheduling available |

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

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

## ① Register

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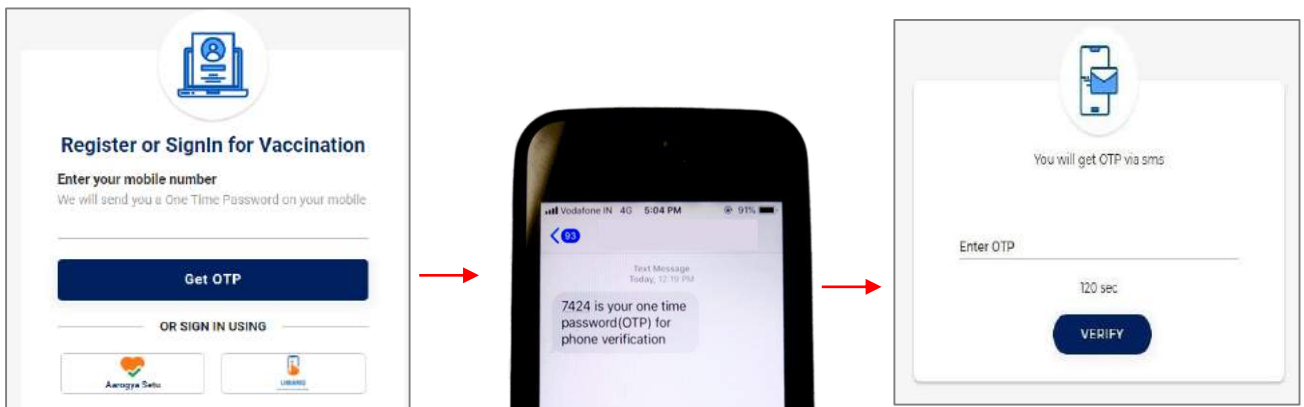


- Enter valid mobile number. Click on "Get OTP" button.
- OTP is sent at the phone number via SMS.
- Enter the OTP within 180 seconds and click on "Verify" button.

- Once the OTP is validated, the "Register for Vaccination" page appears

- Enter details required in page

**Register for Vaccination**

Your Photo Id will be verified at the time of your vaccination appointment. Please provide the details of the Photo Id you will carry for vaccination.

Photo ID Proof
PAN Card

PAN Card Number
CGQPR8858N

Name (as in PAN Card)
Aanchal Malhotra

Gender
○ Male  ● Female  ○ Others

Year of Birth (as in PAN Card in YYYY format)
1975

**REGISTER**

* All fields are mandatory

Mandatory Field to be Filled by
the Citizen for Registration

Click "Register" Button

► 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 . <br> 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      Beneficiary Registered Successfully
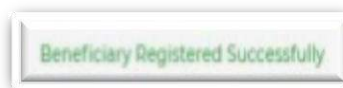
## 2 Add More Individuals

- 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

### Account Details

XXX-XXX-3891 | Linked Account
You can add up to 4 individuals with one mobile number

Aanchal Malhotra | Female

Year of Birth: 1975          Photo ID: PAN Card          ID Number: XXXX-858N

Dose 1: Appointment not scheduled          Schedule

**+ Add More**

- To add multiple individuals in a single Dose 2 appointment, the vaccine and Dose 1 date must be same.
- The second dose of COVAXIN should be taken between 28 days to 42 days after the first dose. The second dose of COVISHIELD should be taken between 28 days to 56 days after the first dose.
- If your age is between 45 to 60 years and you are booking your appointment for Vaccination on or before 31st March 2021, you are required to carry comorbidity certificate to the vaccination center.

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

### Register for Vaccination

Your Photo Id will be verified at the time of your vaccination appointment. Please provide the details of the Photo Id you will carry for vaccination.

Photo ID Proof
PAN Card

PAN Card Number
CGQPR8978B

Name (as in PAN Card)
Rahul

Gender
◉ Male     ○ Female     ○ Others

Year of Birth (as in PAN Card in YYYY format)
1956

Back     **ADD**

* All fields are mandatory

Click on "Add" for adding additional members linked to this account

Receives Confirmation message on successful addition of member

Beneficiary Registered Successfully

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 Account
You can add up to 4 individuals with one mobile number

Aanchal Malhotra | Female                                              ✕
Year of Birth: 1975          Photo ID: PAN Card          ID Number: XXXX-858N
Dose 1: PHC Palam PHC, 01-04-2021          [ Reschedule ]   [ Appointment Slip ]

Delete Individual
🔴

Rahul | Male
Year of Birth: 1956          Photo ID: PAN Card          ID Number: XXXX-978B
Dose 1: Appointment not scheduled                                [ Schedule ]

[ + Add More ]

🗑

"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    Individual Deleted Successfully

### ④ Booking Appointment for Vaccination

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

**Account Details**
Registered Mobile Number: XXX-XXX-6168

[ Not Vaccinated ]

**Palak Gosai**                                                          ✕
Year of Birth: 2003          Photo ID: PAN Card          ID Number: XXXX-493G

❌ Dose 1
Suncity Hospital, 26 Apr 2021          [ 📅 Reschedule ]   [ 📄 Appointment Slip ]

[ Partially Vaccinated ]                               (13 Days) Left for dose 2

**Krunal G**
Year of Birth: 1960          Photo ID: PAN Card          ID Number: XXXX-456G

✅ Dose 1
Appointment details not available                              [ 📇 Certificate ]

❌ Dose 2
Due date 07 May 2021                                          [ 📅 Schedule ]

"Schedule" button
– to schedule
appointment for
registered
members

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## Citizen Registration and Appointment for Vaccination

- 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



Name of the vaccine

Price of the vaccine





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
- 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

**Click to check next week slots**

**Available Vaccination centre based on search criteria**

**Click on Book Button to Book the Appointment**

**Click Center of choice for Vaccination**

**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
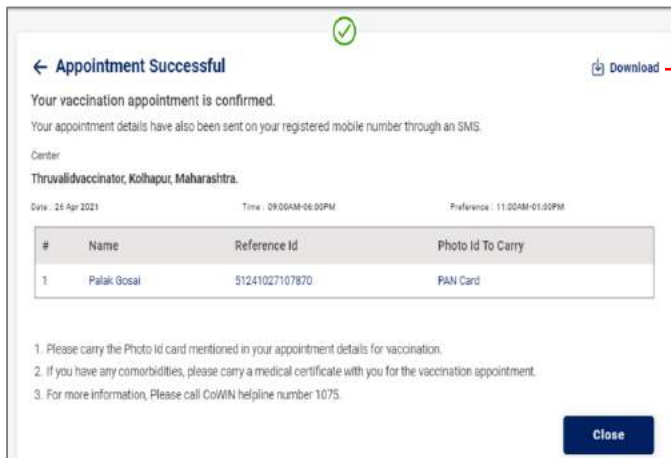


Click "Print" to download and save the confirmation



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

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### 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?"**
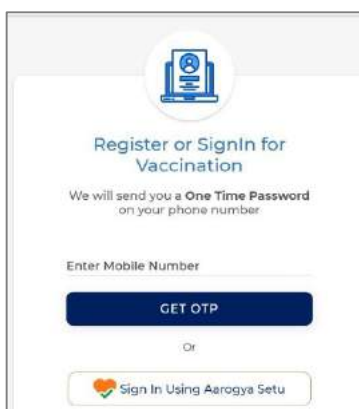


Enter registered mobile number. Click on "Get OTP" button.

OTP is sent at the phone number via SMS.

Enter the OTP and click "Verify" button.

Navigate to "Account Details" Page

## Account Details

XXX-XXX-3891 Linked Account
You can add up to 4 individuals with one mobile number

Cancel Appointment

Aanchal Malhotra | Female

Year of Birth: 1975          Photo ID: PAN Card          ID Number: XXXX-858N

Dose 1: PHC Palam PHC, 01-04-2021          ( Reschedule )  ( Appointment Slip )

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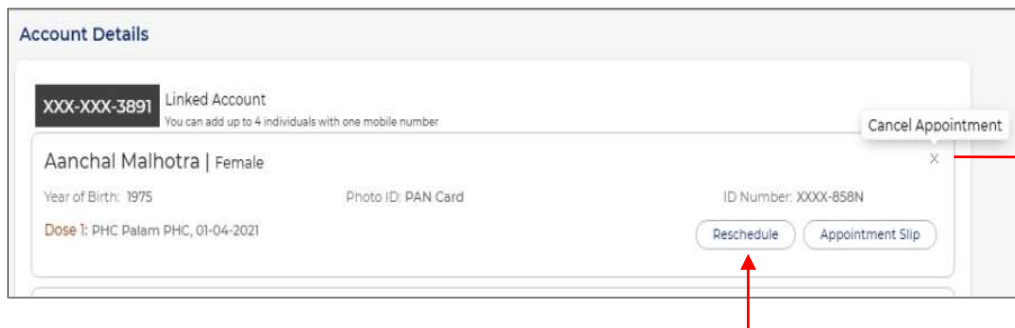
Click on "Reschedule" to re-schedule an already booked appointment.

**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** Verify new Slot and confirm
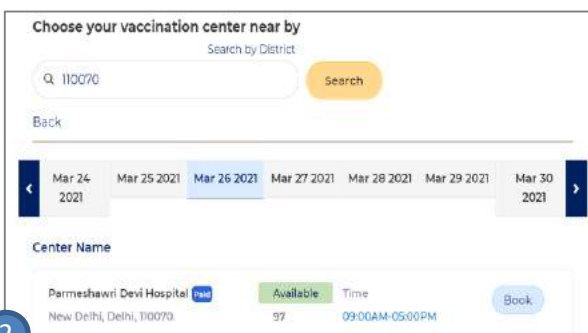


**2** Search new Slot and Book
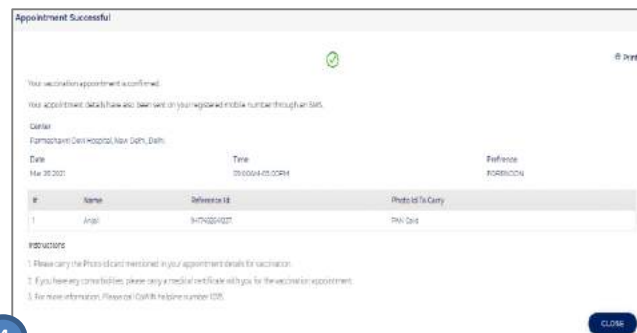


**4** Confirmation Message

- 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.

**Account Details**

| XXX-XXX-9008 | Linked Account You can add 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 not available — Partially Vaccinated — Certificate

Dose 2: Appointment not scheduled — Schedule

"Schedule" button – to schedule appointment for Dose 2

+ Add More

- To add multiple individuals in a single Dose 2 appointment, the vaccine and Dose 1 date must be same.
- The second dose of COVAXIN should be taken between 28 days to 42 days after the first dose. The second dose of COVISHIELD should be taken between 28 days to 56 days after the first dose.
- If your age is between 45 to 60 years and you are booking your appointment for Vaccination on or before 31st March 2021 , you are required to carry comorbidity certificate to the vaccination center.

- 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

**Book Appointment for Vaccination**

Choose your vaccination center near by ☰

Search by Pincode

| Goa ▾ | North Goa ▾ | Search |

Back

"Search" button – to search Centre 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 | › |

Panaji CovAxeon Center [Paid]
North Goa, Goa, 403001. — 100 — 0 — 0 — 0 — 0 — 0 — 0

Select Centre and date

**Appointment Confirmation**

Please choose your time slot and confirm your appointment

Panaji CovAxeon Center
North Goa, Goa, 403001.

Apr 04 2021
Select time slot

| FORENOON | AFTERNOON |

Select time slot

| # | Name | Reference ID |
|---|------|--------------|
| 1 | Akhil | 21395587574767 |

Back   CONFIRM

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



"Print" button – to print appointment slip

- 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



Print slip

Details for dose 2 appointment

Reschedule

" दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 "

*- Prime Minister Narendra Modi*