



# **Citizen Registration and Appointment for Vaccination**

## **User Manual**

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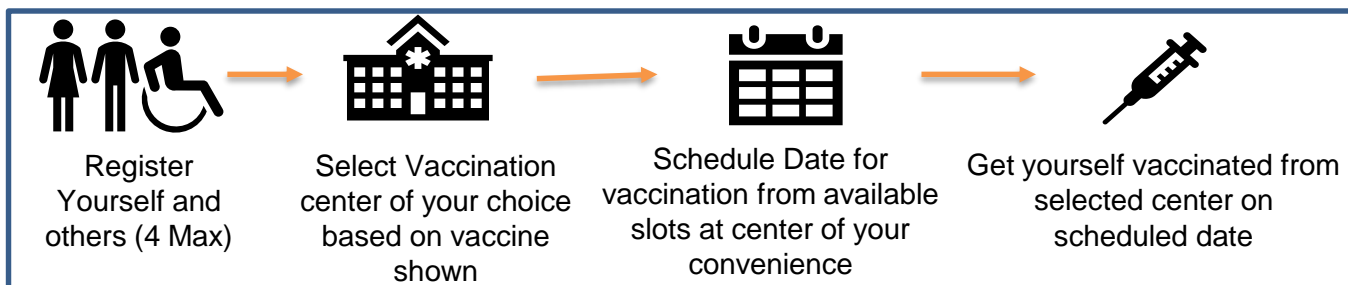
### Overview

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 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.

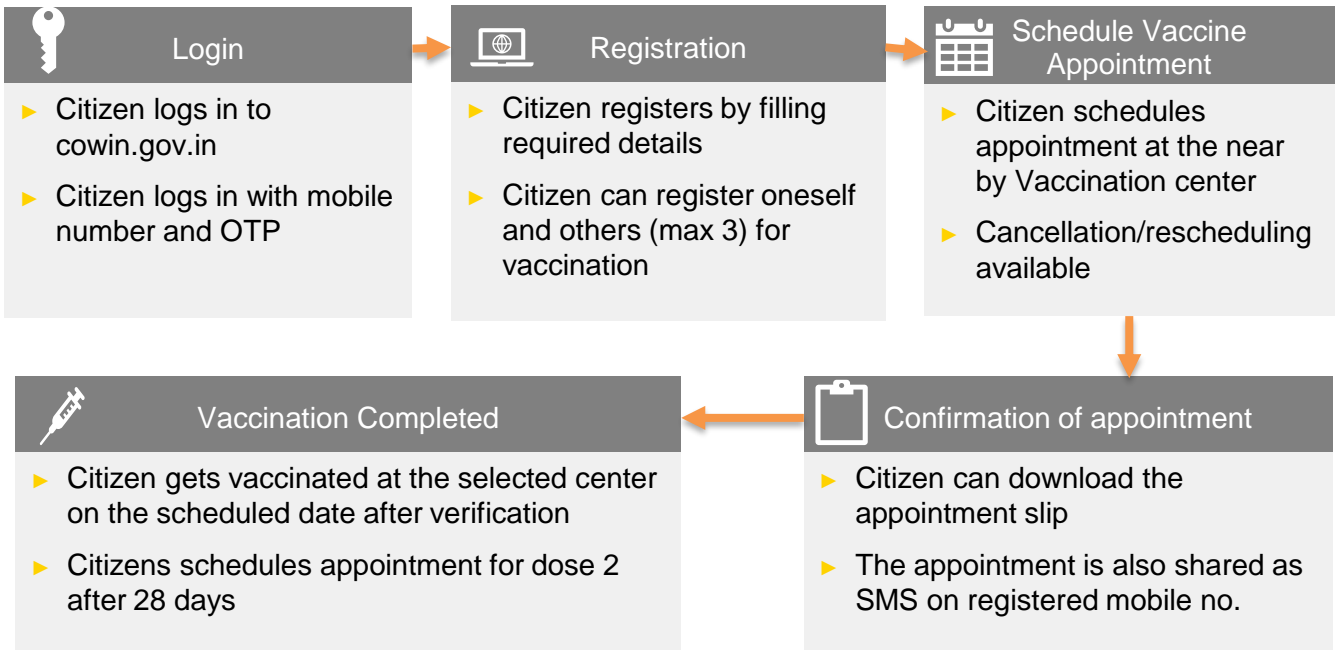
### Features of Citizen Self registration Module



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

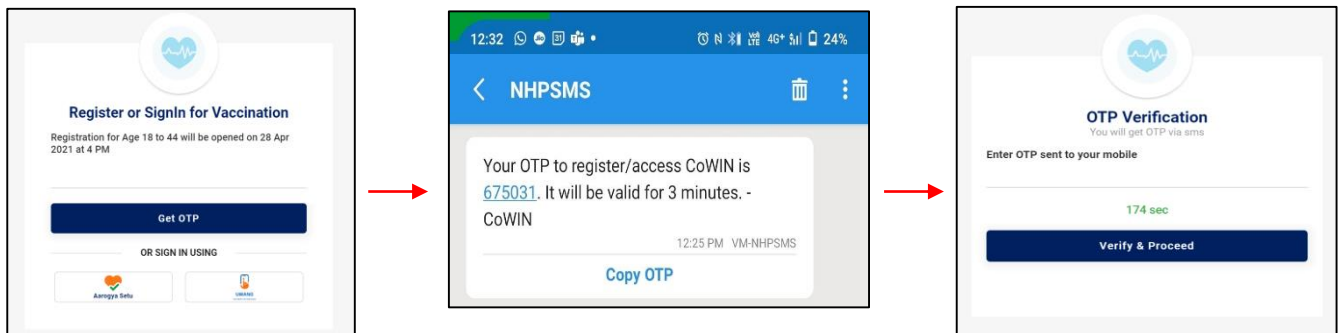
- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

### Work Flow



### 1 Register

- ▶ User can go to the url [www.cowin.gov.in](http://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  
CCQPR8858N

Name (as in PAN Card)  
Malini S

Gender  
 Male    Female    Others

Year of Birth (as in PAN Card in YYYY format)  
1986

**Add**

Mandatory Field to be Filled by the Citizen 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	<ul style="list-style-type: none"> <li>• Select appropriate ID Card from the Dropdown list .</li> </ul> <p style="background-color: #00aaff; color: white; padding: 5px; text-align: center;">Citizen must carry selected ID at the time of vaccination.</p>
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)

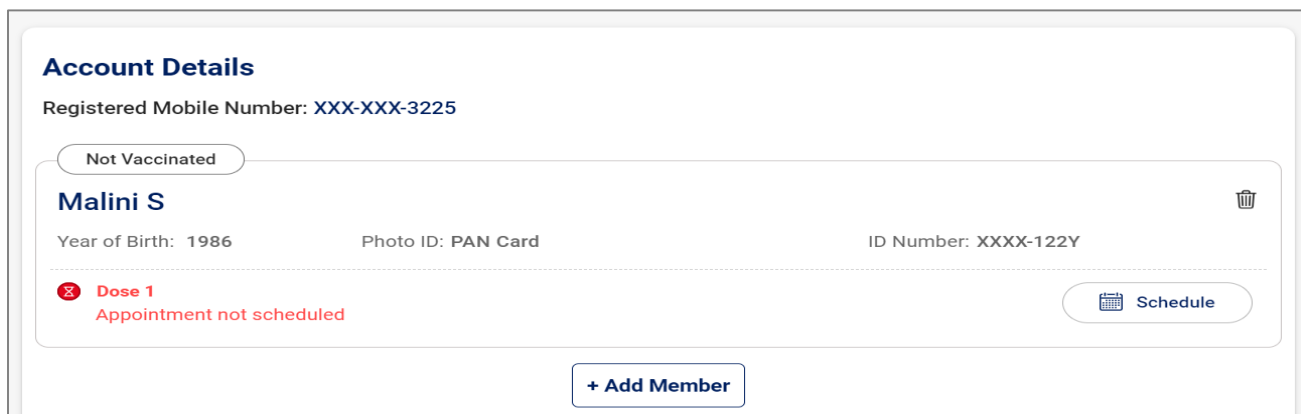
Once the details are entered for registration, Click “Register” Button at the bottom right.

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





**Account Details**  
Registered Mobile Number: XXX-XXX-3225

Not Vaccinated

**Malini S** 

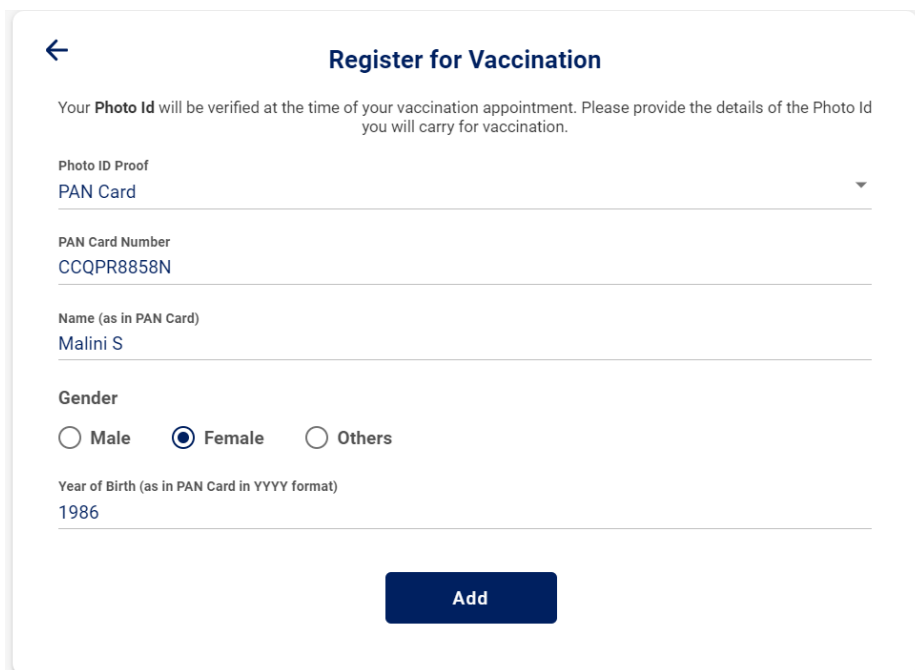
Year of Birth: 1986      Photo ID: PAN Card      ID Number: XXXX-122Y

 **Dose 1**  
Appointment not scheduled  **Schedule**

**+ Add Member**

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  
CCQPR8858N

Name (as in PAN Card)  
Malini S

Gender  
 Male  Female  Others

Year of Birth (as in PAN Card in YYYY format)  
1986

**Add**

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

Receives Confirmation message on successful addition of member

**Beneficiary Registered Successfully**

### 3 Delete Individuals

- Citizen can Delete individuals linked with his mobile number

**Account Details**  
Registered Mobile Number: XXX-XXX-3225

Not Vaccinated

**Malini S**

Year of Birth: 1986      Photo ID: PAN Card      ID Number: XXXX-122Y

**Dose 1**  
Appointment not scheduled


Schedule

+ Add Member

Delete Individual



“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

**Krunal G**

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

**Dose 1**  
Appointment details not available

**Dose 2**  
Due date 07 May 2021

Certificate

Schedule

13 Days Left for dose 2

“Schedule” button – to schedule appointment for registered members

# User Manual

## 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

**Book Appointment for Vaccination**

Search By PIN | Search By District

Select State: Maharashtra | Select District: Kolhapur | Search

Vaccination Center	25 Apr 2021	26 Apr 2021	27 Apr 2021	28 Apr 2021	29 Apr 2021	30 Apr 2021	01 May 2021
MEDIPLUS HOSPITAL Kolhapur, Maharashtra, 416201.	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D
SHASWAT HOSPITAL Kolhapur, Maharashtra, 416201.				50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D	50 ZyCoV-D
SUNCHITI HOSPITAL Kolhapur, Maharashtra, 416201. ZyCoV-D: F280	99 ZyCoV-D	100 ZyCoV-D	2 ZyCoV-D	100 ZyCoV-D	99 ZyCoV-D	100 ZyCoV-D	99 ZyCoV-D
SUNCITY HOSPITAL Kolhapur, Maharashtra, 416201. ZyCoV-D: K350	99 ZyCoV-D	99 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D
THRUVALIDVACCINATOR Kolhapur, Maharashtra, 416001. CovAxeon: F100 ZyCoV-D: F100	100 CovAxeon	100 CovAxeon	100 CovAxeon				

Appointment booking screen

**Book Appointment for Vaccination**

Search By PIN | Search By District

Enter your PIN: 410401 | Search

Vaccination Center	01 May 2021	02 May 2021	03 May 2021	04 May 2021	05 May 2021	06 May 2021	07 May 2021
AK HOSPITAL WORK SPACE Pune, Maharashtra, 410401	NA	NA	NA	NA	NA	Booked Covaxin (ICMR) Age 45+	NA
SK HOSPITAL SITE Pune, Maharashtra, 410401	NA	1 Age 18+	NA	NA	NA	NA	NA

Fully booked slots in vaccination centres

**Book Appointment for Vaccination**

Search By PIN | Search By District

Select State: Maharashtra | Select District: Pune | Search

**Book Appointment for Vaccination**

Search By PIN | Search By District

Enter your PIN: 410401 | Search

### 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



**Book Appointment for Vaccination**

Search By PIN  Search By District

Select State: Maharashtra Select District: Mumbai

Calendar: 29 Apr 2021, 30 Apr 2021, 01 May 2021, No Session Available, 3 May 2021, 04 May 2021, 05 May 2021

Center Name (Age 45+)	29 Apr 2021	30 Apr 2021	01 May 2021	3 May 2021	04 May 2021	05 May 2021
BHOOPALPALLY (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	48	NA	NA
BORIVALI HIGH SCHOOL (Age 45+) Mumbai, Maharashtra, 400054.	50	NA	NA	NA	NA	NA
KATTANGOOR (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
KJRMARTHY (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
NALGONDASESSION (Age 45+) Mumbai, Maharashtra, 400051.	NA	NA	NA	50	NA	NA

Available Vaccination centre based on search criteria

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

**Select time slot**

09:00AM-11:00AM | 11:00AM-01:00PM | 01:00PM-03:00PM | 03:00PM-06:00PM

**Appointment Confirmation**

Thruvalidvaccinator  
Kolhapur, Maharashtra, 416001.  
Vaccine Name : CovAxeon Vaccine Price : 100 Date : 26 Apr 2021 Time : 11:00AM-01:00PM

Palak Gosai  
Reference ID: 51241027107870

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

Your vaccination appointment is confirmed.

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

Center  
Thruvalidvaccinator, Kolhapur, Maharashtra.

Date: 26 Apr 2021 Time: 09:00AM-06:00PM Preference: 11:00AM-01:00PM

#	Name	Reference Id	Photo Id To Carry
1	Palak Gosai	51241027107870	PAN Card

1. Please carry the Photo Id card mentioned in your appointment details for vaccination.  
2. If you have any comorbidities, please carry a medical certificate with you for the vaccination appointment.  
3. For more information, Please call CoWIN helpline number 1075.

Close

Click “Print” to download and save the confirmation

Back COVID-19 Vaccination Appointment

APPOINTMENT DETAILS

Center	CISF Shastri Park A Wing, North East Delhi, Delhi.				
Date	Apr 01 2021	Time	09:00AM-05:06PM	Preference	FORENOON

DETAILS OF INDIVIDUALS

#	Name	Reference Id	Photo Id to Carry
1	Aanchal Malhotra	1130173079592	PAN Card

INSTRUCTIONS

1. Please carry the Photo Id card mentioned in your appointment details for vaccination.  
2. If you have any comorbidities, please carry a medical certificate with you for the vaccination appointment.  
3. For any additional information, please visit our website - <https://covidwin.gov.in> or call CoWIN helpline number 1075.

Get your COVID Vaccination Certificate on

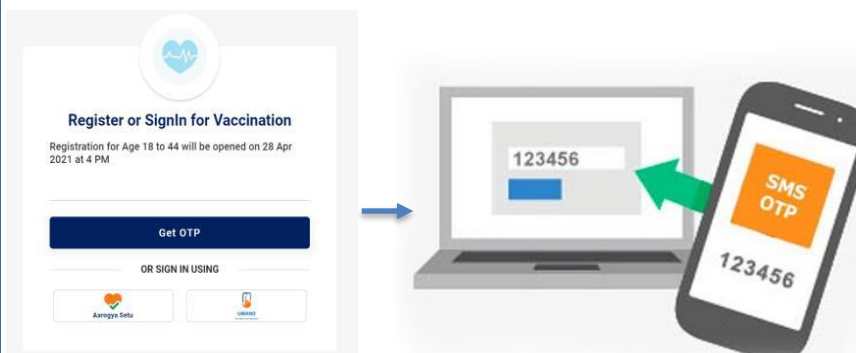
Aarogya Setu | DigiLocker | CO+WIN

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?”



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

# User Manual

## Citizen Registration and Appointment for Vaccination

Not Vaccinated

**Malini S**

Year of Birth: 1976      Photo ID: PAN Card      ID Number: XXXX-212S

Dose 1  
SK Hospital Site, 27 Apr 2021

Reschedule      Appointment Slip

Cancel Appointment X

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

← Book Appointment for Vaccination

Search By PIN      Search By District

Enter your PIN  
400054      Search

1 Search new Center

← Appointment Confirmation

Select Time Slot  
09:00AM-11:00AM      11:00AM-01:00PM      01:00PM-03:00PM      03:00PM-06:00PM

SK Hospital Site  
Pune, Maharashtra, 410401  
Date : 02 May 2021      Time : 11:00AM-01:00PM

Malini S.  
Reference ID: 55184010267590

Confirm

3 Confirmation screen

← Book Appointment for Vaccination

Search By PIN      Search By District

Select State: Maharashtra      Select District: Mumbai      Search

29 Apr 2021      30 Apr 2021      01 May 2021      No Session Available      3 May 2021      04 May 2021      05 May 2021

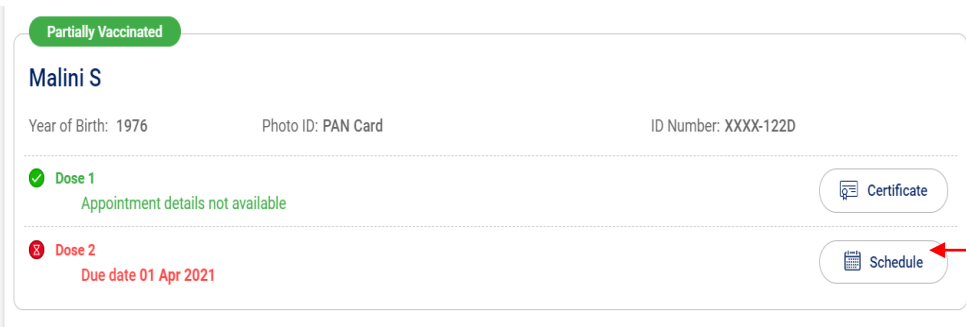
Center Name	29 Apr 2021	30 Apr 2021	01 May 2021	3 May 2021	04 May 2021	05 May 2021
BHOOPALPALLY (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	48	NA	NA
BORIVALI HIGH SCHOOL (Age 45+) Mumbai, Maharashtra, 400054.	50	NA	NA	NA	NA	NA
KATTANGOOR (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
KURMARTH (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
NALGONDASESSION (Age 45+) Mumbai, Maharashtra, 400051.	NA	NA	NA	50	NA	NA

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.



Partially Vaccinated

**Malini S**

Year of Birth: 1976      Photo ID: PAN Card      ID Number: XXXX-122D

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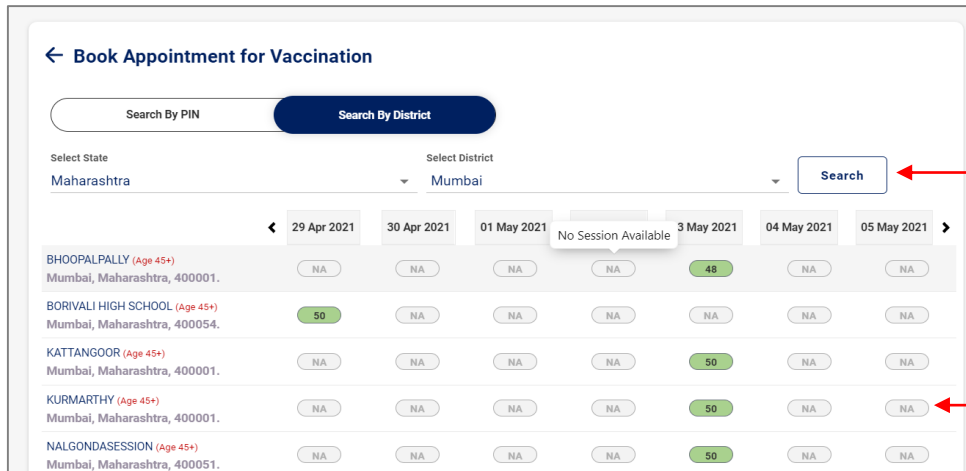
**Dose 1**  
Appointment details not available     

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**Dose 2**  
Due date 01 Apr 2021     

“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



← **Book Appointment for Vaccination**

Search By PIN      **Search By District**

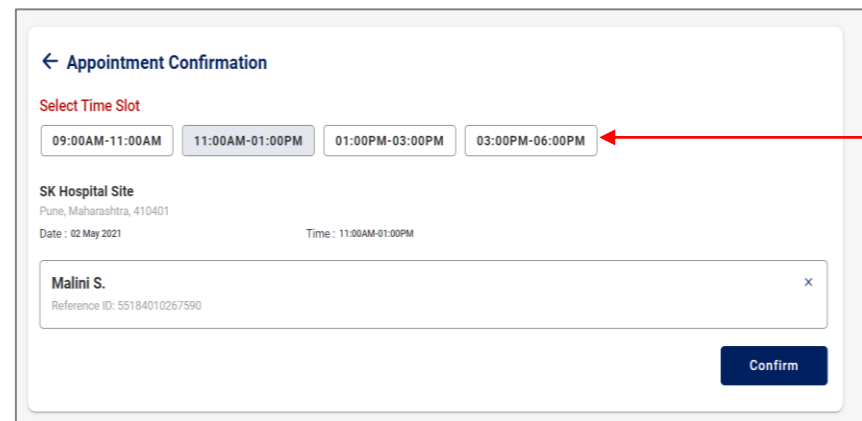
Select State: Maharashtra      Select District: Mumbai     

29 Apr 2021      30 Apr 2021      01 May 2021      No Session Available      03 May 2021      04 May 2021      05 May 2021

Centre Name	29 Apr 2021	30 Apr 2021	01 May 2021	03 May 2021	04 May 2021	05 May 2021
BHOOPALPALLY (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	48	NA	NA
BORIVALI HIGH SCHOOL (Age 45+) Mumbai, Maharashtra, 400054.	50	NA	NA	NA	NA	NA
KATTANGOOR (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
KURMARTH Y (Age 45+) Mumbai, Maharashtra, 400001.	NA	NA	NA	50	NA	NA
NALGONDASESSION (Age 45+) Mumbai, Maharashtra, 400051.	NA	NA	NA	50	NA	NA

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

Select Centre and date



← **Appointment Confirmation**

Select Time Slot

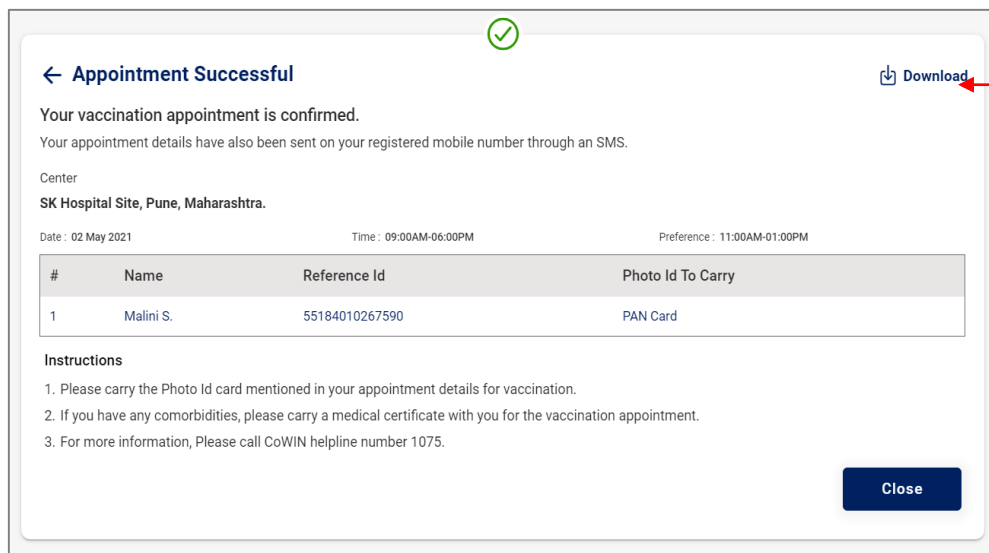
                

SK Hospital Site  
Pune, Maharashtra, 410401  
Date: 02 May 2021      Time: 11:00AM-01:00PM

Malini S.  
Reference ID: 55184010267590

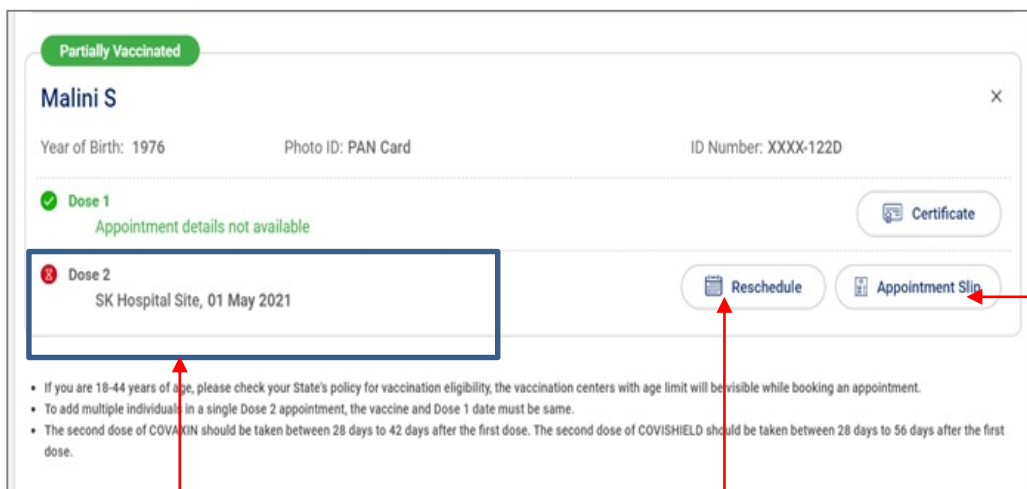
Select time slot

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



“Download” button  
– to save  
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*

