



# **Citizen Registration and Appointment for Vaccination**

## **User Manual**

**Date: 26-April-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 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

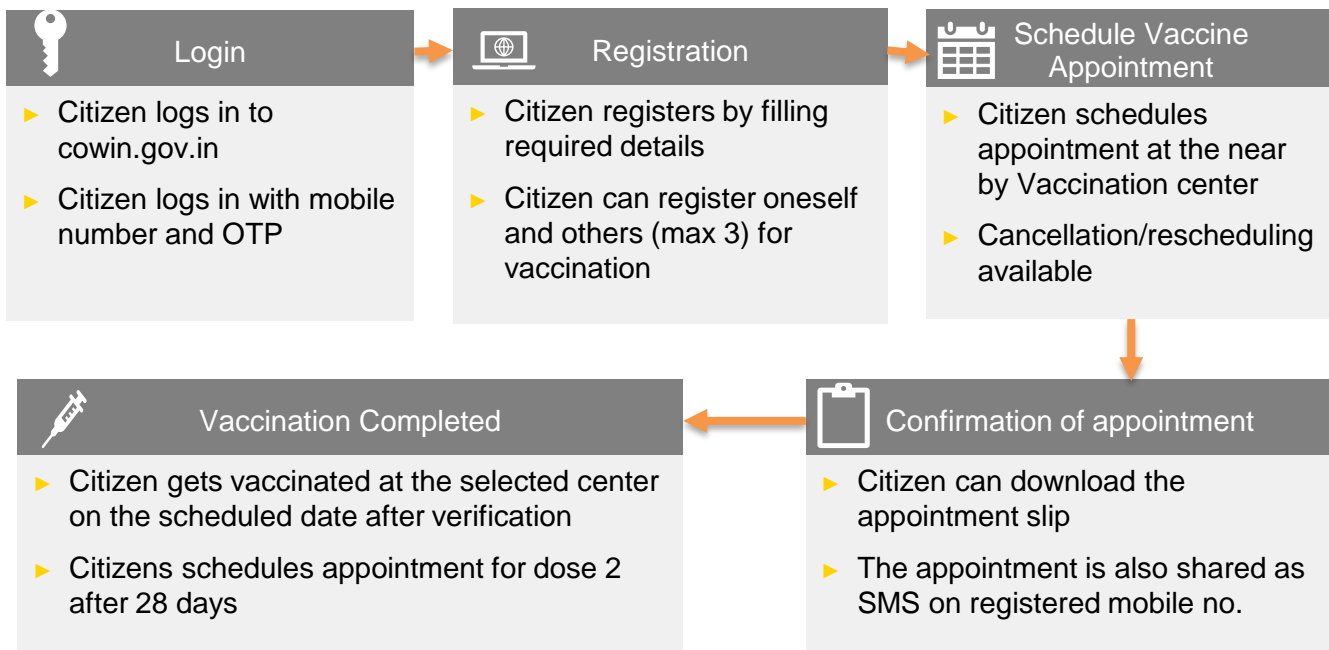


Get yourself vaccinated from selected center on scheduled date

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

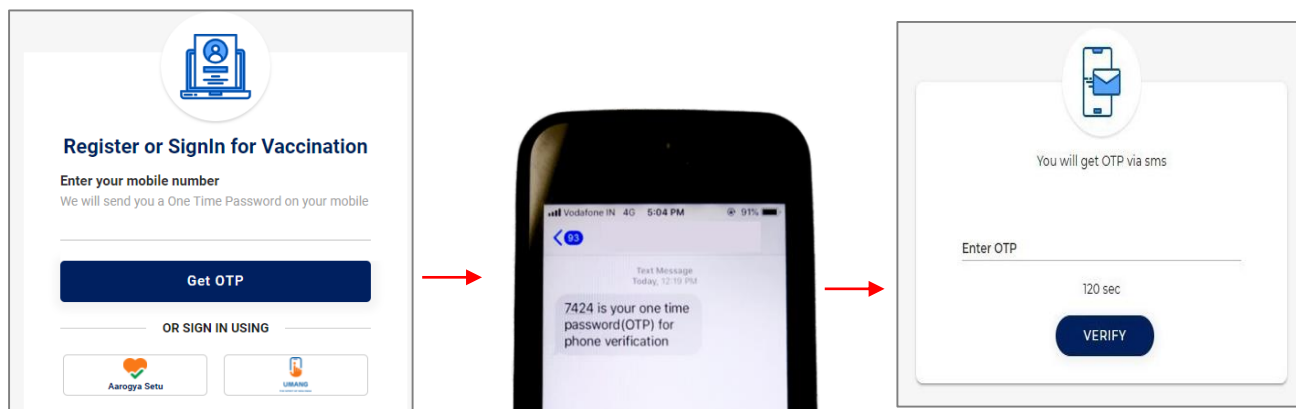
- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

### Work Flow



### 1 Register

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

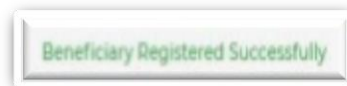
Click “Register” Button

- 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	<ul style="list-style-type: none"> <li>• Select appropriate ID Card from the Dropdown list .</li> </ul> <p>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**

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  
CCQPR8978B

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

**Rahul | Male**

Year of Birth: 1956 Photo ID: PAN Card ID Number: XXXX-978B

Dose 1: Appointment not scheduled


Schedule

+ Add More

Delete Individual



“Delete” button – to Delete existing member

- Login with username and password, and Navigate to the dashboard.
- 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

“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

**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 <b>PHD</b> Kolhapur, Maharashtra, 416201. ZyCoV-D: ₹280	99 ZyCoV-D	100 ZyCoV-D	2 ZyCoV-D	100 ZyCoV-D	99 ZyCoV-D	100 ZyCoV-D	99 ZyCoV-D
SUNCITY HOSPITAL <b>PHD</b> Kolhapur, Maharashtra, 416201. ZyCoV-D: ₹350	99 ZyCoV-D	99 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D	100 ZyCoV-D
THRUVALIDVACCINATOR <b>PHD</b> Kolhapur, Maharashtra, 416001. CovAxeon: ₹100 ZyCoV-D: ₹100	100 CovAxeon	100 CovAxeon	100 CovAxeon				

**Price of the vaccine** →

**Name of the vaccine** →

Ministry of Health and Family Welfare **Co-WIN** Winning Over COVID - 19 Logout

### Book Appointment for Vaccination

Delhi

Search by Pincode

South West Delhi

**Search**

Back

Ministry of Health and Family Welfare **Co-WIN** Winning Over COVID - 19 Logout

### Book Appointment for Vaccination

Search by District

110070

**Search**

Back

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



# User Manual

## Citizen Registration and Appointment for Vaccination

Book Appointment for Vaccination

Choose your vaccination center near by

Delhi North East Delhi Search by Pincode Search

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Mar 26 2021 Mar 27 2021 Mar 28 2021 Mar 29 2021 Mar 30 2021 Mar 31 2021 Apr 01 2021

Center Name

Center Name	Available	Time	Book
CISF Shastri Park A Wing North East Delhi, Delhi, 0.	44	09:00AM-05:00PM	Book
CISF Shastri Park B Wing North East Delhi, Delhi, 110053.	46	09:00AM-05:00PM	Book
DGD Arvind Nagar PHC North East Delhi, Delhi, 110053.	50	09:00AM-05:00PM	Book

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

← 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

Confirm

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

**COVID-19 Vaccination Appointment**

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**APPOINTMENT DETAILS**

Center	CISH Shastri Park A Wing, North East Delhi, Delhi.		
Date	Apr 01 2021	Time	09:00AM-05:00PM
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://covid.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?”

**Register or SignIn for Vaccination**

We will send you a **One Time Password** on your phone number

Enter Mobile Number

**GET OTP**

Or

**Sign In Using Aarogya Setu**



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

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  
Dose 1: PHC Palam PHC, 01-04-2021

ID Number: XXXX-858N

Reschedule Appointment Slip

Cancel Appointment X

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

Choose your vaccination center near by  
Search by District

Q 110070 Search

Back

Search new Center

Please choose your time slot and confirm your appointment.

Parmeshawri Devi Hospital  
New Delhi, Delhi, 110070.

Mar 26 2021  
Select time slot

FORENOON AFTERNOON

#	Name	Reference ID
1	Anjali	9417492641237

Back CONFIRM

Verify new Slot and confirm

Choose your vaccination center near by  
Search by District

Q 110070 Search

Back

Mar 24 2021 Mar 25 2021 Mar 26 2021 Mar 27 2021 Mar 28 2021 Mar 29 2021 Mar 30 2021

Center Name

Center Name	Available	Time
Parmeshawri Devi Hospital New Delhi, Delhi, 110070.	97	09:00AM-05:00PM

Book

Search new Slot and Book

Appointment Successful

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

Center	Date	Time	Preference
Parmeshawri Devi Hospital, New Delhi, Delhi,	Mar 26 2021	09:00AM-05:00PM	FORENOON

#	Name	Reference ID	Photo Id To Carry
1	Anjali	9417492641237	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 more information, Please call CoWin helpline number 1075.

CLOSE

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  
Dose 2: Appointment not scheduled

Partially Vaccinated Certificate 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.

“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**

Choose your vaccination center near by

Goa North Goa Search by Pincode Search

Back

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

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

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

#	Name	Reference ID
1	Akhil	21395587574767

Back CONFIRM


Select time slot

# User Manual

## Citizen Registration and Appointment for Vaccination

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

**Appointment Successful**



[Print](#)

Your vaccination appointment is confirmed.

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

**Center**  
Panaji CovAxeon Center, North Goa, Goa,

**Date** Apr 04 2021      **Time** 09:00AM-06:00PM      **Preference** FORENOON

#	Name	Reference Id	Photo Id To Carry
1	Akhil	21395587574767	Passport

**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 more information, Please call CoWIN helpline number 1075.

[CLOSE](#)

“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

**Account Details**

**XXXX-XXXX-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

Dose 2: Panaji CovAxeon Center, 04-04-2021

[Partially Vaccinated](#)   [Certificate](#)

[Reschedule](#)   [Appointment Slip](#)

[+ 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.

Print slip

Details for dose 2 appointment

Reschedule

“ दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 ”

- *Prime Minister Narendra Modi*

