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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 backbone 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
User Manual
Citizen Registration and Appointment for 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

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.

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

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

Receives Confirmation message on successful registration.

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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**

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

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

All Fields are Mandatory to be filled
3. **Delete Individuals**

   - Citizen can delete individuals linked with his mobile number.

   ![Delete Individuals Screenshot]

   - “Delete” button – to delete existing member.

   1. Login with username and password, and navigate to the dashboard.
   2. Click “Delete” 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.

   ![Booking Appointment Screenshot]

   - “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

**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
Click the Book Button to Book the Appointment

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

Click to check next week slots

• 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

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
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

- 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.

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

“Schedule” button – to schedule appointment for Dose 2
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
“दवाई भी और कढ़ाई भी।
Together, India will defeat COVID-19 ”

- Prime Minister Narendra Modi