

# Citizen Registration and Appointment for Vaccination

**User Manual** 

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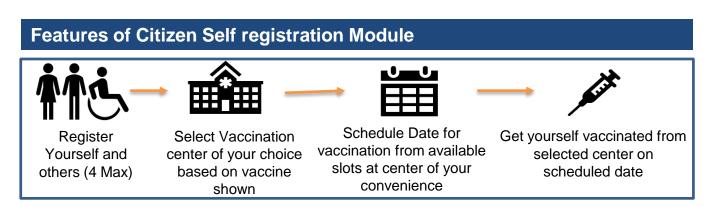


#### Overview

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.

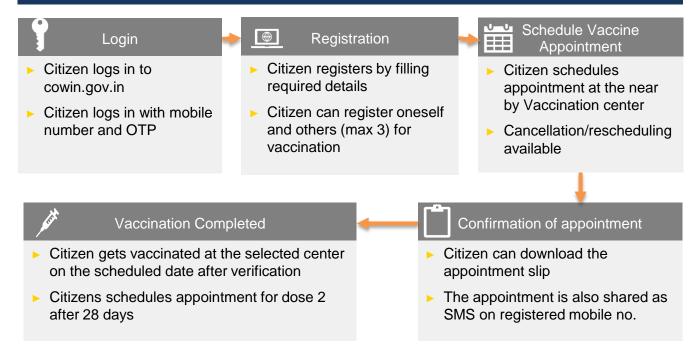


The following features will be available for the Citizen in Self Registration module

- 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 <u>www.cowin.gov.in</u> and click on "Register/Sign In yourself" tab.

	12:32 🛇 😂 🗊 📫 •	(이 🕅 湖 46* 知 🗋 24%	
Register or Sign In for Vaccination	< NHPSMS	<b>ā</b> :	OTP Verification An OTP has been sent to XXXXXX 9213
Enter your mobile number Get OTP By Sign In/Registration, I agree to the <u>Terms of Service</u> and <u>Privacy Policy</u>	Your OTP to register/access 675031. It will be valid for 3 CoWIN		Enter OTP  174 sec  There might be some delay in receiving the OTP due to heavy traffic
OR BOOK APPOINTMENT USING		12:25 PM VM-NHPSMS	Verify & Proceed

- 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

	_
Your Photo ID w	be verified at the time of your vaccination appointment. Please provide the details of the Photo ID you will carry for vaccination.
Member Type	
Regular Citizen	· · · · · · · · · · · · · · · · · · ·
Photo ID Proof	
Passport	· · · · · · · · · · · · · · · · · · ·
Passport Number	
PASSPORT1234	
Rishitoshchand S	ivastava
Gender	
Male	emale 🔿 Others
Year of Birth (as in Pas	ort in VVVV format)
1988	
	Add

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.	
		Chizen must carry selected 1D 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

Account Details Registered Mobile Number: XXX-XXX-9213		
Not Vaccinated		
Nisha Singh   REF ID : 59649383984540   Secret Code : 4540   Sta	atus : Updated	Ŵ
Member Type: Pregnant Women EDIT 🖉	Year of Birth: 1990	
Photo ID: NPR Smart Card	ID Number: XXXX-T678	
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

Your <b>Photo ID</b> will be ve	Register for Vaccination	ide the details of the Photo ID you will carry for
Four Prioto ID will be ve	vaccination.	the the details of the Photo ID you will carry for
Member Type Regular Citizen		-
Photo ID Proof		
Passport		•
Passport Number		
PASSPORT1234		
Name (as in Passport)		
Rishitoshchand Shrivast	tava	
Gender  Male Fema Year of Birth (as in Passport in 1988)	0	
Male	0	
Male     Fema Year of Birth (as in Passport in	YYYY format)	
Male     Fema Year of Birth (as in Passport in	YYYY format)	Receives Confirmation message on successfu addition of member



#### 3 Delete Individuals

· Citizen can Delete individuals linked with his mobile number

Account Details Registered Mobile Number: XXX-XXX-9213			
Not Vaccinated Nisha Singh   REF ID : 59649383984540   Secret Code : 4540   S Member Type: Pregnant Women EDIT  Photo ID: NPR Smart Card	tatus : Updated Year of Birth: 1990 ID Number: XXXX-T678	<b></b>	
Photo ID: NPR Smart Card  Dose 1  Appointment not scheduled	+ Add Member	Schedule	"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

lividual Deleted Successfully
-------------------------------

## 4 Booking Appointment for Vaccination

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

Account Details Registered Mobile Number: XXX-XXX-9213 Not Vaccinated Nisha Singh   REF ID : 59649383984540   Secret Code : 4540   Status	:: Updated		
Member Type: Pregnant Women EDIT /	Year of Birth: 1990 ID Number: XXXX-T678	— to	edule" butt schedule
Dose 1     Appointment not scheduled		regisi	
	+ Add Member	mem	Ders



- 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 Dose 1 The state state of the pincade or district	t search is provided by the state govt and private hospitals. C	WIN does not create this data, therefore we cannot quar	rantee that it is the most recent and accurate data	
Search By PIN Select State Maharashtra	Search By District Select District Mumbai		y Search	Appointment
Slot Search Results (201 Center(s) Found) Showing results for: Dose: 1 Age:	Cost: Vaccine:			booking screen
	45 & Above Paid Free Covishield 05 Aug 2021 06 Aug 2021 07 Aug Booket NA NA NA	2021 08 Aug 2021 09 Aug 2021	1 10 Aug 2021 11 Aug 2021 >	Fully booked slots in
ADMIRE SPICE, MONTAN, MANIFASHIR, ADOTOL CONSERVED, 2730	4         89         20           COVISHIELD         COVISHIELD         COVISHIELD         COVISHIELD           18.8 Above         18.8 Above         18.8 Above         18.8 Above	HELD	NA MA	Available slots in
ADVANCED MULTI SPECIALTY HOSP (NO)	73         88         71           COVISHIELD         COVISHIELD         COVISH           45 & Above         45 & Above         45 & Above	HELD COVISHIELD COVISHIELD	45 NA COVISHIELD 45 & Above	vaccination centres
cannot guarantee that it is the most recent and accurate da	t seach is provided by the state govt and private hospitals. C a. ch <b>Dy District</b> Select District Pune Cost: Vaccine:	WW does not create this data, therefore we	Gook Appointment The slots availability data displayed in t cannot guarantee that it is the most rec     Search By PN Enter your PN 410401 Slot Search Results (p. C Showing results for: Desc. 1 Age: Filter results by:	he pircode or district search is provided by the state gort and private hospitals. CoWIN does not create this data, therefore et and accurate data.           Search By District
cannot guarantee that it is the most recent and accurate da	t search is provided by the state govt and private hospitals. C			t for Dose 2 (COVISHIELD) the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we were and accurate data.
Maharashtra Slot Search Results (0 Center(s) Found)	✓ Pune	Search	410401	Search
Showing results for: Dose: 2 Age: Filter results by: 18 & Above 18-44 Only	Cost 45 & Above Paid Free		Showing results for: Dose: 2 Age: Filter results by: 18 & Abo	Cost

#### 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 Dose The slots availability data displayed in the pincode or dis		wt and private hospitals. CoWIN does	not create this data, theref	ore we cannot guarantee	that it is the most recent	and accurate data.
	Search By PIN	Search By Dista	rict				
Select State Maharashtra			Select District Vumbai				
	Slot Search Results (201 Center(s) Found Showing results for: Dose: 1 Age: 18 & Above 18-44 On	Cost:	Vaccine: Tree Covishield Covax	in) Sputnik V		-	
Available Vaccination	ACWORTH MUNICIPAL HOSP WADALA Major R Parameswaran Road Wadala Mumbai Mai Mashtra, Mumbai, Maharashtra, 400031		ug 2021 07 Aug 2021	08 Aug 2021	09 Aug 2021	10 Aug 2021	11 Aug 2021 >
centre based on search criteria	ADMIRE EVE CARE (NO) 1st Fir Commercial Chandak Stella Chs Udyog Nagar Nr FM Banquet Off S V RG Goregaon West, Mumbal, Manual Ava, 400104 COVISHIELD: 7780	COVISHIELD COVI	89 200 SHIELD COVISHIELD Above 18 & Above	NA	NA	NA	NA
	ADVANCED MULTI SPECIALTY HOSP (750) CMPH Medical College Campus Natakar Gadkari Marp	COVISHIELD COVI	88         79           SHIELD         COVISHIELD           Above         45 & Above	88 COVISHIELD 45 & Above	52 COVISHIELD 18-44 Only	45 COVISHIELD 45 & Above	NA
			Γ				
Click Center of choice for Vaccination	of Filters for Age, Vac and Free/Paid va	accines Avail	able Date and at selected Cer	capacity	♦ elect by cli the date conveniei	of	

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

← Appointment Confirmation		<ul> <li>Verify if the Centre, Date</li> <li>selected, Vaccine name and price are correct</li> </ul>
23 Near Main Road, Pune, Maharashtra, 410401 Vaccine Name : COVISHIELD Date : 19 Jun 2021 Rishitosh Reference ID : 54889249167380		Verify the name is appearing as in the Photo ID selected
Select Time Slot           09:00AM-11:00AM           11:00AM-01:00PM           01:00PM-03:00PM	03:00PM-06:00PM	Click "CONFIRM" if all details are correct to confirm booking



#### • Once confirmed, the confirmation page with "Appointment Successful" message will be displayed

_		$\bigcirc$			<u> </u>					
← Ap	← Appointment Successful					د "Downl			load a	nd
Your v	Your vaccination appointment is confirmed				save	e the con	firma	ation		
Your ap	pointment detail:	s have also been sent on your registered mobil	e number through an SMS				- I-			
Center							•			
AK Hos	p Site, Pune, Ma	harashtra.								
Date : 19	Jun 2021	Time: 09:00AM-06:00PM	Preference : 09:00AM-11:00AM		CO-WIN Winning Over CO	COVID-19	Vaccinat	ion Appointme	nt Details	
#	Name	Reference ID	Photo Id To Carry							
1	Rishitosh	54889249167380	Pension Passbook			1	APPOIN	ITMENT DETAILS		
Instruc	tions				Center	Giri -TestProd, Street1,	Agatti Island, La	kshadweep		
used		Employment Certificate (HCW/FLW) etc. while	ts, including appointment slip, the Photo ID card visiting the vaccination center, for verification at		Date	29 Jul 2021	Time	09:00AM-06:00PM	Preferred Time Slot	09:00AM-11:00AM
preso	ribed by the resp		t Government Vaccination Centers, for 18-44 age				DETAILS	OF INDIVIDUALS		
State	/UT (on their we	,			Reference Id	Name	Vaccine Name	Dose Type	Photo Id to Carry	Secret Code
		accination center only 15 minutes before the se	5		76231625607600	Raju	COVAXIN	First	Passport	7600
4 Pleas	a) Wear a mask	appropriate behaviour at the vaccination cente	rs.							
	,	istance of at least 2 meters from others.								
		ueue system maintained at the vaccination cer	ters.				INS	TRUCTIONS		
numi 6 Last	per is correctly re	the vaccinator if your details such as name, ge ecorded in the system. eneficiary reference ID is your security PIN. Ple	nder, year of birth, ID card type and ID card ase provide the same to the vaccinator/verifier,		2. Please check for	or additional eligibility con	ditions such as o	<ol> <li>etc. while visiting the visitin</li></ol>	daya, disability et	for verification at the c. If any, prescribed
		he confirmation SMS for vaccination, please do the vaccination center.	contact the vaccinator/ vaccination center in-		carry the other website).	ve State/UT Government prescribed documents (e.	.g. Comorbidity	Certificate etc.) as sugge	sted by respective	State/UT (on their
		rtificate generated after successful vaccinatior rtificate by logging in to your account at cowin	recording before leaving the vaccination center. gov.in or Arogya Setu or Digi-locker.		4. Please follow C	t the vaccination center of OVID appropriate behavio			e to avoid overcro	wding.
9 Pleas	e preserve any o	other document provided by the vaccination ce	nter with details of vaccination.		a) Wear a ma b) Maintain a	distance of at least 2 me	ters from other	s.		
		u are not offered vaccination despite having a v helpline 1075 or send an email to support@co	alid appointment, you may lodge a complaint by		c) Follow the	queue system maintaine	d at the vaccina	tion centers.		
Cali	ng the covid-15	repline to sol send an email to support dect			<ol> <li>Please confirm is correctly record</li> </ol>	from the vaccinator if you orded in the system.	ur details such a	is name, gender, year of	birth, ID card type	and ID card number
			Close		<ol> <li>Last 4 digits of when asked.</li> </ol>	your beneficiary reference	e ID is your sec	urity PIN. Please provide	the same to the v	accinator/verifier,
				-	<ol> <li>If you do not re charge before I</li> </ol>	eceive the confirmation SM eaving the vaccination ce	MS for vaccination termination of the second s	on, please do contact the	vaccinator/ vaccir	ation center in-
						our certificate generated a certificate by logging in to				
Citiz	en sho	uld keep a printout	of appointment slip to			e any other document pro				
		Vaccination Center				n, you are not offered va ID-19 helpline 1075.	ccination despit	e having a valid appointr	nent, you may loo	lge a complaint by
					L					

### **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.
Register or SignIn for Vaccination Registration for Age 18 to 44 will be opened on 28 Apr 2021 at 4 PM		OTP is sent at the phone number via SMS.
Get OTP OR SIGN IN USING	123456	Enter the OTP and click "Verify" button.
Arryge Selu		Navigate to "Account Details" Page



Account Details Registered Mobile Number: XXX-XXX-8272	Raise an Issue ▼	
Not Vaccinated Rishitosh   REF ID : 54889249167380   Secret Code : 7380 Year of Birth: 1988 Photo ID: Pension Passbook	ID Number: XXXX-1234	Click "X" to cancel appointment
Oose 1         AK Hosp Site,19 Jun 2021,09:00AM-11:00AM	Reschedule	
+ Add Member		

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
- Once the new Date and Centre are selected; Click "Book" to reschedule;
  - 3 Confirm by clicking " Confirm" of the revised Schedule
    - Once confirmed, the confirmation page with "Appointment Successful" message will be displayed

Book Appointment for Dose 1			← Ap	pointment Confirm	ation	
The slots availability data displayed in the pincode or district sea cannot guarantee that it is the most recent and accurate data.	arch is provided by the state govt and private hos	pitals. CoWIN does not create this data, therefore	we AK Hos			
Search By PIN Search By	v District			Name : COVISHIELD	Date : 19 Jun 2021	
			Rishi	tosh		
Select State Maharashtra	select District Pune	Search	Refere	nce ID : 54889249167380		
Slot Search Results (0 Center(s) Found) Showing results for: Dose: 1 Age:	Cost: Vac	cine:		Time Slot 0AM-11:00AM 11:00	AM-01:00PM 01:00PM-03:00PM 03:00PM-06:00PM	
Filter results by: 18 & Above 18-44 Only 45	& Above Paid Free Cov	vishield Covaxin Sputnik V				Confirm
Search	n new Cente	r	3		Confirmation screen	
← Book Appointment for Dose 1						
Book Appointment for Dose 1 The slots availability data displayed in the pincode or district     Search By PPN Select State Maharashtra	search is provided by the state gort and private Search By District Select Dis	strict	erefore we cannot guarantee that it is	the most recent and accurate data.		
The slots availability data displayed in the pincode or district r  Search By PN  Select State Maharaahtra  Slot Search Results (201 Center(s) Found)  Boowing results for: Dosc 1  Age: Content of Contents of Contents of Contents of Contents of Contents	Search By District Select Di Mumb	vacine:	refore we cannot guarantee that it is			
The slots availability data displayed in the pincode or district in Search By PIN Select State Maharaahtra Slot Search Results (poil Center(s) Found) Showing results for:   Dote 1 Filter results for:   T8 & Above   18 44 Only   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   1	Search By District Select Di Mumb 45 & Above Paid Free	strict al Vaccine: Corvestitetis Covaxin Sputnik V		Search		
The slots availability data displayed in the pincode or district in Search By PIN Select State Maharaahtra Slot Search Results (poil Center(s) Found) Showing results for:   Dote 1 Filter results for:   T8 & Above   18 44 Only   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   18 & Above   (18 & Above   18 & Above   1	Search By District Select Di Mumb	vacine:	09 Aug 2021 10 A		, ,	
The slots availability data displayed in the pincode or district Search by PN Select State Maharashtra Slot Search Results (201 Center(s) Found) Showing results for: Doze 1 Filter results by: 18.4 bore) 18.44 Only ( 18.4	Search By District Select Di Mumb 45 & Above OS Aug 2021 OS Aug 2021 MA MA	Vacine: Corvisheld Covaxin Southik V 07 Aug 2021 08 Aug 2021	09 Aug 2021 10 J	Search Aug 2021 11 Aug 2021	<b>,</b>	

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.

Account Details		
Registered Mobile Number: XXX-XXX-8272	Raise an Issue ▼	
Partially Vaccinated Rishitosh   REF ID : 54889249167380   Secret Code : 7380	84 Days Left for Dose 2	
Year of Birth: 1988 Photo ID: Pension Passbook	ID Number: XXXX-1234	"Schedule" button
Dose 2     Due date 11 Sep 2021, Last date 09 Oct 2021	Schedule	<ul> <li>to schedule</li> <li>appointment for</li> <li>Dose 2</li> </ul>

- 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 Dose 2 (COVISHIEL The slots availability data displayed in the pircode or district search is provided by	D)	unance that it is the most recent data available from the data provider.		
Search By PIN	Search By District			
Select State	Select District		_ Search	"Search" button –
Maharashtra	- Mumbai			
We are allowing 20 searches within 15 minutes. Over use of search can lead to 24	hours ban for your account. Refer to our terms of service for more information.			to search Centre
Slot Search Results (1 Center(s) Found)				by pincode or
Showing results for: Dose: 2 Vaccine: COVISHIELD				District
Age:         Cost:           Filter results by:         Age 18+         Age 45+         Paid         Free				District
	29 Jul 2021 30 Jul 2021 31 Jul 2021	01 Aug 2021 02 Aug 2021	03 Aug 2021	
	NA NA NA	Booked NA	NA	
HINDU SABHA HOSPITAL (RND)		COVISHIELD Age 45+		
Ghatkopar (West) Shraddhanand Road, Mumbai, Maharashtra, 400086		Booked		Select Centre and
COVISHIELD: 4780		COVISHIELD Age 18+		date
		Age 101		duto
← Appointment Confirmation	on			
<b>AK Hosp Site</b> 23 Near Main Road, Pune, Maharashtra, 410	1401			
Vaccine Name : COVISHIELD	Date : <b>19 Jun 2021</b>			
Rishitosh Reference ID : 54889249167380				
Select Time Slot				
09:00AM-11:00AM 11:00AM	1-01:00PM 01:00PM-03:00PM	03:00PM-06:00PM		Select time slot
			Confirm	



		$\odot$				"Download" button
← Арро	ointment Su	ccessful		Download	<b></b>	- to save
Your vaccination appointment is confirmed Your appointment details have also been sent on your registered mobile number through an SMS						appointment slip
Center <b>AK Hosp Si</b>	ite, Pune, Mahara	shtra.				
Date : 19 Jun 2	2021	Time : 09:00AM-06:00PM	Preference : 09:00AM-11:	MADO		
# 1	Name	Reference ID	Photo Id To Carry			
1 1	Rishitosh	54889249167380	Pension Passbook			
Instruction	ns					
used for		d mobile phone and the requisite docume loyment Certificate (HCW/FLW) etc. while				
prescribe group, ar	ed by the respecti	al eligibility conditions such as co-morbid ive State/UT Government for vaccination prescribed documents (e.g. Comorbidity a).	at Government Vaccination Cen	ters, for 18-44 age		
		nation center only 15 minutes before the s	scheduled time to avoid overcro	wding.	0	
4 Please fo	ollow COVID appr	opriate behaviour at the vaccination cent	ers.		• Once a	appointment Centre, date
a)	Wear a mask.				and tin	ne slot have been selected,
b)	Maintain a distan	ice of at least 2 meters from others.				
c)	Follow the queue	system maintained at the vaccination ce	nters.		click o	n "Confirm"
		accinator if your details such as name, ge	ender, year of birth, ID card type	and ID card		
	is correctly record	ded in the system. ficiary reference ID is your security PIN. Pl	lease provide the same to the w	accipator/vorifior	Appoir	ntment successful page will
when as	J ,	icially reference to is your security Fills. Fi	lease provide the same to the va	conator/vermer,	1	
		onfirmation SMS for vaccination, please o vaccination center.	do contact the vaccinator/ vacci	nation center in-	be disp	played.
		ate generated after successful vaccinatio ate by logging in to your account at cowin				
9 Please p	reserve any other	document provided by the vaccination ce	enter with details of vaccination			
		not offered vaccination despite having a pline 1075 or send an email to support@c		ge a complaint by		
				Close		

- 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		
Registered Mobile Number: XXX-XXX-827	72	Raise an Issue ▼
Partially Vaccinated		84 Days Left for Dose 2
Rishitosh   REF ID : 54889249167380   Secre	et Code : 7380	×
Year of Birth: 1988 Photo ID	: Pension Passbook	ID Number: XXXX-1234
Dose 1 COVISHIELD      AK Hosp Site 19 Jun 2021 09:00AM-11:00AM	м	ब्रिड Certificate
Dose 2     AK Hosp Site,11 Sep 2021,09:00AM-11:00AM	м 😱	Reschedule
	+ Add Member	
	•	
Details for dose 2 appointment	Print slip	Reschedule



### 7 How to download the vaccination certificate

The citizen must have received least one dose in order to receive the Vaccination certificate

Follow the below mentioned steps to download your vaccination certificate.

#### DOMESTIC CERTIFICATE

- 1. Login to Co-WIN application using Registered Mobile number
- 2. Click on Certificate tab to get domestic vaccination certificate

Ministry of Health and Family Welfare	Verify C	Certificate   Dashboard A+ A A- English ▼   Logo
Winning Over COVID - 19	Vaccinat	ion Services → Platforms → Resources → Suppor
Vaccinated		
<b>Rishitoshchand Shrivas</b>	stava   REF ID : 19796300469747   Secret Code	: 9747
Year of Birth: 1967	Photo ID: Passport	ID Number: XXXX-0987
Dose 1   COVISHIELD     Appointment details not available		
Dose 2     Appointment details not available		g Certificate
Govern	with & Family Welfare ment of India DVID-19 Vaccination d : 2nd Dose Rishitoshchand Shrivastava 54	
_ Gender/ലിംഗം	Male	
ID Verified / പരിശോധിച്ച ഐഡി	Pessport # PASS4560987	Certificate will get
Unique Health ID (UHID) Beneficiary Reference ID	19796300469747	downloaded as a pdf
Vaccination Details		· · · ·
Vaccine Name / വാക്സിന്റെ പേര്		
	COVISHIELD	
Date of 1º1 Dose / ആദ്യ ഡോസിന്റെ തീയതി	COVISHIELD 01 Jul 2021 (Betch no. COVI121021)	
Date of 2 <sup>nd</sup> Dose / രണ്ടാമത്തെ ഡോസിന്റെ തീയര	01 Jul 2021 (Batch no. COVI121021)	
Date of 2 <sup>nd</sup> Dose /രണ്ടാമത്തെ ഡോസിന്റെ തീയര Vaccinated by / വാക്സിൻ നൽകിയത്	01 Jul 2021 (Batch no. COVI121021) 기 12 Oct 2021 (Batch no. COVI121021) Vacc fifth Oct	
Date of 1º Dose / ആദ്യ ഡോസിന്റെ തീയതി Date of 2º Dose / രണ്ടാമത്തെ ഡോസിന്റെ തീയത Vacanated by / വാക്സിൻ നൽകിയത് Vacanation at / വാക്സിൻ സ്വീകരിച്ച സ്ഥലം	01 Jul 2021 (Betch no. COVI121021) 12 Oct 2021 (Betch no. COVI121021)	



#### INTERNATIONAL CERTIFICATE

To download International Certificate citizen must have received both vaccination doses and follow below steps

#### 1. Click on International Certificate tab

Ministry of Health and Family	Verify Certificate   Das	hboard A+ A A- English▼   Logout
CO-WIN Winning Over COVID - 19	Vaccination Services -	Platforms → Resources → Support →
Vaccinated Rishitoshchand Shrivast Year of Birth: 1967	<b>CaVa</b>   REF ID : 1979630046 <mark>9747</mark>   Secret Code : 9747 Photo ID: Passport	ID Number: XXXX-0987
Dose 1   COVISHIELD     Appointment details not available		
Dose 2     Appointment details not available	हिंच Certificat	te International Travel Certificate
	+ Add Member	

2. Below screen will appear – From the dropdown select the member whose passport needs to be updated on Cowin

Submit this form to link y	our Vaccination Certificate with your passport number for International travel.
Fully vaccinated citizens	can update existing photo identity to passport number and date of birth to get International Certificate.
Passport Details	Select a Member Rishitoshchand Shrivastava
	Date of Birth
	Enter Passport Number
	Note: You can not make changes to the passport details after submitting this request.
	I declare that this passport belongs to the beneficiary. The name of the passport holder is same as mentioned on the vaccine

- 3. Enter Date of Birth
- 4. Enter Passport Number
- 5. Accept terms and condition check box
- 6. Click on Submit request

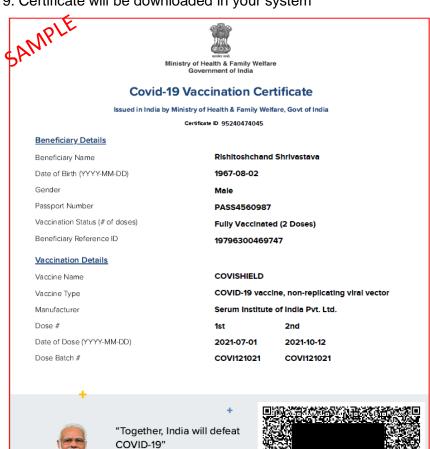


Below screen will appear after submission of the request

7. Click on Back arrow to go back to Dashboard

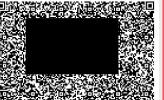


- 8. Once Saved Click again on "International Travel certificate" tab on dashboard
- 9. Certificate will be downloaded in your system



In case of any adverse events, kindly contact the nearest health centre

Prime Minister Narendra Modi





### 9 How to share vaccination status

To Share Vaccination Status citizen must have received at least one vaccination dose.

#### Follow the below mentioned steps to share vaccination status:

Goguboyani Ediga Naveen Simha   REF ID : 81429107466600   Secret Code : 8600 <ul> <li>Click on "Share Your Status"</li> <li>Click on "Share Your Status"</li> </ul> Year of Birth: 1992       Photo ID: Passport       ID Number: XXXX-4135         Dose 1   COVAXIN Appointment details not available             Dose 2	Account Details Registered Mobile Number: XXX-XXX-2747 <u>Track Request (1)</u> Raise an Issue		
Appointment details not available		ļ	Click on "Share Your Status"
Appointment details not available 🦉 Certificate	Appointment details not available		

1. Click on Share Your Status, below screen will appear.

← Share Your Status		
	Goguboyani ediga Naveen Simha Status Fully Vaccinated Evidence https://epi.cowin.gov.in/api/v3/vaccin Copy Link	Click on copy link to copy the URL
	< share Via	Click on any Social Media icon to Share Vaccination Status

2. Citizen can select any one poster and can share it via any social media option like Twitter, LinkedIn, Whatsapp, Facebook and Gmail.

3. Using the Share Vaccination status in your social circle, citizen will be able to see the poster along with the QR code as shown below.

4. New user viewing the shared vaccination status Poster of the citizen will have an option to share their vaccination status by clicking on share button as shown in below screen





### 10 Vaccination for children aged 15-17

From 4<sup>th</sup> January 2022 onwards, citizens aged 15-17 years can register and schedule appointment for Covaxin vaccination on the Co-WIN portal. Below are the steps to be followed:

- 1. Log in to <u>https://selfregistration.cowin.gov.in/</u>
- 2. Citizen should register or sign for verification by entering the mobile number and OTP

<b>Register or Sign In for Vaccination</b>	
An OTP will be sent to your mobile number for verification	
Enter your mobile number	
Get OTP	
By Sign In/Registration, I agree to the <u>Terms of Service</u> and <u>Privacy</u> <u>Policy</u>	
OR BOOK APPOINTMENT USING	
Aarogya Setu	

- 3. Citizen can click on "+Add member" option if they haven't registered 4 members from one registered mobile number
- 4. Once the registration/ sign in is complete, citizens need to enter the following details (Please note that all the field in this form are Mandatory -

	← Register for Vaccination
	Your <b>Photo ID</b> will be verified at the time of your vaccination appointment. Please provide the details of the Photo ID you will carry for vaccination.
	Name
	Gender
	O Male O Female O Others
ndatory Field	Year of Birth
e Filled by the 👎	Photo ID Proof
eficiary for stration	Photo ID Number
	Add

• The below table shows the details to be entered in the "Register for Vaccination" page.

#	Field Name	Details
1.	Photo ID Proof	Select appropriate ID Card from the Dropdown list .
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)

Citizens aged 15-17 have options to provide Aadhaar Card, PAN Card, Passport, Unique Disability ID (Unique ID for persons with disability), Ration Card with Photo, Student ID Photo under Photo ID proof



5. Citizen will get a pop up message i.e., Individual registered successfully

Health an	Individual Registered Successfully		English	👻   Logou
r COVID - 19	Vaccination Services <del>-</del>	Platforms <del>-</del>	Resources <del>-</del>	Support

6. Click on 'Schedule tab' on the bottom right corner of the page in order to book an appointment

Account De	tails		
Registered Mob	ile Number: XXX-XXX-1703		Raise an Issue
C-WA	XXX   REF ID : 5648680685 <mark>0860</mark>   Se	cret Code : 0860	Ŵ
VACC NATED	Year of Birth: 2007	Photo ID: PAN Card	ID Number: XXXX-229L
Appointment D	Details ①		
Dose 1     Appointment	t not scheduled		Schedule

- 7. "Book appointment for Dose 1" will appear on the page wherein the citizen can search for Government or private hospitals by entering either the PIN Code or District name
- 8. Click on 'Search' tab

← Book Appointment fo	or Dose 1
The slots availability data displayed in the pir that it is the most recent and accurate data.	ncode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee
Search By PIN	Search By District
Enter your PIN	Search

- The page will provide various options for hospitals and the available slots
- · Citizen also has the option to filter their search results by age and cost
- Identify the hospital as per your convenience and click on the colourful "slots" tab, located adjacent to the selected hospital name in order to book your slots

Note- Only Covaxin is available for children aged 15-17 years.



9. Select the convenient slot timings on the appointment confirmation page and click on confirm tab

← Appointment Confirmation				
<b>Medanta The Medicity</b> Sector - 38 Gurgaon Pin Code 122001, Gurgaon, Haryana, 122001				
Vaccine Name : COVAXIN	Date : 07 Jan 2022			
Xxx Reference ID : 56486806850860				
Select Time Slot           08:00AM-10:00AM         10:00AM-12	:00PM 12:00PM-02:00PM 02:00PM-04:00PM Confirm			

10. Citizen can save the Appointment confirmation slip by clicking on Download tab, placed on the top right corner

←Ap	ppointment Su	ccessful		🕁 Download		
Your vaccination appointment is confirmed						
′our ap	pointment details hav	ve also been sent on your registered mobile number	through an SMS			
Center						
Medant	a The Medicity, Gurga	aon, Haryana.				
	a The Medicity, Gurga	aon, Haryana. Time : 08:00AM-04:00PM	Preference : 12:00PM-02:00PM			
			Preference : 12:00PM-02:00PM Photo Id To Carry			

11. Citizen will also receive a confirmation message from VM-NHPSMS on their registered mobile number.

12. Citizen will also receive an OTP number which they have to show to the healthcare provider/registration desk at the selected centre for vaccination



- 13. Read the instructions carefully, before leaving for your appointment
- The sample template for Appointment slip has been shown below-

			APPOIN	TMENT DETAILS		
Center		Medanta The Medici	ty, Sector - 38 Gu	rgaon Pin Code 122001.	aurgaon, Haryana	
Date		07 Jan 2022	Time	08:00AM-04:00PM	Preferred Time Slot	12:00PM-02:00PM
			DETAILS	OF INDIVIDUALS		
Refere	ence Id	Name	Vaccine Name	Dose Type	Photo Id to Carry	Secret Code
564868	06850860	Ххх	COVAXIN	First	PAN Card	0860
			one and the requis	TRUCTIONS ite documents, including ) etc. while visiting the v		
used time 2. Plea:	for registrat of vaccinati se arrive at t	tion, Employment Cer on. the vaccination center	one and the requis tificate (HCW/FLW r only 15 minutes	ite documents, including ) etc. while visiting the v	accination center,	for verification at the
used time 2. Plea: 3. Plea: a)	for registrat of vaccinations se arrive at t se follow CO Wear a mas	tion, Employment Cer on. the vaccination center MD appropriate beha ik.	one and the requis tificate (HCW/FLW r only 15 minutes viour at the vaccir	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers.	accination center,	for verification at the
used time 2. Plea: 3. Plea: a) b)	d for registral of vaccinati se arrive at t se follow CO Wear a mas Maintain a d	tion, Employment Cer on. the vaccination center WD appropriate beha	one and the requisitificate (HCW/FLW r only 15 minutes viour at the vaccir meters from other	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers. s.	accination center,	for verification at the
used time 2. Plea: 3. Plea: a) b) c) 4. Plea:	d for registral of vaccinati se arrive at t se follow CO Wear a mas Maintain a o Follow the q se confirm fr	tion, Employment Cer on. VID appropriate behar k. distance of at least 2 r ueue system maintai	one and the requisi tificate (HCW/FLW r only 15 minutes viour at the vaccir meters from other ned at the vaccina	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers. s.	accination center, e to avoid overcro	for verification at the wding.
used time 2. Pleas 3. Pleas a) b) c) 4. Pleas is co 5. Last	d for registrat of vaccinati se arrive at t se follow CO Wear a mas Maintain a d Follow the q se confirm fr prrectly record	tion, Employment Cer on. WID appropriate beha k. distance of at least 2 r ueue system maintai rom the vaccinator if y ded in the system.	one and the requisi tificate (HCW/FUW r only 15 minutes viour at the vaccir meters from other ned at the vaccina your details such a	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers. s. tion centers.	accination center, e to avoid overcro birth, ID card type	for verification at the wding. e and ID card number
used time 2. Plea: 3. Plea: a) b) c) 4. Plea: is co 5. Last when 6. If yo	I for registrat of vaccinati se arrive at t se follow CO Wear a mas Maintain a d Follow the q se confirm for meetly recent for a sked.	tion, Employment Cer on. the vaccination center WD appropriate beha- k. listance of at least 2 r ueue system maintai rom the vaccinator if y ded in the system. our beneficiary refere	one and the requisi tificate (HCW/FW r only 15 minutes viour at the vaccin meters from other ned at the vaccina your details such a nce ID is your seco SMS for vaccinati	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers. 5. tion centers. s name, gender, year of	accination center, e to avoid overcro birth, ID card type the same to the v	for verification at the wding. e and ID card number accinator/verifier,
used time 2. Plea: 3. Plea: a) b) c) 4. Plea: is co 5. Last when 6. If yoo chan 7. Plea:	I for registrate of vaccinati se of vaccinati se arrive at t se follow CO Wear a mas Maintain a o Follow the q se confirm fr prrectly record 4 digits of y n asked. Su do not reco ge before les se check you	tion, Employment Cer on. WID appropriate beha- k. distance of at least 2 i ueue system maintai rom the vaccinator if y ded in the system. our beneficiary refere elve the confirmation aving the vaccination ur certificate generate	one and the requisi trificate (HCW/FUW r only 15 minutes viour at the vaccin meters from other need at the vaccina your details such a nce ID is your sect SMS for vaccinatii center. d after successful	ite documents, including ) etc. while visiting the v before the scheduled tim ation centers. s. tion centers. s name, gender, year of urity PIN. Please provide	e to avoid overcro birth, ID card type the same to the v vaccinator/ vaccin fore leaving the va	for verification at the wding. e and ID card number accinator/verifier, nation center in- ccination center. You

14. Citizen can either Cancel or reschedule their appointment

		XXX   REF ID : 56486806850860   Secret Code : 0860			
	Year of Birth: 20	007 Photo I	D: PAN Card	ID Nun	nber: XXXX-229L
	Appointment Details Dose 1 Medanta The Medicity,07 Jan 2022,	12:00PM-02:00PM		Reschedule	× Cancel Appointment
•	<u>Rescher</u> By clicking on the res		If you of	Cancel Appoin	

- take you to "Book your appointment for Dose 1" page and citizen can follow the same procedure as mentioned above
- If you click on cancel appointment, it will ask 'Yes' and 'No' options. Click on yes, incase you need to cancel the appointment



#### 11 Precaution dose

From 10<sup>th</sup> January 2022 onwards, Healthcare Workers, Frontline Workers and citizens aged 60 and above with comorbidities can schedule appointment for vaccination of Precaution Dose on the Co-WIN portal. Citizens must have completed 9 months from the date of 2<sup>nd</sup> dose.

Reminder SMS has been sent to eligible beneficiaries.

Below are the steps to be followed:

- 1. Log in to https://selfregistration.cowin.gov.in/
- Citizen should sign for verification by entering the mobile number used at the time of 1<sup>st</sup> and 2<sup>nd</sup> dose
- 3. Enter OTP received on registered mobile number
- 4. Citizens will be able to see details of past 2 doses along with Precaution dose tab
- 5. The screen will show the number of days left for precaution dose and the due date
- 6. Citizen can click on "Schedule precaution dose" tab to book appointment



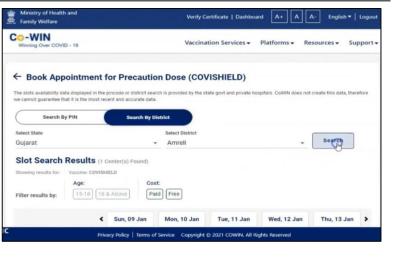
7. Citizen searches for Vaccination Centre using PIN code or by choosing State and District.

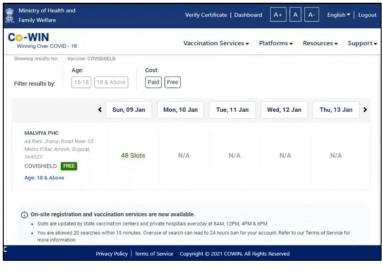
<ul> <li>Ministry of Health and</li> <li>Family Welfare</li> </ul>	Verify Certificate   Dashboard A+ A A- English - Logout
CO-WIN Winning Over COVID - 19	Vaccination Services → Platforms → Resources → Support →
← Book Appointment for Precaution	
The slots availability data displayed in the pincode or district search we cannot guarantee that it is the most recent and accurate data.	is provided by the state govt and private hospitals. CoWIN does not create this data, therefore
Search By PIN Search By Distr	rict
Enter your PIN	Search



Search by State and District option

- Citizen gets options for CVCs with the same vaccine type that was given at the time of 1<sup>st</sup> and 2<sup>nd</sup> dose
- Citizen chooses the Vaccination Centre and a suitable time slot for vaccination
- 9. Citizen receives Appointment details on the Appointment successful screen
- 10. Citizen can save the Appointment confirmation slip by clicking on Download tab, placed on the top right corner
- 11. Citizen will also receive a confirmation message from VM-NHPSMS on their registered mobile number.
- 12. Citizen will also receive an OTP number which they have to show to the healthcare provider/ registration desk at the selected centre for vaccination





Winnin	g Over COVID - 19	Vaccination	Vaccination Services   Platforms   Resources   Support		
←A	ppointment Succe	essful	년) Downlo		
Your	vaccination appointme	ent is confirmed			
		so been sent on your registered mobile n	umber through an SMS		
rour ap	pointment details have an				
	opointment details have an				
Center	a PHC, Amreli, Gujarat.				
Center Malviy		Time: 09:00AM-05:00PM	Preference : 01:00PM-03:00PM		
Center Malviy	a PHC, Amreli, Gujarat.	Time: 09:00AM-05:00PM Reference ID			
Center Malviy Date : 09	a PHC, Amreli, Gujarat. Jan 2022		Preference : 01:00PM-03:00PM		
Center Malviy Date: 09 # 1	a PHC, Amreli, Gujarat. Jan 2022 Name	Reference ID	Preference : 01:00PM-03:00PM Photo Id To Carry		



#### 12 How to raise issues

Citizens can raise issues and grievances related to the vaccination and track them for a timely resolution.

Below are the steps to be followed:

- 1. Log in to <u>https://selfregistration.cowin.gov.in/</u>
- 2. Citizen should sign for verification by entering the mobile number used at the time of vaccination
- 3. Enter OTP received on registered mobile number

	Register or Sign In for Vaccination
A	n OTP will be sent to your mobile number for verification
Enter	your mobile number
	Get OTP
By	Sign In/Registration, I agree to the <u>Terms of Service</u> and <u>Privacy</u> <u>Policy</u>
	OR BOOK APPOINTMENT USING
	🤝 🔋

4. Click on "Raise an Issue" tab

O-WIN Winning Over COVID - 19			Vaccination Services <del>-</del>	Platforms ← Resources ← Suppo
Account Details Registered Mobile Number: XXX-XXX-3891				Raise an Issue
Partially Vaccinated Anima Rawat   REF ID: 12865970872920   Secret ( Year of Birth: 1995	Code : 2920 Photo ID: Aadhaar Card		ID Number: XXXX-7128	
Dose 1   COVISHIELD     Appointment details not available				E Certificate
Dose 2 Due date 29 Jul 2021, Last date 26 Aug 2021				🕅 Schedule
		+ Add Member		

Currently, Co-WIN portal gives an option of raising the following 5 types of issues :

- 1. Correction in certificate labels Name, Age, Gender and Photo Identity number
- 2. Merging of multiple certificates received for first dose and get final certificate
- 3. Addition of Passport details for foreign travel
- 4. Report any unknown member that has been registered to your Co-WIN Registration account
- 5. Transfer registered members to another account with a new mobile number

Detailed guidelines on how to raise and track issues can be accessed at <a href="https://prod-cdn.preprod.co-vin.in/assets/pdf/Grievance\_Guidelines.pdf">https://prod-cdn.preprod.co-vin.in/assets/pdf/Grievance\_Guidelines.pdf</a>

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

- Prime Minister Narendra Modi

