



Citizen Registration and Appointment for Vaccination

User Manual

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Version: 4.1

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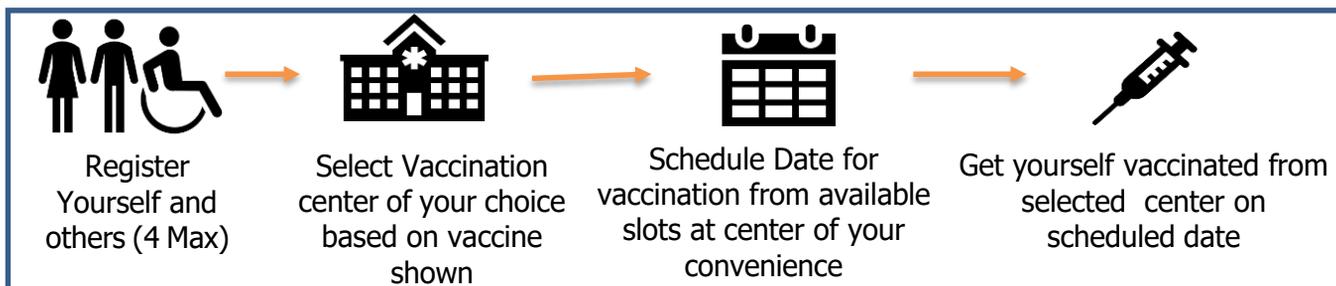
Overview

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 12 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.

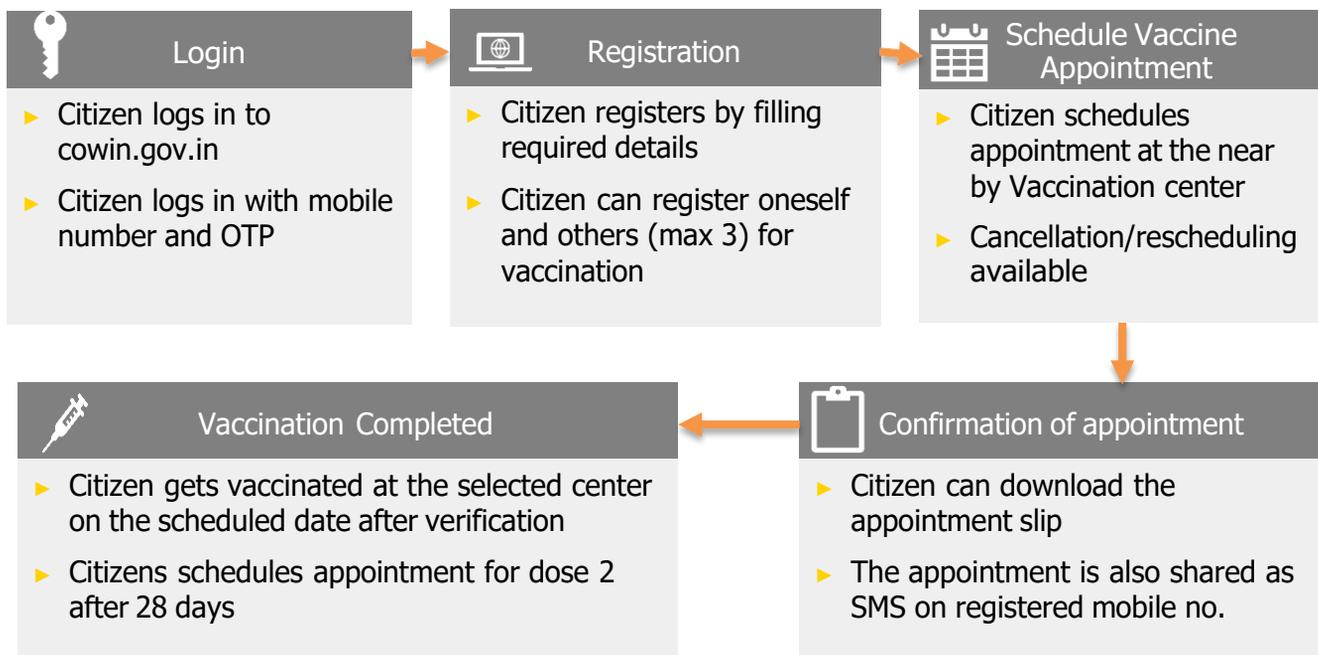
Features of Citizen Self registration Module



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

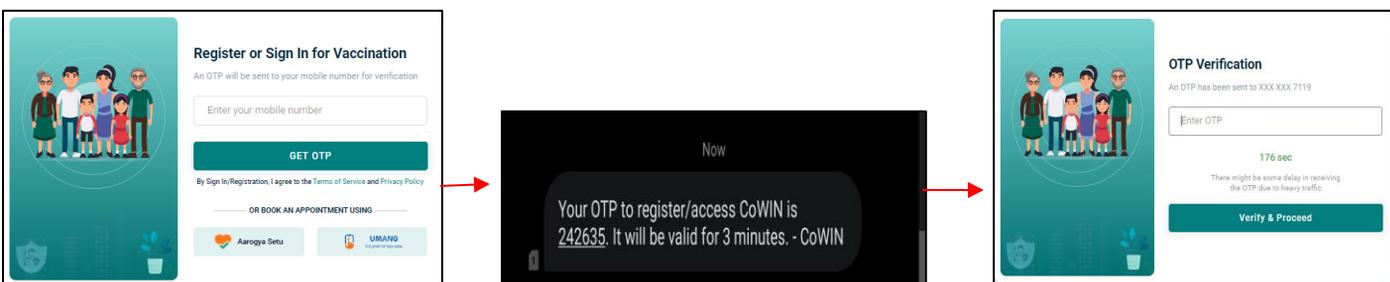
- Register for a vaccination session (with a choice of registering additional 6 members)
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

Work Flow



1 Register

- ▶ User can go to the url www.cowin.gov.in and click on "Register/Sign In" 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.

Name _____

Gender
 Male Female Others

Year of Birth _____

Photo ID Proof _____

Photo ID Number _____

Add

All mandatory fields to be entered by the beneficiary.

- ▶ 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"> • Select appropriate ID Card from the Dropdown list . <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)

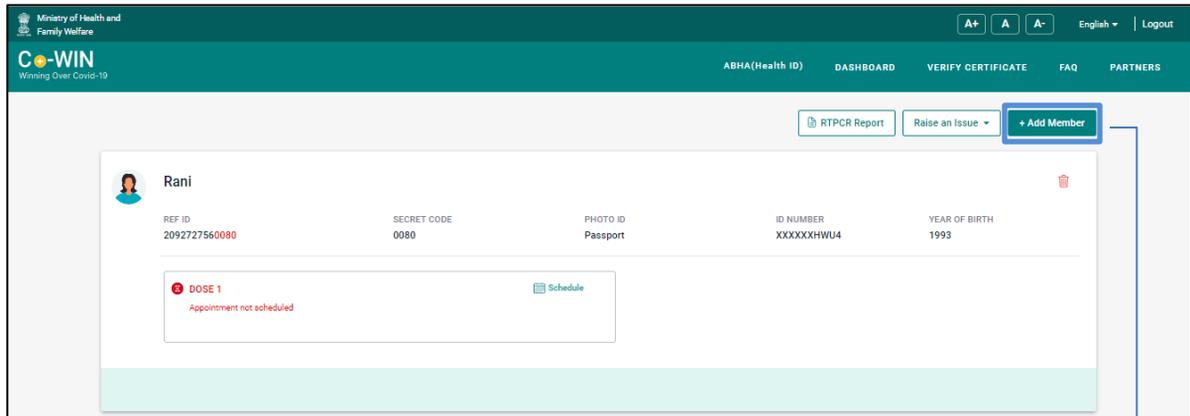
Once the details are entered for registration, Click “Register” Button at the bottom right.

Receives Confirmation message on successful registration



2 Add More Individuals

- Once registration is completed, system will take you to the dashboard.
- Citizen can further add 6 more people linked with this mobile number by clicking on "Add More" button at the bottom right side of the Page



Click on "Add member" for adding more individuals up to 6 linked to this mobile number

The screenshot shows the 'Register for Vaccination' form. The form includes the following fields:

- Name**: A text input field.
- Gender**: Radio buttons for Male, Female, and Others.
- Year of Birth**: A text input field.
- Photo ID Proof**: A dropdown menu.
- Photo ID Number**: A text input field.

An 'Add' button is located at the bottom of the form, highlighted with a red arrow pointing to it.

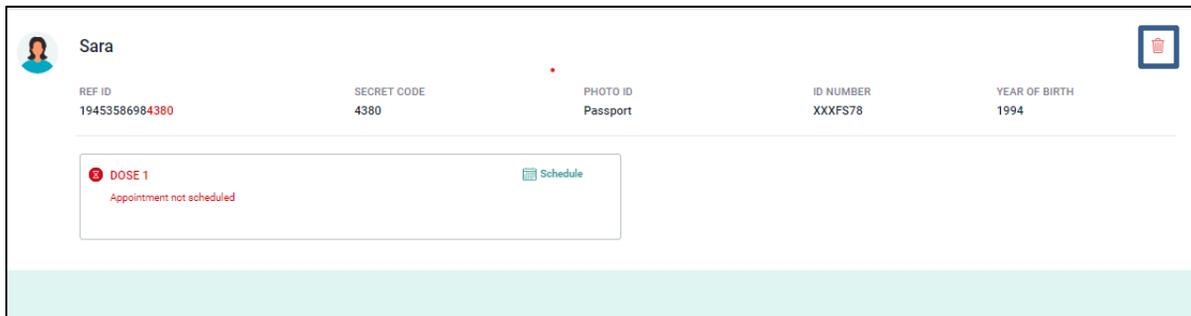
Individual Registered Successfully

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

Receives confirmation message on successful addition of member

3 Delete Individuals

- Citizen can Delete individuals linked with his mobile number



 "Delete" button – to Delete existing member

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

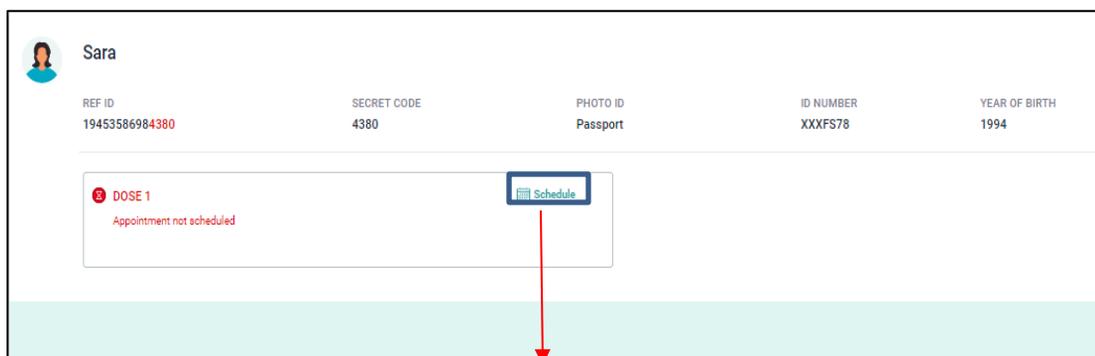
2. Click "" action button to Delete a member

- Confirmation message will appear on Deletion

Individual Deleted Successfully

4 Booking Appointment for Vaccination

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



"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 Dose 1

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Select State: Maharashtra Select District: Kolhapur

Slot Search Results (1 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: Cost: Vaccine:

	Mon, 25 Apr	Tue, 26 Apr	Wed, 27 Apr	Thu, 28 Apr	Fri, 29 Apr
CENTER 101 Address 101 101 street, Kolhapur, Maharashtra, 415101 FREE Age: 45 & Above	Booked	N/A	N/A	N/A	N/A

On-site registration and vaccination services are now available.

- Slots are updated by state vaccination centers and private hospitals everyday at 8AM, 12PM, 4PM & 8PM
- You are allowed 20 searches within 15 minutes. Overuse of search can lead to 24 hours ban for your account. Refer to our Terms of Service for more information
- At all vaccination centers – both Government and Private.
- For all people aged 12 years or above.

← Book Appointment for Dose 1

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Select State: Maharashtra Select District: Kolhapur

Slot Search Results (1 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: Cost: Vaccine:

← Book Appointment for Dose 1

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Enter your PIN: 416201

Slot Search Results (0 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: Cost: Vaccine:

← Book Appointment for Dose 2 (COVISHIELD)

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Select State: Maharashtra Select District: Kolhapur

Slot Search Results (0 Center(s) Found)

Showing results for: Dose: 2 Vaccine: COVISHIELD

Filter results by: Age: Cost:

← Book Appointment for Dose 2 (COVISHIELD)

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Enter your PIN: 416201

Slot Search Results (0 Center(s) Found)

Showing results for: Dose: 2 Vaccine: COVISHIELD

Filter results by: Age: 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 pin code option

- Enter the local pin code
- Click on "Search"

- On clicking "Search" button, system will display below the list of Vaccination center as per Search Criteria and based on State's Age policy
- Centre Names available nearby as per state/district or pin code entered will be displayed
- On clicking any center at the panel, the available slots (date and capacity) will be displayed.

Note: Citizen can choose the type of vaccine according to the age category as mentioned below.

- If you are aged 18 or more (birth year 2004 or earlier), you can choose COVAXIN, COVISHIELD or SPUTNIK V.
- If you are 15-18 years old (birth year 2005, 2006 or 2007), currently you are eligible only for COVAXIN.
- If you are 12-17 years old on the day of registration, (birth year 2005 to 2010), currently you are eligible only for CORBEVAX & COVOVAX Vaccine.

Book Appointment for Dose 1

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN | Search By District

Enter your PIN
500084

Search

Slot Search Results (3 Center(s) Found)

Showing results for: Dose: 1

Filter results by:

Age: 12-14 | 15-18 | 18 & Above | Cost: Paid | Free | Vaccine: Covishield | Covaxin | Sputnik V | ZyCoV-D | Corbevax

	Mon, 02 May	Tue, 03 May	Wed, 04 May	Thu, 05 May	Fri, 06 May
APOLLO MEDICAL CENTER CVC D. NO. 22 34 2 G.V Classic Plot No 1 6 Survey No Kothaguda X Road Kondapur Serilingampally Hyd -500084, Rangareddy, Telangana, 500084 COVISHIELD: ₹386.25 PAID Age: 18 & Above	20 Slots	N/A	N/A	N/A	N/A

Available vaccination centres based on search criteria

Click centre of choice for vaccination

Number of available slots at vaccination centre

Filters for age, vaccine type and paid/free vaccines.

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

The screenshot shows the 'Appointment Confirmation' page. At the top left, there is a back arrow and the title 'Appointment Confirmation'. Below this, a box contains the following information: 'Apollo Medical Center CVC', 'D. NO. 22.34.2.G.V Classic Plot No 1 6 Survey No Kothaguda X', 'Road Kondapur Serilingampally Hyd -500084, Rangareddy, Telangana, 500084', 'Vaccine Name : COVISHIELD', 'Date : 02 May 2022', and 'Time : 09:00AM-11:00AM'. Below this box is a photo ID for 'Siri' with 'Reference ID : 27408281264780'. Underneath the photo ID is a 'Select Time Slot' section with four buttons: '09:00AM-11:00AM', '11:00AM-01:00PM', '01:00PM-03:00PM', and '03:00PM-06:00PM'. A 'Confirm' button is located at the bottom right. Three red arrows point from text annotations to the screenshot: one points to the top box with the text 'Verify if the centre, date selected, vaccine name are correct'; another points to the photo ID with the text 'Verify the name is appearing as in the photo ID selected'; and a third points to the 'Confirm' button with the text 'Click on "Confirm" button to confirm the booking'.

← Appointment Confirmation

Apollo Medical Center CVC
D. NO. 22.34.2.G.V Classic Plot No 1 6 Survey No Kothaguda X
Road Kondapur Serilingampally Hyd -500084, Rangareddy,
Telangana, 500084
Vaccine Name : COVISHIELD Date : 02 May 2022 Time : 09:00AM-11:00AM

Siri
Reference ID : 27408281264780

Select Time Slot

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

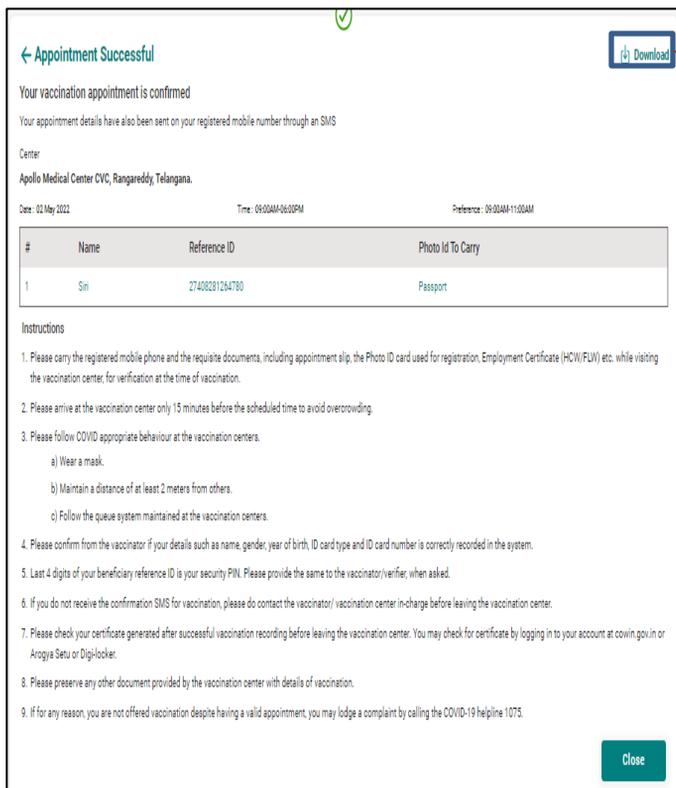
Confirm

Verify if the centre, date selected, vaccine name are correct

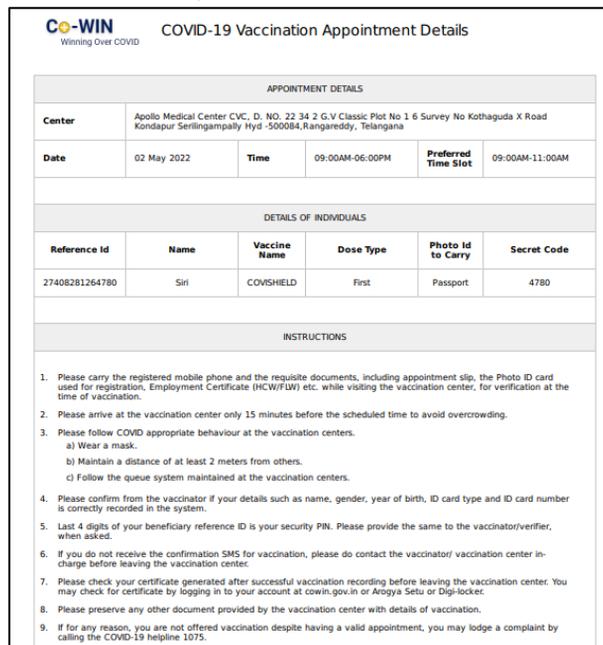
Verify the name is appearing as in the photo ID selected

Click on "Confirm" button to confirm the booking

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



Click "Download" to download and save the confirmation



Citizen should keep a printout of appointment slip to show at the vaccination centre 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.

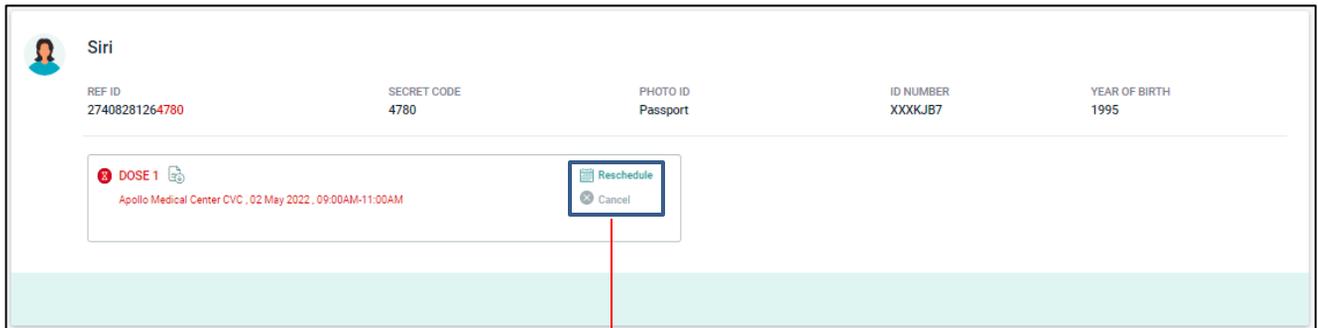
How to Re-Login to "Citizen Registration Module?"

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

OTP is sent at the phone number via SMS.

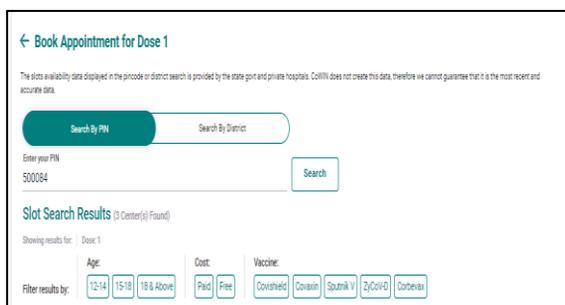
Enter the OTP and click "Verify" button.

Navigate to "Account Details" Page

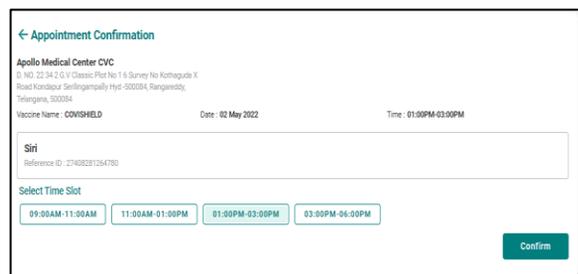


Click on "Reschedule" to re-schedule an already booked appointment.
Click on "Cancel" to cancel the appointment

- 1 Citizen is directed to "Book Appointment for Vaccination" page; wherein citizen can Search for revised Centre and date
- 2 Once the new Date and Centre are selected; Click "Book" to reschedule;
- 3 Confirm by clicking "Confirm" of the revised Schedule
- 4 Once confirmed, the confirmation page with "Appointment Successful" message will be displayed



1. Search vaccination centre



3. Confirmation screen

Book Appointment for Dose 1

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. C+WIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN: 500084 Search By District: Search

Slot Search Results (3 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 12-14, 15-18, 18 & Above Cost: Paid, Free Vaccine: Covishield, Covaxin, Sputnik V, ZyCoV-D, Corbevax

	Mon, 02 May	Tue, 03 May	Wed, 04 May	Thu, 05 May	Fri, 06 May
APOLLO MEDICAL CENTER CVC D. NO. 22 34 2 G.V Classic Plot No 1 & Survey No Kothaguda X Road Kondapur Sarilingampally Hyd -500084, Rangereddy, Telangana, 500084 COVISHIELD: #386-25 Free Age: 18 & Above	18 Slots	N/A	N/A	N/A	N/A
APOLLO MEDICAL CENTER CVC D. NO. 22 34 2 G.V Classic Plot No 1 & Survey No Kothaguda X Road Kondapur Sarilingampally Hyd -500084, Rangereddy, Telangana, 500084 COVAXIN: #386-25 Free Age: 15 & Above	19 Slots	N/A	N/A	N/A	N/A
KONDAPUR AH CVC 2 24 Police Station Kondapur, Rangereddy, Telangana, 500084. CORBEVAX: Free Age: 12-14 Only	96 Slots	98 Slots	100 Slots	100 Slots	100 Slots

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.

Nidumolu Lakshmi Swetamrta ABHA NUMBER: 26-0744-3574-4763

REF ID: 76459962395570 SECRET CODE: 5570 PHOTO ID: 1 ID NUMBER: XXXXXXXX7138 YEAR OF BIRTH: 1995

DOSE 1 | COVISHIELD Certificate Prathima Hospitals, 03 Jul 2021

DOSE 2 Due date 25-09-2021, Last date 23-10-2021 Schedule

Share Your Vaccination Status

"Schedule" button to schedule appointment for Dose2

- 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 (COVISHIELD)

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN | Search By District

Enter your PIN
500084

Search

Slot Search Results (1 Center(s) Found)

Showing results for: Dose: 2 | Vaccine: COVISHIELD

Filter results by: Age: 12-14 | 15-18 | 18 & Above | Cost: Paid | Free

	Mon, 02 May	Tue, 03 May	Wed, 04 May	Thu, 05 May	Fri, 06 May
APOLLO MEDICAL CENTER CVC D. NO. 22 34 2 G.V Classic Plot No 1 6 Survey No Kothaguda X Road Kondapur Serilingampally Hyd -500084, Rangareddy, Telangana, 500084 COVISHIELD: ₹386.25 PAID Age: 18 & Above	60 Slots	N/A	60 Slots	60 Slots	60 Slots

“Search” button to search centre by pin code or district

Select centre

← Appointment Confirmation

Apollo Medical Center CVC
D. NO. 22 34 2 G.V Classic Plot No 1 6 Survey No Kothaguda X Road Kondapur Serilingampally Hyd -500084, Rangareddy, Telangana, 500084

Vaccine Name : COVISHIELD | Date : 02 May 2022 | Time : 11:00AM-01:00PM

Nidumolu Lakshmi Swetamruta
Reference ID : 76459962395570

Select Time Slot

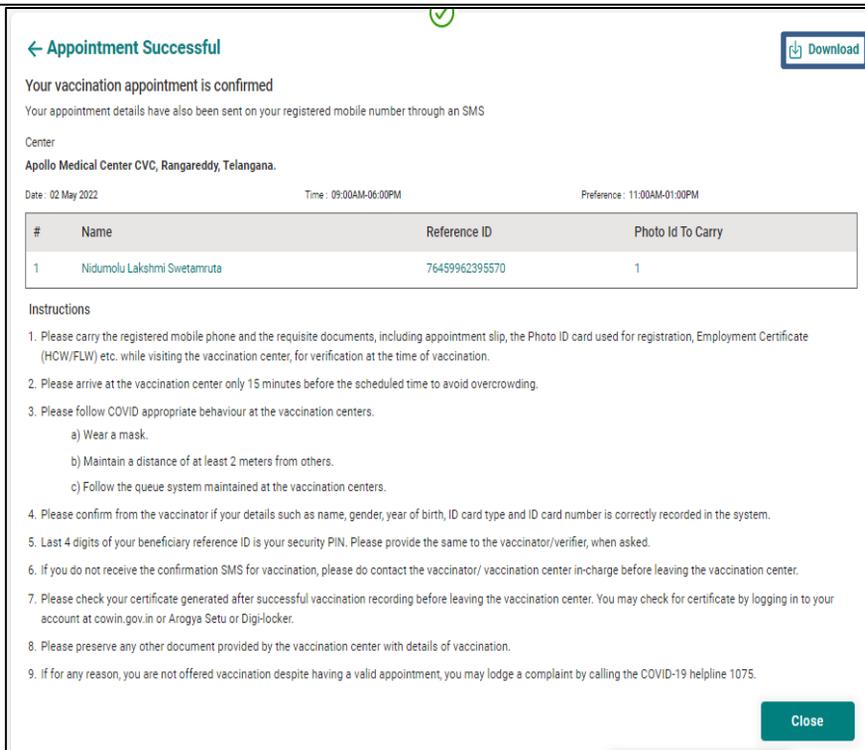
09:00AM-11:00AM | **11:00AM-01:00PM** | 01:00PM-03:00PM | 03:00PM-06:00PM

Confirm

Select time slot

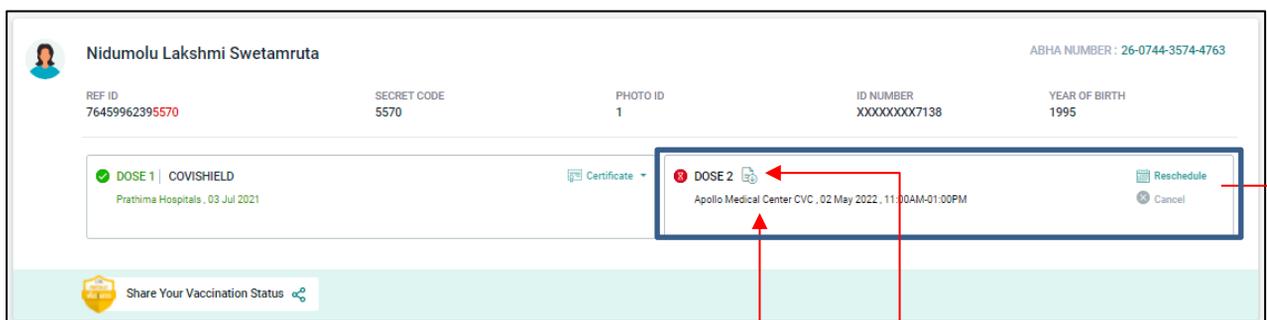
User Manual

Citizen Registration and Appointment for Vaccination



“Download”
button to save
appointment slip

- 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.



Details for dose 2
appointment

Print appointment
slip

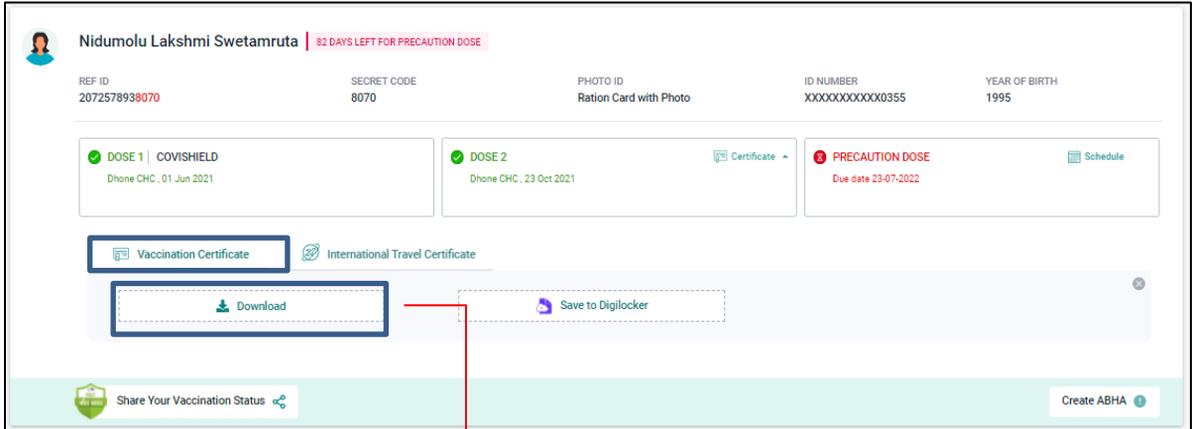
Reschedule or Cancel
appointment

7 How to download the vaccination certificate

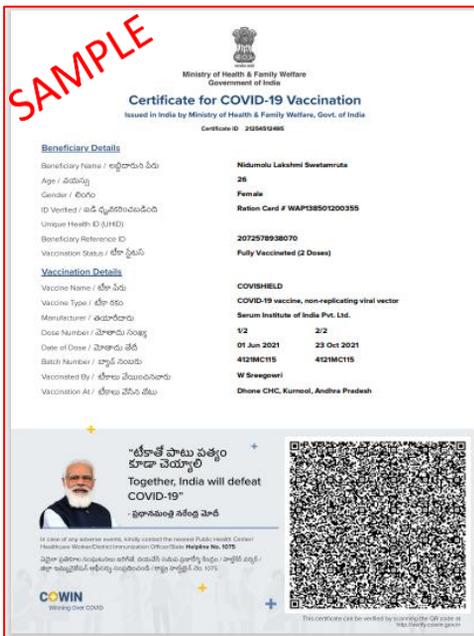
The citizen must have received least one dose in order to receive the Vaccination certificate
Follow the below mentioned steps to download your vaccination certificate.

DOMESTIC CERTIFICATE

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



Click on "Download" to download the domestic vaccination certificate



Certificate will download as PDF

INTERNATIONAL CERTIFICATE

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

1. Click on International Certificate tab

Nidumolu Lakshmi Swetamruta | 82 DAYS LEFT FOR PRECAUTION DOSE

REF ID 2072578938070	SECRET CODE 8070	PHOTO ID Ration Card with Photo	ID NUMBER XXXXXXXXXXXX0355	YEAR OF BIRTH 1995
-------------------------	---------------------	------------------------------------	-------------------------------	-----------------------

DOSE 1 | COVISHIELD
Dhone CHC, 01 Jun 2021

DOSE 2
Dhone CHC, 23 Oct 2021

PRECAUTION DOSE
Due date 23-07-2022

Vaccination Certificate | International Travel Certificate

Download

Share Your Vaccination Status

Create ABHA

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

← Add Passport Details

Submit this form to link your 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.

* All fields are mandatory

Passport Details

Select a Member
Nidumolu Lakshmi Swetamruta

Date of Birth

Enter Passport Number

Note: You can not make changes to the passport details after submitting this request.

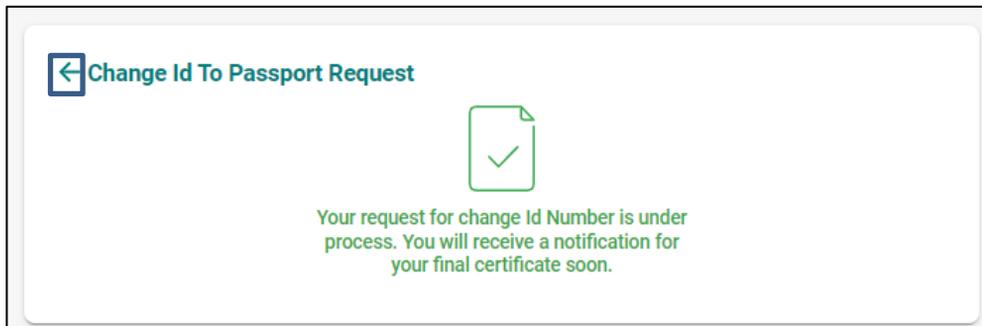
I declare that this passport belongs to the beneficiary. The name of the passport holder is same as mentioned on the vaccine certificate.

Submit Request

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

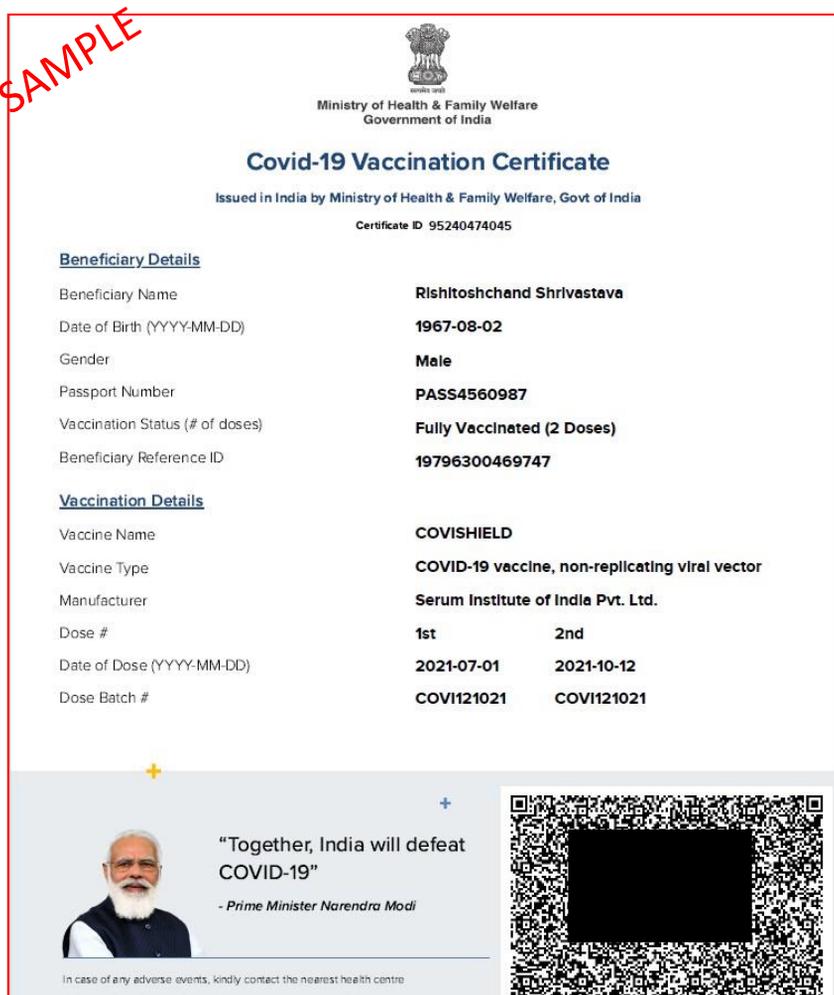
Below screen will appear after submission of the request

7. Click on Back arrow to go back to Dashboard



8. Once Saved Click again on "International Travel certificate" tab on dashboard

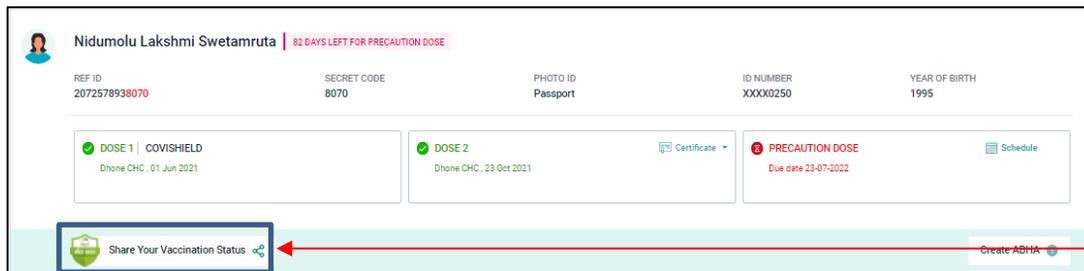
9. Certificate will be downloaded in your system



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:



Click on "Share your Status"

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



Click on copy link to copy the URL

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



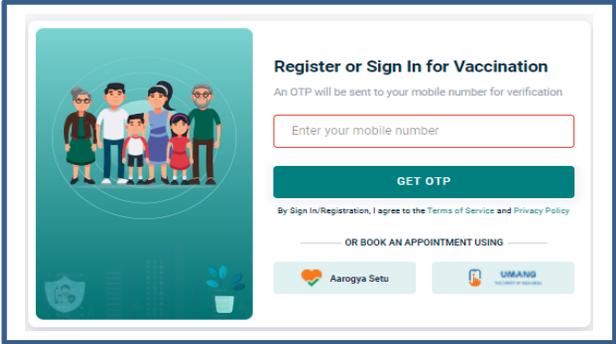
Click on this button to share vaccination status button

10 Vaccination for children

- Covovax vaccine is now available for Children of the age group 12-17 yrs. The time span between first and second dose of Covovax is 21 days. Children can be administered with the second dose of Covovax within a month.
- Children of the age group 12-17 yrs are now eligible for the Corbevax vaccine. The period between a first and second dose of Corbevax is 28 days.
- Covaxin is available for Children of the age group of 15-18 yrs. Children must be completed 4 to 6 weeks after administration of the first dose of Covaxin to take the second dose of Covaxin. Both online and walk-in are available.

Below are the steps to be followed:

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



The screenshot shows the 'Register or Sign In for Vaccination' page. On the left, there is an illustration of a family (two adults and two children) standing together. On the right, the text reads 'Register or Sign In for Vaccination' followed by 'An OTP will be sent to your mobile number for verification'. Below this is a text input field labeled 'Enter your mobile number'. A green button labeled 'GET OTP' is positioned below the input field. Underneath the button, it says 'By Sign In/Registration, I agree to the Terms of Service and Privacy Policy'. Further down, there is a section titled 'OR BOOK AN APPOINTMENT USING' with two buttons: 'Aarogya Setu' and 'UMANG'.

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 **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.

Name _____

Gender
 Male Female Others

Year of Birth _____

Photo ID Proof _____

Photo ID Number _____

Add

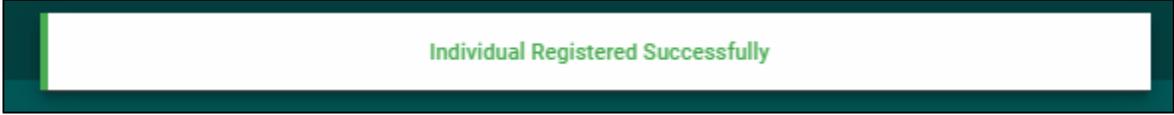
All the mandatory fields has to be filled by the beneficiary for registration

- 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)

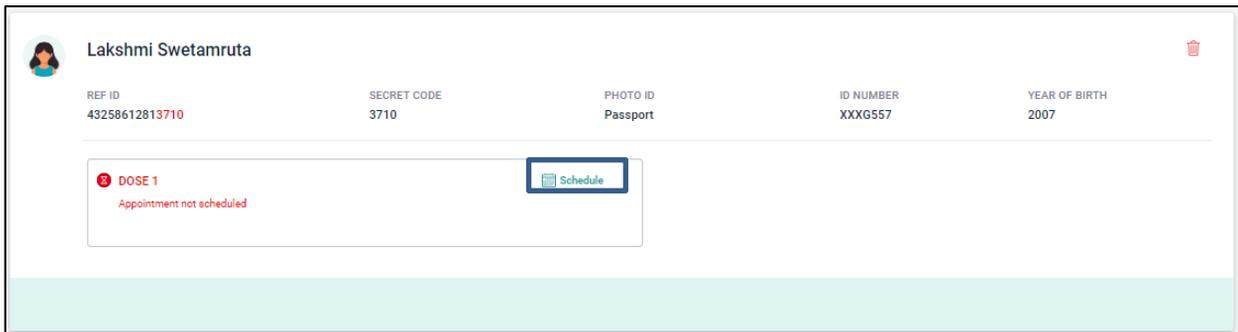
- Citizens aged 15-17 have options to provide **Aadhaar Card, PAN Card, Passport, Unique Disability ID (Unique ID for persons with disability), Ration Card with Photo, Student ID Photo** under Photo ID proof

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



Individual Registered Successfully

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



Lakshmi Swetamruta

REF ID	SECRET CODE	PHOTO ID	ID NUMBER	YEAR OF BIRTH
43258612813710	3710	Passport	XXXG557	2007

DOSE 1
Appointment not scheduled

[Schedule](#)

- "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
- Click on 'Search' tab



← **Book Appointment for Dose 1**

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

[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

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

← Appointment Confirmation

Apollo Medical Center CVC
D. NO. 22 34 2 G.V Classic Plot No 1 6 Survey No Kothaguda X
Road Kondapur Serilingampally Hyd -500084, Rangareddy,
Telangana, 500084

Vaccine Name : **COVISHIELD** Date : **02 May 2022** Time : **11:00AM-01:00PM**

Nidumolu Lakshmi Swetamruta
Reference ID : 76459962395570

Select Time Slot

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

Confirm

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

← Appointment Successful **Download**

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

Center
Apollo Medical Center CVC, Rangareddy, Telangana.

Date : 02 May 2022 Time : 09:00AM-06:00PM Preference: 11:00AM-01:00PM

#	Name	Reference ID	Photo Id To Carry
1	Nidumolu Lakshmi Swetamruta	76459962395570	1

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-



COVID-19 Vaccination Appointment Details

APPOINTMENT DETAILS					
Center	Medanta The Medicity, Sector - 38 Gurgaon Pin Code 122001, Gurgaon, Haryana				
Date	07 Jan 2022	Time	08:00AM-04:00PM	Preferred Time Slot	12:00PM-02:00PM
DETAILS OF INDIVIDUALS					
Reference Id	Name	Vaccine Name	Dose Type	Photo Id to Carry	Secret Code
56486806850860	Xxx	COVAXIN	First	PAN Card	0860
INSTRUCTIONS					
<ol style="list-style-type: none"> 1. Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination. 2. Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding. 3. Please follow COVID appropriate behaviour at the vaccination centers. <ol style="list-style-type: none"> a) Wear a mask. b) Maintain a distance of at least 2 meters from others. c) Follow the queue system maintained at the vaccination centers. 4. Please confirm from the vaccinator if your details such as name, gender, year of birth, ID card type and ID card number is correctly recorded in the system. 5. Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked. 6. If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center. 7. Please check your certificate generated after successful vaccination recording before leaving the vaccination center. You may check for certificate by logging in to your account at cowin.gov.in or Arogya Setu or Digi-locker. 8. Please preserve any other document provided by the vaccination center with details of vaccination. 9. If for any reason, you are not offered vaccination despite having a valid appointment, you may lodge a complaint by calling the COVID-19 helpline 1075. 					

14. Citizen can either Cancel or reschedule their appointment



Lakshmi Swetamrta

REF ID	SECRET CODE	PHOTO ID	ID NUMBER	YEAR OF BIRTH
43258612813710	3710	Passport	XXXG557	2007



DOSE 1

Reschedule

Cancel

Bhagwati Hospital, 02 May 2022, 03:00PM-06:00PM

Reschedule

- By clicking on the reschedule tab, it will take you to “Book your appointment for Dose 1” page and citizen can follow the same procedure as mentioned above

Cancel

- If you click on cancel appointment, it will ask ‘Yes’ and ‘No’ options. Click on yes, incase you need to cancel the appointment

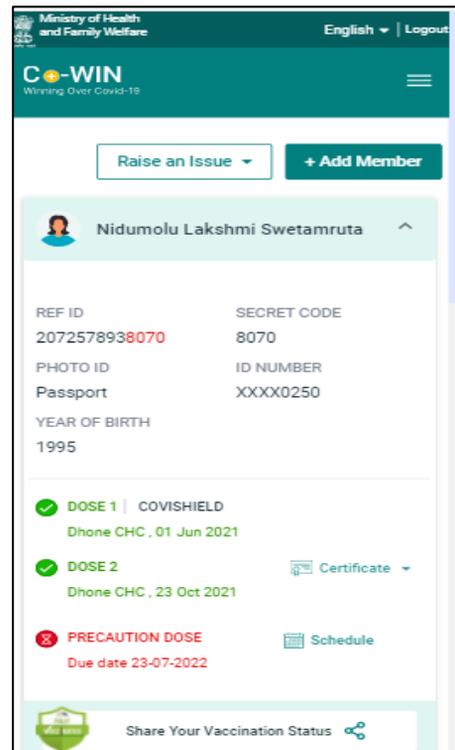
11 Precaution dose

From 10th 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 2nd 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/>
2. Citizen should sign for verification by entering the mobile number used at the time of 1st and 2nd 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.

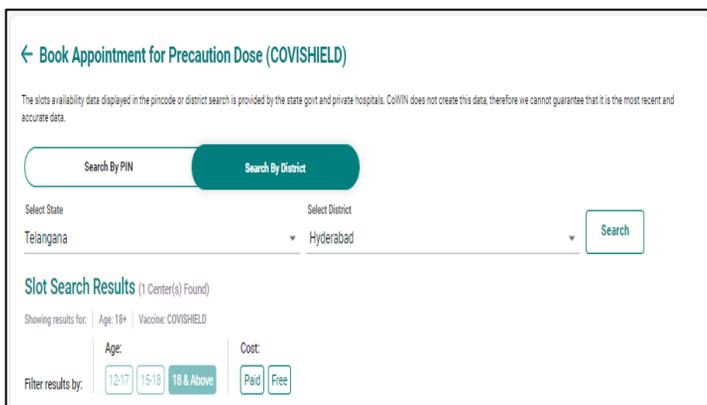
← Book Appointment for Precaution Dose (COVISHIELD)

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. CoWIN does not create this data, therefore we cannot guarantee that it is the most recent and accurate data.

Search By PIN Search By District

Enter your PIN

Search by State and District option



7. Citizen gets options for CVCs with the same vaccine type that was given at the time of 1st and 2nd dose

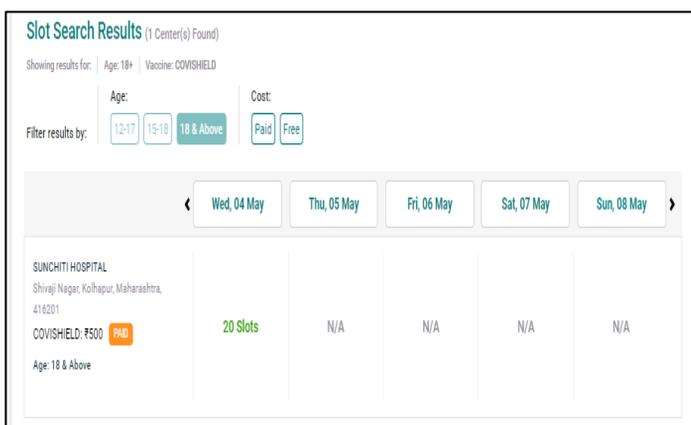
8. Citizen chooses the Vaccination Centre and a suitable time slot for vaccination

9. Citizen receives Appointment details on the Appointment successful screen

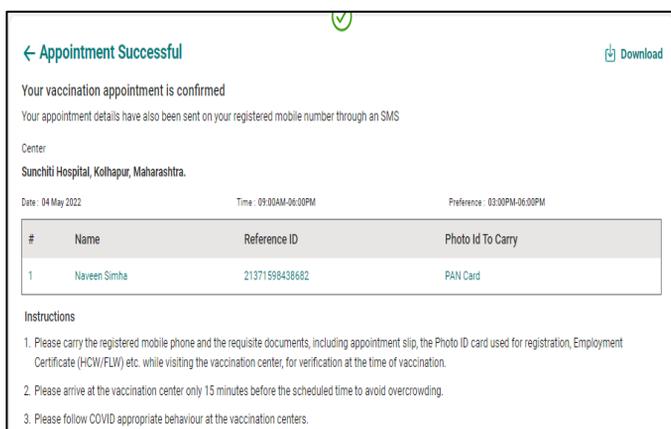
10. Citizen can save the Appointment confirmation slip by clicking on Download tab, placed on the top right corner

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



Center	Wed, 04 May	Thu, 05 May	Fri, 06 May	Sat, 07 May	Sun, 08 May
SUNCHITI HOSPITAL Shivaji Nagar, Kolhapur, Maharashtra, 416201 COVISHIELD: ₹500 PAID Age: 18 & Above	20 Slots	N/A	N/A	N/A	N/A



Center: Sunchiti Hospital, Kolhapur, Maharashtra.

Date: 04 May 2022 Time: 09:00AM-06:00PM Preference: 03:00PM-06:00PM

#	Name	Reference ID	Photo Id To Carry
1	Naveen Simha	21371598438682	PAN Card

Instructions

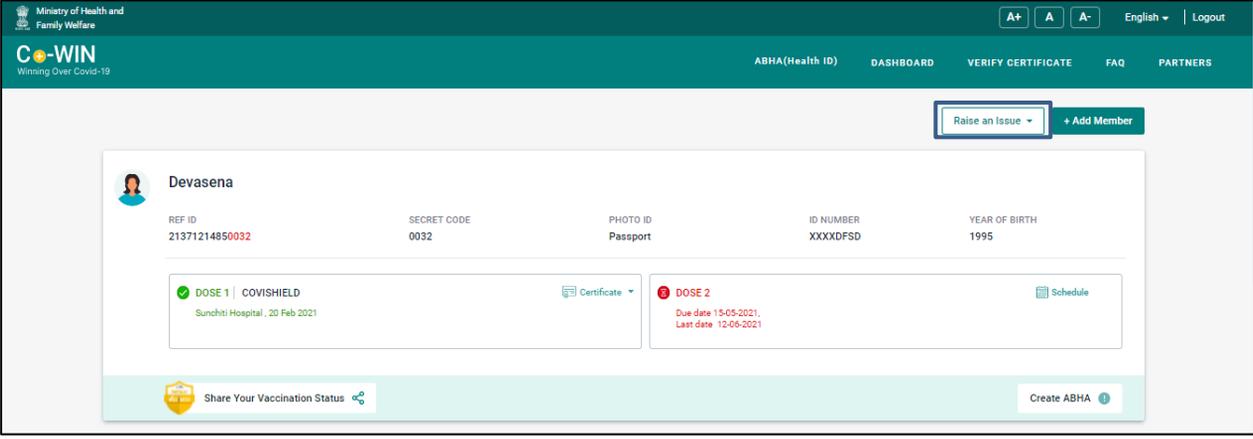
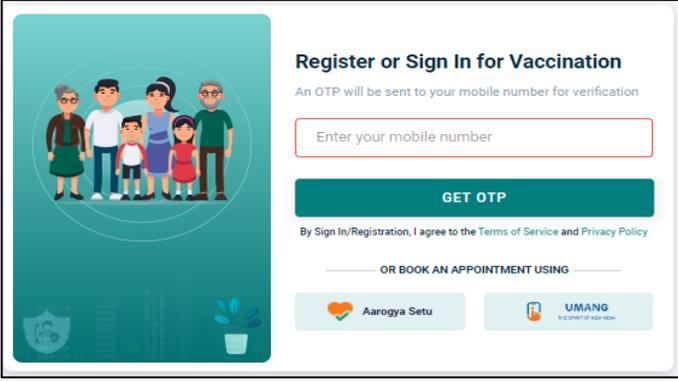
- Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination.
- Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.
- Please follow COVID appropriate behaviour at the vaccination centers.

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 <https://selfregistration.cowin.gov.in/>
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
4. Click on "Raise an Issue" tab



Currently, Co-WIN portal gives an option of raising the following 8 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
6. Regenerate your final certificate
7. Vaccination date correction
8. Revoke vaccination

Detailed guidelines on how to raise and track issues can be accessed at https://prod-cdn.preprod.co-vin.in/assets/pdf/Grievance_Guidelines.pdf

“ दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 ”

- *Prime Minister Narendra Modi*

