



Citizen Registration and Appointment for Vaccination

User Manual

Date: 02-Aug-2022

Version: 4.2

Contents

• Overview	3
• Process Flow	3
• Register Citizen	4
• Add More Individuals	6
• Delete Individuals.....	7
• Booking Appointment for Vaccination	7
• Rescheduling an Appointment	11
• Booking Appointment for Dose 2	13
• How to download the vaccination certificate.....	16
• How to share vaccination status.....	19
• Vaccination of children aged	21
• Precaution dose	26
• How to raise issues.....	28

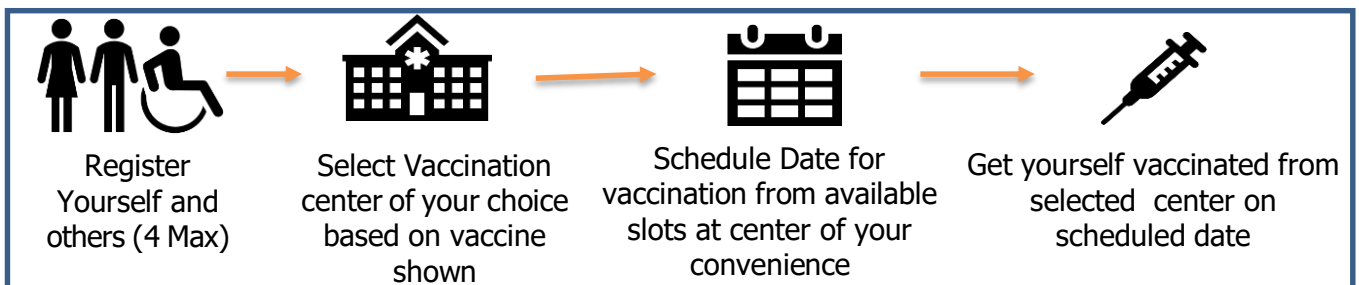
Overview

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

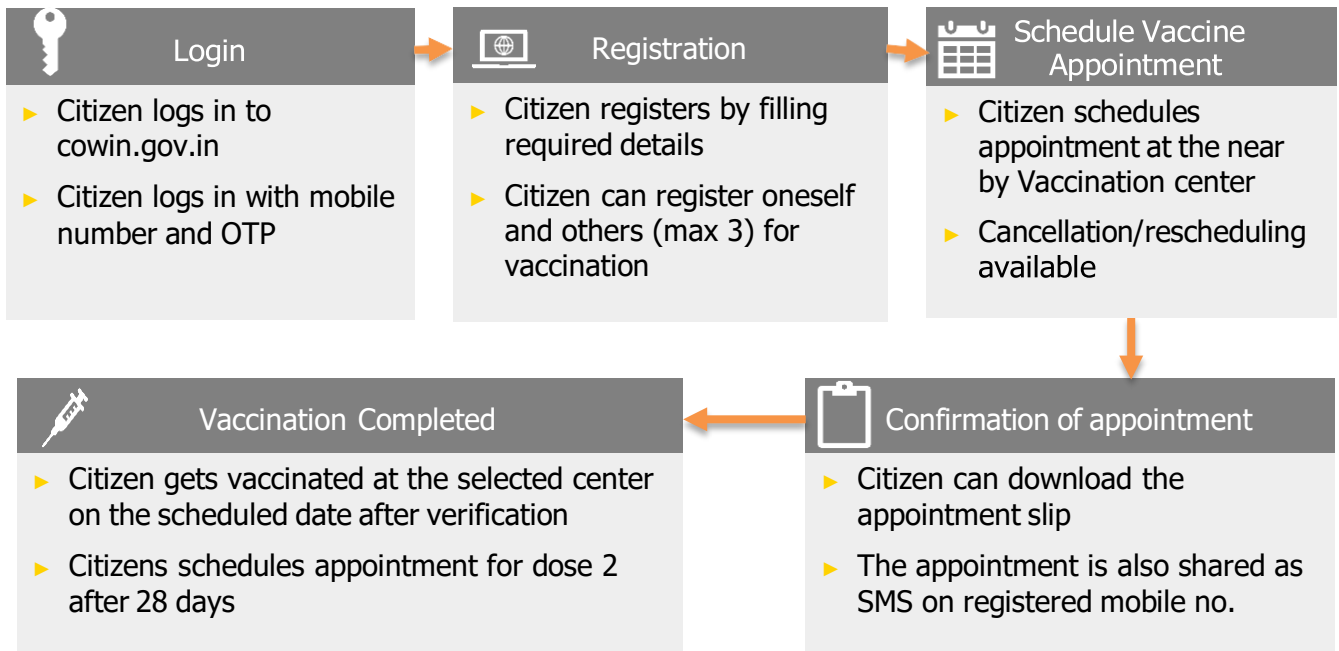


The following features will be available for the Citizen in Self Registration module

- Register for a vaccination session (with a choice of registering additional 6 members)

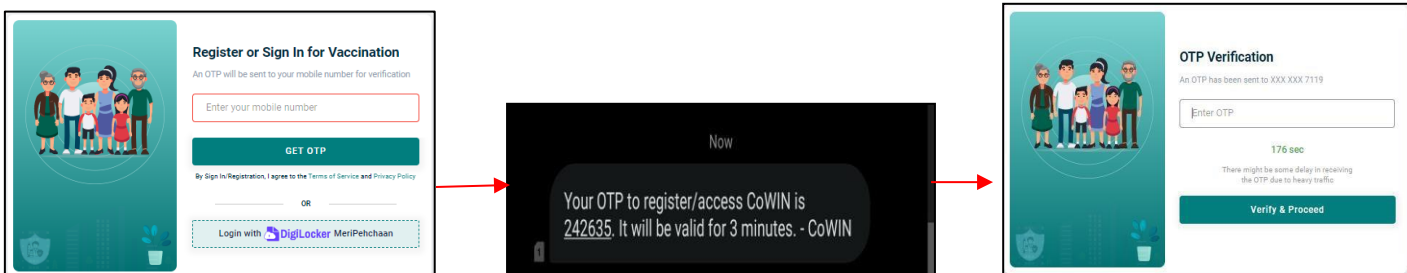
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

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.

User Manual

Citizen Registration and Appointment for Vaccination

- Once the OTP is validated, the "Register for Vaccination" page appears
- Enter details required in page

Ministry of Health and Family Welfare
C+WIN
Winning Over Covid-19

ABHA(Health ID) DASHBOARD VERIFY CERTIFICATE FAQ PARTNERS

ENGLISH | Logout

Welcome
You can register 6 members with one mobile number

Register Member

Note

1. All communications and reminders are sent to your Registered Mobile Number. Please make sure that the mobile number used for registration is active.
2. One registration per person is sufficient. Please do not register with multiple mobile numbers or different Photo ID Proofs for same individual.
3. It is not necessary that the mobile number used for registration belongs to the beneficiary. Up to 6 people can be registered with the same mobile number.
4. Scheduling of Second dose should be done from the same account (same mobile number) from which the first dose has been taken, for generation of final certificate. Separate registration for second dose is not necessary and would lead to two first dose certificates.

Click on
"Register member"
to add
members

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.

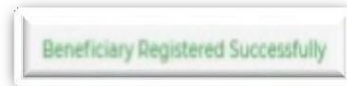
- The below table shows the details to be entered in the "Register for Vaccination" page. Please note that all fields in this Form are **Mandatory**

#	Field Name	Details
1.	Photo ID Proof	<ul style="list-style-type: none">Select appropriate ID Card from the Dropdown list . <p>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

Ministry of Health and Family Welfare

C+WIN
Winning Over Covid-19

ABHA(Health ID) DASHBOARD VERIFY CERTIFICATE FAQ PARTNERS

English Logout

Raise an Issue + Add Member

Lakshmi Swetamruta

REF ID: 20304150967410 SECRET CODE: 7410 PHOTO ID: Passport ID NUMBER: XXXXRF55 YEAR OF BIRTH: 1995

DOSE 1
Appointment not scheduled

Schedule

Click on "Add Member" for adding more individuals up to 6 members to this mobile number



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

Receives confirmation message on successful addition of member

6

← 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

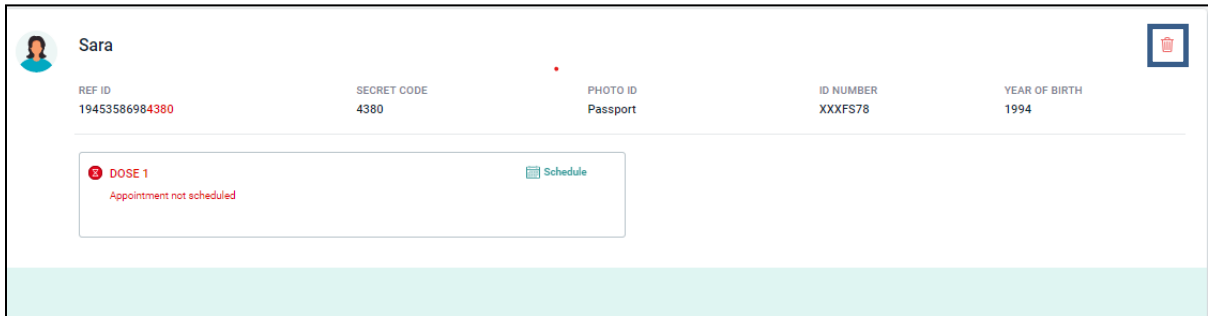
Photo ID Proof


Photo ID Number

Add

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.

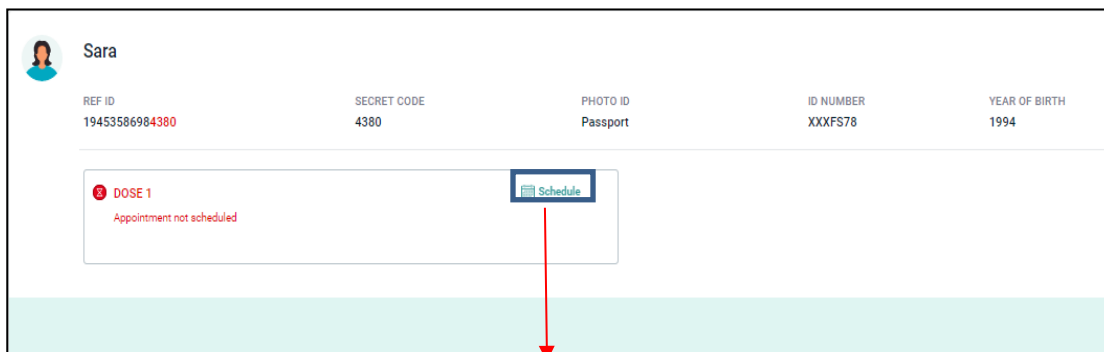
2. Click " " action button to Delete a member

- 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.

User Manual

Citizen Registration and Appointment for Vaccination

← 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

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 is a back arrow and the title 'Appointment Confirmation'. Below this is a box containing the following details: '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 of a person named 'Siri' with 'Reference ID : 27408281264780'. Under the photo is a 'Select Time Slot' section with four buttons: '09:00AM-11:00AM' (highlighted in green), '11:00AM-01:00PM', '01:00PM-03:00PM', and '03:00PM-06:00PM'. At the bottom right is a large green 'Confirm' button. Three red arrows with text annotations point to specific elements: one points to the top box with the text 'Verify if the centre, date selected, vaccine name are correct'; another points to the photo 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

User Manual

Citizen Registration and Appointment for Vaccination

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

Appointment Successful

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

Center:
Apollo Medical Center CVC, Ranga Reddy, Telangana.

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

#	Name	Reference ID	Photo Id To Carry
1	Sini	27408281264780	Passport

Instructions

- Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FW) 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.
 - Wear a mask.
 - Maintain a distance of at least 2 meters from others.
 - Follow the queue system maintained at the vaccination centers.
- 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.
- Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.
- If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
- 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 [cwin.gov.in](#) or [Arogya Setu](#) or [DigiLocker](#).
- Please preserve any other document provided by the vaccination center with details of vaccination.
- 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.

Close

Click "Download" to download and save the confirmation

COVID-19 Vaccination Appointment Details

APPOINTMENT DETAILS

Center	Date	Time	Preferred Time Slot
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, Ranga Reddy, Telangana	02 May 2022	09:00AM-06:00PM	09:00AM-11:00AM

DETAILS OF INDIVIDUALS

Reference Id	Name	Vaccine Name	Dose Type	Photo Id to Carry	Secret Code
27408281264780	Sini	COVISHIELD	First	Passport	4780

INSTRUCTIONS

- Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FW) 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.
 - Wear a mask.
 - Maintain a distance of at least 2 meters from others.
 - Follow the queue system maintained at the vaccination centers.
- 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.
- Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.
- If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
- 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 [cwin.gov.in](#) or [Arogya Setu](#) or [DigiLocker](#).
- Please preserve any other document provided by the vaccination center with details of vaccination.
- 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.

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?"

Register or SignIn for Vaccination
Registration for Age 18 to 44 will be opened on 28 Apr 2021 at 4 PM.

Get OTP

OR SIGN IN USING

Arogya Setu

123456

SMS OTP

123456

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

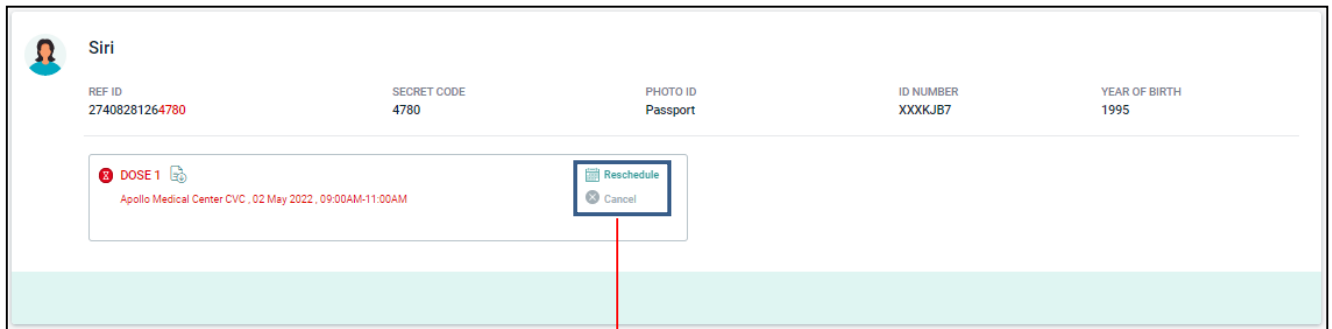
OTP is sent at the phone number via SMS.

Enter the OTP and click "Verify" button.

Navigate to "Account Details" Page

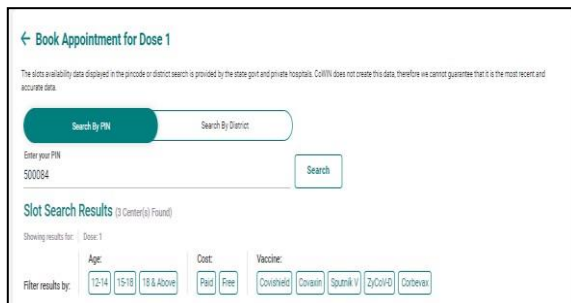
User Manual

Citizen Registration and Appointment for Vaccination

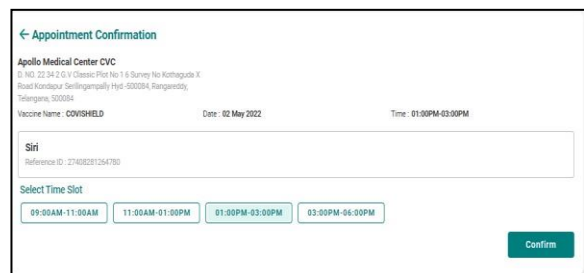


Click on "Reschedule" to re-schedule an already booked appointment.
Click on "Cancel" to cancel the appointment

- 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

User Manual

Citizen Registration and Appointment for Vaccination

← 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:

Slot Search Results (3 Centres(s) Found)

Showing results for: Dose: 1

Filter results by: Age: Cost: Vaccine:

	Mon, 02 May	Tue, 03 May	Wed, 04 May	Thu, 05 May	Fri, 06 May
APOLLO MEDICAL CENTER CVC D. NO. 32 34 2 G V Classic Plot No 1 & Survey No Kothaguda X Road Kondapur Serilingampally Hyd 500084, Rangareddy, Telangana, 500084 COVISHIELD #386.25 <input type="button" value="Book"/> Age: 18 & Above	18 Slots	N/A	N/A	N/A	N/A
APOLLO MEDICAL CENTER CVC D. NO. 32 34 2 G V Classic Plot No 1 & Survey No Kothaguda X Road Kondapur Serilingampally Hyd 500084, Rangareddy, Telangana, 500084 COVAXIN #386.25 <input type="button" value="Book"/> Age: 15 & Above	19 Slots	N/A	N/A	N/A	N/A
KONDAPUR AH CVC 3 No. 102A, Station Road, Rangareddy, Telangana, 500084 CORBEVAX <input type="button" value="Book"/> 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

<input checked="" type="checkbox"/> DOSE 1 COVISHIELD Prathima Hospitals , 03 Jul 2021 <input type="button" value="Certificate"/>	<input checked="" type="checkbox"/> DOSE 2 Due date 25-09-2021 Last date 23-10-2021 <input type="button" value="Schedule"/>
--	---

Share Your Vaccination Status

"Schedule" button to
schedule appointment
for Dose2

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 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

← Appointment Successful

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

Instructions

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.
 - 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 DigLocker.
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.

Close

Download

"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.

Nidumolu Lakshmi Swetamruta 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
Prathima Hospitals, 03 Jul 2021

DOSE 2
Apollo Medical Center CVC, 02 May 2022, 11:00AM-01:00PM

Reschedule Cancel

Share Your Vaccination Status

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

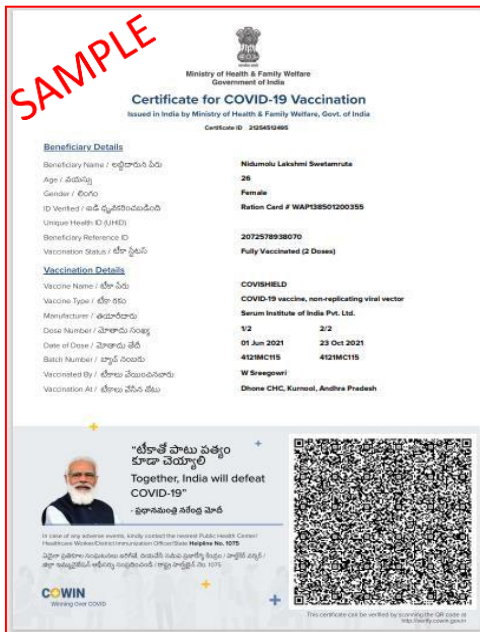
Follow the below mentioned steps to download your vaccination certificate.

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

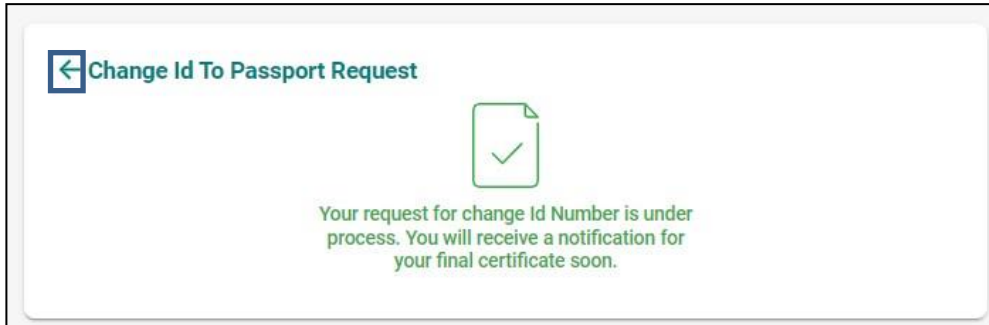
3. Enter Date of Birth
4. Enter Passport Number
5. Accept terms and condition check box
6. Click on Submit request

User Manual

Citizen Registration and Appointment for Vaccination

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

SAMPLE


Ministry of Health & Family Welfare
Government of India


Covid-19 Vaccination Certificate
Issued in India by Ministry of Health & Family Welfare, Govt of India
Certificate ID 95240474045

Beneficiary Details


Beneficiary Name	Rishitoshchand Shrivastava	
Date of Birth (YYYY-MM-DD)	1967-08-02	
Gender	Male	
Passport Number	PASS4560987	
Vaccination Status (# of doses)	Fully Vaccinated (2 Doses)	
Beneficiary Reference ID	19796300469747	

Vaccination Details

Vaccine Name	COVISHIELD	
Vaccine Type	COVID-19 vaccine, non-replicating viral vector	
Manufacturer	Serum Institute of India Pvt. Ltd.	
Dose #	1st	2nd
Date of Dose (YYYY-MM-DD)	2021-07-01	2021-10-12
Dose Batch #	COV121021	COV121021


"Together, India will defeat
COVID-19"
- Prime Minister Narendra Modi

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



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:

Nidumolu Lakshmi Swetamruta | 82 DAYS LEFT FOR PRECAUTION DOSE

REF ID: 2072578938070 | SECRET CODE: 8070 | PHOTO ID: Passport | ID NUMBER: XXXX0250 | YEAR OF BIRTH: 1995

DOSE 1 | COVISHIELD | Dhone CHC, 01 Jun 2021 | DOSE 2 | Dhone CHC, 03 Oct 2021 | PRECAUTION DOSE | Due date 23-07-2022

Share Your Vaccination Status

Click on "Share your Status"

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

← Share Your Vaccination Status

Nidumolu Lakshmi Swetamruta | Wow! You are fully vaccinated. Let everyone know your vaccination status by sharing it in your social circle.

Fully Vaccinated

SHARE LINK: <https://api.cowin.gov.in/api/v3/vaccinat...> COPY LINK

SHARE VIA: Twitter, LinkedIn, WhatsApp, Facebook, Email

For Instagram, Download The Image And Upload Manually

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

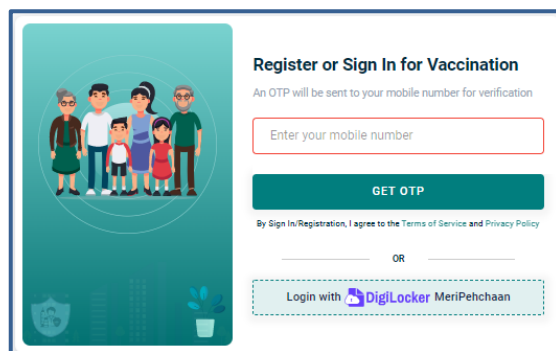
10 Vaccination for children

- For COVOVAX Children can be registered on Co-WIN using an AADHAAR Card, PAN Card, Unique Disability ID, Ration Card with Photo and School Photo ID Card. Children of age group 12+ yrs can get vaccinated at Private Vaccination Centre.
- For CORBEVAX Children can be registered on Co-WIN using an AADHAAR Card, PAN Card, Unique Disability ID, Ration Card with Photo and School Photo ID Card. Children of age group 12-14 yrs can get vaccinated in Government Vaccination centre and 12+ yrs can get vaccinated in Private Vaccination Centre.
- Children of age group 15-18 yrs can now register on Co-WIN portal using AADHAAR Card, PAN Card, Unique Disability ID, Ration Card with Photo and School Photo ID Card. Only COVAXIN is approved for this age group currently.

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



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 -

User Manual

Citizen Registration and Appointment for Vaccination

← **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

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

Individual Registered Successfully

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

The screenshot shows a user profile for 'Lakshmi Swetamrta'. At the top left is a profile icon. Below the name, there are five fields: 'REF ID' (43258612813710), 'SECRET CODE' (3710), 'PHOTO ID' (Passport), 'ID NUMBER' (XXXG557), and 'YEAR OF BIRTH' (2007). Below these fields is a section for 'DOSE 1' with a red status 'Appointment not scheduled' and a blue 'Schedule' button.

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

The screenshot shows the 'Book Appointment for Dose 1' page. It has a back arrow and the title. A disclaimer states: '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.' There are two tabs: 'Search By PIN' (active) and 'Search By District'. Below the 'Search By PIN' tab is a text input field labeled 'Enter your PIN' and a 'Search' button.

- 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

User Manual


Citizen Registration and Appointment 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">Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FUW) 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.<ol style="list-style-type: none">Wear a mask.Maintain a distance of at least 2 meters from others.Follow the queue system maintained at the vaccination centers.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.Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.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.Please preserve any other document provided by the vaccination center with details of vaccination.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 Swetamruta**

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

**DOSE 1**
Bhagwati Hospital, 02 May 2022, 03:00PM-06:00PM

**Reschedule**
**Cancel**

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

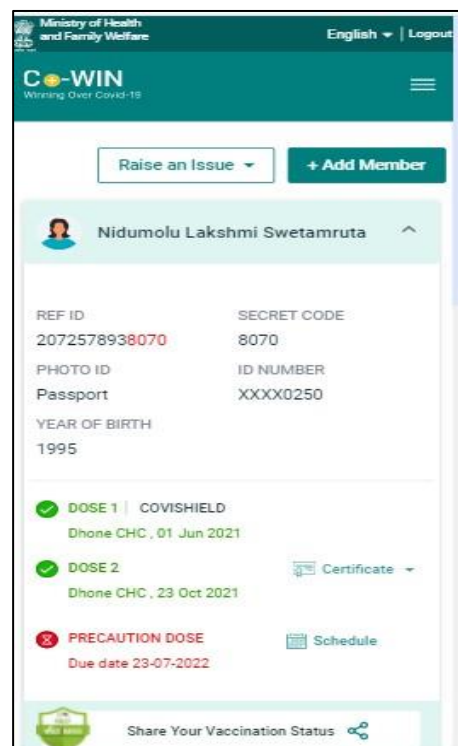
11 Precaution dose

- All fully vaccinated adult citizens (18+ and have taken 2 doses) are eligible for precaution dose from 10/04/2022. Eligible citizens can avail precaution dose at any Government or Private Vaccination Centre. Citizens should carry their Final Certificate of vaccination (with details of both earlier doses). Citizens should use the same mobile number and ID card used for earlier doses.
- HCWs, FLWs and Citizens aged 60 year or more, shall continue to receive precaution dose vaccination at any CVC, including free of charge vaccination at Government Vaccination Centre.
- For international travel, precaution dose can be administered to such beneficiary less than 9 months to at a minimum interval of 3 months (90 days) from the date of administration of the second dose as recorded on Co-WIN as per requirement of the destination country. All Vaccination centre in the State where precaution dose is being administered are eligible to administer precaution 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

User Manual

Citizen Registration and Appointment for Vaccination

Search by State and District option

← 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

Select State: Telangana Select District: Hyderabad Search

Slot Search Results (1 Center(s) Found)

Showing results for: Age: 18+ Vaccine: COVISHIELD

Filter results by: Age: 12-17 15-18 18 & Above Cost: Paid Free

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

Slot Search Results (1 Center(s) Found)

Showing results for: Age: 18+ Vaccine: COVISHIELD

Filter results by: Age: 12-17 15-18 18 & Above Cost: Paid Free

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

← Appointment Successful Download

Your vaccination appointment is confirmed

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

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

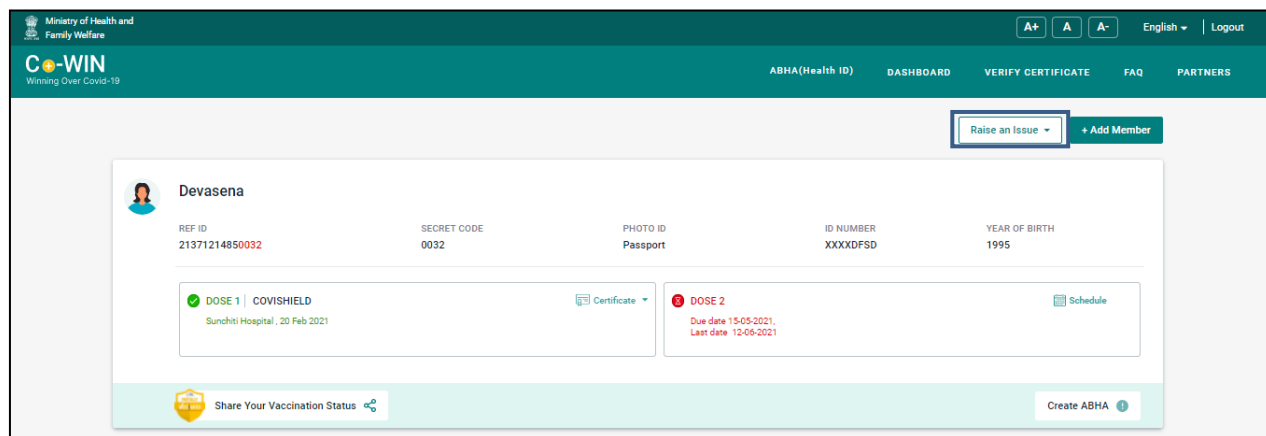
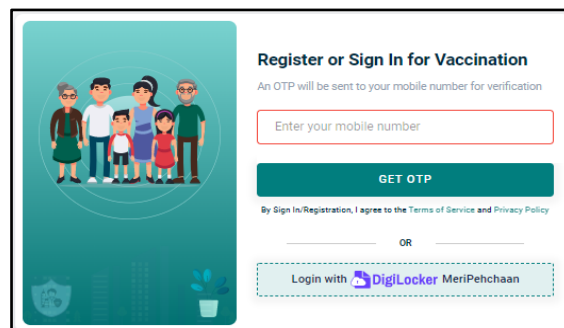
- Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination.
- Please arrive at the vaccination center 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*

