



# **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.

### Features of Citizen Self registration Module



Register Yourself and others (4 Max)



Select Vaccination center of your choice based on vaccine shown



Schedule Date for vaccination from available slots at center of your convenience

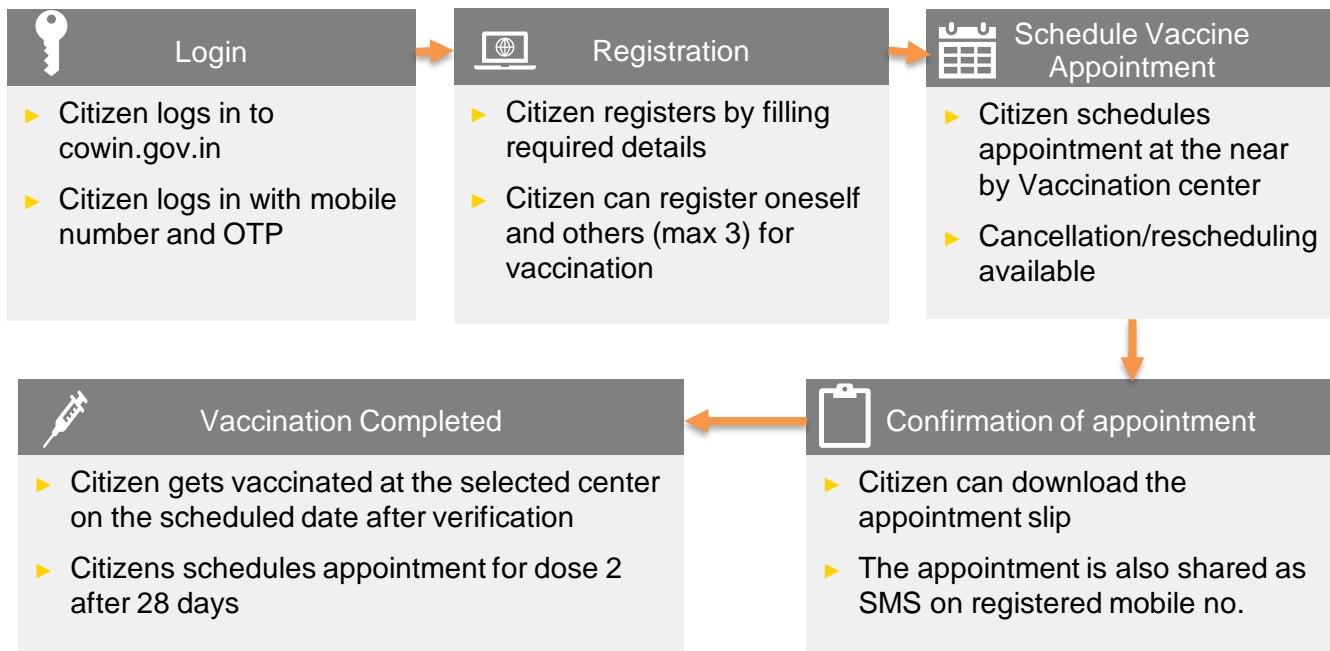


Get yourself vaccinated from selected center on scheduled date

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

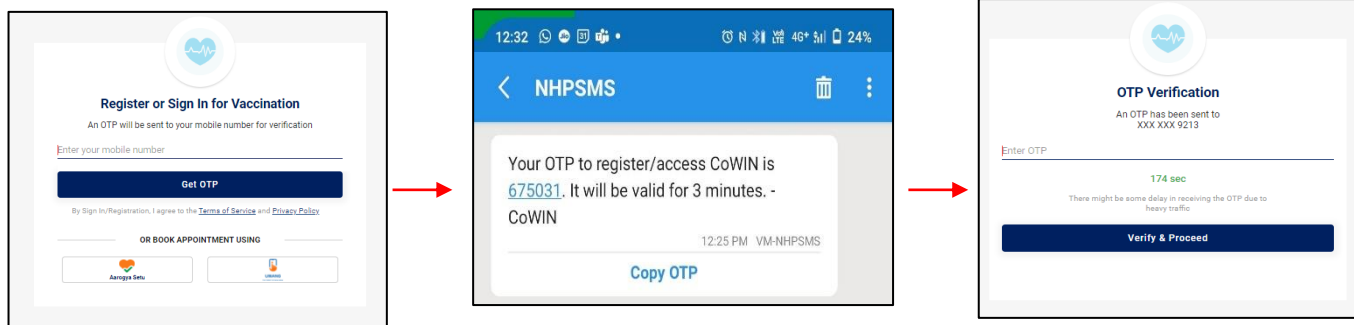
- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience based on the vaccine name
- Schedule vaccination as per slot availability at a Center
- Cancel/Reschedule Vaccination

### Work Flow



### 1 Register

- ▶ User can go to the url [www.cowin.gov.in](https://www.cowin.gov.in) and click on “Register/Sign In yourself” tab.



- Enter valid mobile number. Click on “Get OTP” button.
- OTP is sent at the phone number via SMS.
- Enter the OTP within 180 seconds and click on “Verify” button.

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## Citizen Registration and Appointment for Vaccination

- 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.

Member Type  
Regular Citizen

Photo ID Proof  
Passport

Passport Number  
PASSPORT1234

Name (as in Passport)  
Rishitoshchand Shrivastava

Gender  
☒ Male ☐ Female ☐ Others

Year of Birth (as in Passport in YYYY format)  
1988

Add

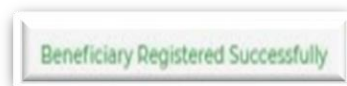
Mandatory Field to be Filled by  
the Beneficiary for Registration

- ▶ 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	<ul style="list-style-type: none"><li>• Select appropriate ID Card from the Dropdown list .</li></ul> <div>Citizen must carry selected ID at the time of vaccination.</div>
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 | Status : Updated

Member Type: Pregnant Women  Year of Birth: 1990

Photo ID: NPR Smart Card ID Number: XXXX-T678

**Dose 1**  
Appointment not scheduled

Click on “Add More” for adding total 4 individuals linked to this mobile number

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

**Register for Vaccination**

Your **Photo ID** will be verified at the time of your vaccination appointment. Please provide the details of the Photo ID you will carry for vaccination.

Member Type  
Regular Citizen

Photo ID Proof  
Passport

Passport Number  
PASSPORT1234

Name (as in Passport)  
Rishitoshchand Shrivastava

Gender  
☒ Male ☐ Female ☐ Others

Year of Birth (as in Passport in YYYY format)  
1988

Receives Confirmation message on successful addition of member

Click on “Add” for adding additional members linked to this account

Beneficiary Registered Successfully

### 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 | Status : Updated

Member Type: Pregnant Women


Year of Birth: 1990

Photo ID: NPR Smart Card ID Number: XXXX-T678

**Dose 1**  
Appointment not scheduled



"Delete" button – to Delete existing member

- Login with username and password, and Navigate to the dashboard.
- Click "  " action button to Delete a member

- Confirmation message will appear on Deletion

Individual Deleted Successfully

### 4 Booking Appointment for Vaccination

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

**Account Details**  
Registered Mobile Number: XXX-XXX-9213

**Not Vaccinated**

**Nisha Singh** | REF ID : 59649383984540 | Secret Code : 4540 | Status : Updated

Member Type: Pregnant Women

Year of Birth: 1990

Photo ID: NPR Smart Card ID Number: XXXX-T678

**Dose 1**  
Appointment not scheduled

"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

Select State: Maharashtra Select District: Mumbai

**Slot Search Results** (201 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

05 Aug 2021 06 Aug 2021 07 Aug 2021 08 Aug 2021 09 Aug 2021 10 Aug 2021 11 Aug 2021

Center Name	05 Aug 2021	06 Aug 2021	07 Aug 2021	08 Aug 2021	09 Aug 2021	10 Aug 2021	11 Aug 2021
ACWORTH MUNICIPAL HOSP WADALA Major R Parameswaran Road Wadala Mumbai Maharashtra, Mumbai, Maharashtra, 400031	Booked COVISHIELD 18 & Above	NA	NA	NA	NA	NA	NA
ADMIRE EYE CARE 1st Fl Commercial Chandak Stella Chs Udyog Nagar Nr FM Banquet Off S V Rd Goregaon West, Mumbai, Maharashtra, 400104	4 COVISHIELD 18 & Above	89 COVISHIELD 18 & Above	200 COVISHIELD 18 & Above	NA	NA	NA	NA
ADVANCED MULTI SPECIALTY HOSP CMPH Medical College Campus Nattakar Gachinkar Marg	73 COVISHIELD 45 & Above	88 COVISHIELD 45 & Above	79 COVISHIELD 45 & Above	88 COVISHIELD 45 & Above	92 COVISHIELD 18-44 Only	45 COVISHIELD 45 & Above	NA

Appointment  
booking screen

Fully booked slots in  
vaccination centres

Available slots in  
vaccination centres

**← 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

Select State: Maharashtra Select District: Pune

**Slot Search Results** (3 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

**← 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

Enter your PIN: 410401

**Slot Search Results** (3 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

**← 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

Select State: Maharashtra Select District: Pune

**Slot Search Results** (3 Center(s) Found)

Showing results for: Dose: 2

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

**← 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

Enter your PIN: 410401

**Slot Search Results** (3 Center(s) Found)

Showing results for: Dose: 2

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

### Search by district option

- Select the State/UT from the drop down
- Select District from the drop down menu
- Click on “Search”

### Search by pincode option

- Enter the local pincode
- Click on “Search”

- On clicking “Search” button, system will display below the list of Vaccination centre as per Search Criteria and based on State’s Age policy
- Centre Names available nearby as per state/district or pincode entered will be displayed
- On clicking any centre at the panel, the available slots (date and capacity) will be displayed



# User Manual

## Citizen Registration and Appointment for Vaccination

← Book Appointment for 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: Mumbai **Search**

**Slot Search Results** (201 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

	05 Aug 2021	06 Aug 2021	07 Aug 2021	08 Aug 2021	09 Aug 2021	10 Aug 2021	11 Aug 2021
<b>ACWORTH MUNICIPAL HOSP WADALA</b> Major R Parameswaran Road Wadala Mumbai Maharashtra, Mumbai, Maharashtra, 400031	<b>Booked</b> COVISHIELD 18 & Above	NA	NA	NA	NA	NA	NA
<b>ADMIRE EYE CARE</b> <b>PAID</b> 1st Fir Commercial Chandak Stella Chs Udyog Nagar Nr FM Banquet Off S V Rd Goregaon West, Mumbai, Maharashtra, 400104 COVISHIELD: ₹780	4 COVISHIELD 18 & Above	89 COVISHIELD 18 & Above	200 COVISHIELD 18 & Above	NA	NA	NA	NA
<b>ADVANCED MULTI SPECIALTY HOSP</b> <b>PAID</b> CMPH Medical College Campus Nataraj Gadkari Marg	73 COVISHIELD 45 & Above	88 COVISHIELD 45 & Above	79 COVISHIELD 45 & Above	88 COVISHIELD 45 & Above	52 COVISHIELD 18-44 Only	45 COVISHIELD 45 & Above	NA

Available  
Vaccination  
centre based on  
search criteria

Click Center of  
choice for  
Vaccination

Filters for Age, Vaccine type  
and Free/Paid vaccines

Available Date and capacity  
at selected Center

Select by clicking  
the date of  
convenience

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

← Appointment Confirmation

**AK Hosp Site**  
23 Near Main Road, Pune, Maharashtra, 410401  
Vaccine Name : COVISHIELD Date : 19 Jun 2021

**Rishitosh**  
Reference ID : 54889249167380

Select Time Slot

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

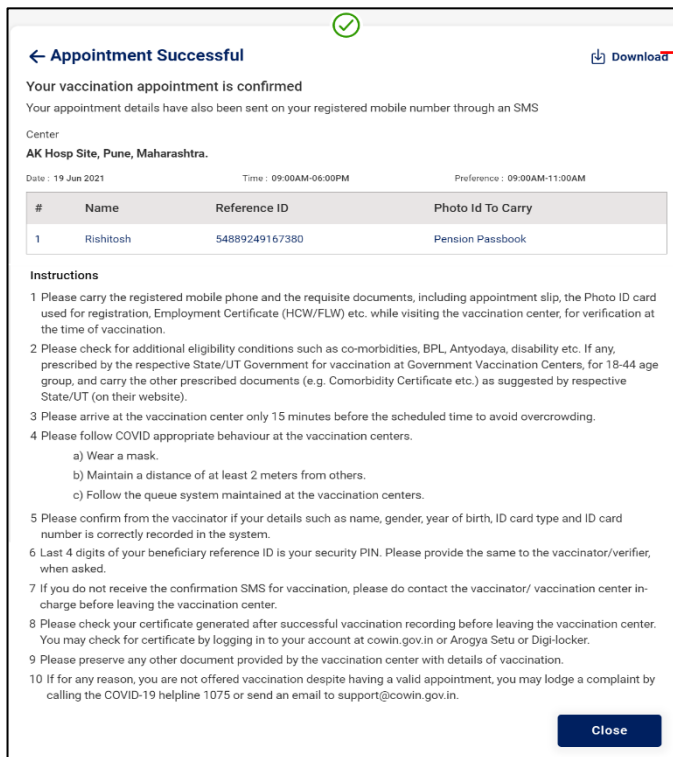
**Confirm**

Verify if the Centre, Date  
selected, Vaccine name and  
price are correct

Verify the name is  
appearing as in the Photo  
ID selected

Click “CONFIRM” if all  
details are correct to  
confirm booking

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



**← Appointment Successful** Download

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

Center  
**AK Hosp Site, Pune, Maharashtra.**

Date : 19 Jun 2021 Time : 09:00AM-06:00PM Preference : 09:00AM-11:00AM

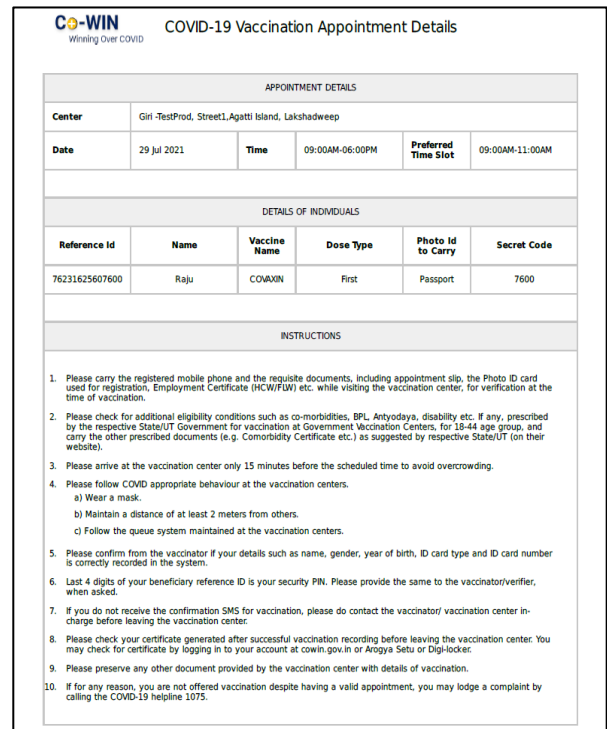
#	Name	Reference ID	Photo ID To Carry
1	Rishitosh	54889249167380	Pension Passbook

**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 check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).
- 3 Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.
- 4 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.
- 5 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.
- 6 Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.
- 7 If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
- 8 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](http://cowin.gov.in) or Arogya Setu or Digi-locker.
- 9 Please preserve any other document provided by the vaccination center with details of vaccination.
- 10 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 or send an email to [support@cowin.gov.in](mailto:support@cowin.gov.in).

**Close**

Click “Download” to download and save the confirmation



**COVID-19 Vaccination Appointment Details**

APPOINTMENT DETAILS					
Center	Giri -TestProd, Street1,Agatti Island, Lakshadweep				
Date	29 Jul 2021	Time	09:00AM-06:00PM	Preferred Time Slot	
09:00AM-11:00AM					
DETAILS OF INDIVIDUALS					
Reference Id	Name	Vaccine Name	Dose Type	Photo Id to Carry	Secret Code
76231625607600	Raju	COVAXIN	First	Passport	7600
INSTRUCTIONS					
<ol style="list-style-type: none"> <li>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.</li> <li>2. Please check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).</li> <li>3. Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.</li> <li>4. Please follow COVID appropriate behaviour at the vaccination centers.                             <ol style="list-style-type: none"> <li>a) Wear a mask.</li> <li>b) Maintain a distance of at least 2 meters from others.</li> <li>c) Follow the queue system maintained at the vaccination centers.</li> </ol> </li> <li>5. 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.</li> <li>6. Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.</li> <li>7. If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.</li> <li>8. 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 <a href="http://cowin.gov.in">cowin.gov.in</a> or Arogya Setu or Digi-locker.</li> <li>9. Please preserve any other document provided by the vaccination center with details of vaccination.</li> <li>10. 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.</li> </ol>					

Citizen should keep a printout of appointment slip to show at the Vaccination Center on scheduled date

### 5 Rescheduling an Appointment

- Once the Appointment is fixed, it can be cancelled and rescheduled at any later stage but before the vaccination appointment day.
- For this, Re-login to “Citizen Registration” module; with your already registered mobile no.

### How to Re-Login to “Citizen Registration Module?”



The diagram illustrates the re-login process. On the left, a laptop screen shows the "Register or SignIn for Vaccination" page with a "Get OTP" button. An arrow points from the laptop to a smartphone on the right. The smartphone screen displays "SMS OTP" and the number "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

**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

**Dose 1**  
AK Hosp Site, 19 Jun 2021, 09:00AM-11:00AM

[Reschedule](#)

[+ Add Member](#)

Click "X" to cancel appointment

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

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

**← Book Appointment for 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: Pune [Search](#)

**Slot Search Results** (0 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

1 Search new Center

**← Appointment Confirmation**

**AK Hosp Site**  
23 Near Main Road, Pune, Maharashtra, 410401  
Vaccine Name: COVISHIELD Date: 19 Jun 2021

**Rishitosh**  
Reference ID : 54889249167380

**Select Time Slot**

[09:00AM-11:00AM](#) [11:00AM-01:00PM](#) [01:00PM-03:00PM](#) [03:00PM-06:00PM](#)

[Confirm](#)

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. 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: Mumbai [Search](#)

**Slot Search Results** (201 Center(s) Found)

Showing results for: Dose: 1

Filter results by: Age: 18 & Above 18-44 Only 45 & Above Cost: Paid Free Vaccine: Covishield Covaxin Sputnik V

	05 Aug 2021	06 Aug 2021	07 Aug 2021	08 Aug 2021	09 Aug 2021	10 Aug 2021	11 Aug 2021
<b>ACWORTH MUNICIPAL HOSP WADALA</b> Major R Parameswaran Road Wadala Mumbai Maharashtra, Mumbai, Maharashtra, 400031	Booked COVISHIELD 18 & Above	NA	NA	NA	NA	NA	NA
<b>ADMIRE EYE CARE</b> 1st Flr Commercial Chaudhali Stella Chs Udyog Nagar Nr FM Banquet Off S V Rd Goregaon West, Mumbai, Maharashtra, 400104 COVISHIELD-7780	NA	NA	NA	NA	NA	NA	NA
<b>ADVANCED MULTI SPECIALTY HOSP</b> Nanda Medical College Campus Nandana Nandana Marg	NA	NA	NA	NA	NA	NA	NA

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.

**Account Details**

Registered Mobile Number: XXX-XXX-8272 Raise an Issue ▾

**Partially Vaccinated** 84 Days Left for Dose 2

**Rishitosh** | REF ID : 54889249167380 | Secret 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 Certificate

✗ **Dose 2**  
Due date 11 Sep 2021, Last date 09 Oct 2021 Schedule

“Schedule” button – to schedule appointment for Dose 2

- Click on “Schedule” button for Booking Vaccination Appointment
- System navigates to “Book Appointment for Vaccination” page
- Search the Vaccination Centre of choice by District or Pin code

**Book Appointment for Dose 2 (COVISHIELD)**

The slots availability data displayed in the pincode or district search is provided by the state govt and private hospitals. Covin does not create this data, the data accuracy, or guarantee that it is the most recent data available from the data provider.

Search By PIN Search By District

Select State: Maharashtra Select District: Mumbai Search

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.

**Slot Search Results** (1 Center(s) Found)

Showing results for: Dose: 2 Vaccine: COVISHIELD

Filter results by: Age: Age 18+ Age 45+ Cost: Paid Free

Calendar view: 29 Jul 2021, 30 Jul 2021, 31 Jul 2021, 01 Aug 2021, 02 Aug 2021, 03 Aug 2021

**HINDU SABHA HOSPITAL** (NA)  
Ghatkopar (West) Shroddhamand Road, Mumbai, Maharashtra, 400086  
COVISHIELD: 7780

**Booked** COVISHIELD Age 45+ Select Centre and date

**Booked** COVISHIELD Age 18+

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

Select Centre and date

**Appointment Confirmation**

**AK Hosp Site**  
23 Near Main Road, Pune, Maharashtra, 410401  
Vaccine Name : COVISHIELD Date : 19 Jun 2021

**Rishitosh**  
Reference ID : 54889249167380

**Select Time Slot**

09:00AM-11:00AM 11:00AM-01:00PM 01:00PM-03:00PM 03:00PM-06:00PM Select time slot

**Confirm**

Select time slot

# User Manual

## Citizen Registration and Appointment for Vaccination

### ← Appointment Successful

Download

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

Center  
**AK Hosp Site, Pune, Maharashtra.**

Date : 19 Jun 2021      Time : 09:00AM-06:00PM      Preference : 09:00AM-11:00AM

#	Name	Reference ID	Photo Id To Carry
1	Rishitosh	54889249167380	Pension Passbook

#### 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 check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).
- 3 Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.
- 4 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.
- 5 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.
- 6 Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.
- 7 If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
- 8 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.
- 9 Please preserve any other document provided by the vaccination center with details of vaccination.
- 10 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 or send an email to support@cowin.gov.in.

Close

“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

### Account Details

Registered Mobile Number: XXX-XXX-8272

Raise an Issue ▼

Partially Vaccinated

84 Days Left for Dose 2

Rishitosh | REF ID : 54889249167380 | Secret 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

✗ Dose 2  
AK Hosp Site, 11 Sep 2021, 09:00AM-11:00AM

Certificate

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

The screenshot shows the Co-WIN application interface. At the top, there's a header with the Ministry of Health and Family Welfare logo, navigation links (Verify Certificate, Dashboard, A+, A, A-, English, Logout), and the Co-WIN logo with the tagline 'Winning Over COVID - 19'. Below the header, there are tabs for Vaccination Services, Platforms, Resources, and Support. The main content area shows the user's profile for Rishitoshchand Shrivastava, including their REF ID (19796300469747), Secret Code (9747), Year of Birth (1967), Photo ID (Passport), and ID Number (XXXX-0987). It also lists two doses of COVISHIELD vaccination, both with 'Appointment details not available'. At the bottom, there are two buttons: 'Certificate' (highlighted with a red arrow) and 'International Travel Certificate'. A '+ Add Member' button is also visible.

**SAMPLE**

Ministry of Health & Family Welfare  
Government of India

**Certificate for COVID-19 Vaccination**  
Fully Vaccinated : 2nd Dose

Beneficiary Details

Beneficiary Name / ഗുണഭോക്താവിന്റെ പേര്	Rishitoshchand Shrivastava
Age / വയസ്സ്	54
Gender / ലിംഗം	Male
ID Verified / പരിശോധിച്ച ഐഡി	Passport # PASS4560987
Unique Health ID (UHID)	
Beneficiary Reference ID	19796300469747

Vaccination Details

Vaccine Name / വാക്സിന്റെ പേര്	COVISHIELD
Date of 1 <sup>st</sup> Dose / ആദ്യ ഡോസിന്റെ തീയതി	01 Jul 2021 (Batch no. COV1121021)
Date of 2 <sup>nd</sup> Dose / രണ്ടാമത്തെ ഡോസിന്റെ തീയതി	12 Oct 2021 (Batch no. COV1121021)
Vaccinated by / വാക്സിൻ നൽകിയത്	Vacc fifth Oct
Vaccination at / വാക്സിൻ സ്വീകരിച്ച സ്ഥലം	RISHI HOS 1210M, Agatti Island, Lekshadweep

**“മരുന്നും കർശനനിയമങ്ങളും  
Together, India will defeat  
COVID-19”**  
- പ്രധാനമന്ത്രി നരേന്ദ്ര മോദി

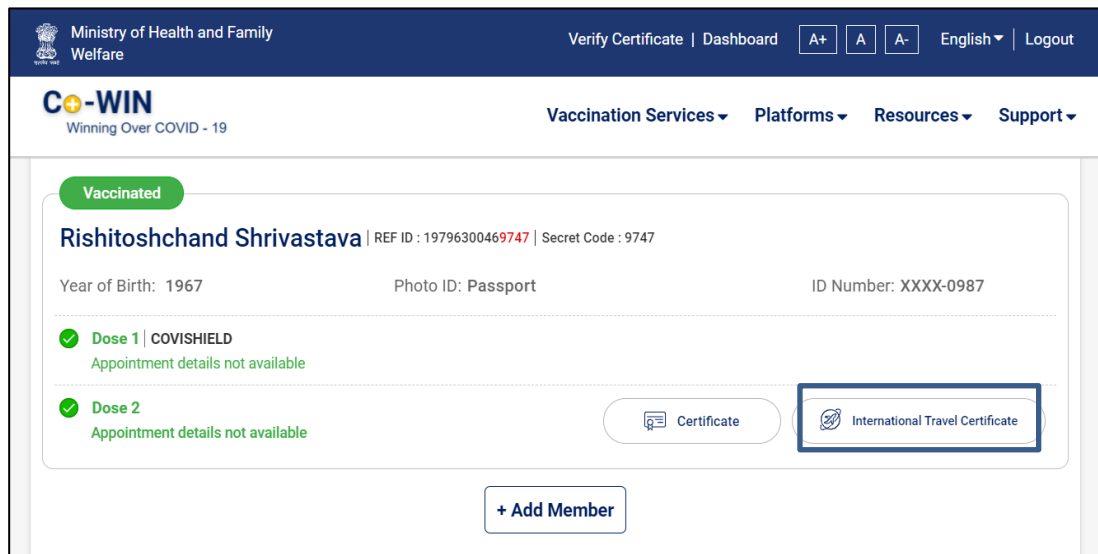
In case of any adverse events, kindly contact the nearest Public Health Center

Certificate will get  
downloaded as a pdf

### INTERNATIONAL CERTIFICATE

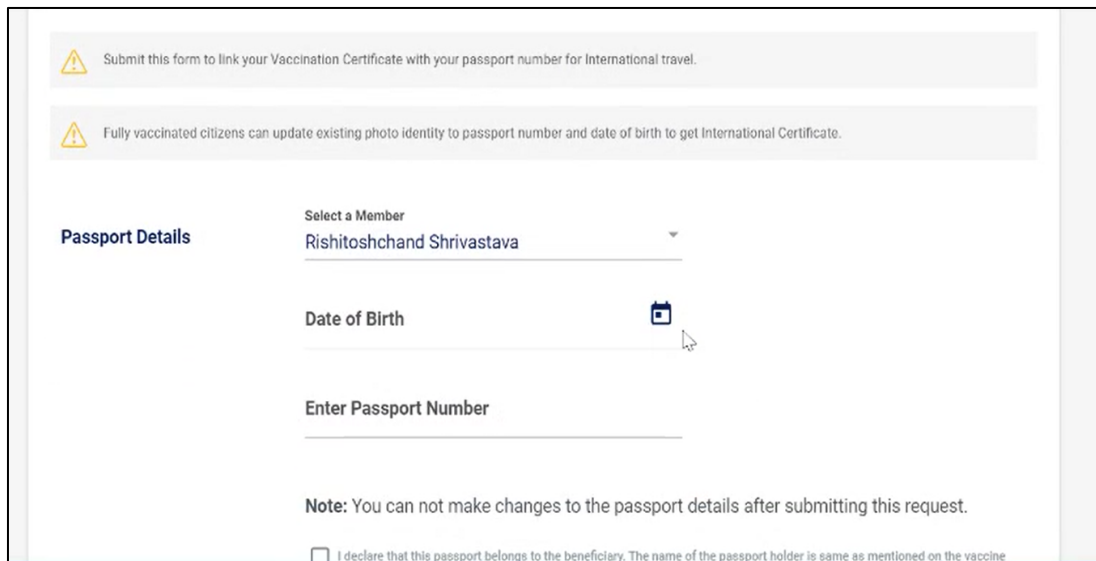
To download International Certificate citizen must have received both vaccination doses and follow below steps

#### 1. Click on International Certificate tab



The screenshot shows the Co-WIN dashboard for a vaccinated user. The user's name is Rishitoshchand Shrivastava, with a REF ID of 19796300469747 and a Secret Code of 9747. The user's year of birth is 1967, and their ID number is XXXX-0987. The dashboard shows two vaccination doses: Dose 1 (COVISHIELD) and Dose 2, both with appointment details not available. The 'International Travel Certificate' tab is selected and highlighted with a blue border. Other tabs include 'Certificate' and '+ Add Member'.

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



The screenshot shows the 'Passport Details' form for requesting an International Certificate. The form includes a dropdown menu to 'Select a Member' (currently showing Rishitoshchand Shrivastava), a 'Date of Birth' field with a calendar icon, and an 'Enter Passport Number' field. A note states: 'Note: You can not make changes to the passport details after submitting this request.' At the bottom, there is a checkbox for 'I declare that this passport belongs to the beneficiary. The name of the passport holder is same as mentioned on the vaccine'.

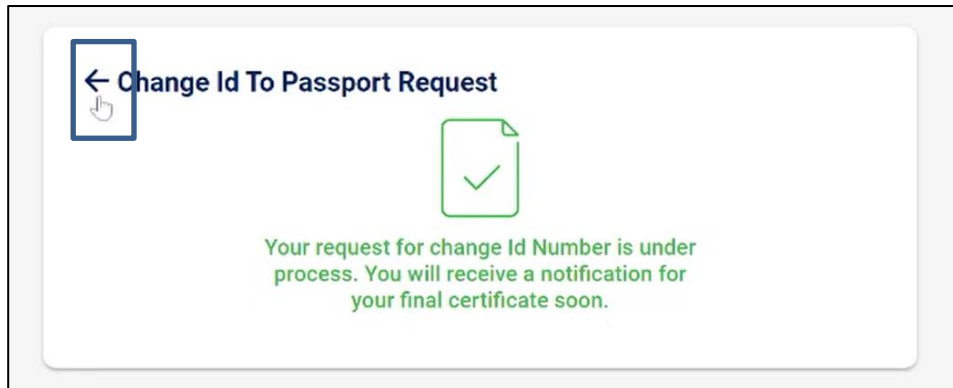
3. Enter Date of Birth
4. Enter Passport Number
5. Accept terms and condition check box
6. Click on Submit request

# User Manual

## Citizen Registration and Appointment for Vaccination

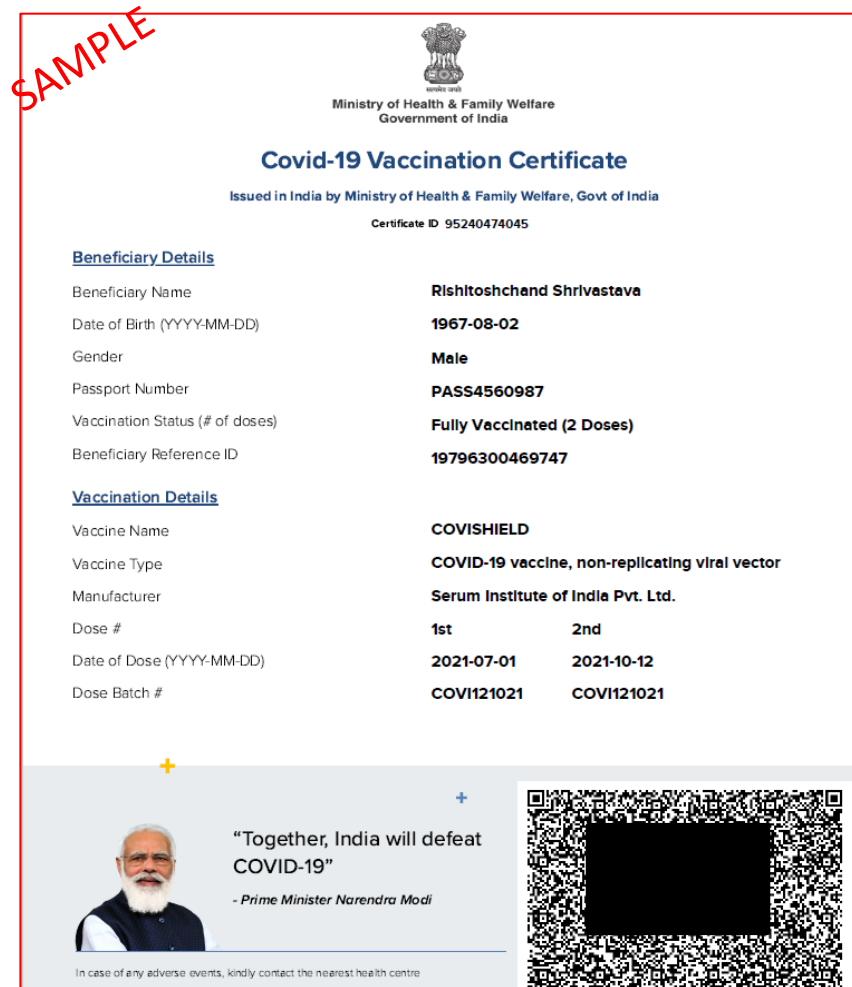
Below screen will appear after submission of the request

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





“ दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 ”

- *Prime Minister Narendra Modi*

