
REPUBLIC



OF CYPRUS

GHS BENEFICIARY PORTAL USER
MANUAL

VACCINATION COVID-19

3 JANUARY 2021

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1 PROCESS FLOW

Prerequisite: Beneficiaries will have access to the specific section only if they have a user account for the GHS Beneficiary Portal **AND** they have linked their user account with their beneficiary record.

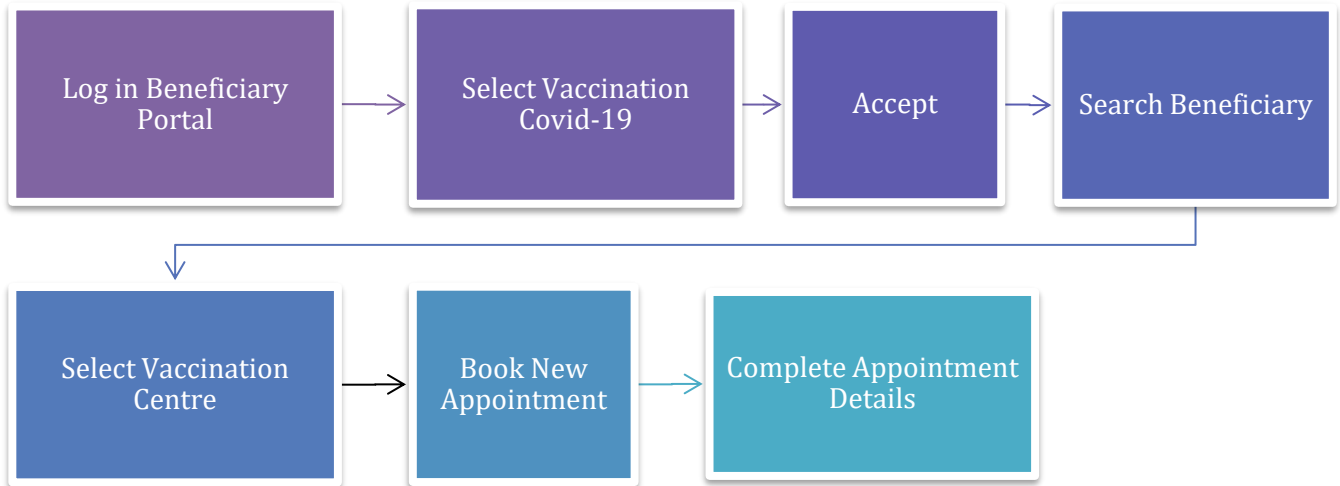


Figure 1: Process Flow

2 BOOK NEW APPOINTMENT

Steps:

1. User has to log in to GHS Beneficiary Portal using his/her *Username* and *Password*.
2. The user must select Vaccination Covid-19 from the menu on the left.
3. Accept declaration.

In this section, the user has to read and accept a declaration. Non-acceptance of the declaration will not allow proceeding to book an appointment.

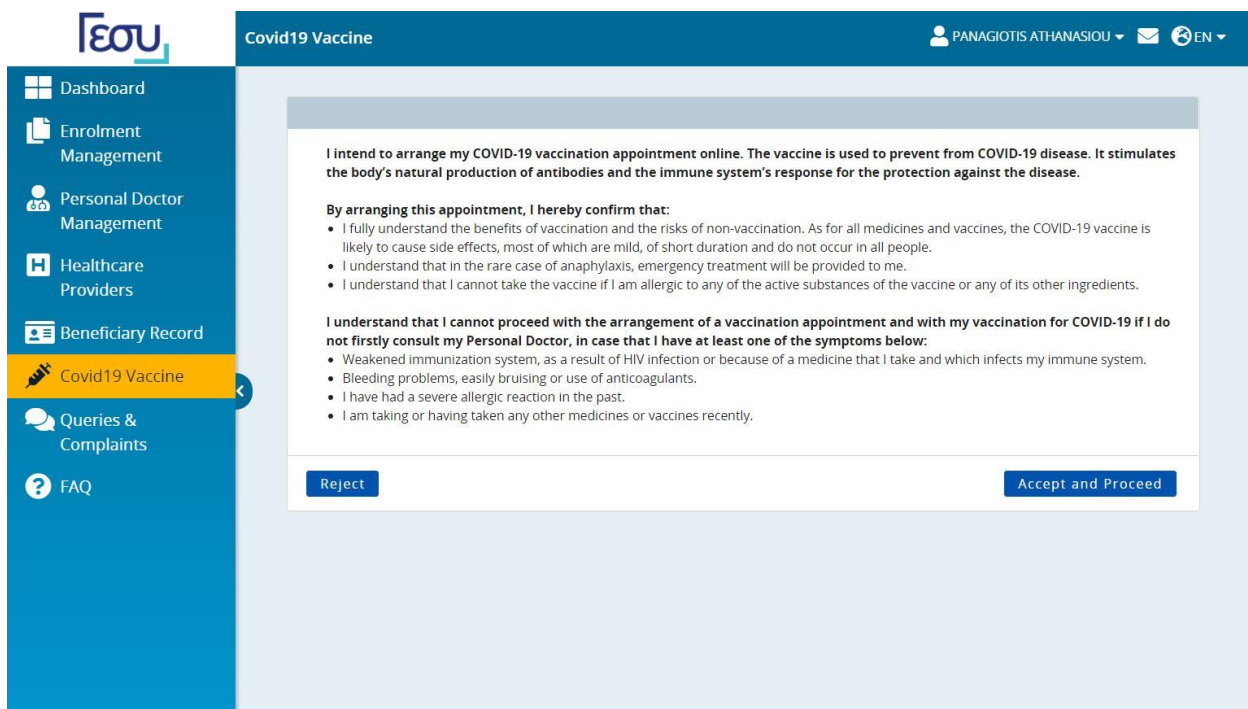


Figure 2: Declaration

Afterwards, the user has to search a beneficiary record.

To locate a beneficiary record, the user has to enter:

- First Name (as it appears on the beneficiary's Cyprus ID card or Alien Registration Certificate (ARC), either in Greek or English, with small or capital letters without any accents.
- Last Name (as it appears on the beneficiary's Cyprus ID card or Alien Registration Certificate (ARC), either in Greek or English, with small or capital letters without any accents.
- Identification Document Type (Identity Card or Alien Registration Certificate).
- Identification Document Number
- Date of Birth

Book an Appointment

1 Search Beneficiary

2 Select a Vaccination Center

INSTRUCTIONS:

- Fill in ALL of the fields provided below to search whether a record of the person you wish to book an appointment for covid 19 vaccine, exists
- Fill in all information exactly as they appear on the applicant's Cyprus ID card or Alien Registration Certificate (ARC)
- First Name and Last Name must be filled out with characters **without accent**.

First Name * Mandatory

Last Name * Mandatory

Identification Document Type * Identity Card (ID)

Identification Document No. * Mandatory

Date Of Birth * DD/MM/YYYY

CLEAR ALL SEARCH

Figure 3: Search Beneficiary

Note: Search button will be activated only once ALL fields are completed correctly.

- In this step, the user has to select the District and the Vaccination Centre, where he/she will request an appointment.

Book an Appointment

1 Search Beneficiary

2 Select a Vaccination Center

District * NICOSIA

Vaccination Center Κ.Υ. Λατσιών Α

BACK SEARCH

Figure 4: Select Vaccination Centre

- Once a vaccination center is selected, the system will display a calendar with all available hours to book. The user has the option to proceed to book an appointment by clicking on the available slot or by clicking on the Select Date and Time button. Also, the user has the option to change the selected vaccination center.

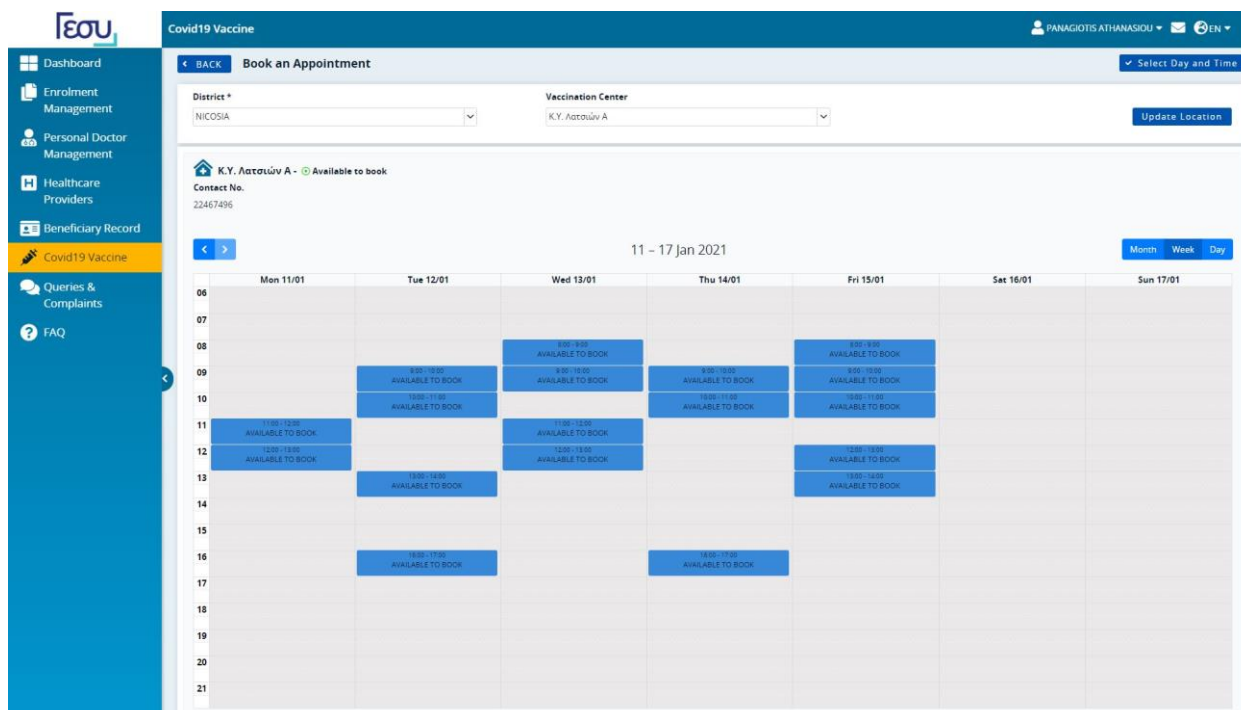


Figure 5: Available appointments for the selected Vaccination Centre

By clicking on an available appointment or clicking on the Select Date and Time button, the Request New Appointment Window opens.

- The user has to fill all mandatory fields (Appointment Time and Date, Beneficiary’s District, mobile phone number and/ or email address) in the New Appointment window and then click Confirm Appointment.

The system will then process all input data and will inform the user whether the appointment was booked successfully. It will also notify the user with an SMS to the provided mobile phone number (if entered).

Request New Appointment ✕

Appointment Details

Vaccination Center
Κ.Υ. Αιτωλίων Α

Appointment Date *
08/01/2021

Appointment Time *
09:00 - 10:00

Beneficiary Details

Full Name
KATEPINA ANΔPEOY

Identification Doc.
NID 0000039569

Age
89 years old

Beneficiary's District *
Please Select...

Contact Details ⓘ

Mobile Phone No. Email

CANCEL ✓ Confirm Appointment

Figure 76: New Appointment (Appointment Details, Beneficiary Details)

Request New Appointment ✕

Appointment Date *
08/01/2021

Appointment Time *
09:00 - 10:00

Beneficiary Details

Full Name
KATEPINA ANΔPEOY

Identification Doc.
NID 0000039569

Age
89 years old

Beneficiary's District *
Please Select...

Contact Details ⓘ

Mobile Phone No. Email

CANCEL ✓ Confirm Appointment

Figure 67: New Appointment (Communication Details)