



EVDS Self Registration Portal User Manual

v4 - 23 February 2021



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Overview of this user manual

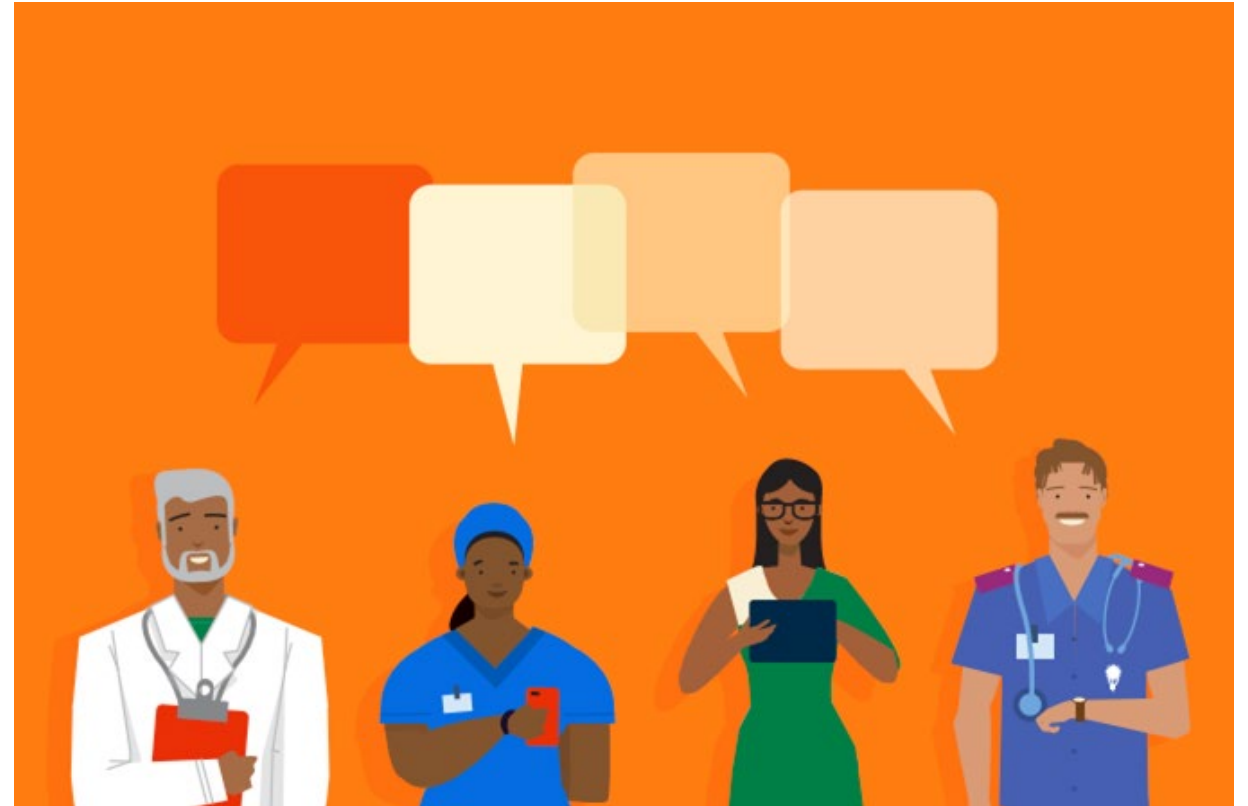
Pages 3 to 6	A general overview of the National Department of Health EVDS Self Registration portal and how to use it
Pages 7 to 16	A step by step overview of the Self Registration process of the National Department of Health EVDS Self Registration Portal
Page 17	A guide to amend your information on your already submitted EVDS Self Registration Record, should you require to do this

Who must register?

All **Healthcare Workers** (public & private) who intend to be vaccinated in Phase I must enroll on the **Electronic Vaccination Data System (EVDS)**

Support email:
evds.hcwsselfregistration@health.gov.za

<http://vaccine.enroll.health.gov.za/>



What will the information be used for?

Information submitted during registration will be used to:

- Identify eligible vaccination beneficiaries
- Plan supply of vaccines and ancillary items
- Allocate beneficiaries to their nearest available service point
- Communicate with enrolled individuals about the vaccination program as it unfolds

What do you need to register?

- 1. Access to the internet** on any device (cellphone, laptop, tablet, desktop etc.)
- Your ID number or Passport (non-RSA), general contact information **(your cellphone number will be used as the primary mode of communication).**
- Information about your **employment (primary employer and location of work)**
- Where relevant, your **professional registration details, and medical aid** are also requested.
- With all information at hand registration should take approximately **2-3 minutes (Three steps)**

General Instructions

- Use 'Go Back' to return to the previous page
- Use 'Next Step' to proceed
- Use your **backspace button to delete** and replace entries
- **Compulsory questions** or questions with **restricted responses** will show red and block you from proceeding if incorrectly completed/left blank. Any other questions are not compulsory.
- **Please complete questions in the order that they appear**, as some answers lead to additional questions and dropdown lists.
- Please complete in **one sitting, as your information will not be saved until you finish** the registration.

Go back

Next step


Cell number (starting with 27)

083455sd\$88888

Cell number must be a valid number

Landing Page (Using RSA ID)

EVDS Self Registration



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This is a self-registration portal for **Health Care Workers ONLY** as part of the Phase 1 rollout of the Electronic Vaccine Data System.

- By completing this form, you confirm that you are a Healthcare Worker and can provide identity documentation and healthcare worker proof of employment at the time of vaccination
- Self-registration is available to all public, private, clinical and non-clinical healthcare workers
- Vaccination and self-registration on the EVDS is voluntary
- Self-Registration **DOES NOT** guarantee you will be vaccinated in this Phase
- Eligibility of the vaccinee will be determined by the NDOH based on priority population groups
- Eligible vaccinees will be provided with notification and instructions on how and where to receive the vaccination

For more information, terms and conditions please visit:
<https://sacoronavirus.co.za/evds/tscs/>

ID Number

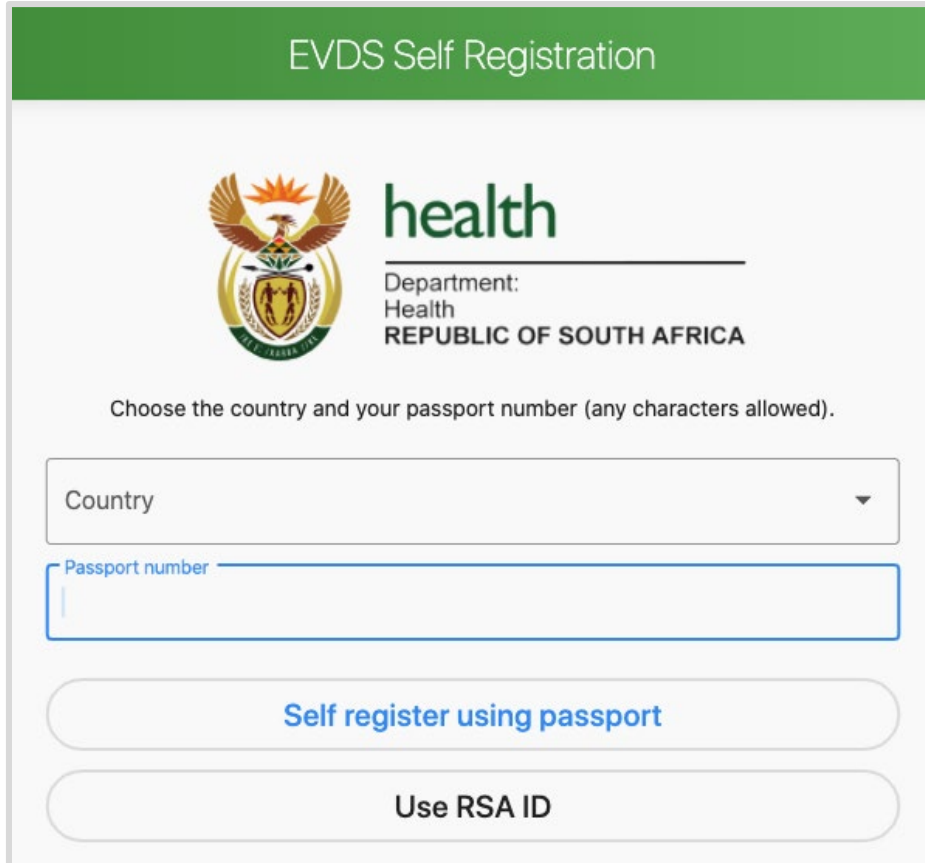
[Self register using ID](#)

[Use passport](#)


You can register with RSA ID Number
OR Non-RSA Passport.

- Please enter your RSA ID and click 'self register using ID' to proceed
- OR**
- Please select 'Use passport' if you would like to use a non-RSA Passport to register.

Landing Page (Using Passport)



EVDS Self Registration

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Choose the country and your passport number (any characters allowed).

Country

Passport number

[Self register using passport](#)

[Use RSA ID](#)

- If you select to use a non-RSA passport:
 - Enter country
 - Enter passport number
 - Click 'Self register using passport' to proceed

OR

- If you would like to use an RSA ID click 'Use RSA ID' to return to landing page

Step 1: General Information

EVDS Self Registration

Step 1: General information

[Go back](#) [Next step](#)

Please enter your general information.

Your **cell phone number** will be used to communicate with you by SMS about the vaccination program, and to confirm your vaccination date, place and time using a vaccination code/ticket.

Please ensure your cell phone number is entered correctly, starting with 27 (Country code) and removing the initial 0

Step 2: Employment & Medical Aid (1)

EVDS Self Registration

Step 2: Employment and Medical Aid

Name of primary employer

Job title

Patient Facing

E.g. a HCW who interacts directly with patients

Health professional

E.g. a HCW who must be registered with a statutory body e.g. Nursing Council)

Medical aid scheme name

Medical aid n

[Go back](#) [Next step](#)

- Please enter the **name of your primary employer** and **job title**.

Step 2: Employment & Medical Aid (2)

EVDS Self Registration

Step 2: Employment and Medical Aid

Name of primary employer

Employer name is required

Job title

Patient Facing

Yes

E.g. a HCW who interacts directly with patients

Casualty /Accident and emergency

Covid ICU / HC / WARD

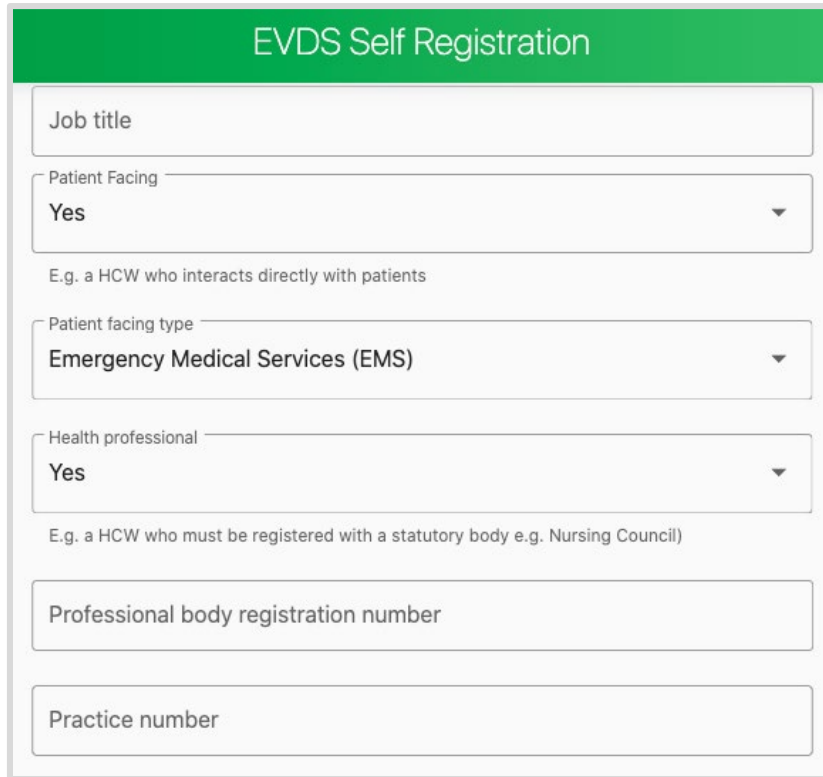
Emergency Medical Services (EMS)

General

Primary Care

- Please select whether you are **patient-facing or not (Yes/No)**, based on whether you interact directly with patients.
- If you are patient facing, please select the **location in which you work with patients** from the dropdown list provided.

Step 2: Employment & Medical Aid (3)



The screenshot shows the 'EVDS Self Registration' form with the following fields and values:

- Job title: [Empty text box]
- Patient Facing: Yes (dropdown menu)
- E.g. a HCW who interacts directly with patients
- Patient facing type: Emergency Medical Services (EMS) (dropdown menu)
- Health professional: Yes (dropdown menu)
- E.g. a HCW who must be registered with a statutory body e.g. Nursing Council)
- Professional body registration number: [Empty text box]
- Practice number: [Empty text box]

- Please select whether you are a **Health Professional (Yes/No)**, based on whether or not you are a Health Care Worker who is registered with a statutory body (e.g. Nursing Council).
- If you select **Yes** please enter your **Professional body registration number** and/or **Practice number**, as appropriate.

Step 2: Employment & Medical Aid (4)

EVDS Self Registration

Job title

Patient Facing
Yes

E.g. a HCW who interacts directly with patients

Patient facing type
Emergency Medical Services (EMS)

Health professional
Yes

E.g. a HCW who must be registered with a statutory body e.g. Nursing Council)

Professional body registration number

Practice number

Medical aid scheme name

Me (optional)

Go back Next step

- Please select your **Medical Aid Scheme** Name, Other, or None (if you have no Medical Aid) from the dropdown list.
- If you enter a Medical Aid Scheme you will be asked your **Medical Aid Number**.
- Once you've completed this, please proceed to '**Next Step**' (Step 3, Final Step)

Step 3: Primary Location of Work

EVDS Self Registration

Step 3: Primary Location of Work

Province
Gauteng

District
Johannesburg MM

Health Facility
Please start typing the name of your Facility

14th Avenue Pharm

17 Esselen Street Clinic

4th Avenue Clinic

- Please select your **Primary location of work** including Province and District.
- Please search your **Health facility** from the dropdown list, if your facility is not listed, choose your next closest facility.
- If you work at a District or Provincial level Health Facility, you will be asked to specify your Sub-district.
- Please enter the **address** for your location of work.

Accept Terms & Conditions

EVDS Self Registration

Terms and Conditions

I agree to the terms and conditions as per the bottom of this page

Comments (optional)

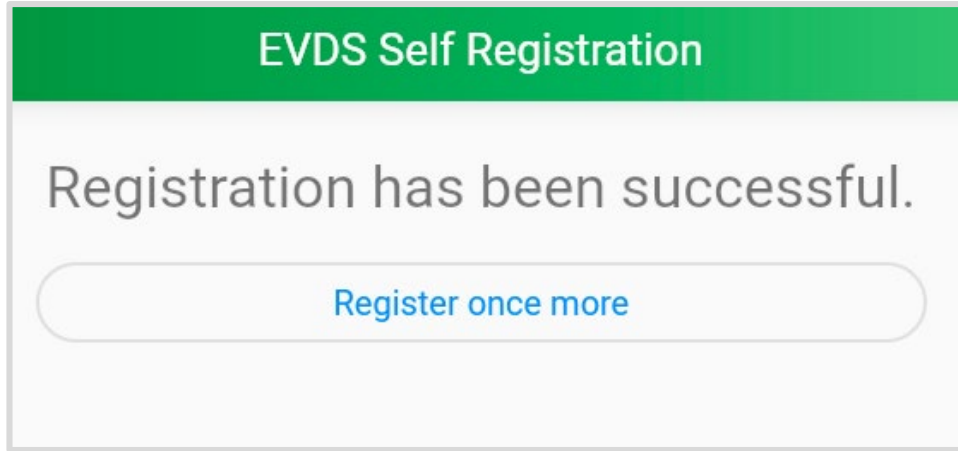
[Go back](#) [Submit registration](#)

↓ Terms and Conditions
Click to read

Source: <https://sacoronavirus.co.za/evds/tscs/>

- To complete your registration please accept the terms and conditions, and click '**Submit Registration**'
- The Terms and Conditions are available on-screen as per the official [SAcoronavirus website](#).
- If you have any comments or feedback please enter them in the optional **Comments** box.

Complete Registration



- The final screen will confirm that your **registration has been successful.**
- You will receive an **SMS notification** confirming that your registration has been received by the EVDS.

Amending Information

EVDS Self Registration

Step 1: General information

This person has already been registered within EVDS. A new registration will update existing details.

- The final screen will confirm that If you wish to update your information you can 're-register' using **your same ID or Passport number** to update/override your previously submitted information.
- If you have already been invited to the Sisonke program you will not be able to update your information.