

# How to Register an Albertan

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## AVBS User Guide – Health Care Provider and Provincial Operations

As of March 15th, 2022

**Pharmacy Staff:** For any guidance and/or technical support, please contact:

 1-844-705-1265

 [AlbertaVaccineBookingSystemSupport@gov.ab.ca](mailto:AlbertaVaccineBookingSystemSupport@gov.ab.ca)

# Privacy Policy

**The appropriate collection, use and disclosure of an Albertan's personal health information is the requirement of Alberta's Health Information Act and FOIP Act.**



Whenever you see this icon, please ensure that you collect verbal consent from the Albertan for disclosure of their personal health information.



Whenever you see this icon, please ensure that you are correctly entering the information provided by the Albertan (e.g., legal first name, legal last name, Alberta Health Number). The search may result in many records containing sensitive information like PI/PHI.

It is your responsibility to access only those records that are necessary to perform your duties. All access is monitored and recorded for compliance and audit purposes.



Whenever you see this icon, please pay attention to the action that is being performed. It is important you follow these instructions.

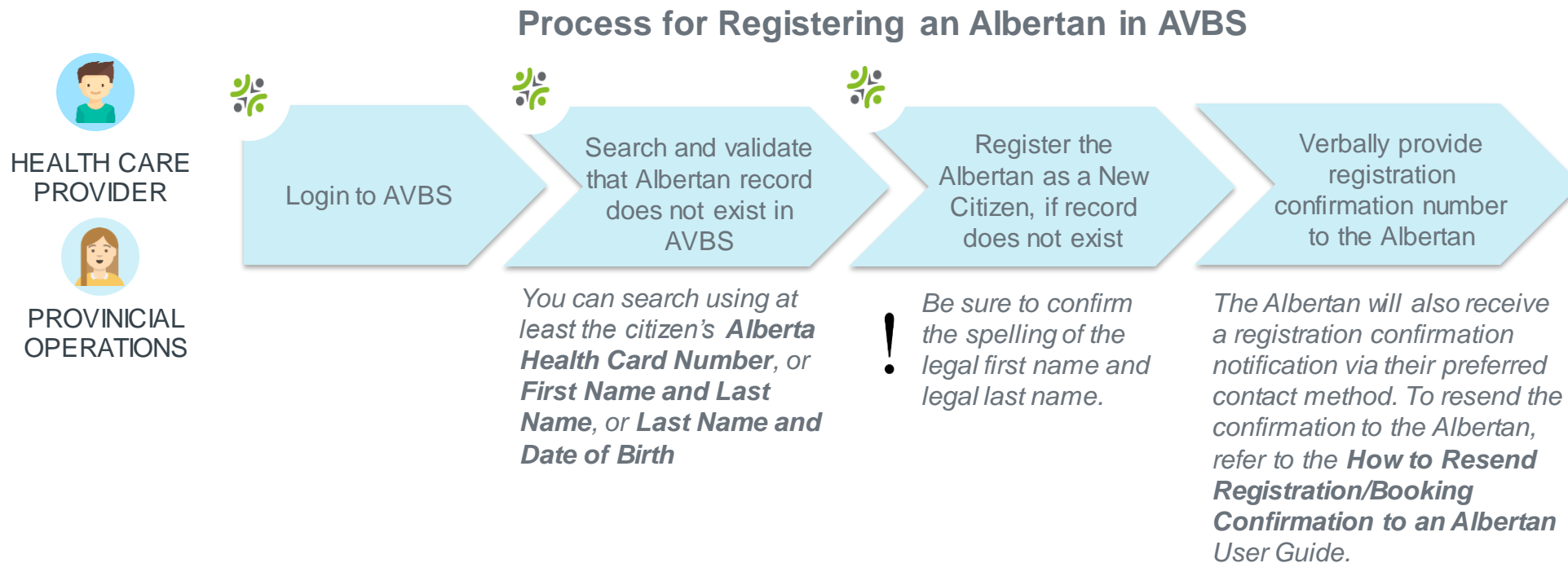


Please note that following practices are prohibited and against the code of conduct related to the handling of sensitive information (PI/PHI) **unless your role authorizes you to do so:**

- Saving lists locally on computer
- Saving lists on other storage media
- Taking pictures
- Taking screenshots

# Registering an Albertan in AVBS: Overview

<b>Objectives:</b>	To register an Albertan if their record does not already exist in AVBS for booking a vaccination appointment
<b>AVBS Role:</b>	Health Care Providers and Provincial Operations
<b>Pre-Requisite:</b>	You should have access to the Clinic-in-a-Box application of AVBS



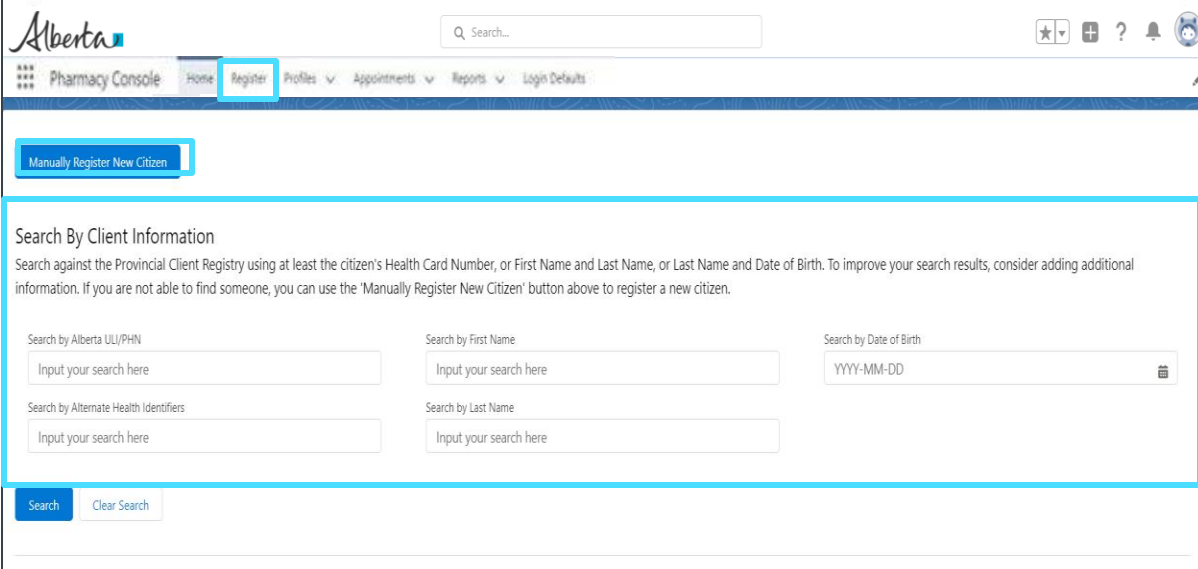
# Registering an Albertan in AVBS

When a Caller calls to register for vaccination, search for the Caller using the **Search by Client Information** section first to make sure they do not already exist in AVBS.

Confirm that the Caller has not been already registered by completing a search using their PHN, or First Name and Last Name, or Last Name and Date of Birth . This prevents duplicate records from being created. For Search tips, please refer to *Basic Navigation User Guide*.

If the Caller is not yet registered in AVBS There are two ways to register an Albertan in AVBS :

1. The Albertan can be registered by searching for their personal information against the Provincial Client Registry (PCR) using at least the citizen's **Alberta Health Card Number, or First Name and Last Name, or Last Name and Date of Birth** (These are the minimum search criteria)  
OR
2. The Albertan can be registered in AVBS using the “**Manually Register New Citizen**” button. *(This should only be used to register a new Albertan whose record is not found in AVBS)*



# Registering an Albertan in AVBS: Search using the Client Information



To register an Albertan using the Client information search, follow the steps below...

1 On your Home page, click the **Register** button.

2 Enter the Albertan's information against Provincial Client Registry (PCR) data using at least the Albertans **Health Card Number, or First Name and Last Name, or Last Name and Date of Birth** (These are the minimum search criteria)

3 Click on **Search**.

A **Results** field will display. If a PHN is entered, the system will perform a search for duplicates in the system. This will allow for avoiding creating potential duplicates for profiles that already exist in AVBS.

The screenshot displays the Alberta Pharmacy Console interface. The top navigation bar includes links for Home, Register, Profiles, Appointments, Reports, and Login Defaults. The 'Register' button is highlighted with a blue circle and the number 1. Below the navigation bar, the 'Home' section is visible. The 'Search By Client Information' section is shown, which includes a 'Manually Register New Citizen' button and a search area. The search area contains four input fields: 'Search by Alberta ULI/PHN' (with the value 123483817), 'Search by First Name' (with the placeholder 'Input your search here'), 'Search by Last Name' (with the placeholder 'Input your search here'), and 'Search by Date of Birth' (with the placeholder 'YYYY-MM-DD'). The 'Search' button is highlighted with a blue circle and the number 3. The 'Search By Client Information' section also includes a description: 'Search against the Provincial Client Registry using at least the citizen's Health Card Number, or First Name and Last Name, or Last Name and Date of Birth. To improve your search results, consider adding additional information. If you are not able to find someone, you can use the 'Manually Register New Citizen' button above to register a new citizen.'

# Registering an Albertan in AVBS: Search using the Client Information



The search results will display for the Albertans information. Validate the fields for first and last name, Alberta ULI, Date of Birth, Sex, PHN verification.  
If the Albertan is already registered in ABVS, the search results will display their record and a View Profile Button will appear next to the search result.

- i Click on **View Profile**
- ii The Albertans **Person Account** will display

Search by Alberta ULI/PHN  
123452585

Search by First Name  
Input your search here

Search by Date of Birth  
YYYY-MM-DD

Search by Alternate Health Identifiers  
Input your search here

Search by Last Name  
Input your search here

Search Clear Search

Showing result for  
Alberta Unique Lifetime Identifier: 123452585

							Total search results: 1
	First Name	Last Name	Alberta ULI	Date of Birth	Sex	PHN Verified?	View
1	Aaron	Davis	123452585	1955-01-09	M	True	View Profile

Person Account  
Aaron Davis

Personal Health Number (PHN)  
123452585

Birthdate  
1955-01-09

Preferred Communication Channel  
Email

Registration Confirmation Number  
R-87AQ1F55

Details

Related

Appointment Scheduling

Profile Information

Profile Name  
Aaron Davis

Preferred Name

Health Card Number  
123452585

Unique Lifetime Identifier  
123452585

Immunocompromised

Sex  
Male

Birthdate  
1955-01-09

Where was Health Card Number issued?  
Alberta

PHN Verified

Parent PCR record  
a3B0i000000Vy2

Address Information

# Registering an Albertan in AVBS: Search using the Client Information

*If the Albertan has not been yet registered in AVBS, a Register New Citizen button will appear next to the search result*

## 4 Click on **Register New Citizen**

*A **Citizen's Primary Information** page will display, which needs to be completed. All fields with red asterisk (\*) must be filled.*

## 5 The Albertans Primary Information will be auto-populated from their PCR records. Please note that Fields such as their **Name**, **Sex**, **Date of Birth** and **PHN** will be greyed out and not editable. Validate all information by asking the Albertan following:

- 5a • Their **Legal First Name** and their **Legal Last Name** will be auto-populated and cannot be modified.
- 5b • Enter the Albertans **Preferred Name** if available.
- 5c • Their **Sex** will be auto-populated and cannot be modified.
- 5d • Their **Date of Birth** will be auto-populated and cannot be modified.

Alberta Pharmacy Console

Search By Client Information

Search against the Provincial Client Registry using at least the citizen's Health Card Number, or First Name and Last Name, or Last Name and Date of Birth. To improve your search results, consider adding additional information. If you are not able to find someone, you can use the 'Manually Register New Citizen' button above to register a new citizen.

Search by Alberta ULI/PHN: 123452585

Search by First Name: Input your search here

Search by Date of Birth: YYYY-MM-DD

Search by Alternate Health Identifiers: Input your search here

Search by Last Name: Input your search here

Search Clear Search

Showing result for

Alberta Unique Lifetime Identifier: 123452585

	First Name	Last Name	Alberta ULI	Date of Birth	Sex	PHN Verified?	View	Total seen
1	Aaron	Davis	123452585	1955-01-09	M	True	Register New Citizen	4

Register New Citizen

**Citizen's Primary Information**

**Personal Information**

\* Legal First Name: Aaron

\* Legal Last Name: Davis

Preferred Name:

Sex: Male

\* Date of Birth: Jan 9, 1955

Where was your health card issued?: Alberta

Alberta Health Card Number: 123452585

**Address Information**

\* Street Address: 10293 Hjipt PI SE

\* City or Town: Airdrie

\* Province/Territory: Alberta

\* Postal Code: T4B 2L8

Cancel

# Registering an Albertan in AVBS: Search using the Client Information

- 5e Enter the Albertan's **Phone Number**, if available.
- 5f The Where was your **Health Card issued?** Field will be auto-populated and cannot be modified.
- 5g The Albertan's **Alberta Health Card Number** will be auto-populated and cannot be modified.
- 5h Enter the Albertan's **Street Address** in which they currently reside in case that has changed from the one displayed on the page.
- 5i Enter the Albertan's **City or Town** in which they currently reside in case that has changed from the one displayed on the page.
- 5j Enter the Albertan's **Province/Territory** in which they currently **reside** in case that has changed from the one displayed on the page.
- 5k Enter the Albertan's **Postal Code** in case that has changed from the one displayed on the page.

The screenshot shows the 'Register New Citizen' form. The fields and their corresponding callouts are:

- 5e**: Phone Number field.
- 5f**: Where was your health card issued? dropdown menu.
- 5g**: Alberta Health Card Number field.
- 5h**: Street Address field.
- 5i**: City or Town field.
- 5j**: Province/Territory dropdown menu.
- 5k**: Postal Code field.

Other visible fields include: Legal First Name (Aaron), Legal Last Name (Davis), Preferred Name, Sex (Male), Date of Birth (Jan 9, 1955), and a Next button at the bottom.



# Registering an Albertan in AVBS: Search using the Client Information

5e Click **Next**.

A **Citizen's Contact Information** page will display.

6 \* Select the Albertan's **Preferred Contact Method**.

You will need to select either **Email**, **Text message** or **Call Me** as their preferred contact method. Depending on the selection, the Email Address field or the Phone Number field will be marked with a red \*Asterix.

You must enter their email address or phone number in the marked field and confirm their email address or phone number by re-entering them in the fields that display on the screen.

If the Albertan does not have an email address or access to text message, you will select **Call Me**, and enter their phone number.

The screenshot displays two sequential steps in the AVBS registration process. The top window, titled 'Address Information', contains fields for Street Address (10293 Lhjftpt Pl SE), City or Town (Airdrie), Province/Territory (Alberta), and Postal Code (T4B 2L8). A blue 'Next' button is highlighted with a callout box labeled '5e'. The bottom window, titled 'Register New Citizen', shows the 'Citizen's Contact Information' section. It has two input fields: 'Email address you check regularly' and 'Phone number that can receive text messages'. Below these is a section titled '\* Please select your preferred contact method' with three radio button options: 'Email', 'Text message', and 'Call Me'. A callout box labeled '6' points to this selection area. At the bottom of the second window are 'Previous', 'Review Details', and 'Cancel' buttons.

# Registering an Albertan in AVBS: Search using the Client Information

6a If you select **Email**, you will enter an email address that they check regularly and confirm their email address.

! Double check the spelling of the email address. Note: The email address field will become with a \*red asterisks.

6b If you select **Text message**, you will enter a number in which they can receive text messages and confirm their phone number.

Note: The phone number field will become with a \*red asterisks.

6c If you select **Call Me**, enter a phone number in the **Confirm phone number** field, and the rest of the contact information is not required.

! The **Call Me** option should only be used when there is no email or text message options for the Albertan. If the Albertan does not provide contact information, enter "0000000000" (10 digit of 0) in the **Call Me** field.

7 Click **Review Details**.

A **Confirmation Page**, summarizing all personal and contact information, will display.

The image displays three overlapping screenshots of the 'Register New Citizen' form, illustrating the steps for selecting a contact method. Each screenshot is titled 'Register New Citizen' and contains a section titled 'Citizen's Contact Information'.

- Screenshot 6a (Email):** The 'Email address you check regularly' field is highlighted with a blue box and labeled 6a. Below it, the 'Please select your preferred contact method' section shows 'Email' selected with a radio button. A 'Confirm email address' field is also present.
- Screenshot 6b (Text message):** The 'Phone number that can receive text messages' field is highlighted with a blue box and labeled 6b. Below it, the 'Please select your preferred contact method' section shows 'Text message' selected with a radio button. A 'Confirm phone number' field is also present.
- Screenshot 6c (Call Me):** The 'Call Me' option is selected with a radio button. The 'Confirm phone number' field is highlighted with a blue box and labeled 6c.

Each screenshot includes 'Previous' and 'Review Details' buttons at the bottom. The 'Review Details' button is highlighted with a blue box and labeled 7 in the bottom-most screenshot.

# Registering an Albertan in AVBS: Search using the Client Information

8 Review the details of the Albertan’s personal and contact information in the **Confirmation Page** and confirm with the Albertan.



*Please Note: the **Confirmation Page** is NOT a confirmation of registration. It is a page where you can confirm all personal and contact information for the person who is calling in. At this stage, the registration process is NOT completed.*

8a If any of the information is incorrect, click **Edit** to go back to the previous pages and make the necessary updates.

*If you update the primary information, click the **Verify PCR** again. Please refer to page 6 of this user guide.*

9 Click the **Register** button.

*The system will create the Albertan’s record and you will be automatically navigated to the newly created Albertan details page. This is the registered Albertan’s Person Account view.*

*A success banner will display.*

Confirmation Page

8

Vaccine recipient's primary information

Personal Information

Legal First Name

Mary

Legal Last Name

Faber

Preferred Name

Sex

Female

Date of Birth

1975-09-11

Health Card Number

542389413

Where was your health card issued?

Alberta

Phone Number

Address Information

Street Address

555 70TH AVE SW

City or Town

Calgary

How do we contact you?

Email Address

Phone Number

1234567890

Preferred contact method

1234

8a

9

Edit

Register

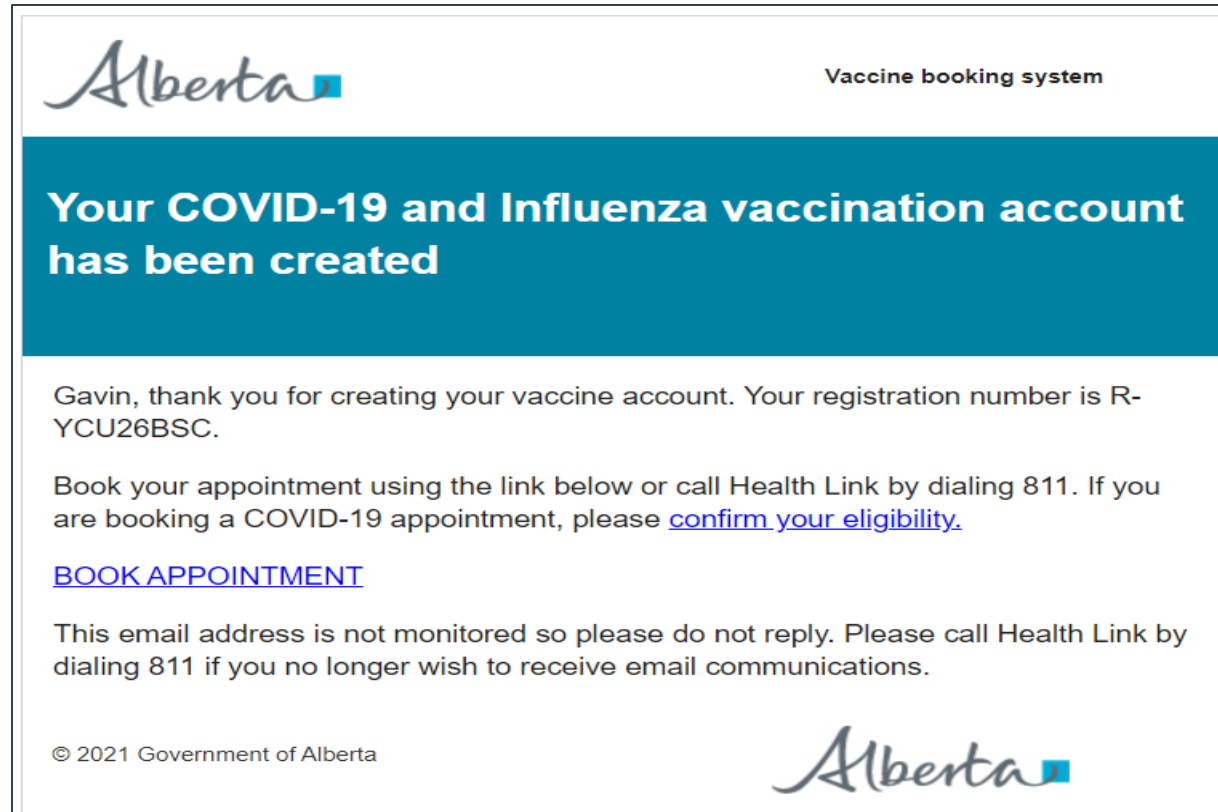
Citizen Successfully Registered

Registration Confirmation Number can now be shared with Citizen over phone

11

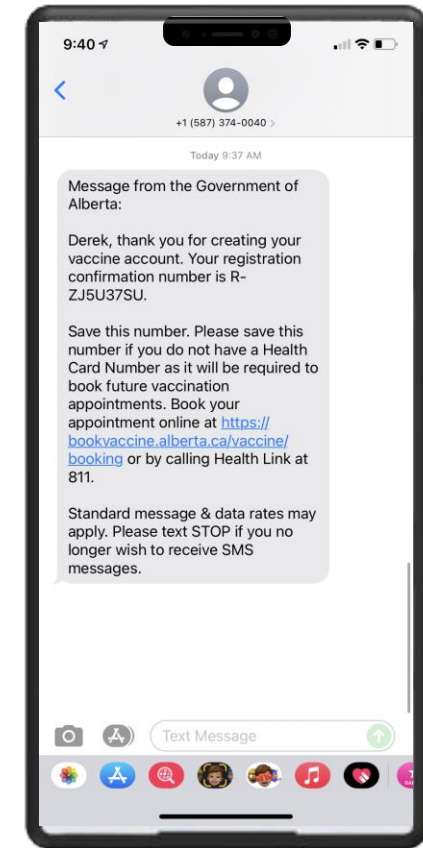
# Registering an Albertan in AVBS: Registration Confirmation Notification

The registration confirmation **email** that the Albertan receives will look like the following:



Please remind the Albertans to check their spam folders if they have not received an email. To resend confirmation to the Albertan, refer to the **How to Resend Registration/Booking Confirmation to Albertans** user guide.

The registration confirmation **text message** that the Albertan receives will look like the following:



# Registering an Albertan in AVBS: Using the Manually Register New Citizen button



An Albertan should only be manually registered if their record is not found in AVBS. Once the Albertan will be registered manually, their profile will be either matched with the correct PCR record or a new profile would be created for them.

To Manually Register an Albertan , follow the steps below:

- 1 On your Home page, click the **Register** button.
- 2 Click on the **Manually Register New Citizen** button.

A **Citizen's Primary Information** page will display, which needs to be completed. All fields with red asterisk (\*) must be filled.

- 3 Enter all information by asking the Albertan following:

3a \* Their **Legal First Name** and their **Legal Last Name**.

! The spelling of Legal First Name and Legal Last Name must be an exact match to the name associated with the Albertan's Personal Health Number (PHN). If the Albertan does not have a Legal First Name, you must enter their Legal Last name in both the Legal First Name and Legal Last Name fields.

The screenshot displays the AVBS (Alberta Vitality Business System) interface. At the top, the 'Register' button in the navigation bar is circled with a blue '1'. Below it, the 'Manually Register New Citizen' button in the left sidebar is circled with a blue '2'. The main content area shows the 'Register New Citizen' form. The 'Citizen's Primary Information' section is highlighted with a blue box, and the 'Legal First Name' and 'Legal Last Name' fields are circled with a blue '3a'. The form includes various input fields and dropdown menus for personal and address information. A 'Cancel' button is located at the bottom right of the form.

# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

3b Their **Preferred Name**.

3c \* Identify their **Sex** by selecting an option from the drop-down menu.

3d \* Their **Date of Birth**.

*To enter a date, either click on the calendar icon and select the date or type it in using the following format: Mar 5, 1945.*

3e Enter the Albertan's **Phone Number**, if available.

3f \* Ask the Albertan **Where their Health Card was issued**.

! **Staff must make every effort to collect a PHN.** If the Albertan doesn't specify where their Health Card was issued, proceed to step 2h. If the Albertan identifies where their Health Card was issued, an additional question will display.

i Enter the Albertan's **Personal Health Number**.

*This field will show the format of the Personal Health Number (PHN) for the province that is chosen (e.g., Alberta requires a 9-digit PHN (e.g., 123456789), whereas Quebec requires a PHN containing 4-letters followed by 8 digits (e.g., VAIP 0000 0000)).*

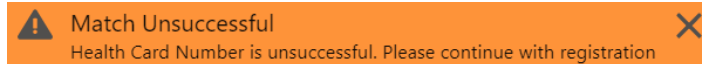
The screenshot shows the 'Register New Citizen' form. The 'Citizen's Primary Information' section is highlighted. The 'Personal Information' sub-section contains the following fields: 'Legal First Name', 'Legal Last Name', 'Preferred Name' (callout 3b), 'Sex' (callout 3c, a dropdown menu), 'Date of Birth' (callout 3d, with a calendar icon), 'Phone Number' (callout 3e), 'Where was your health card issued?' (callout 3f, a dropdown menu showing 'Alberta'), and 'Alberta Health Card Number' (callout i, showing '123456789'). The 'Address Information' section below contains 'Street Address', 'City or Town', 'Province/Territory', and 'Postal Code'. A 'Cancel' button is at the bottom right.

# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

3g Once a Personal Health Number (PHN) is entered, click on **Verify PCR**.

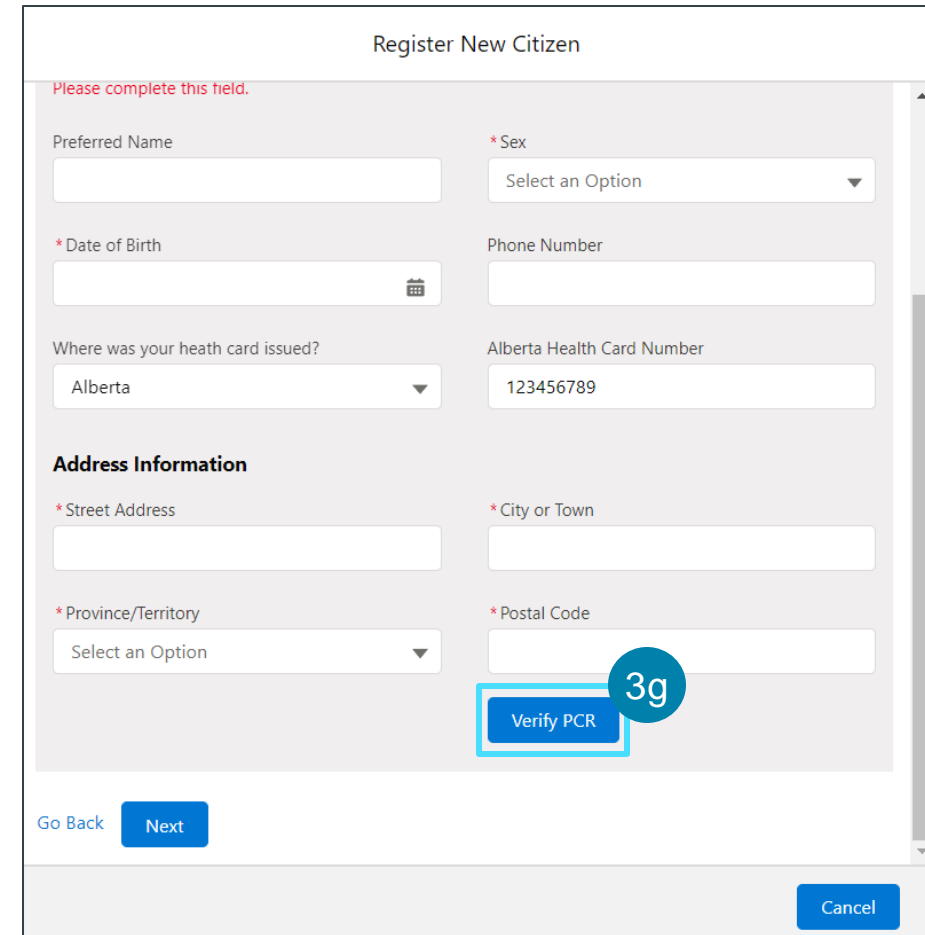
! Clicking on the *Verify PCR* button will validate all Primary Information entered (Legal First Name, Legal Last Name, Gender, Date of Birth, and Personal Health Number) against the information found in the **Provincial Client Registry (PCR)**. All primary information needs to be entered correctly before clicking the **Verify PCR** button.

You may get a **Match Unsuccessful** message:



To correct this, you must reconfirm the following fields with the Albertan: Legal First Name, Legal Last Name, Gender, Date of Birth, and Alberta Personal Health Number (PHN). If match is still unsuccessful, you may still proceed with registration. An unsuccessful match means that the information provided does not match PCR and the PHN will be marked as invalid.

For all Albertans with invalid PHNs, the system will run through checks for a Unique Lifetime Identified (ULI), and if not found, a ULI will be created for them.

A screenshot of the "Register New Citizen" form. The form is titled "Register New Citizen" and has a red error message at the top: "Please complete this field." The form contains several fields: "Preferred Name" (text input), "\* Sex" (dropdown menu with "Select an Option"), "\* Date of Birth" (text input with a calendar icon), "Phone Number" (text input), "Where was your health card issued?" (dropdown menu with "Alberta"), "Alberta Health Card Number" (text input with "123456789"), "Address Information" section with "\* Street Address" (text input), "\* City or Town" (text input), "\* Province/Territory" (dropdown menu with "Select an Option"), and "\* Postal Code" (text input). A blue button labeled "Verify PCR" is highlighted with a red box and a red circle containing "3g". At the bottom of the form are "Go Back", "Next", and "Cancel" buttons.



# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

Once the information is edited, you must click “Verify **PCR**” again to receive the prompt “Success **PHN** match successful” if the Albertan is validated against PCR.



If a PHN was not collected, the **Verify PCR** button will not be enabled, and no further action is required for this step. Continue with registering the Albertan and proceed to step 2h of this User Guide.

Register New Citizen

Please complete this field.

Preferred Name

\* Sex

Select an Option

\* Date of Birth

Phone Number

Where was your health card issued?

Alberta

Alberta Health Card Number

123456789

Address Information

\* Street Address

\* City or Town

\* Province/Territory

Select an Option

\* Postal Code

Verify PCR

Go Back

Next

Cancel



# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

3h \* Enter the Albertan's **Street Address** in which they currently reside.

3i \* Enter the Albertan's **City or Town** in which they currently reside.

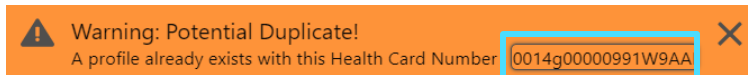
3j \* Enter the Albertan's **Province/Territory** in which they currently reside.

3k \* Enter the Albertan's **Postal Code**.

*A valid postal code must be entered in capital letters in A1A 1A1 format.*

3l Click **Next**.

*A **Citizen's Contact Information** page will display. If a PHN is entered, the system will perform a search for duplicates in the system. If a Profile record exists with the same PHN or Unique Lifetime Identifier, the following warning message will appear:*



*To check if the Albertan has already registered, click on the [link](#) above and you will be redirected to the Person Account Page of the potential duplicate.*

A screenshot of the "Register New Citizen" form. The form is titled "Register New Citizen" and has a "Clinic in a Box (IPM)" header. It contains several input fields: "Preferred Name", "Sex" (dropdown), "Date of Birth" (calendar icon), "Phone Number", "Where was your health card issued?" (dropdown with "Alberta" selected), "Alberta Health Card Number" (123456789), "Street Address", "City or Town", "Province/Territory" (dropdown with "Select an Option"), and "Postal Code" (with a "Verify PCR" button below it). At the bottom, there are "Go Back" and "Next" buttons. Annotations 3h through 3l are placed over the form: 3h is over the "Street Address" field, 3i is over the "City or Town" field, 3j is over the "Province/Territory" dropdown, 3k is over the "Postal Code" field and the "Verify PCR" button, and 3l is over the "Next" button.

# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

The next step is to enter the Albertan's Contact Information to receive vaccination related notices such as appointments, reminders and any changes for themselves or their family members.

## 4 \* Select the Albertan's Preferred Contact Method.

You will need to select either **Email**, **Text message** or **Call Me** as their preferred contact method. Depending on the selection, the Email Address field or the Phone Number field will be marked with a red \*Asterix.

You must enter their email address or phone number in the marked field and confirm their email address or phone number by re-entering them in the fields that display on the screen.

If the Albertan does not have an email address or access to text message, you will select **Call Me**, and enter their phone number.

Register New Citizen

### Citizen's Contact Information

Email address you check regularly

Phone number that can receive text messages

\* Please select your preferred contact method

☐ Email

☐ Text message

☐ Call Me

Previous

Review Details

Cancel

18

Alberta

# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

4a If you select **Email**, you will enter an email address that they check regularly and confirm their email address.

! *Double check the spelling of the email address. Note: The email address field will become with a \*red asterisks.*

4b If you select **Text message**, you will enter a number in which they can receive text messages and confirm their phone number.

*Note: The phone number field will become with a \*red asterisks.*

4c If you select **Call Me**, enter a phone number in the **Confirm phone number** field, and the rest of the contact information is not required.

! *The **Call Me** option should only be used when there is no email or text message options for the Albertan. If the Albertan does not provide contact information, enter "0000000000" (10 digit of 0) in the **Call Me** field.*

5 Click **Review Details**.

A **Confirmation Page**, summarizing all personal and contact information, will display.

The screenshot shows the 'Register New Citizen' form. The 'Citizen's Contact Information' section is highlighted with a blue box and labeled '4a'. It contains a text input field for 'Email address you check regularly' (marked with a red asterisk), a text input field for 'Phone number that can receive text messages', and a section titled '\* Please select your preferred contact method' with radio buttons for 'Email' (selected), 'Text message', and 'Call Me'. Below this is a text input field for '\* Confirm email address'. At the bottom are 'Previous' and 'Review Details' buttons.

The screenshot shows the 'Register New Citizen' form. The 'Citizen's Contact Information' section is highlighted with a blue box and labeled '4b'. It contains a text input field for 'Email address you check regularly', a text input field for '\* Phone number that can receive text messages' (marked with a red asterisk), and a section titled '\* Please select your preferred contact method' with radio buttons for 'Email', 'Text message' (selected), and 'Call Me'. Below this is a text input field for '\* Confirm phone number'. At the bottom are 'Previous' and 'Review Details' buttons.

The screenshot shows the 'Register New Citizen' form. The 'Citizen's Contact Information' section is highlighted with a blue box and labeled '4c'. It contains a text input field for 'Email address you check regularly', a text input field for 'Phone number that can receive text messages', and a section titled '\* Please select your preferred contact method' with radio buttons for 'Email', 'Text message', and 'Call Me' (selected). Below this is a text input field for '\* Confirm phone number'. At the bottom are 'Previous' and 'Review Details' buttons. A blue box labeled '5' highlights the 'Review Details' button.

# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

- 6 Review the details of the Albertan's personal and contact information in the **Confirmation Page** and confirm with the Albertan.



*Please Note: **the Confirmation Page is NOT a confirmation of registration.** It is a page where you can confirm all personal and contact information for the person who is calling in. **At this stage, the registration process is NOT completed.***

- 6a If any of the information is incorrect, click **Edit** to go back to the previous pages and make the necessary updates.

*If you update the primary information, click the **Verify PCR** again. Please refer to page 6 of this user guide.*

- 7 Click the **Register** button.

*The system will create the Albertan's record and you will be automatically navigated to the newly created Albertan details page. This is the registered Albertan's Person Account view.*

*A success banner will display.*

**Confirmation Page** 6

**Vaccine recipient's primary information**

**Personal Information**

Legal First Name <b>Mary</b>	Legal Last Name <b>Faber</b>
Preferred Name	Sex <b>Female</b>
Date of Birth <b>1975-09-11</b>	Health Card Number <b>542389413</b>
Where was your health card issued? <b>Alberta</b>	Phone Number

**Address Information**

Street Address <b>555 70TH AVE SW</b>	City or Town <b>Calgary</b>
--	--------------------------------

**How do we contact you?**

Email Address	Phone Number <b>1234567890</b>
Preferred contact method	

6a 7

Edit Register



**Citizen Successfully Registered**  
Registration Confirmation Number can now be shared with Citizen over phone



# Registering an Albertan in AVBS: Using the Manually Register New Citizen button

8 Note the Albertan's **Registration Confirmation Number** (number should begin with "R") and share it with the Albertan.

*If email was the preferred contact method, you will see a task appear indicating that an email was sent to the Albertan. The Albertan will receive an email from [donotreply@gov.ab.ca](mailto:donotreply@gov.ab.ca) with the registration confirmation number.*

*If text message was the preferred contact method, you will see a task appear indicating that a text message was sent to the Albertan. The Albertan will receive an SMS from the AB government SMS server, which will contain the registration confirmation number.*

*If Call Me was the preferred contact method, the Albertan will receive the registration confirmation number verbally.*

*See the following page for email and SMS messages.*

*Now, you can proceed with booking the Albertan their vaccination appointment. Refer to the **How to Book a Vaccination Appointment** User Guide.*

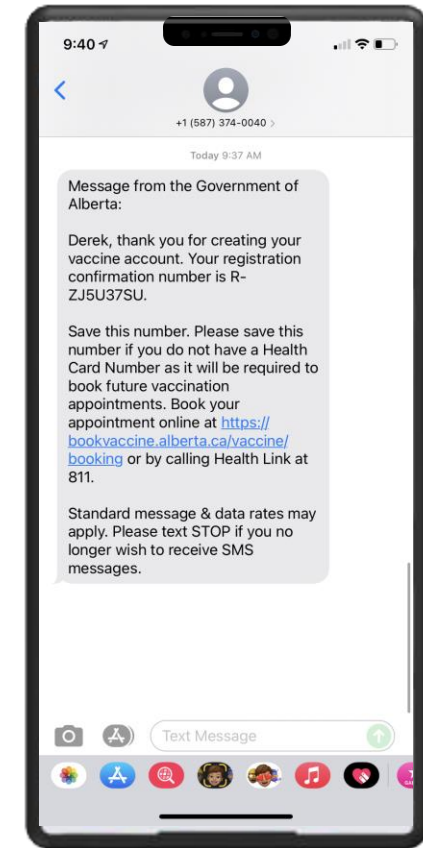
The screenshot displays the 'Alberta Pharmacy Console' interface. At the top, a green notification banner states 'Citizen Successfully Registered' and 'Registration Confirmation Number can now be shared with Citizen over phone'. Below this, the 'Person Account' for 'Mary Faber' is shown. A table lists key information: Health Card Number (542389413), Birthdate (1975-09-11), Preferred Communication Channel (Phone), and Registration Confirmation Number (R-F1XMCL53). The number is highlighted with a blue box and a circled '8'. The 'Details' tab is active, showing 'Profile Information' with fields for Profile Name, Preferred Name, Sex (Female), Birthdate, Health Card Number, and Where was Health Card Number issued? (Alberta). There are also checkboxes for 'Invalid Health Card Number?' and 'Sent for ULI CHECK', and a 'Linked ULI' field. On the right, the 'Activities' section shows 'Program Eligibilities (0)' and a list of activities with filters and a 'Refresh' button. The 'Upcoming & Overdue' section shows a task 'Call Centre Queue has an upcoming ta...' with a 'Call ...' button and a 'No due date' dropdown.

# Registering an Albertan in AVBS: Registration Confirmation Notification

The registration confirmation **email** that the Albertan receives will look like the following:



The registration confirmation **text message** that the Albertan receives will look like the following:



Please remind the Albertans to check their spam folders if they have not received an email. To resend confirmation to the Albertan, refer to the **How to Resend Registration/Booking Confirmation to Albertans** user guide.