



## EVERS BIRTH ADMINISTRATOR GUIDE

**Remember that only EVERS Administrators and their Deputies can create and update user accounts!!!**

This Administrator Guide includes;

1. How to create new user accounts
2. How to complete Biometric Enrollment
3. How to add a Birth Certifier who already has an EVERS Birth Certifier account
4. How to reset passwords
5. How to remove users

Log into NYC MED first via web address [www.nyc.gov/nycmed](http://www.nyc.gov/nycmed)

The screenshot shows the NYC MED login page in Internet Explorer. The browser address bar shows <https://a816-healthpsi.nyc.gov/NYCMED/Account/Login>. The page header includes the NYC Health logo and navigation links. The main content area has two sections: "Sign-Up For a NYCMED Account" and "Sign in with your NYCMED Account". The "Sign in" section contains fields for "Enter your User ID" and "Password", a "Sign in" button, and links for "Create an account" and "I don't know my password". Below this is a "Need Help?" section with contact information for the NYCMED helpdesk. At the bottom, there is an "APPLICATIONS" section with three columns of links: "Agency Services", "Community Services", and "Provider Services".

**Sign-Up For a NYCMED Account**  
NYCMED is the point of entry for providers to access many NYC...  
Learn about and access other reporting platforms and services at both the city and federal level in this section as well.

**HEALTH ALERT NETWORK**  
The Health Alert Network (HAN) contains public health information for medical providers, including: up-to-date health alert information delivered to your inbox and archived on the web, an online document library on public health topics, and an online community to exchange information and ideas with your colleagues. All medical providers in New York City may access the HAN.

**Sign in with your NYCMED Account**  
Enter your User ID  
Password  
Sign in  
Create an account  
I don't know my password

**Need Help?** I don't know my username or having other problems signing in?  
NYCMED Email: [nycmed@health.nyc.gov](mailto:nycmed@health.nyc.gov)  
Helpdesk: 1-888-NYCMED-9

**APPLICATIONS**

Agency Services	Community Services	Provider Services
<ul style="list-style-type: none"><li>• EVERS – Electronic Vital Events Registration System</li><li>• Dog Licensing Application</li><li>• DOHMH Site Locator</li><li>• DOHMH Site Locator - Animal Services</li><li>• DOHMH Site Locator - Child Care Locator</li><li>• DOHMH Site Locator - Farmers Market</li><li>• DOHMH Site Locator - Hepatitis</li><li>• DOHMH Site Locator - NYC Condoms</li><li>• DOHMH Site Locator - Seasonal Influenza</li><li>• DOHMH Site Locator - Ryan White Services</li><li>• Secure File Transfer Service</li><li>• Water Tank</li></ul>	<ul style="list-style-type: none"><li>• Apply for Food Protection Course</li><li>• Childcare Connect</li><li>• Environmental Data Exchange Network</li><li>• Epi Query</li><li>• Group Child Care and Summer Camp Orientation</li><li>• Health Academy Training Courses</li><li>• Health Research Training Program</li><li>• Healthy Start Brooklyn</li><li>• Local Law 37</li><li>• NYC Condom Order Form</li><li>• NYC Pesticide Use Reporting System</li></ul>	<ul style="list-style-type: none"><li>• Public Health Emergency Response Network Auxiliary Distribution Program (PHERN ADP)</li><li>• Levels of Service (LOS)</li><li>• EVERS Training Application</li><li>• City Health Information (CHI) Subscription</li><li>• Immunization Facilities Registration</li><li>• Disease Reporting Central</li><li>• Early Intervention Transportation Provider eBilling</li><li>• Electronic System for HIV/AIDS Reporting &amp; Evaluation</li><li>• Health Alert Network (HAN)</li><li>• HIV Care Status Report</li><li>• Medical Reserve Corp Scheduling</li></ul>

NYCMED - Internet Explorer  
https://a816-healthpsi.nyc.gov/NYCMED/Account/Login

File Edit View Favorites Tools Help

Suggested Sites (137) Suggested Sites (132) Suggested Sites (95) Suggested Sites (81) Suggested Sites (70) Suggested Sites (41)

NYC Health

Promoting and Protecting the City's Health

NYC Health

Select Language | Text-Size

NYCMED Collaboration

## NYCMED

Welcome JASON BOURNE (JBOURNE@HOTMAIL.COM)

- Change Password
- Update Profile

Logout

## HEALTH ALERT NETWORK

The Health Alert Network (HAN) contains public health information for medical providers, including: up-to-date health alert information delivered to your inbox and archived on the web, an online document library on public health topics, and an online community to exchange information and ideas with your colleagues. All medical providers in New York City may access the HAN.

Go to HAN Join HAN Unsubscribe HAN

### APPLICATIONS

Agency Services	Community Services	Provider Services
<ul style="list-style-type: none"><li>EVERS – Electronic Vital Events Registration System</li><li>Dog Licensing Application</li><li>DOHMH Site Locator</li><li>DOHMH Site Locator - Animal Services</li><li>DOHMH Site Locator - Child Care Locator</li><li>DOHMH Site Locator - Farmers Market</li><li>DOHMH Site Locator - Hepatitis</li><li>DOHMH Site Locator - NYC Condoms</li><li>DOHMH Site Locator - Seasonal Influenza</li><li>DOHMH Site Locator - Ryan White Services</li><li>Secure File Transfer Service</li><li>Water Tank</li></ul>	<ul style="list-style-type: none"><li>Apply for Food Protection Course</li><li>Health Research Training Program</li><li>Healthy Start Brooklyn</li><li>Local Law 37</li><li>NYC Condom Order Form</li><li>NYC Pesticide Use Reporting System</li></ul>	<ul style="list-style-type: none"><li>Public Health Emergency Response Network Auxiliary Distribution Program (PHERN ADP)</li><li>Levels of Service (LOS)</li><li>EVERS Training Application</li><li>City Health Information (CHI) Subscription</li><li>Immunization Facilities Registration</li><li>Disease Reporting Central</li><li>Early Intervention Transportation Provider eBilling</li><li>Electronic System for HIV/AIDS Reporting &amp; Evaluation</li><li>Health Alert Network (HAN)</li><li>HIV Care Status Report</li><li>Medical Reserve Corp Scheduling</li><li>Mental Health Provider Portal</li><li>Mental Health Maven System</li><li>Public Health Emergency Response Network</li><li>OSCR</li></ul>

Click here to Access EVERS

The City of New York  
Department of Health and Mental Hygiene

Username:

Password:

Version #: 13.2.4.42558

Forgot your password?

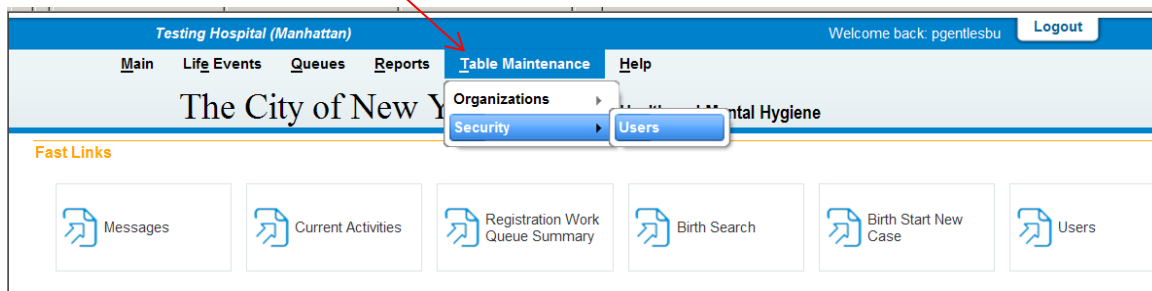
Login

Type your **EVERS** username and password. Remember these are case sensitive.

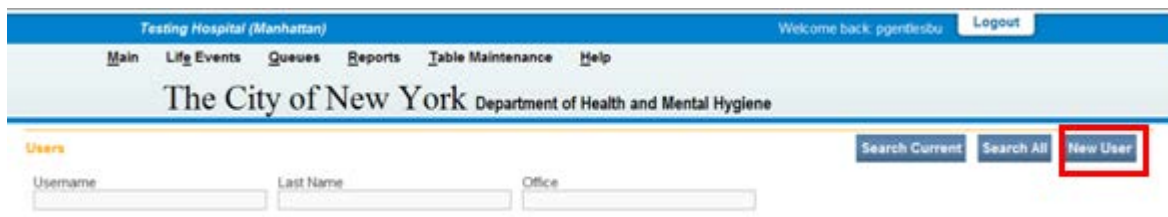
Click Login

## 1. HOW DO I CREATE A NEW USER ACCOUNT?

Click on **Table Maintenance** → **Security** → **Users**

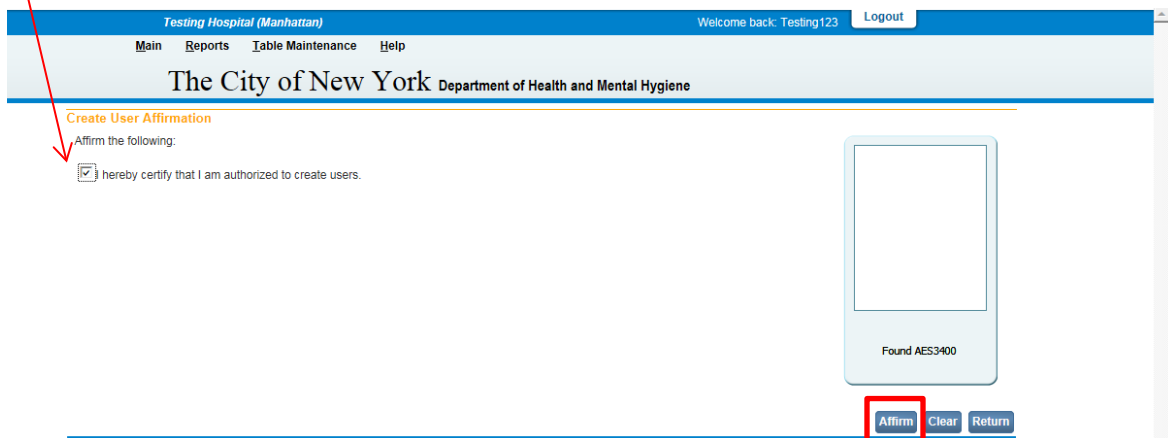


Click on **New User** to start a new account



### Create User Affirmation Screen

Check the affirmation box, click **Affirm** and place finger on the biometric device.



Testing Hospital (Manhattan) Welcome back: Testing123 Logout

Main Reports Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

Create User Affirmation

Affirm the following:

☒ I hereby certify that I am authorized to create users.

Place Finger

Affirm Clear Return

## User Account Screen

Enter a Username, and click **Next**. **DO NOT CHANGE THE START DATE.**

**Note:** You cannot enter password and expiration date. Passwords and expiration dates will be system generated and emailed to the user.

Office of Vital Records - Burial Desk Welcome back: pgenities Logout

Main Order Processing Life Events Queues Accounting Reports Forms Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

New User

Select to Setup a New User 1. User Account Step 1 of 9

1. User Account

2. Name and Address

3. Contact Information

4. Licenses

5. Office Affiliations

6. User Types

7. User Roles

8. Business Functions

9. Finish

Username: PCertifier

Password:

Confirm Password:

Login(s) Attempted: 0

Password Expires:

Start Date: JAN-01-1900

End Date:

Do Not Change

Cancel << Back Next >>

## Name and Address Screen

Enter the user's full name.

If the user is a physician, assign a title accordingly (MD or DO). If the user is a birth certifier select Hospital Administrator. If user is neither physician nor certifier do not assign a title.

Enter the Address of the facility, and then click **Next**.

The City of New York Department of Health and Mental Hygiene

New User

Select to Setup a New User 2. Name and Address Step 2 of 9

1. User Account  
2. Name and Address  
3. Contact Information  
4. Licenses  
5. Office Affiliations  
6. User Types  
7. User Roles  
8. Business Functions  
9. Finish

User Name

Prefix First Middle Last Suffix

Title

Hospital Administrator

Address

Borough Manhattan

Street Number Pre Directional Street Name Street Designator Post Directional Suite Number

125 Worth Street

City or Town County State Country Zip Code

New York New York United States 10013

Same as Mailing Address ☒

Mailing Address

Borough Manhattan

Street Number Pre Directional Street Name Street Designator Post Directional Suite Number

125 Worth Street

City or Town County State Country Zip Code

New York New York United States 10013

Cancel << Back Next >>

## Contact Information Screen

Enter phone numbers and a valid email address for the user, and then click **Next**.

Testing Hospital (Manhattan) Welcome back: pgentlesbu Logout

Main Life Events Queues Reports Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

New User

Select to Setup a New User 3. Contact Information Step 3 of 9

1. User Account  
2. Name and Address  
3. Contact Information  
4. Licenses  
5. Office Affiliations  
6. User Types  
7. User Roles  
8. Business Functions  
9. Finish

Work Number: 212 788-4575 Ext

Cell Number: -

Home Number: - Ext

Fax Number: - Ext

E-mail: testing@nyc.gov

Preferred Method of Contact: E-mail

Cancel << Back Next >>

## Licenses Screen

If the user is a physician or midwife enter the medical license number. If user is not a physician or midwife leave blank and click **Next**.

The screenshot shows the 'New User' setup process at 'The City of New York Department of Health and Mental Hygiene'. The user is on 'Step 4 of 9: Licenses'. A sidebar on the left lists steps 1 through 9, with '4. Licenses' highlighted. The main area contains input fields for 'Medical License', 'Medical License Start Date', 'Medical License End Date', 'NPI Number', 'NPI Number Start Date', and 'NPI Number End Date'. At the bottom, there are 'Cancel', '<< Back', and 'Next >>' buttons. A red arrow points to the 'Next >>' button.

## Office Affiliations Screen

Click on the name of your facility under Available Office Affiliations and move it to the right under Office Affiliations Assigned to the user by clicking on the right arrow

The screenshot shows 'Step 5 of 9: Office Affiliations'. The 'Office Type' is set to 'Hospital'. Under 'Available Office Affiliations', 'Testing Hospital (Manhattan)' is listed. A red box highlights the right arrow button (>) between the available and assigned lists. The 'Office Affiliations Assigned to the user' list is currently empty. Navigation buttons at the bottom include 'Cancel', '<< Back', and 'Next >>'.

This screenshot shows the same 'Office Affiliations' screen, but now 'Testing Hospital (Manhattan)' has been moved to the 'Office Affiliations Assigned to the user' list. A green callout bubble with the text 'Click on Next' points to the 'Next >>' button at the bottom right.

## User Types Screen

Select the User Types from the dropdown accordingly:

If user is a birth attendant, select Attendant

If user is a birth certifier, select Certifier

Select Medical Facility User for all other users (e.g. Administrators, clerks, etc.)

Click Add to add the user type and office affiliation

Check here only if user is authorized to sign birth certificates

Click on Next

## User Roles Screen

Select the user role under Available Roles and move to the right under Roles Assigned to the user using the right arrow;

For **Certifier** accounts select **External: Birth Certifier**

For **Deputy Administrator** select **External: Deputy Medical Facility Administrator**

For all **other users** select **External: Birth Facility User**

Click Next

## Business Functions Screen

Click on **Finish** to complete the process

**New User**

Select to Setup a New User

Step 8 of 9

1. User Account  
2. Name and Address  
3. Contact Information  
4. Licenses  
5. Office Affiliations  
6. User Types  
7. User Roles  
**8. Business Functions**  
9. Finish

Offices: Testing Hospital (Manhattan)  
User Types: Certifier  
Roles: External: Birth Certifier

**Available Business Functions**

- Amendment Override Correction Fee Service
- Issuance Override Delete Link
- Preview SSID
- Start/Edit New Case Facility Required
- \* Statuses Available to Birth Facility User
- \* Statuses Available to Combined Birth Certifier And Death Physician Role
- \* Statuses Available to External: Fetal Death Certifier
- \* Statuses Available to External: ITOP Certifier
- \* Statuses Available to Funeral Director Status Mask
- \* Statuses Available to Internal: Help Desk Administrator

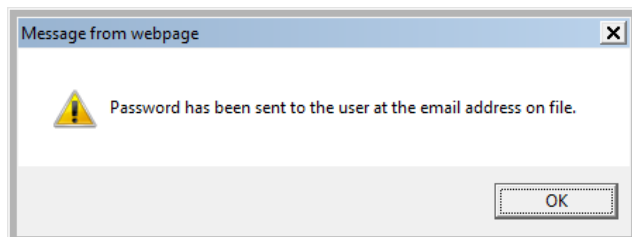
Additional Business Functions Assigned to the user

Cancel << Back **Finish**

## User Summary Screen

The User Summary screen appears once you have successfully created the account.

The following popup will also appear on the User Summary screen. Click **OK**.



You can update any part of the user's account by clicking on the hyperlinks below each section.

**The City of New York Department of Health and Mental Hygiene**

**User Summary**

User ID: 25352  
User Name: N/Website  
Password Expiration: 09/05/2013  
Start Date: 01/01/1900  
End Date:  
Login Attempts: 0

Name: Patricia Test  
Title: Hospital Administrator  
User Address: 125 Worth Street  
New York, New York 10013  
User Mailing Address: 125 Worth Street  
New York, New York 10013

Work Number: 212 788-4575 Edit  
Cell Number:  
Home Number:  
- Edit  
Fax Number: - Edit  
E-mail: testing@nyc.gov  
Preferred Contact E-mail

Medical License:  
NPI Number:  
Funeral Director License:

**Update Login Information** **Update User** **Update Contact Information** **Update Licenses**

Testing Hospital (Manhattan)  
Patricia Test is authorized to sign for the following events: Birth

User Type	Office	Roles
Certifier	Testing Hospital (Manhattan)	External: Birth Certifier
Total records: 1	Total records: 1	Total records: 1

**Update Offices/Roles/Business Functions**

Biometric Enrollment Return



## 2. HOW DO I BIOMETRICALLY ENROLL CERTIFIERS?

Please note that only certifiers should enroll their fingerprints.

Click on **Biometric Enrollment** on the User Summary screen.

The City of New York Department of Health and Mental Hygiene

**User Summary**

<b>User Id:</b> 25352 <b>User Name:</b> NWebsite <b>Password Expiration:</b> 09/05/2013 <b>Start Date:</b> 01/01/1900 <b>End Date:</b> <b>Ligon Attempts:</b> 0  <a href="#">Update Login Information</a>	<b>Name:</b> Patricia Test <b>Title:</b> Hospital Administrator <b>User Address:</b> 125 Worth Street New York, New York 10013 <b>User Mailing Address:</b> 125 Worth Street New York, New York 10013  <a href="#">Update User</a>	<b>Work Number:</b> 212 788-4575 Ext <b>Cell Number:</b> <b>Home Number:</b> - Ext <b>Fax Number:</b> - Ext <b>E-mail:</b> testing@nyc.gov <b>Preferred Contact:</b> E-mail  <a href="#">Update Contact Information</a>	<b>Medical License:</b> <b>NPI Number:</b> <b>Funeral Director License:</b>  <a href="#">Update Licenses</a>
--	---	--	--

Testing Hospital (Manhattan)  
Patricia Test is authorized to sign for the following events: Birth

User Type	Office	Roles
Certifier	Testing Hospital (Manhattan)	External: Birth Certifier
Total records : 1	Total records : 1	Total records : 1

[Update Offices/Roles/Business Functions](#)

[Biometric Enrollment](#) [Return](#)

Testing Hospital (Manhattan) Welcome back: pgentlesbu Logout

Main Life Events Queues Reports Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

Biometric Enrollment for NWebsite

[Add a Finger](#) [Test a Finger](#) [Biometric Setup Files](#) [Return](#)

Click on Add a Finger

Office of Vital Records - Burial Desk Welcome back: pgentlesbu Logout

Main Order Processing Life Events Queues Accounting Reports Forms Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

Biometric Enrollment for PCertifier

Select the finger you wish to enroll from the list.  
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is touching the sensor.

Found AE53500

Select the finger to add

- Left Thumb
- Left Index
- Left Middle
- Left Ring
- Left Pinkie
- Right Thumb
- Right Index
- Right Middle
- Right Ring
- Right Pinkie

Select the finger you wish to enroll and then click on **Enroll**

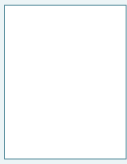
[Enroll](#) [Return](#)

Testing Name Welcome back: pgntiesMD Logout

Main Life Events Queues Reports Forms Table Maintenance Help

New York City Department of Health and Mental Hygiene

Biometric Enrollment for JohnMD



Select the finger you wish to enroll from the list.  
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

Place Finger

Select the finger to add: Left Thumb

Enroll Return

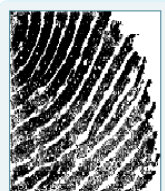
After clicking Enroll you should see  
**Place Finger**

Testing Name Welcome back: pgntiesMD Logout

Main Life Events Queues Reports Forms Table Maintenance Help

New York City Department of Health and Mental Hygiene

Biometric Enrollment for JohnMD



Select the finger you wish to enroll from the list.  
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

Lift and Replace Finger

Select the finger to add: Left Thumb

Have the certifier place his/her finger on the Biometric device.

The certifier must lift and replace the finger until enrollment is finished.

Testing Name Welcome back: pgntiesMD Logout

Main Life Events Queues Reports Forms Table Maintenance Help

New York City Department of Health and Mental Hygiene

Biometric Enrollment for JohnMD

Finger	Chipset	Enrollment Date	
Left Thumb	AES3500	6/7/2012 12:08:21 PM	Delete

Add a Finger Test a Finger Biometric Setup Files Return

The following will appear after a successful enrollment.  
You can enroll another finger by clicking on Add a finger and enroll.

To test the finger, click on Test a Finger, and place finger on the biometric.

Testing Name Welcome back: pgntiesMD Logout

Main Life Events Queues Reports Forms Table Maintenance Help

New York City Department of Health and Mental Hygiene

Biometric Enrollment for JohnMD



Click the verify button, then place the finger to identify on the sensor.

Place Finger

Verify Return

A verification message will appear like the one below.

Biometric Enrollment for JohnMD

Finger was identified as Left Thumb.

[Return](#)

### 3. HOW DO I ADD A CERTIFIER THAT ALREADY HAS AN EVERS ACCOUNT?

Click on **Table Maintenance** → **Organizations** → **Data Providers**

Birth Hospital Welcome back: pgentlesbu [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Table Maintenance](#) [Help](#)

The City of New York

[Organizations](#) [Facilities](#)  
[Security](#) [Data Providers](#)

Hygiene

Fast Links

[Messages](#) [Current Activities](#) [Users](#) [Birth Search](#) [Birth Start New Case](#)

Enter the certifier's **Last Name** and Click **Search Current**

Birth Hospital Welcome back: pgentlesbu [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Table Maintenance](#) [Help](#)

The City of New York Department of Health and Mental Hygiene

Data Providers [Search Current](#) [Search All](#) [New Data Provider](#)

Last Name License Number Data Provider Type

certifier

Birth Hospital Welcome back: pgentlesbu [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Table Maintenance](#) [Help](#)

The City of New York Department of Health and Mental Hygiene

Data Providers [Search Current](#) [Search All](#) [New Data Provider](#)

Last Name License Number Data Provider Type

certifier

Last Name	First Name	Facility	Start Date	End Date	Data Provider Type
Certifier	Anita	Testing Hospital (Manhattan)	1/1/1900		Certifier
Certifier	Anita	Allen Pavilion	1/1/1900		Certifier
Certifier	Anita	Family Planning and Preventive Services	1/1/1900		Certifier
Certifier	Anita	Testing Hospital (Manhattan)	1/1/1900		Certifier
Certifier	Judy	Allen Pavilion	1/1/1900		Certifier
Certifier	Judy	Brooklyn Hospital Center	1/1/1900		Certifier
Certifier	Judy	Allen Pavilion	1/1/1900		Certifier
Certifier	Judy	Brooklyn Hospital Center	1/1/1900		Certifier
Certifier	Patricia	Allen Pavilion	1/1/1900		Certifier
Certifier	Patricia	Bellevue Hospital Center	1/1/1900		Certifier
Certifier	Patricia	Test Hospital	1/1/1900		Certifier
Certifier	Patricia	Testing Hospital (Manhattan)	1/1/1900		Certifier
Certifier	Patricia	Allen Pavilion			Certifier
Certifier	Patricia				Certifier

Total records : 14

Click on the Last Name.

Note: If there are multiple users that have the same last name, make sure that you are selecting the correct user.

**The City of New York Department of Health and Mental Hygiene**

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**User Summary**

<b>User Id:</b> 25163 <b>User Name:</b> pgentlesbc <b>Password Expiration:</b> <b>Start Date:</b> 01/01/1900 <b>End Date:</b> <b>Login Attempts:</b> 0  <a href="#">Update Login Information</a>	<b>Name:</b> Patricia Certifier <b>Title:</b> Hospital Administrator <b>User Address:</b> 125 Worth Street New York, New York 10013 <b>User Mailing Address:</b> 125 Worth Street New York, New York 10013  <a href="#">Update User</a>	<b>Work Number:</b> - Ext <b>Cell Number:</b> - <b>Home Number:</b> - Ext <b>Fax Number:</b> - Ext <b>E-mail:</b> 999@99.99 <b>Preferred Contact:</b> E-mail  <a href="#">Update Contact Information</a>	<b>Medical License:</b> <b>NPI Number:</b> <b>Funeral Director License:</b>  <a href="#">Update Licenses</a>
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Allen Pavilion  
Patricia Certifier is authorized to sign for the following events: Birth

<b>User Type</b>  Certifier  Total records : 1	<b>Office</b> Allen Pavilion Beth Israel Medical Center Testing Hospital (Manhattan) Total records : 3	<b>Roles</b>  External: Birth Certifier  Total records : 1
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[Click here to update](#) [Update Offices/Roles](#)

[Biometric Enrollment](#) [Return](#)

**The City of New York Department of Health and Mental Hygiene**

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**Birth Hospital** Welcome back: pgentlesbu [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Table Maintenance](#) [Help](#)

**Update User**

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
- 5. Office Affiliations**
6. User Types
7. User Roles
8. Business Functions
9. Finish

**5. Office Affiliations**

Office Type:

Available Office Affiliations

Birth Hospital

Office Affiliations Assigned to the user

Allen Pavilion  
Beth Israel Medical Center  
Testing Hospital (Manhattan)

[>](#)  
[>>](#)  
[<](#)  
[<<](#)

[Cancel](#) [Back <<](#) [Next >>](#)

Select your facility on the left and click the right arrow to assign office on the right.

Birth Hospital Welcome back: pgntiesbu Logout

Main Life Events Queues Reports Table Maintenance Help

## The City of New York Department of Health and Mental Hygiene

### Update User

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
- 5. Office Affiliations**
6. User Types
7. User Roles
8. Business Functions
9. Finish

5. Office Affiliations Step 5 of 9

Office Type:

Available Office Affiliations

Office Affiliations Assigned to the user

Allen Pavilion  
Beth Israel Medical Center  
Testing Hospital (Manhattan)  
Birth Hospital

Click Next

Cancel << Back Next >>

Birth Hospital Welcome back: pgntiesbu Logout

Main Life Events Queues Reports Table Maintenance Help

## The City of New York Department of Health and Mental Hygiene

### Update User (pgntiesbu)

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
- 6. User Types**
7. User Roles
8. Business Functions
9. Finish

6. User Types Step 6 of 9

Please select User type for each Office Affiliation:

User Types:

Offices:

Add Remove

Remove	User Type	Office Affiliation
<input type="checkbox"/>	Certifier	Allen Pavilion
<input type="checkbox"/>	Certifier	Beth Israel Medical Center
<input type="checkbox"/>	Attendant	Testing Hospital (Manhattan)
<input type="checkbox"/>	Certifier	Birth Hospital

User is authorized to sign for the following events:

☒ Birth ☐ Death ☐ Fetal Death ☐ ITOP

Click on Add to add the user type and Office Affiliation.

Click Next

Cancel << Back Next >>

Birth Hospital Welcome back: pgentlesbj Logout

Main Life Events Queues Reports Table Maintenance Help

## The City of New York Department of Health and Mental Hygiene

Update User (pgentlesbc)

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Types
- 7. User Roles**
8. Business Functions
9. Finish

7. User Roles

Offices: Birth Hospital

User Types: Certifier

Available Roles

- External: Physician Queue Restrictions-DO NOT U
- External: Medical Facility Administrator
- External: Deputy Medical Facility Administrator
- External: Birth Facility User
- External: Birth Metabolic User
- External: Birth Hearing Screening User
- External: Birth Defects User
- External: Non-Birth Attendant
- External: Birth Facility Medicaid User View only
- External: Midwife-Certifier

Roles Assigned to the user

- External: Birth Certifier

Cancel << Back **Next >>**

Assign the user role and then click on **Next**

Update User (pgentlesbc)

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Types
7. User Roles
- 8. Business Functions**
9. Finish

8. Business Functions

Offices: Birth Hospital

User Types: Certifier

Roles: External: Birth Certifier

Available Business Functions

- Amendment Override Correction Fee Service
- Issuance Queue Delete Link
- Preview SSN
- Start/Edit New Case Facility Required
- \* Statuses Available to Birth: Facility User
- \* Statuses Available to Combined Birth Certifier And Death Physician Role
- \* Statuses Available to External: Fetal Death Certifier
- \* Statuses Available to External: ITOP Certifier
- \* Statuses Available to Funeral Director Status Mask
- \* Statuses Available to Internal: Help Desk Administrator

Additional Business Functions Assigned to the user

Cancel << Back **Finish**

Select nothing from this page.

Click **Finish**

The Certifier now has access to your facility.

**The City of New York Department of Health and Mental Hygiene**

**User Summary**

User Id: 25163  
User Name: pgentlesbc  
Password Expiration:  
Start Date: 01/01/1900  
End Date:  
Logon Attempts: 0

Name: Patricia Certifier  
Title: Hospital Administrator  
User Address:  
125 Worth Street  
New York, New York 10013  
User Mailing Address:  
125 Worth Street  
New York, New York 10013

Work Number:  
- Ext  
Cell Number:  
-  
Home Number:  
- Ext  
Fax Number: - Ext  
E-mail:  
999@99.99  
Preferred Contact E-mail

Medical License:  
NPI Number:  
Funeral Director License:

Update Login Information    Update User    Update Contact Information    Update Licenses

Alien Pavilion  
Patricia Certifier is authorized to sign for the following events: Birth

User Type: Certifier  
Total records : 1

Office:  
Alien Pavilion  
Beth Israel Medical Center  
Birth Hospital  
First 1 2 Last  
Total records : 4

Roles: External: Birth Certifier  
Total records : 1

Update Offices/Roles

Biometric Enrollment    Return

#### 4. HOW DO I RESET PASSWORDS?

First locate the user account by clicking on **Table Maintenance** → **Security** → **Users**.

Enter the Username, or Last Name of the user, and click on **Search Current**

**Testing Hospital (Manhattan)**    Welcome back: pgentlesbu    Logout

Main    Life Events    Queues    Reports    Table Maintenance    Help

**The City of New York Department of Health and Mental Hygiene**

**Users**    Search Current    Search All    New User

Username: pgentlesbc    Last Name:    Office:

Userid	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
25163	pgentlesbc	Certifier	Testing Hospital (Manhattan)		0	1/1/1900	

Total records : 1

Click on the username to access the User Summary

Click on **Update Login Information**

The City of New York Department of Health and Mental Hygiene

User Summary

User Id: 25163  
User Name: pgentiesbc  
Password Expiration: 01/01/1900  
Start Date: 01/01/1900  
End Date:  
Logon Attempts: 0

Name: Patricia Certifier  
Title: Hospital Administrator  
User Address: 125 Worth Street  
New York, New York 10013  
User Mailing Address: 125 Worth Street  
New York, New York 10013

Work Number:  
- Ext  
Cell Number:  
-  
Home Number:  
- Ext  
Fax Number: - Ext  
E-mail: 999@99.99  
Preferred Contact E-mail

Medical License:  
NPI Number:  
Funeral Director License:

Update Login Information

Update User

Update Contact Information

Update Licenses

Allen Pavilion  
Patricia Certifier is authorized to sign for the following events: Birth

User Type

Certifier

Total records : 1

Office

Allen Pavilion  
Beth Israel Medical Center  
Birth Hospital

First 1 2 Last  
Total records : 4

Roles

External: Birth Certifier

Total records : 1

Update Offices/Roles

Biometric Enrollment

Return

Click on **Send user temporary password**, and then click **Finish**

Office of Vital Records - Burial Desk

Welcome back: pgenties Logout

Main Order Processing Life Events Queues Accounting Reports Forms Table Maintenance Help

The City of New York Department of Health and Mental Hygiene

Update User

Select to Update a User

1. User Account

Step 1 of 9

1. User Account

2. Name and Address

3. Contact Information

4. Licenses

5. Office Affiliations

6. User Types

7. User Roles

8. Business Functions

9. Finish

Username: pgentiesA

Password: Password and Confirm Password do not need to be re-entered unless they need to be modified.

Confirm Password:

Send user temporary password

Login(s) Attempted: 0

Password Expires: JUL-04-2013

Start Date: JAN-01-1900

End Date:

Cancel

<< Back

Finish

Click Finish

The password will be sent to the user's email address on file. Click **OK**

Message from webpage

Warning

Password has been sent to the user at the email address on file.

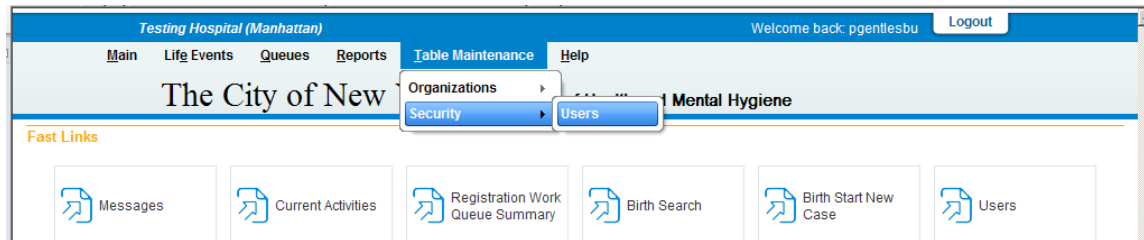
OK



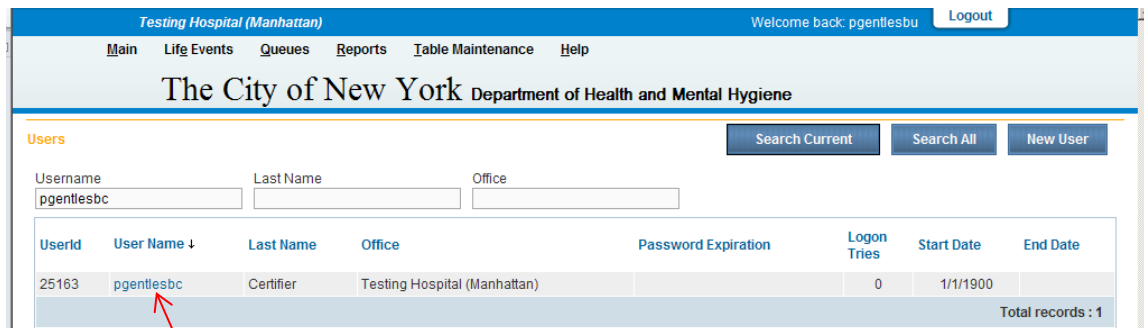
## 5. HOW DO I REMOVE USERS IN EVERS THAT ARE NO LONGER IN MY FACILITY?

One of your responsibilities, as an EVERS administrator, is to **remove the office affiliation** of any user that is no longer in your facility.

First select **Table Maintenance → Security, → Users**.



Type in the **Username** or **Last Name** of the user you want to remove from your facility, and click **Search Current**.



Click on the User Name

**Note:** If there is more than one user with the same Last Name, verify that you are removing the correct one.

From the User Summary screen click on **Update Offices/Roles**

**The City of New York Department of Health and Mental Hygiene**

**User Summary**

User id: 25163  
User Name: pgentlesbc  
Password Expiration:  
Start Date: 01/01/1900  
End Date:  
Login Attempts: 0  
[Update Login Information](#)

Name: Patricia Certifier  
Title: Hospital Administrator  
User Address:  
125 Worth Street  
New York, New York 10013  
User Mailing Address:  
125 Worth Street  
New York, New York 10013  
[Update User](#)

Work Number:  
- Ext  
Cell Number:  
-  
Home Number:  
- Ext  
Fax Number: - Ext  
E-mail:  
999@99.99  
Preferred Contact:E-mail  
[Update Contact Information](#)

Medical License:  
NPI Number:  
Funeral Director License:  
[Update Licenses](#)

Allen Pavilion  
Patricia Certifier is authorized to sign for the following events: Birth

User Type	Office	Roles
Certifier	Allen Pavilion	External: Birth Certifier
	Beth Israel Medical Center	
	Birth Hospital	
Total records : 1	First 1 2 Last Total records : 4	Total records : 1

[Update Offices/Roles](#)

[Biometric Enrollment](#) [Return](#)

Note: If user is affiliated with more than one facility; the EVERS administrator can only remove his/her facility from the user's profile. The other facilities will be greyed out.

**Testing Hospital (Manhattan)** Welcome back: pgentlesbu Logout

Main Life Events Queues Reports Table Maintenance Help

**The City of New York Department of Health and Mental Hygiene**

**Update User**

Select to Update a User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
- 5. Office Affiliations**
6. User Types
7. User Roles
8. Business Functions
9. Finish

5. Office Affiliations

Office Type:  
Hospital

Available Office Affiliations

Office Affiliations Assigned to the user

Allen Pavilion  
Beth Israel Medical Center  
Birth Hospital  
Testing Hospital (Manhattan)

Select your facility and move it to the left side by clicking the left arrow

[Cancel](#) [Back](#) [Next](#)

Testing Hospital (Manhattan) Welcome back pgentlesbu Logout

Main Life Events Queues Reports Table Maintenance Help

## The City of New York Department of Health and Mental Hygiene

### Update User

Select to Update a User 5. Office Affiliations Step 5 of 9

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Types
7. User Roles
8. Business Functions
9. Finish

Office Type: Hospital

Available Office Affiliations

Testing Hospital (Manhattan)

Office Affiliations Assigned to the user

Allen Pavilion  
Beth Israel Medical Center  
Birth Hospital

Click Next

Cancel << Back Next >>

Keep clicking **Next >>** on steps 5 to 7 of the **Update User** screens. Click **Finish** on Step 8.

Update User (pgentlesbu)

Select to Update a User 8. Business Functions Step 8 of 9

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Types
7. User Roles
8. Business Functions
9. Finish

Offices: Allen Pavilion

User Types: Certifier

Roles: External: Birth Certifier

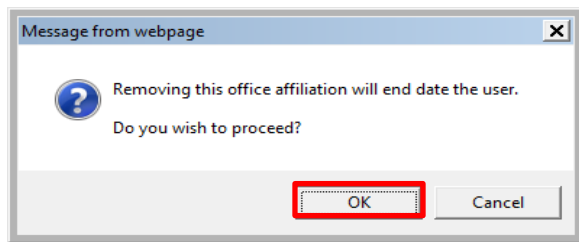
Available Business Functions

Amendment Override Correction Fee Service  
Issuance Queue Delete Link  
Preview SSN  
Start/Edit New Case Facility Required  
\* Statuses Available to Birth: Facility User  
\* Statuses Available to Combined Birth Certifier And Death Physician Role  
\* Statuses Available to External: Fetal Death Certifier  
\* Statuses Available to External: ITOP Certifier  
\* Statuses Available to Funeral Director Status Mask  
\* Statuses Available to Internal: Help Desk Administrator

Additional Business Functions Assigned to the user

Cancel << Back Finish

Many users will **only have one office affiliation**. The process is the same but the messaging is a little different. If the user is only affiliated with one office, after removing the office affiliation you will get a pop up message



Click on **OK** and your facility will be removed from the user profile at midnight of the day it was end dated.

For questions regarding EVERS, please contact:

Constituent Services Unit  
New York City Department of Health and Mental Hygiene  
(646) 632-6705  
[evers@health.nyc.gov](mailto:evers@health.nyc.gov)

Have you seen our website yet? Go ahead, take a look now! <http://www.nyc.gov/evers>