

eVital: User Enrollment Administrators Guide

New York City
Department of Health
and Mental Hygiene
Division of Epidemiology
Bureau of Vital Statistics

Table of Contents

- 1. How to Regenerate an EVERS Migration Key 3
 - 1.1. The Evers Migration Key 3
 - 1.2. The Steps to Regenerating an EVERS Migration Key 3
- 2. Creating an NYCID/eVital Profile With an Existing EVERS Profile 7
- 3. Creating an NYCID/eVital Account With No Previous EVERS Profile 13
- 4. Approving New User Profile Requests..... 21
- 5. Conducting the Facial Enrollment Process 25
 - 5.1. Using the Department of Health’s BLU Handheld Device for Facial Enrollment..... 27
 - 5.2. Setting up Your Personal Handheld Device for Facial Enrollment..... 30
 - 5.3. Completing the Facial Enrollment Photo Steps as a New User 33
 - 5.4. Facility Administrator Completing the Facial Enrollment Photo Steps for a Deputy Administrator and Certifiers 36
- 6. Managing Facial Enrollment Approvals From Certifier Pending Queue 38
- 7. How to Activate Additional EVERS Accounts 40
 - 7.1. Multiple EVERS Accounts and Their eVital Consolidation 40
 - 7.2. The Steps to Activate an EVERS Account..... 40
- 8. Existing Users Requesting Access to a New Facility..... 44
- 9. Modifying User Profile Roles 48
- 10. Approving Facility Requests From the Preferred Queues 50

1. How to Regenerate an EVERS Migration Key

1.1. The Evers Migration Key



EVERS Migration Keys can only be generated by Facility Administrators or their deputies.

Note: Only use this section if you have an Electronic Vital Events Registration System (EVERS) profile(s) created prior to December 31, 2016. Any profile created prior to December 31, 2016, is searchable in the eVital system. However, if the EVERS profile was created after January 1, 2017, continue to the “**Creating a NYCID/eVital Account With No Previous EVERS Profile**” section.

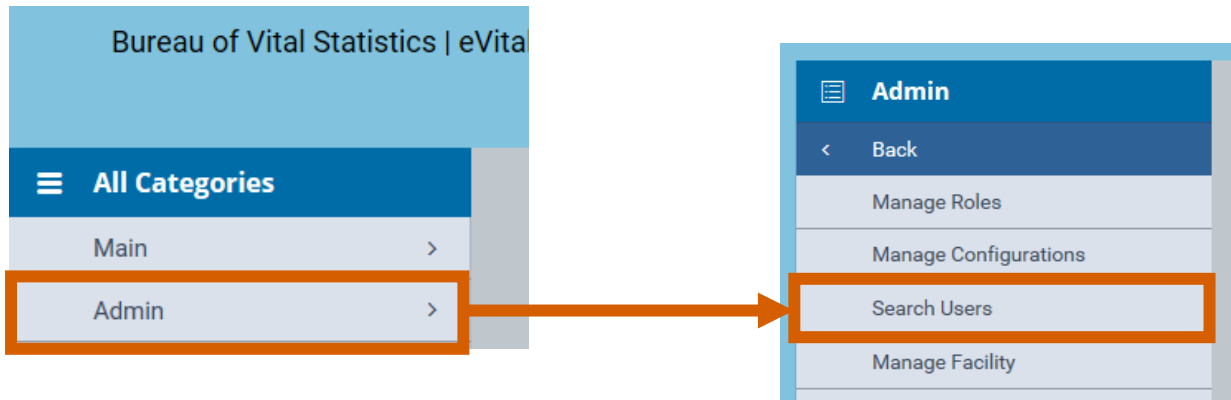
- An EVERS account contains personal, facility and role information associated with an EVERS ID. The EVERS migration key profile information transfers from EVERS to eVital.
- Migration keys are generated by the Facility Administrator or Deputy Administrator. The migration key information is sent to the user’s personal or work email address. It is important to confirm that a user’s personal or work email address is a current valid email account. The user will receive two emails from either @eVital.com or @health.nyc.gov.
- If an EVERS user has not received a migration key, or if it was lost or deleted, please follow the steps below to generate and send a new migration key:

1.2. The Steps for Regenerating an EVERS Migration Key

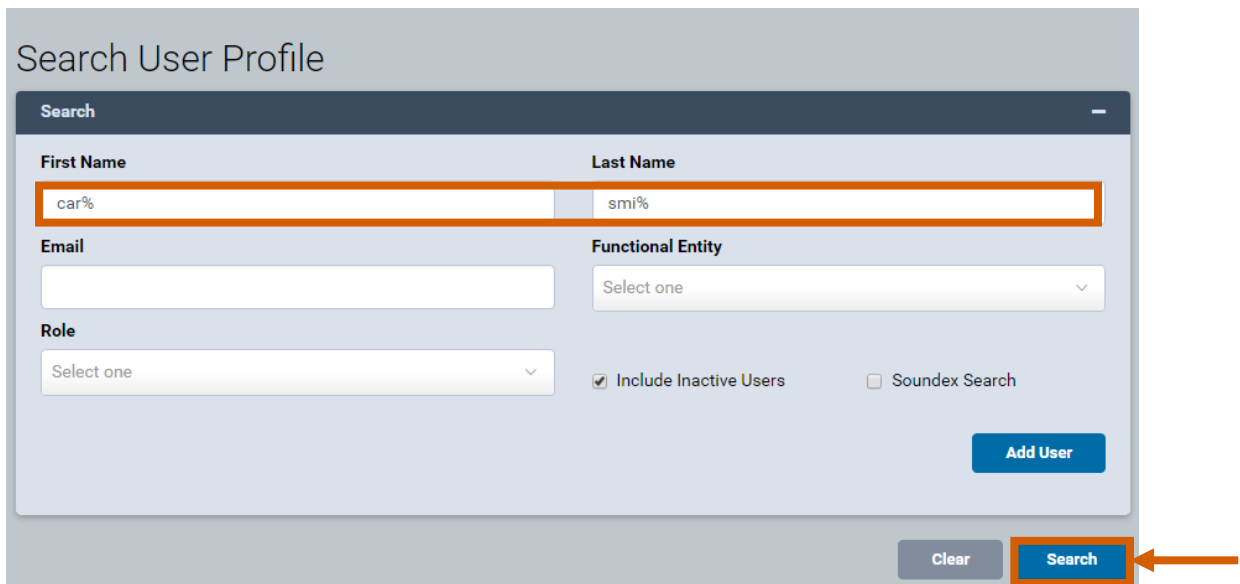
1. From the eVital home page, click the **menu icon** (follow the steps indicated in orange in this guide).




2. Select **Admin** and then choose **Search Users**.

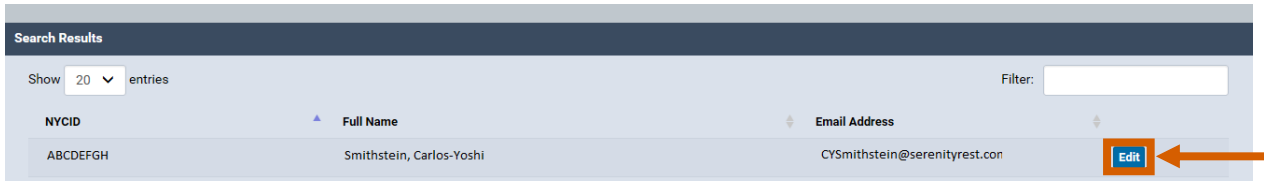


3. Enter the first three characters of the **First Name** followed by a percent sign (%).
4. Enter the first three characters of the **Last Name** followed by a percent sign (%).
5. Click **Search**.

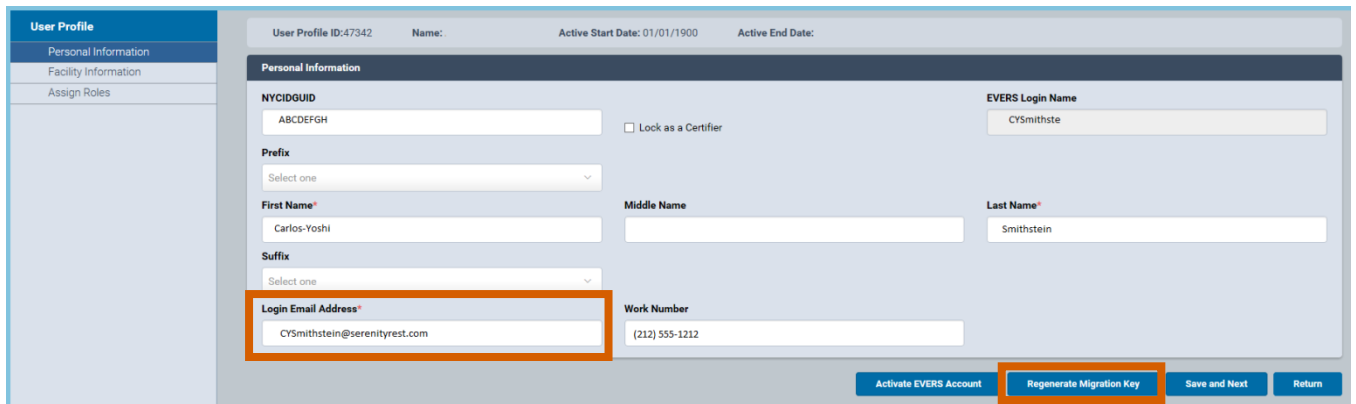


 <p>KEY POINT</p>	<p>The percent sign (%) is used as a wildcard character, substituting for any searched character(s) in a word or phrase.</p>	
	<p>Ander% will return:</p> <p>Andersen</p> <p>Anderoy</p> <p>Anderpotnik</p>	<p>%stein will return:</p> <p>Brillstein</p> <p>Perlstein</p> <p>Weinstein</p>

- From the search results screen, choose the desired name and click the **Edit** button.



- From the Personal Information screen, confirm that the **Login Email Address** is currently valid and click **Regenerate Migration Key**. *Note:* The user will receive two emails providing the migration key from either @eVital.com or @health.nyc.gov in their personal or work email inbox.



Note: If the user has not received the migration key, inspect the spam/junk email folder and ensure that the recipient's information technology department is aware of the following:

- If all the individuals in an organization are not receiving migration keys:
 - a. Have the IT department place evital.com and health.nyc.gov on the safe domain list. This would be configured on the organization's firewall or router.
 - b. Have the IT department place the email addresses administrator@evital.com and evitalsystem@health.nyc.gov on the safe senders list. This would also be configured on the organization's firewall or router.
- If some but not all individuals in an organization receive migration keys, request that the IT department desktop support group configure the following desktop settings:
 - a. Inspect the desktop email client settings and remove evital.com and/or health.nyc.gov from any blocked domain list. The blocked domains could also reside on any antivirus program loaded on the desktop.
 - b. Inspect the desktop email client settings and remove administrator@evital.com and/or evitalsystem@health.nyc.gov from any blocked senders list. The blocked senders could also reside on antivirus programs loaded on the desktop.
 - c. Place the two domains evital.com and health.nyc.gov on the email client's safe domain list. The safe domain list can also reside in desktop antivirus applications. Be sure to check both areas.
 - d. Place the email addresses administrator@evital.com and evitalsystem@health.nyc.gov on the email client's safe senders list. The safe email sender list can also reside on desktop antivirus applications. Be sure to check both areas.

2. Creating an NYCID/eVital Profile With an Existing EVERS Profile

1. To access the new eVital Vital Events Registration System, open an Internet Explorer browser and type **nyc.gov/EVERS** in the URL address bar.
2. From the EVERS page, scroll down to the eVital section: “Are you already enrolled as an eVital administrator? To enroll your users, please click [here](#).”
3. Click the displayed word [here](#). This is a hyperlink that will bring you to the eVital Vital Events Registration System **Login** page.



eVital

Starting October 2, the new eVital system will replace EVERS, which will shut down permanently at 2 AM on September 30.

For more information on how to use eVital and prepare for the system update, please see our [eVital Information page](#).

Are you already enrolled as an eVital administrator? To enroll your users, please click [here](#).

4. On the **Login** page, click **Create Account**.

A screenshot of the NYC Health eVital login page. The page header includes "The Official Website of the City of New York", the NYC logo, and "Select Language | Text Size". The main content area features the NYC Health logo and the text "eVital: Vital Events Registration System - Bureau of Vital Statistics". Below this is a "Login" section with a form containing two input fields: "Email Address or Username:" and "Password:". A "LOG IN" button is positioned to the right of the password field. At the bottom left of the form area, there are two links: "Create Account" (highlighted with an orange box) and "Forgot Password".

- On the **Create Account** screen, enter your work or personal email address and password. Passwords must include a combination of uppercase and lowercase letters, numbers and/or special characters, with at least one in each category for a strong password.
- Enter your first name, middle initial and last name. **Note: Do not enter a period after your middle initial as the eVital system will automatically populate the period symbol.**

The screenshot shows three sections of a form:

- EMAIL:** Contains two input fields. The first is labeled "Email Address or Username:" and contains "Andrew.evers@St_David_Hospital.com". The second is labeled "Confirm Email Address or Username:" and also contains "Andrew.evers@St_David_Hospital.com".
- PASSWORD:** Contains two input fields. The first is labeled "Password:" and contains eight dots. To its right, the text "Password Strong" is displayed in green. The second is labeled "Confirm Password:" and also contains eight dots.
- NAME:** Contains three input fields. The first is labeled "First Name:" and contains "Andrew". The second is labeled "Middle Initial:" and is empty. The third is labeled "Last Name:" and contains "Evers".

- Select three security questions and enter an answer for each question. Select the check box associated with the **Terms of Use** and **Privacy Policy** and click **Create Account**. **Note: The security questions will allow a user to reset their password in the future. Users will no longer be required to call the helpdesk.**

The screenshot shows the "SECURITY" section of the form:

- Instructions: "Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include '<'. If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below."
- Security Question 1:** "What is the name of your first pet?" (dropdown menu). **Answer 1:** "pooch".
- Security Question 2:** "What was your favorite teacher's name?" (dropdown menu). **Answer 2:** "Mrs. Jones".
- Security Question 3:** "What was the name of the first street you remember?" (dropdown menu). **Answer 3:** "Main Street".
- Display Answers:** Radio buttons for "Show" (selected) and "Hide".
- Checkboxes: "Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov." (checked).
- CREATE ACCOUNT** button (highlighted with a red box).

- When a **Confirmation Email Sent** message is displayed, close the browser tab. An email from the sender, NYC. gov, will have been sent to the user's personal or work email address (whichever was used to create the NYCID login ID/eVital account) with a verification link.

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

- The user will log in to the email account that was used to create the NYCID login ID/eVital account. From the email inbox, open the NYC.gov email confirmation message and select **Click this link** to verify the user's email address.

You have just created a user account with City of New York. If this was not authorized, [report the incident](#).

[Click this link](#) to confirm your email address.

If the above link does not work, paste the following address into your browser:

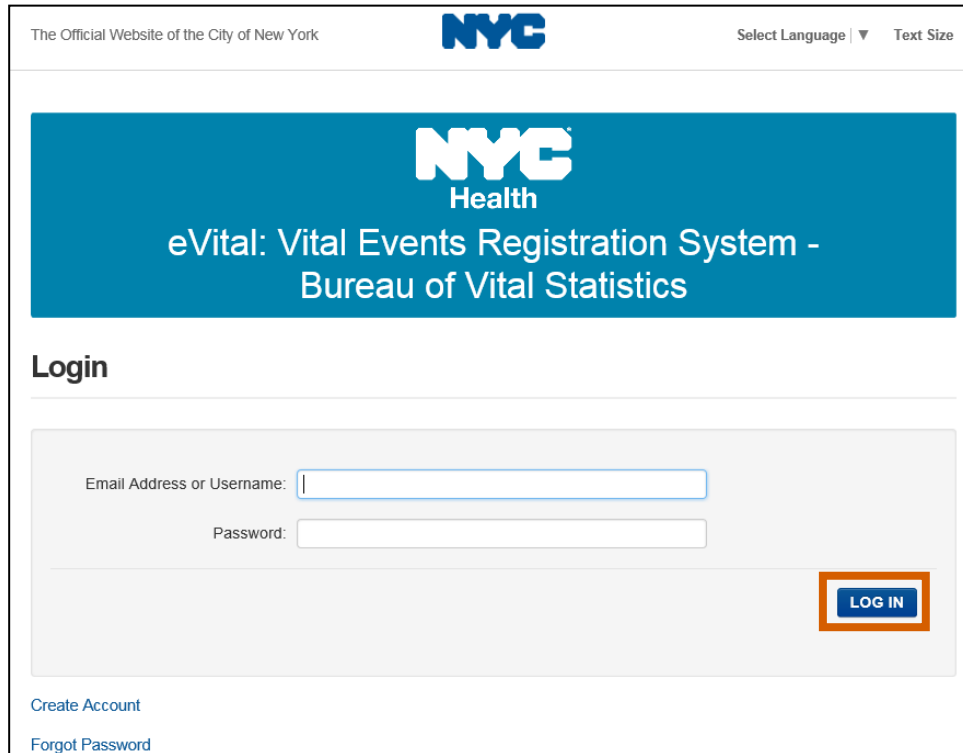
<https://nyc-stg-web.csc.nycnet/account/validateToken.htm?token=fbe3d7e5a234ccdb04cfe5a6b48846e&target=aHR0cHM6Ly9sb2dpbi1zdGcubnljaWQubnljbmV0L29zcHVpLw==&emailAddress=an.drew.evers1234%40gmail.com>

- When the **Email Address Confirmed** screen appears, click **Continue**. Close the browser tab.

Email Address Confirmed

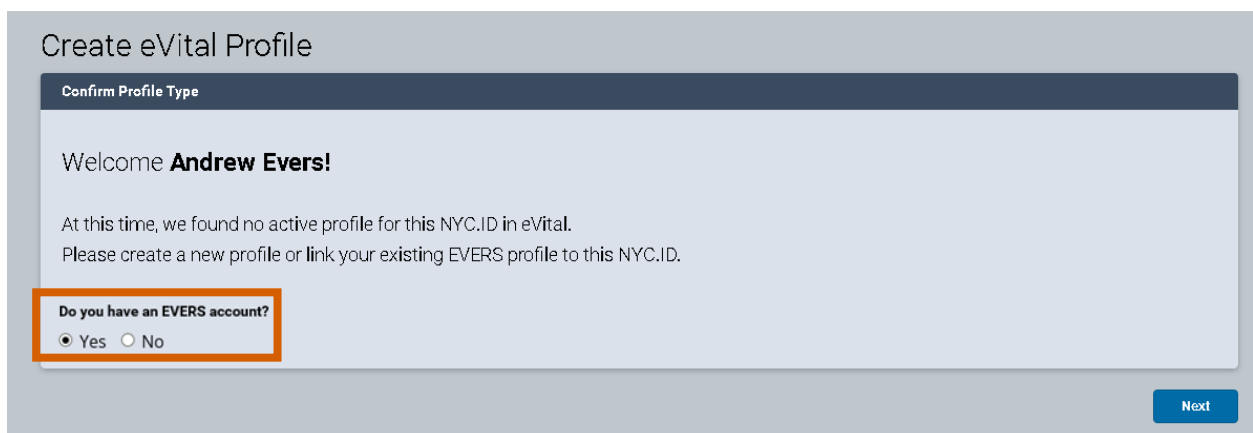
Congratulations, we successfully confirmed your email address. You may now log in.

11. You will return to the eVital **Login** screen. Enter the **Email Address** and **Password** created earlier and click the **Log In** button.



The screenshot shows the NYC Health eVital login interface. At the top, it says "The Official Website of the City of New York" and "NYC Health". Below this is a blue banner with the text "eVital: Vital Events Registration System - Bureau of Vital Statistics". The main heading is "Login". There are two input fields: "Email Address or Username:" and "Password:". A blue "LOG IN" button is highlighted with an orange border. Below the login fields are links for "Create Account" and "Forgot Password".

12. From the eVital Profile screen, the system will ask if an EVERS profile already exists. If you have a previous EVERS account, select **Yes**.



The screenshot shows the "Create eVital Profile" screen. It has a header "Confirm Profile Type". Below that, it says "Welcome **Andrew Evers!**". The text reads: "At this time, we found no active profile for this NYC.ID in eVital. Please create a new profile or link your existing EVERS profile to this NYC.ID." There is a question "Do you have an EVERS account?" with two radio buttons: "Yes" (selected) and "No". A blue "Next" button is located at the bottom right.

- Enter the number “1” in the field requesting the number of EVERS accounts the user currently has. Then click **Next** to migrate the account settings and roles. **Note: Due to system functionality, enter the number “1” regardless of how many EVERS accounts the user has. Later, a System Administrator or Deputy Administrator will link the remaining EVERS accounts.** See Section 7: How to Activate Additional EVERS Accounts

- On the **EVERS Account Validation** page, the user will enter the EVERS Username and migration key information from the two emails received from either administrator@evital.com or evitalsystem@health.nyc.gov. **Note: It is important that you copy and paste the migration key information instead of entering the migration data manually. After three attempts, the Facility Administrator will need to regenerate a new migration key.**

- Click **Validate**.

16. An **Activated** ✓ message will appear to indicate the EVERS account data was successfully integrated. Click **Next**

EVERS Account Validation

Account	Username	Migration key	Validate	Activated ✓
Account 1		*****	Validate	Activated ✓

Next Cancel

17. The **Welcome to eVital** page will appear with the user’s assigned facilities and roles.
18. If a user’s eVital account needs to be linked to multiple EVERS accounts, go to Section 7 “**How to Activate Additional EVERS Accounts**” to link the remaining EVERS accounts.
19. If a new facility needs to be added to a user’s profile, go to Section 8 “**Existing Users Requesting Access to a New Facility**” to add a new facility.
20. Continue to Section 5 “**Conducting the Facial Enrollment Process**” to begin Facial Enrollment.

3. Creating an NYCID/eVital Account With No Previous EVERS Profile

Note: A migration key is not required for users with no previous EVERS profile and users who had an EVERS profile created after January 1, 2017.

1. To access the eVital Vital Events Registration System, open an Internet Explorer browser and type **nyc.gov/EVERS** in the URL address bar.
2. From the EVERS page, scroll down to the eVital section, “Are you an eVital administrator? To enroll your users, please click [here](#).”
3. Click the displayed word [here](#). This is a hyperlink that will bring you to the eVital Events Registration System **Login** page.



eVital

Starting October 2, the new eVital system will replace EVERS, which will shut down permanently at 2 AM on September 30.

For more information on how to use eVital and prepare for the system update, please see our [eVital Information page](#).

Are you already enrolled as an eVital administrator? To enroll your users, please click [here](#).

4. On the **Login** page, click **Create Account**.

A screenshot of the NYC Health eVital login page. The page header includes "The Official Website of the City of New York", the NYC logo, and "Select Language | Text Size". The main content area features a blue banner with the NYC Health logo and the text "eVital: Vital Events Registration System - Bureau of Vital Statistics". Below the banner is a "Login" section with two input fields: "Email Address or Username:" and "Password:". A blue "LOG IN" button is positioned to the right of the password field. At the bottom left of the login section, there is a blue "Create Account" button and a link for "Forgot Password".

- On the **Create Account** screen, enter your entire work or personal email address and password. Passwords must include a combination of uppercase and lowercase letters, numbers and/or special characters with at least one in each category for a strong password.
- Enter the first name, middle initial and last name. **Note: Do not enter a period after your middle initial as the eVital system will automatically populate the period symbol.**

The screenshot shows three sections of a form:

- EMAIL:** Two input fields. The first is labeled "Email Address or Username:" and contains "Andrew.evers@St_David_Hospital.com". The second is labeled "Confirm Email Address or Username:" and also contains "Andrew.evers@St_David_Hospital.com".
- PASSWORD:** Two input fields. The first is labeled "Password:" and contains eight dots. To its right, the text "Password Strong" is displayed in green. The second is labeled "Confirm Password:" and also contains eight dots.
- NAME:** Three input fields. The first is labeled "First Name:" and contains "Andrew". The second is labeled "Middle Initial:" and is empty. The third is labeled "Last Name:" and contains "Evers".

- Select three security questions and enter an answer for each question. Select the check box associated with the **Terms of Use** and **Privacy Policy** and click **Create Account**. **Note: The security questions will allow a user to reset their password in the future. Users will no longer be required to call the helpdesk.**

The screenshot shows the "SECURITY" section of the form:

- SECURITY:** A heading in a grey box.
- Instructions:** "Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include '<'. If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below."
- Security Question 1:** A dropdown menu with "What is the name of your first pet?" selected. Below it is an input field with "pooch" entered.
- Security Question 2:** A dropdown menu with "What was your favorite teacher's name?" selected. Below it is an input field with "Mrs. Jones" entered.
- Security Question 3:** A dropdown menu with "What was the name of the first street you remembe" selected. Below it is an input field with "Main Street" entered.
- Display Answers:** Two radio buttons: "Show" (selected) and "Hide".
- Terms and Policy:** A checkbox labeled "Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov." is checked.
- CREATE ACCOUNT:** A blue button with white text, highlighted with a red border.

- When a **Confirmation Email Sent** message is displayed, close the browser tab. An email from the sender, NYC. gov, will be sent to the user's personal or work email address (whichever was used to create the NYCID login ID/eVital account) with a verification link.

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

- The user will log in to the email account that was used to create the NYCID login ID/eVital account. From the email inbox, open the NYC.GOV email confirmation message and select **Click this link** to verify the user's email address.

You have just created a user account with City of New York. If this was not authorized, [report the incident](#).

[Click this link](#) to confirm your email address.

If the above link does not work, paste the following address into your browser:

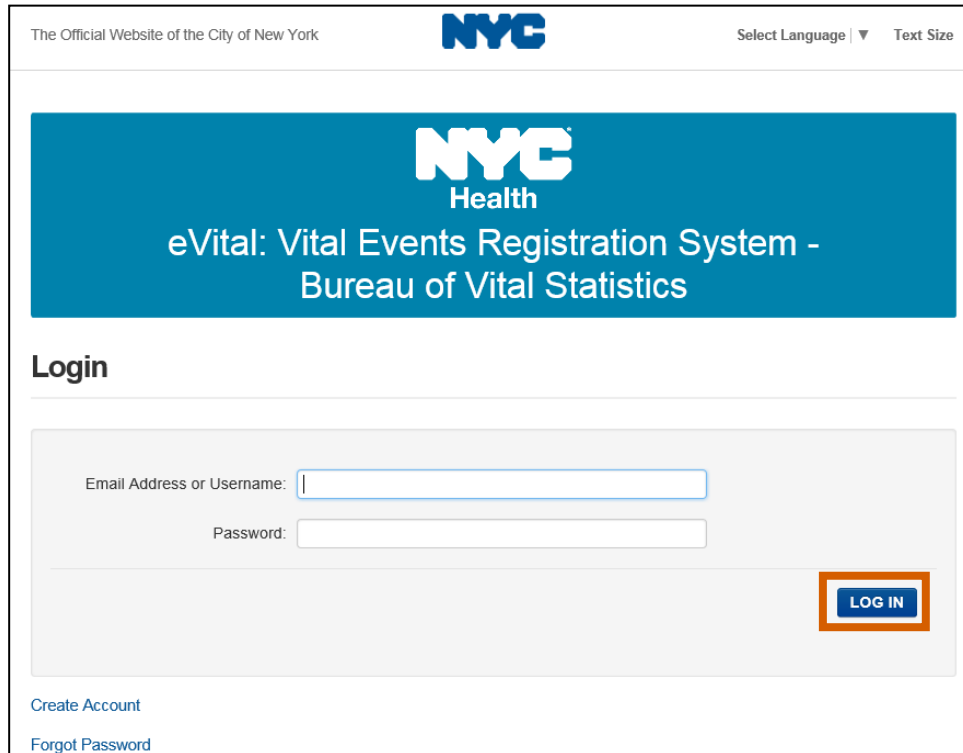
<https://nyc-stg-web.csc.nycnet/account/validateToken.htm?token=fbe3d7ef5a234ccdb04cfe5a6b48846e&target=aHR0cHM6Ly9sb2dpbi1zdGcubnljaWQubnljbmV0L29zcHYpLw==&emailAddress=an.drew.evers1234%40gmail.com>

- When the **Email Address Confirmed** screen appears, click **Continue**. Close the browser tab.

Email Address Confirmed

Congratulations, we successfully confirmed your email address. You may now log in.

11. You will return to the eVital **Login** screen. Enter the **Email Address** and **Password** created earlier and click the **Log In** button.



The screenshot shows the NYC Health eVital login page. At the top, it says "The Official Website of the City of New York" and "NYC Health". Below that, it says "eVital: Vital Events Registration System - Bureau of Vital Statistics". The main heading is "Login". There are two input fields: "Email Address or Username:" and "Password:". A blue "LOG IN" button is highlighted with an orange border. Below the login fields, there are links for "Create Account" and "Forgot Password".

12. From the **Create eVital Profile** screen, the system will ask if an EVERS profile already exists. If you have an existing EVERS account, select **No**. Then click **Next**.



The screenshot shows the "Create eVital Profile" screen. It has a header "Confirm Profile Type". Below that, it says "Welcome Andrew Evers!". The text reads: "At this time, we found no active profile for this NYC.ID in eVital. Please create a new profile or link your existing EVERS profile to this NYC.ID." There is a question: "Do you have an EVERS account?" with two radio buttons: "Yes" (unselected) and "No" (selected). A blue "Next" button is highlighted with an orange border.

13. From the **Request eVital Profile** page, complete the personal information section.

The screenshot shows the 'Request eVital Profile' form with the 'Personal Information' section highlighted. The form contains the following fields:

- NYCIDGUID:** NYCIDR5MLXMX
- EVERS Login Name:** (empty)
- Prefix:** Select one (dropdown)
- First Name*:** AJ
- Middle Name:** (empty)
- Last Name*:** Fresco
- Suffix:** Select one (dropdown)
- Login Email Address*:** andrew.evers1234@gmail.com
- Work Number:** (empty)


14. From the **Facility Information** page, click **Look Up...**

The screenshot shows the 'Facility Information' form. The 'Look Up...' button is highlighted with a red box. The form contains the following fields:

- Facility:** (empty)
- Street Number and Name, Rural Route (No P.O. Box, etc):** (empty)
- Apartment, Suite, Building, Floor, etc:** (empty)
- City or Town:** (empty)
- State:** (empty)
- ZIP:** (empty)
- Country:** Select one (dropdown)
- Work phone number:** (empty)
- Work phone extension:** (empty)
- Work mobile number:** (empty)
- Job Title:** Select one (dropdown)
- Email Address:** (empty)

An 'Add Facility' button is located at the bottom left of the form.

15. Enter partial facility name followed by the percent sign (%). Then click the **Search** button.



KEY POINT

The percent sign (%) is used as a wildcard character, substituting for searched character(s) in a field.

Brooklyn% will return:
 Brooklyn Birthing Center
 Brooklyn Hospital Center
 Brooklyn Funeral Home & Cremation Service

16. Click **Select** to add the desired facility.

Facility Lookup ✕

Facility Name

 Search

Show entries
Filter:

Facility Name	Address	City	
Brooklyn Office of Vital Records	485 Throop	Brooklyn	Select
Brooklyn Birthing Center	123 Any Street	Brooklyn	Select
Brooklyn Hospital Center	123 Any Street	Brooklyn	Select
Brooklyn Center for Rehabilitation & Residential Healthcare	123 Any Street	Brooklyn	Select
Brooklyn Funeral Home & Cremation Service	2380 Pacific	Brooklyn	Select
Brooklyn Queens Nursing Home	2749 Linden	Brooklyn	Select

Showing 0 to 0 of 0 entries
Previous **Next**

17. The facility name and address will appear in the appropriate fields. Select the **Required Role** and click **Add Facility**.

Facility Information

Facility

 Look Up...

Street Number and Name, Rural Route (No P.O. Box, etc)

Apartment, Suite, Building, Floor, etc

City or Town

State

ZIP

Country

Work phone number

Work phone extension

Work mobile number

Job Title

Required Role

Email Address

Add Facility

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action

Submit **Cancel**

18. The facility and role will appear on the bottom of the screen. Click the **Submit** button. Repeat steps 15-18 to add additional facilities.

Facility Information

Facility:

Look Up...

Street Number and Name, Rural Route (No P.O. Box, etc):

Apartment, Suite, Building, Floor, etc:

City or Town:

State:

ZIP:

Country:

Work phone number:

Work phone extension:

Work mobile number:

Job Title:

Required Role:

Email Address:


Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Work Ext	Work Mobile	Email Address	Action
Brooklyn Hospital Center	Doctor of Medicine		Deputy Facility Administrator					<input type="button" value="✘"/>

19. The **User Profile Status** screen will display a “Pending” status. **Note: The User Profile Status will remain Pending until the request is approved by the Facility Administrator or Deputy Facility Administrator.**

User Profile Status

Request Statuses

Facility	Job Title	Role Requested	Status
Brooklyn Hospital Center	Doctor of Medicine	Deputy Facility Administrator	Pending <input type="button" value="Cancel Request"/>



KEY POINT

- **Facility Administrators** are approved by the Department of Health’s Bureau of Vital Statistics Constituent Services Unit.
- **Deputy Facility Administrators** are approved by the local main Facility Administrator.
- **Certifiers** and other **Facility Users** are approved by the local main Facility Administrator or Deputy Administrators.
- **Deputy Facility Administrators** are not able to create or approve other Administrators.

-
-
20. Facility Administrators and Deputy Facility Administrators continue to the “**Approving New User Profile Requests**” section to approve the User Profile Request. **Note: If the User Profile Request is not approved by the Facility Administrator or Deputy Facility Administrator, the user will not be able to access the eVital system.**

Profile Request Status

User Profile Request Status: **Pending Approval**

Your user profile request is still pending with us. Please check for the email with approval decision or check back later.

Note: If you had requested access for more than one facility, then atleast access to one facility has to be approved to successfully use eVital system.

4. Approving New User Profile Requests

Note: A new User Profile Request must be approved by the Facility Administrator or the Deputy Administrator.

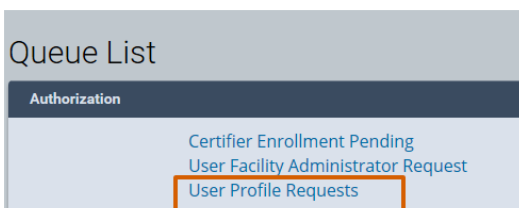
1. A Facility Administrator or Deputy Administrator can approve a new User Profile Request by logging in to eVital.
2. Under **Preferred Queues**, click the **All Queues** button.



3. To view the new User Profile Requests queue in your facility, click either the blue **Authorization** banner or click the plus sign (+) at the end of the banner to expand the **Queue List**.



4. Click the **User Profile Requests** hyperlink to view the list of requesters.



5. Click the **NYCIDGUID** hyperlink beside the requester name to identify a request, view the **Facility Name**, **Job Title**, **Role** and **Date** information. **Note:** In this section you will see all users at this facility who have pending profile requests.

NYCIDGUID	RequesterName	FacilityName	JobTitle	Role	Status	Updated Date
NYCIDA6QAVBNP	Mary Doe	Testing Funeral Home	Funeral Director	Certifier	Pending	Aug/02/2017
NYCIDA6QAVBNP	John Doe	Testing Funeral Home	Funeral Director	Certifier	Pending	Aug/02/2017
NYCIDASAD72CV	Mary Doe	Testing Hospital (Manhattan)		Deputy Facility Administrator	Pending	Aug/02/2017
NYCIDASAD72CV	John Doe	Testing Hospital (Manhattan)	Hospital Administrator	Deputy Facility Administrator	Pending	Aug/02/2017

- From the **User Profile Request Summary** page, scroll to the bottom of the screen and review the completed profile information. Then, click the **Approve** button to approve the request. You can also reject a request by clicking the **Reject** button.

- Click **OK** to approve the request.

- If you click the **Reject** button, the **User Facility Rejection** screen appears. You must enter a **Reject Reason** in order to proceed. Click **Save** to store any **Comment** information.

9. Click **Next** to proceed to the **Personal Information, Facility Information** and **Assign Roles** screens.

Profile Request Summary

Personal Information

NYCIDGUID: NYCIDASQAVBNP

EVERS Login Name: [Text Field]

Prefix: [Select one]

First Name*: [Text Field]

Middle Name: [Text Field]

Last Name*: Doe

Mary: [Text Field]

Suffix: [Select one]

Login Email Address*: mdoe@testingfuneralhome.com

Work Number: [Text Field]

Facility Information

Facility: [Text Field] [Look Up...](#)

Street Number and Name, Rural Route (No P.O. Box, etc): [Text Field]

Apartment, Suite, Building, Floor, etc: [Text Field]

City or Town: [Text Field]

State: [Text Field]

ZIP: [Text Field]

Country: [Select one]

Work phone number: [Text Field]

Work phone extension: [Text Field]

Work mobile number: [Text Field]

Job Title: [Select one]

Email Address: [Text Field]

[Add Facility](#)

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Status	Action
Testing Funeral Home	Funeral Director		Certifier					Approved	

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

10. Modify **Personal Information**, **Facility Information** and **Assign Roles** screens as needed.
11. Click **Save** to continue.

User Profile ID: 62128 Name: Mary Doe Active Start Date: 02/22/2017 Active End Date:

Assign Role

Functional Entity: Testing Funeral Home Facility name: Testing Funeral Home

Available Roles

Filter

- Deputy Medical Facility Administrator
- External-Death MF Certifier
- External-Death MF User
- Facility Data Entry, Birth
- Facility Data Entry, Birth Certifier
- Fetal Death Certifier
- Fetal Death Data Entry
- Internal: Amendment QI
- ITOP Certifier

Selected Roles

Filter

Additional Functional Operations


Module: Select one

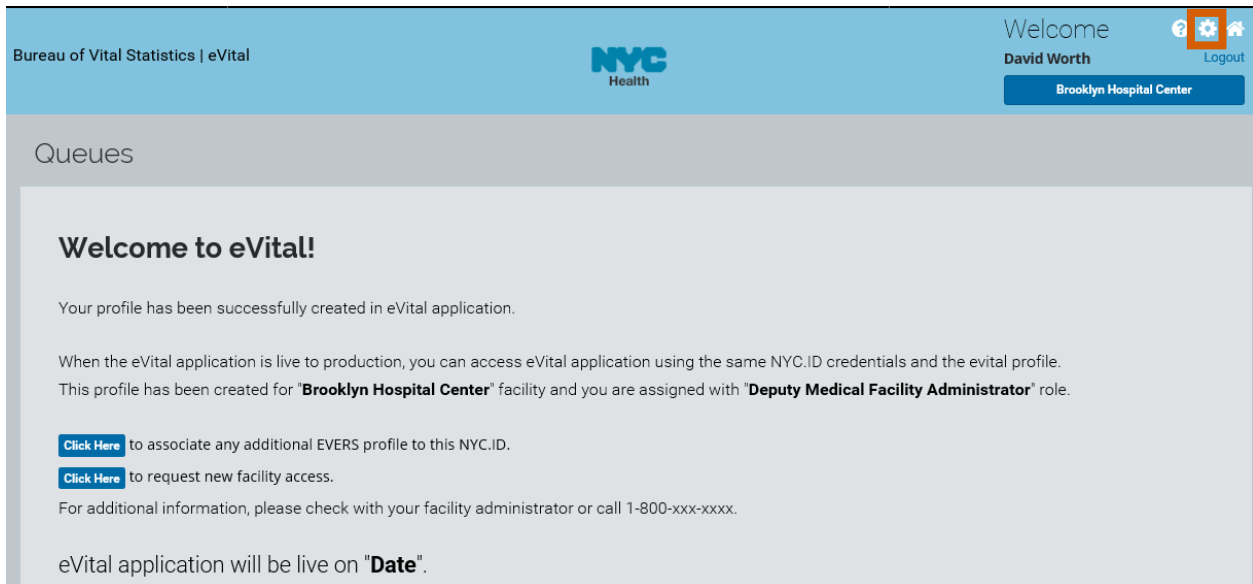
Applicable Privilege	Functional Operation	View	Create	Update	Delete	All
----------------------	----------------------	------	--------	--------	--------	-----



Save Cancel

5. Conducting the Facial Enrollment Process

Note: Only Certifiers, Facility Administrators and Deputy Administrators must participate in the Facial Enrollment process. Data entry users are not required to participate in the Facial Enrollment process.

1. Click the **gear icon**  on the user's dashboard to proceed to the **My Profile** page.



Bureau of Vital Statistics | eVital Welcome **David Worth**   Logout

Brooklyn Hospital Center

Queues

Welcome to eVital!

Your profile has been successfully created in eVital application.

When the eVital application is live to production, you can access eVital application using the same NYC.ID credentials and the evital profile. This profile has been created for "**Brooklyn Hospital Center**" facility and you are assigned with "**Deputy Medical Facility Administrator**" role.

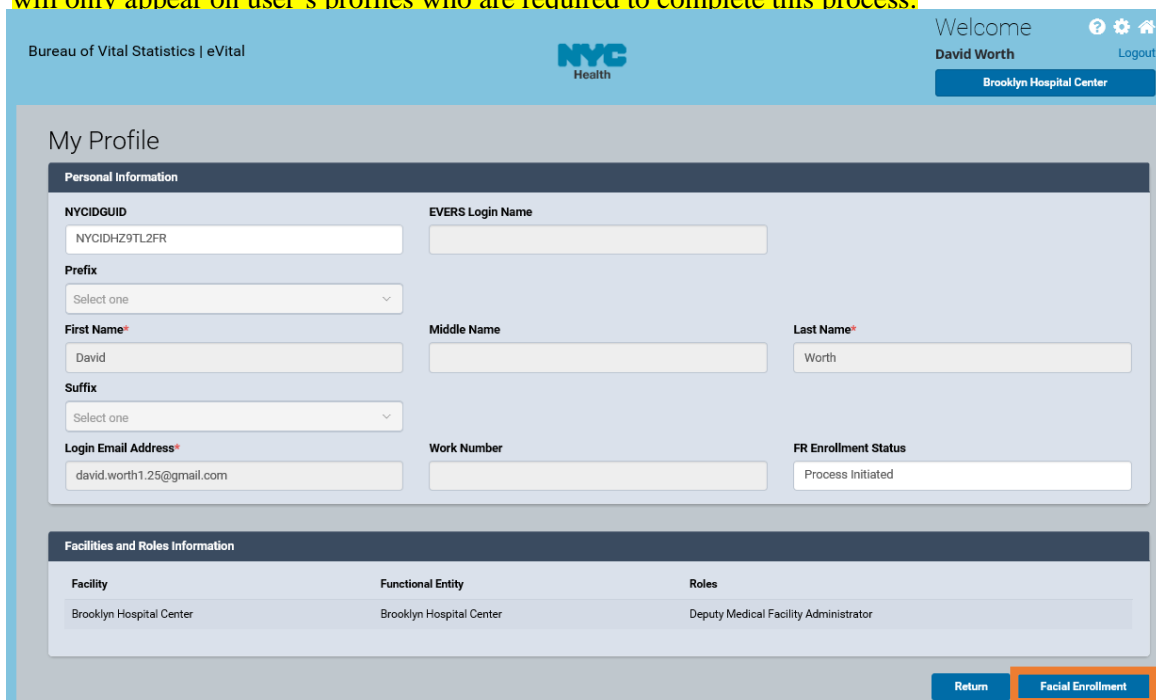
[Click Here](#) to associate any additional EVERS profile to this NYC.ID.



[Click Here](#) to request new facility access.

For additional information, please check with your facility administrator or call 1-800-xxx-xxxx.

eVital application will be live on "**Date**".

2. Click the **Facial Enrollment** button located on the bottom right hand corner of the **My Profile** page. This will generate a Quick Response (QR) code on the screen. **Note:** The **Facial Enrollment** button will only appear on user's profiles who are required to complete this process.



Bureau of Vital Statistics | eVital Welcome **David Worth**   Logout

Brooklyn Hospital Center

My Profile

Personal Information

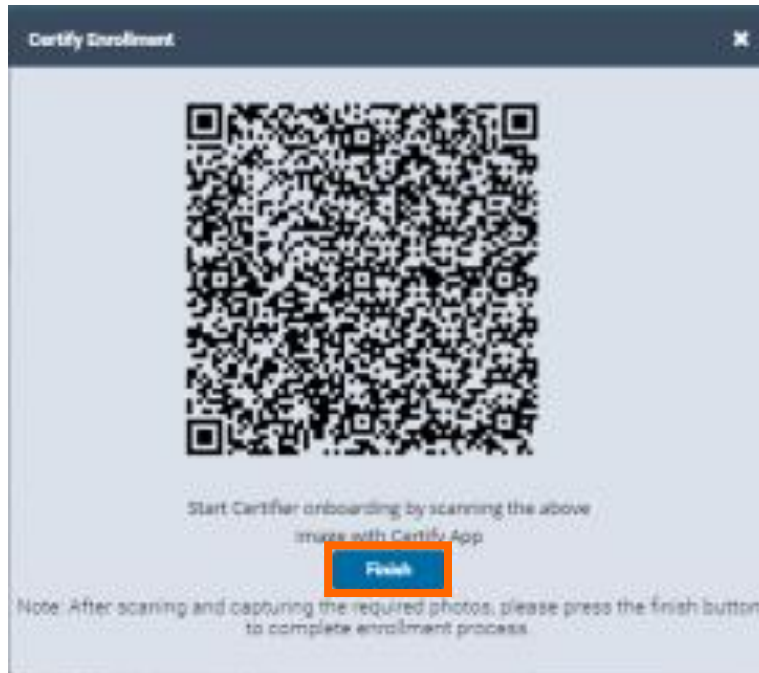
<p>NYCIDGUID</p> <input type="text" value="NYCIDHZ9TL2FR"/>	<p>EVERS Login Name</p> <input type="text"/>	
<p>Prefix</p> <input type="text" value="Select one"/>		
<p>First Name*</p> <input type="text" value="David"/>	<p>Middle Name</p> <input type="text"/>	<p>Last Name*</p> <input type="text" value="Worth"/>
<p>Suffix</p> <input type="text" value="Select one"/>		
<p>Login Email Address*</p> <input type="text" value="david.worth1.25@gmail.com"/>	<p>Work Number</p> <input type="text"/>	<p>FR Enrollment Status</p> <input type="text" value="Process Initiated"/>

Facilities and Roles Information


Facility	Functional Entity	Roles
Brooklyn Hospital Center	Brooklyn Hospital Center	Deputy Medical Facility Administrator

[Return](#) [Facial Enrollment](#)

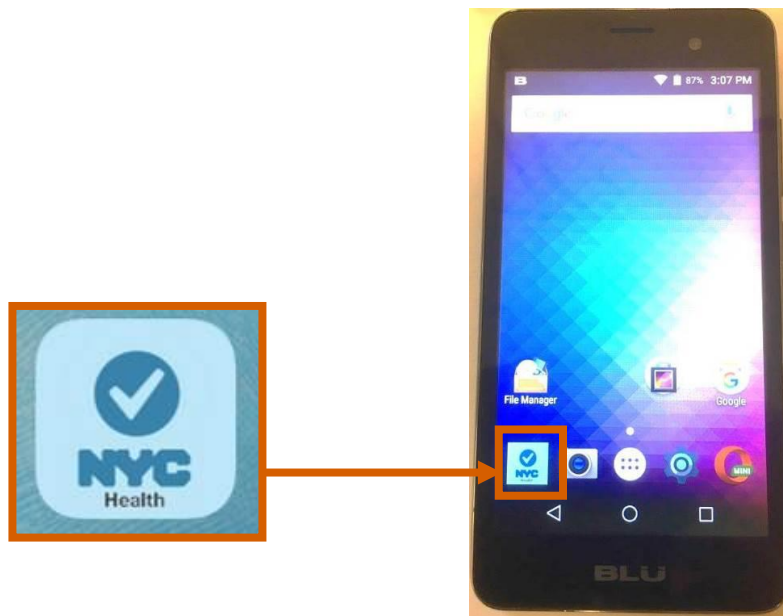
3. A QR code that is associated with the current eVital user will appear on the screen. Continue to Section 5.1, “**Using the Department of Health’s BLU Handheld Device for Facial Enrollment,**” if you have a BLU handheld device. If you wish to install the NYC eVital Certify app on your personal mobile device, go to Section 5.2, “**Setting up Your Personal Handheld Device for Facial Enrollment.**”



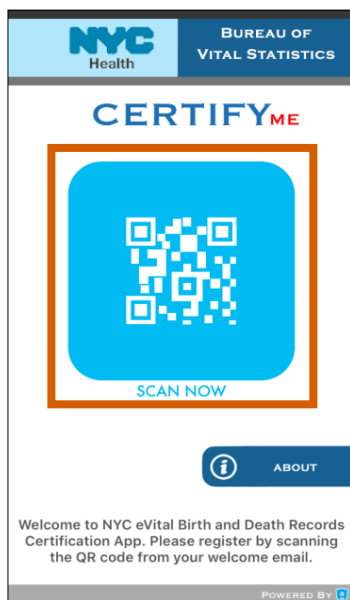
5.1. Using the Department of Health’s BLU Handheld Device for Facial Enrollment

	<p>The Department of Health’s BLU handheld device comes pre-installed and pre-configured with the Certify app needed for the facial recognition process.</p>
---	--

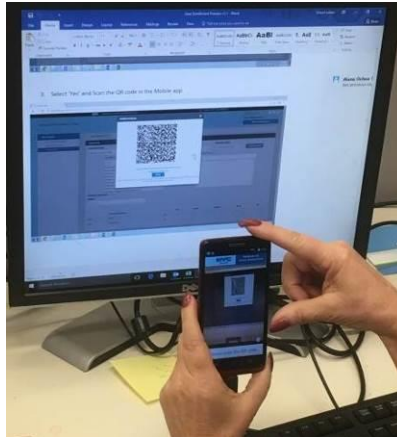
1. Tap the **NYC Health icon**.



2. Tap the **blue QR code icon** to activate the facial recognition application camera. **Note:** A blue scan code signifies that only a single user can use the **CERTIFYME** application. A red scan code signifies the device is in Shared Mode. For more information about setting your device to Shared Mode, go to Section 5.2 “**Setting up Your Personal Handheld Device for Facial Enrollment.**”



3. Hold the mobile device between 6" and 24" from the computer screen and point it at the QR code.



4. When the QR code on the computer screen is recognized by the mobile device, a notification message will appear with the enrollee's name and email address.



5. Click the **Next** button located on the bottom right hand corner of the screen. This step will begin the facial recognition process. Continue to Section 5.3, “**Completing the Facial Enrollment Photo Steps.**”



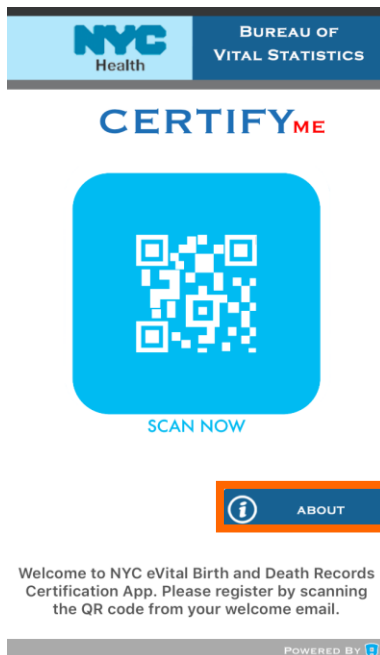
5.2. Setting up Your Personal Handheld Device for Facial Enrollment

Note: The following operating systems are supported:

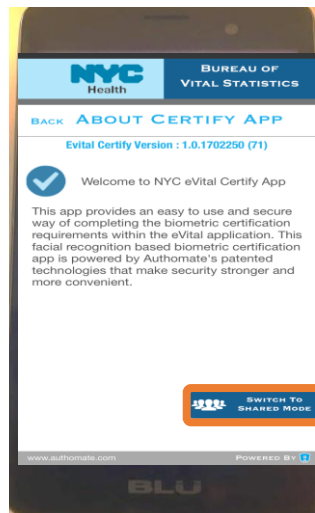
- Apple Operating System IOS v8 and later
 - Android Operating System v4.4 and later
1. Go to:
 - a. **App Store** for **Apple** devices
 - b. **Play Store** for **Android** devices
 2. **Search** for “**eVital**.” The NYC Health CERTIFYME application will appear. Install the application on your device.



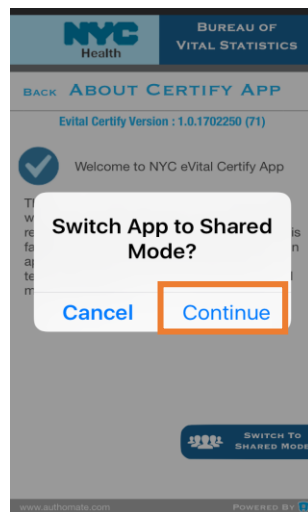
3. Open the application on your mobile device and tap the **CERTIFYME About** button located on the lower right-hand corner of the screen.



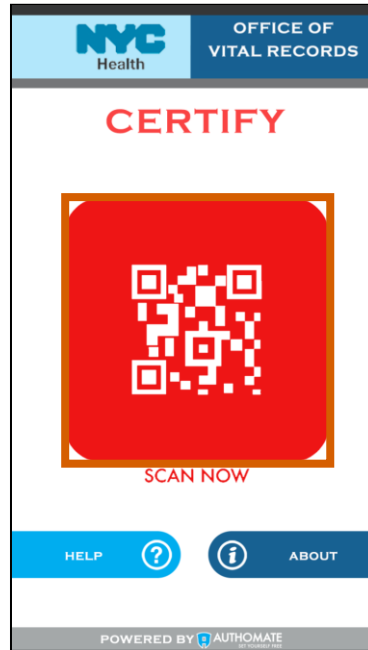
4. Tap the **Switch to Shared Mode** button located on the lower right-hand corner of the screen.
Note: Shared Mode allows more than one user to share the CertifyME application.




5. Tap the **Continue** button. **Note:** the QR code will turn from blue to red when it switches to Shared Mode.



6. Tap the **red QR code icon** to activate the camera within the application.

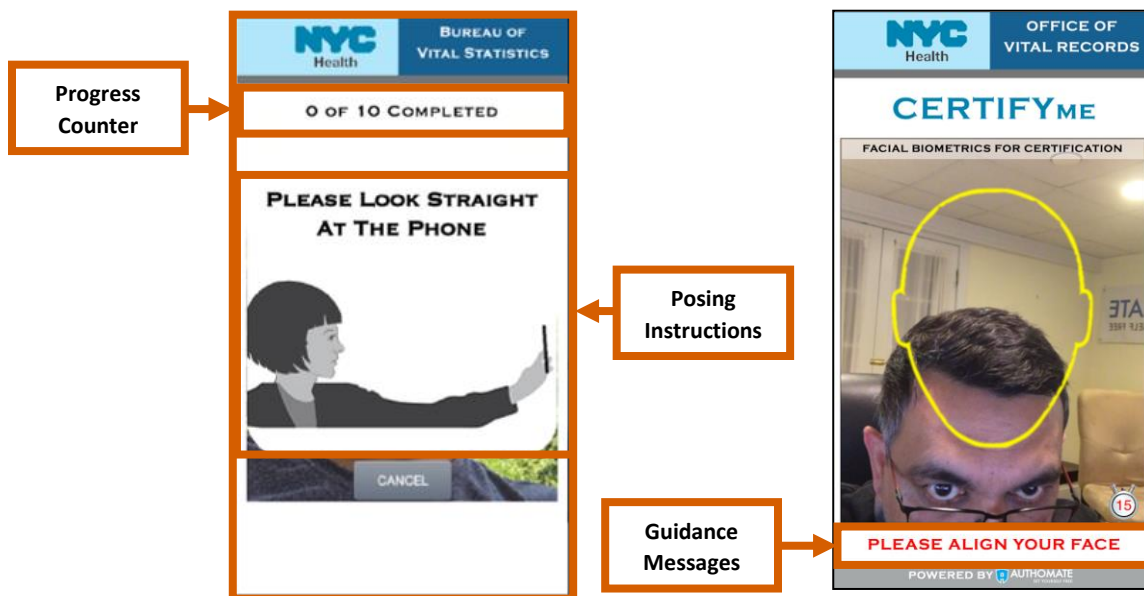


5.3. Completing Facial Enrollment for a New User

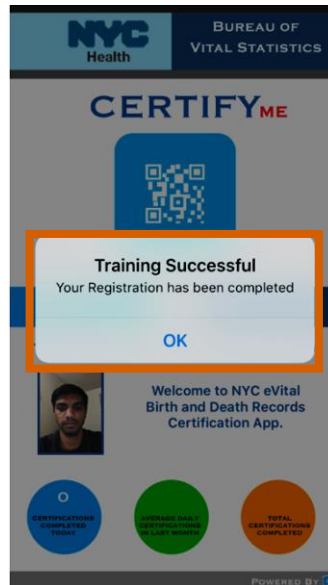
	<p>Posing instructions appear each time the CERTIFYME application accepts a photo. Red, blinking guidance messages appear at the bottom of the CERTIFYME app to assist users in distance and motion issues.</p>
---	---

Things to Know Before you Begin:

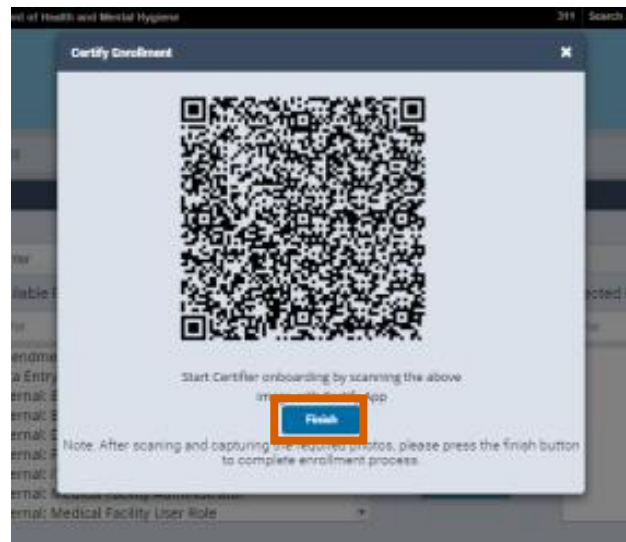
- There are a total of **10** pictures that are required for the Facial Enrollment process.
- Align your face inside the **yellow frame**.
- Follow the **posing instructions** and **stand still** while posing for the pictures.
- Monitor the **progress counter** on the mobile device.
- Do not press any buttons on the mobile device as the facial recognition application automatically takes each picture by counting down (3, 2, 1), then advances to the next pose.
- After taking five pictures, the application will prompt you to move for different background lighting. It is imperative that you change your background lighting in order to take the next 5 pictures.
- If you see your phone’s dimming light come on, tap the screen lightly and make sure the phone doesn’t lock.
- If you purchase a new mobile device, you do not have to re-take your photos.



1. When all 10 images have been taken, the **Training Successful** message will appear on the handheld device. Tap **OK** and return to the computer screen. **Note:** If you receive a message that says “Training Failed,” you must retake the 10 pictures.




2. On the computer, laptop or iPad the user will click the **Finish** button on the **Certify Enrollment** QR code window.



- The **My Profile** screen re-appears with the **Approval Pending** message located under the **FR Enrollment Status** field. Once an Administrator or Deputy Administrator approves the 10 photos, the status will updated to “Approved.” At this point, the enrollee will be granted all rights in accordance with their profile. **Note:** If the “Approval Pending” status does not appear under the **FR Enrollment Status** field, press F5 on the keyboard to refresh the screen.

The screenshot shows a 'My Profile' page with a 'Personal Information' section. Fields include: NYCIDGUID (NYCIDSQJIM3T2), EVERS Login Name, Prefix (dropdown), First Name (Andrew), Middle Name, Last Name (Evers), Suffix (dropdown), Login Email Address (Andrew.evers@st_David_Hospital.com), Work Number, and FR Enrollment Status (Approval Pending, highlighted with an orange border).

	<ul style="list-style-type: none"> All eVital Administrators and Certifiers must complete the Facial Enrollment process. Facial recognition images for main Facility Administrators must be approved by the Constituent Services Unit at DOHMH. Images for Deputy Administrators must be approved by the main Facility Administrator. Images for Certifiers must be approved by the main Facility Administrator or Deputy Facility Administrators. One set of enrollment images can be used for one user with multiple facilities and roles. Facial Enrollment Pending requests awaiting approval can be accessed by clicking the All Queues button. Then selecting the Authorization blue banner.
--	---

- Facility Administrators or Deputy Facility Administrators, continue to the “**Managing the Facial Enrollment Approvals**” section.

5.4. Facility Administrator Completing the Facial Enrollment Photo Steps for a Deputy Administrator and Certifiers



If the role selected is a Deputy Administrator or Certifier, the **Certify Enrollment** button will be displayed.

1. From the Deputy Administrators and Certifiers User Profile Page, go to the **Assign Role** screen.
2. Click the **Certify Enrollment** button to initiate the facial recognition process. *Note:* The Deputy Administrators and Certifiers must be in front of the Facility Administrator.

User Profile ID:62125 Name: Al Fresco Active Start Date: 02/17/2017 Active End Date:

Assign Role

Functional Entity* **Facility name** **FR Enrollment Status**

The Mount Sinai Hospital* The Mount Sinai Hospital Pending Enrollme **Certify Enrollment**

Available Roles **Selected Roles**

Filter Filter

- External-Death MF Certifier
- External-Death MF User
- Facility Data Entry, Birth
- Facility Data Entry, Birth Certifier
- Fetal Death Certifier
- Fetal Death Data Entry
- Internal: Amendment QI
- ITOP Certifier
- Medical Facility Administrator

Deputy Medical Facility Administrator

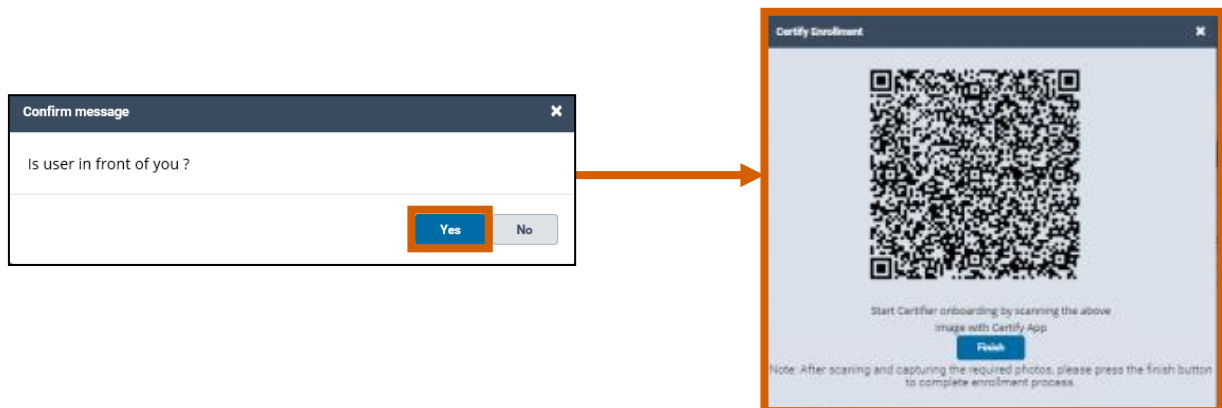
Additional Functional Operations

Module

Select one

Applicable Privilege	Functional Operation	View	Create	Update	Delete	All
Save Cancel						

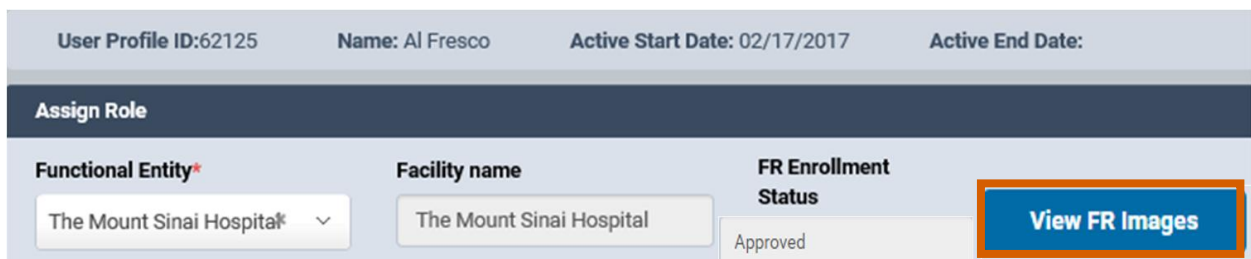
- If the user is in front of you, click **Yes** to generate a QR code.



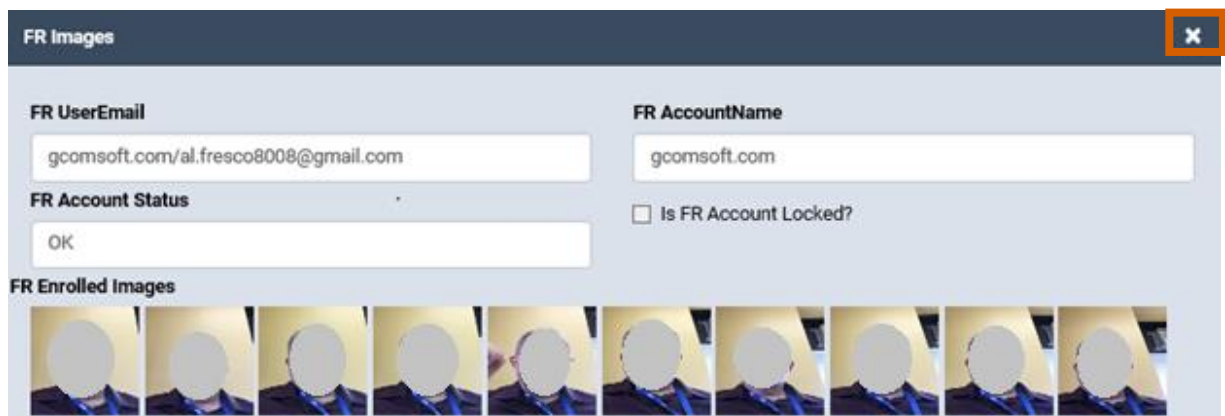
- Continue to Section 5.1 “**Using the Department of Health’s BLU Handheld Device for Facial Enrollment**” or if you wish to install the NYC eVital CERTIFYME app on your personal mobile device, go to Section 5.2 “**Setting up Your Personal Handheld Device for Facial Enrollment.**”

Note: When the enrollment is done in person the Facility Administrator will not be required to approve the photos from the Certifier Pending Queue as the eVital system will automatically approve the pictures. No additional approval is required since the Facility Administrator enrolled the Deputy Administrators and Certifiers in person.

- From the **Assign Role** screen, Current images can be viewed by clicking the **View FR Images** button.

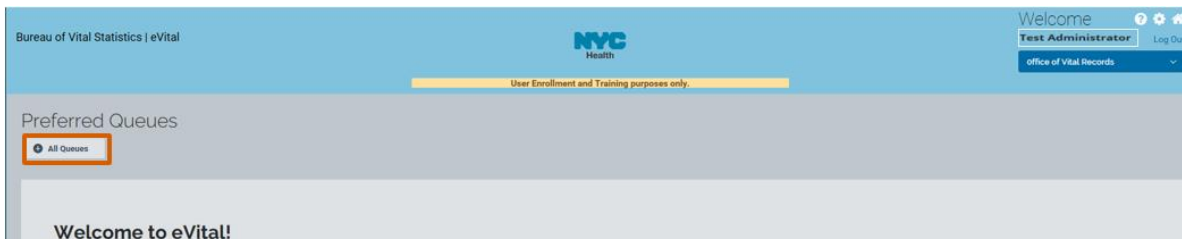


- If the **FR Images** screen is open, click **X** to close the **FR Images** window.



6. Managing Facial Enrollment Approvals From Certifier Pending Queue

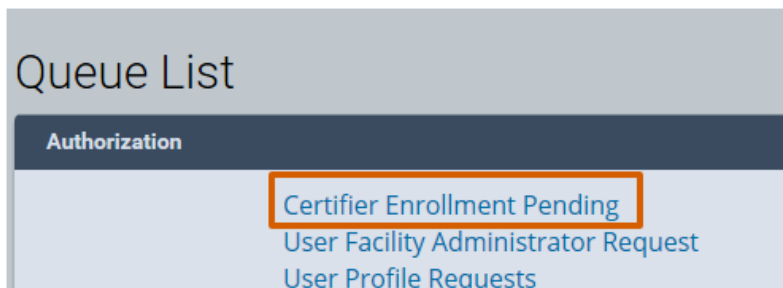
1. When a Facility Administrator or a Deputy Administrator logs in to the eVital system, the eVital Dashboard screen appears. Under **Preferred Queues**, click the **All Queues** button.



2. Click the **blue Authorization** banner or the plus sign (+) to expand the Authorization Queue List.



3. Click the **Certifier Enrollment Pending Queue** hyperlink. The number of enrollees appear next to the queue name.



4. Click the enrollees' **NYCIDGUID** hyperlink to view their Facial Enrollment images.

NYCIDGUID	Requester Name	Email Address
NYCIDB746FE0T	John Doe	John.Doe12x@hospca.com
NYCDDAWCR2F2	Mary Aldo	Mary.Aldoex@hospxr.com

At the top of the table, there is a 'Show 10 entries' dropdown menu. The first row of the table is highlighted with an orange box around the 'NYCIDGUID' cell.

- You have the option to Approve, Reject or Back out of the FR Enrolled Images pane.

The screenshot shows a 'List Profile' window with the following fields:

- FR UserEmail: dohmh/John.Doe12x@hospc.com
- FR Account Status: OK
- FR AccountName: JDoefh
- Is FR Account Locked?:
- FR Enrolled Images: A row of 10 small circular photo thumbnails.

 At the bottom right, there are three buttons: 'Approve' (with a checkmark icon), 'Reject' (with an X icon), and 'Back'.

- To approve the photos, click the **Approve** button, a Confirm Certifier Enrollment Approval message will appear, click **Yes** to approve the photos.

The dialog box has a title bar 'Confirm Certifier Enrollment Approval' and a close button (X). The main text asks 'Are you sure you want to approve this request?'. At the bottom right, there are two buttons: 'No' and 'Yes'.

- If one or more of the photos are blurry, click the **Reject** button, a Confirm Certifier Enrollment Rejection message will appear, click **Yes** to Reject the photos. *Note:* The user will have to re-take all 10 photos.

The dialog box has a title bar 'Confirm Certifier Enrollment Rejection' and a close button (X). The main text asks 'Are you sure you want to Reject this request?'. At the bottom right, there are two buttons: 'No' and 'Yes'.

- Once the FR images are approved, the FR Enrollment Status is updated to "Approved." The enrollee has completed the user enrollment process.

The screenshot shows a 'Personal Information' form for User Profile ID:3457, Name: Dorrance Benta, Active Start Date: 01/01/0001, and Active End Date: . The form includes the following fields:

- NYCIDGUID: NYCIDADHR234
- Prefix: Select one (dropdown)
- First Name*: John
- Middle Name: (empty)
- Last Name*: Doe
- Suffix: Select one (dropdown)
- Login Email Address*: John.Doe12x@hospc.com
- Work Number: 212-555-1212
- EVERS Login Name: Dough
- FR Enrollment Status: Approved (highlighted with an orange box)

 At the bottom right, there are two buttons: 'Save and Next' and 'Return'.

7. How to Activate Additional EVERS Accounts

7.1. Multiple EVERS Accounts and Their eVital Consolidation

An EVERS account contains personal, facility and role information associated with an EVERS ID. Users may have multiple EVERS accounts granting privileges across multiple facilities. eVital consolidates a user's multiple EVERS profiles into a single log-in ID.

After an authenticated eVital Certifier and Deputy Administrator has had Facial Enrollment images approved by an Administrator, remaining EVERS profiles for those users can be activated and transferred over to the user's eVital ID.

7.2. The Steps to Activate an EVERS Account

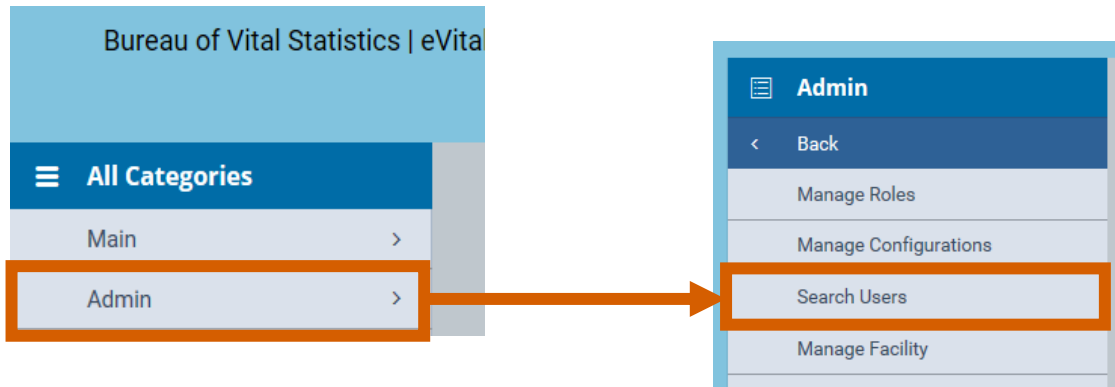
There are two ways that an existing user with an EVERS profile can request to have an additional EVERS accounts transferred to their eVital ID.

1. First option: Select the **Click Here** button to associate any additional EVERS profile to this NYC-ID from the **eVital Dashboard** home screen.
2. From the **Link Existing EVERS Profile** screen, enter the user's EVERS username and migration key, which can be obtained from the Facility Administrator. **Note:** Please refer to the "**How to Regenerate an EVERS Migration Key**" section.
3. **Click the Validate and Link Account** button.

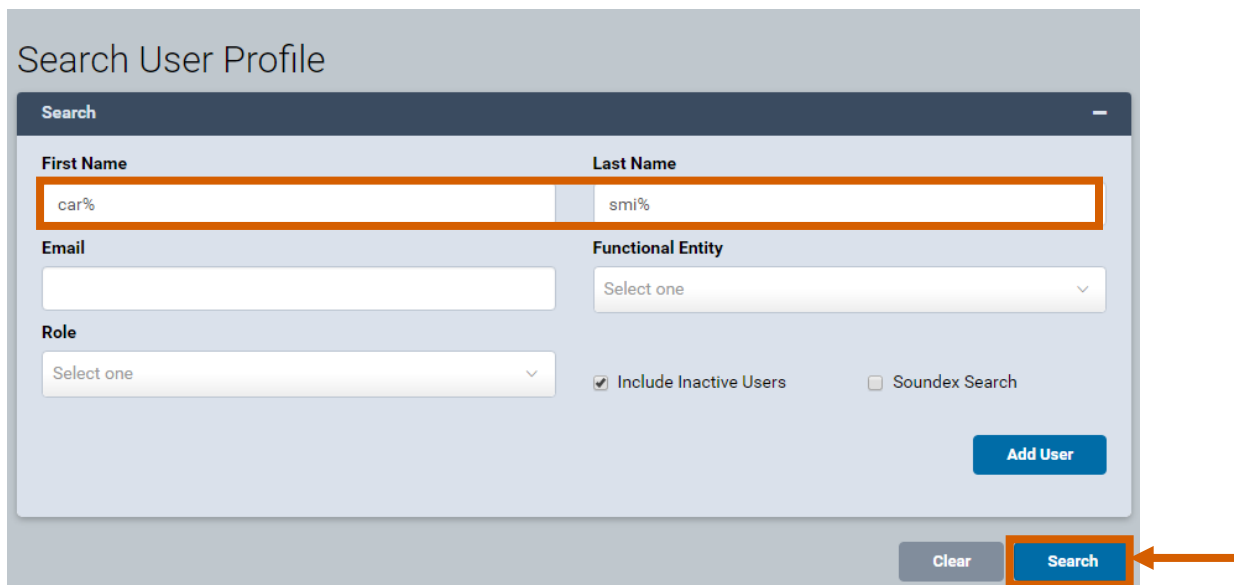
4. Second option: From the eVital Dashboard home screen, click the **menu icon**.




- Choose **Admin** and then choose **Search Users**.



- Enter the first three characters of the **First Name** followed by a percent sign (%).
- Enter the first three characters of the **Last Name** followed by a percent sign (%).
- Click **Search**.



	The percent sign (%) is used as a wildcard character, substituting for any character(s) at the beginning or end of names.	
	Ander% will return: Andersen Anderoy Anderpotnik	%stein will return: Brillstein Perlstein Weinstein

- From the search results window, **copy the NYCID** next to the user's full name.

Search Results

Show 20 entries Filter:

NYCID	Full Name	Email Address	
NYCIDQCO08R49	Smith, Earl L	earl.smith@vnsny.org	Edit
NYCIDROG5NME7	Smith, Matthew A	mattsmith1015@gmail.com	Edit
NYCIDW7D3MWP6	Smithjordon, Donna	jahme95@aol.com	Edit
NYCIDX6PGA28N	Smilie, Robert P	robertsmilie23@gmail.com	Edit
NYCIDYASJANW0	Smith, Shannon	shs9202@nyp.org	Edit
NYCIDZ17JSX20	Smith, Anthony E	soenderson@aol.com	Edit
PaulaSmith	Smith, Paula	bdouglas@montefiore.org.invalid	Edit
PhilipS	Smith, Philip	phs9022@nyp.org	Edit
PhSmith	Smith, Philip	phsmith@montefiore.org	Edit

10. Click the **Edit** button.

Search Results

Show 20 entries Filter:

NYCID	Full Name	Email Address	
NYCIDQCO08R49	Smith, Earl L	earl.smith@vnsny.org	Edit
NYCIDROG5NME7	Smith, Matthew A	mattsmith1015@gmail.com	Edit
NYCIDW7D3MWP6	Smithjordon, Donna	jahme95@aol.com	Edit
NYCIDX6PGA28N	Smilie, Robert P	robertsmilie23@gmail.com	Edit
NYCIDYASJANW0	Smith, Shannon	shs9202@nyp.org	Edit
NYCIDZ17JSX20	Smith, Anthony E	soenderson@aol.com	Edit
PaulaSmith	Smith, Paula	bdouglas@montefiore.org.invalid	Edit
PhilipS	Smith, Philip	phs9022@nyp.org	Edit

11. From the **User Profile** window, click the **Activate EVERS Account** button.

User Profile

User Profile ID:41153 Name: Matthew Smith Active Start Date: 01/01/1900 Active End Date:

Personal Information

NYCIDGUID: MSmith Lock as a Certifier EVERS Login Name: MSmith

Prefix: Select one

First Name*: Matthew Middle Name: Last Name*: Smith

Suffix: Select one

Login Email Address*: Msmith@college.edu Work Number:

Activate EVERS Account Regenerate Migration Key Save and Next Return

12. From the **Link EVERS Profile** screen, paste the **NYCID** in the **NYCIDGUID** field and click the **Activate** button.

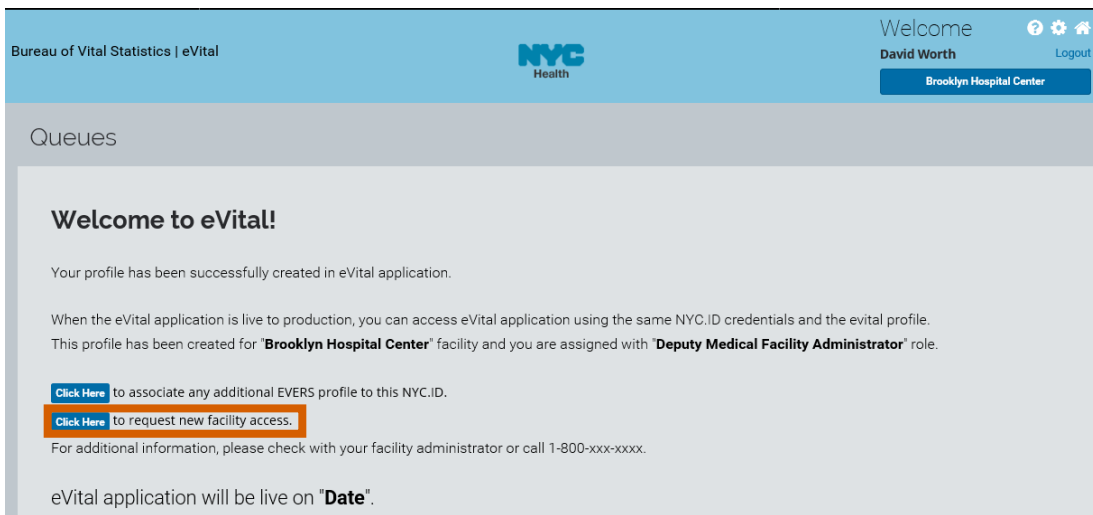
The screenshot shows a modal window titled "Link EVERS Profile". It has a dark blue header with a close button (X). Below the header, there are two input fields. The first is labeled "EVERS Login Name*" and contains the text "MSmith". The second is labeled "NYCIDGUID*" and contains the text "NYCIDJGLEMBXA". At the bottom right of the modal, there are two buttons: "Activate" and "Cancel".

13. The options to “Activate your EVERS Account” and “Regenerate your Migration Key” are no longer available.

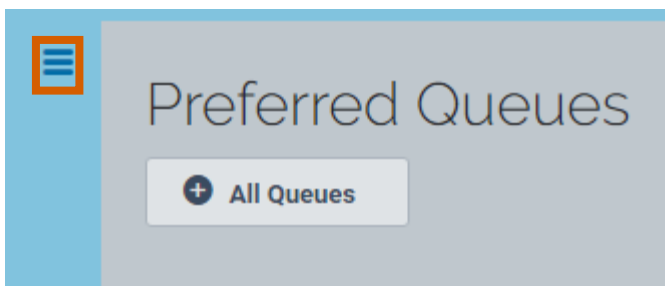
The screenshot shows a "User Profile" page for Matthew Smith. The page has a sidebar on the left with a "User Profile" header and a list of tabs: "Personal Information", "User Licenses", "Facility Information", and "Assign Roles". The main content area is titled "Personal Information" and contains several fields: "NYCIDGUID" (MSmith), "EVERS Login Name" (MSmith), "Prefix" (dropdown), "First Name*" (Matthew), "Middle Name" (empty), "Last Name*" (Smith), "Suffix" (dropdown), "Login Email Address*" (Msmith@college.edu), and "Work Number" (empty). There is also a checkbox labeled "Lock as a Certifier". At the bottom right, there are two buttons: "Save and Next" and "Return".

8. Existing Users Requesting Access to a New Facility

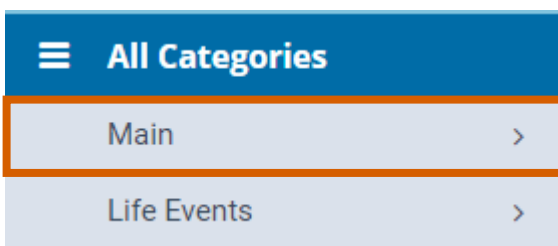
1. There are two ways that an existing user with an EVERS profile can request access to a new facility.
2. First option: Select the **Click Here** button to request New Facility Access from **the eVital Dashboard** home screen.



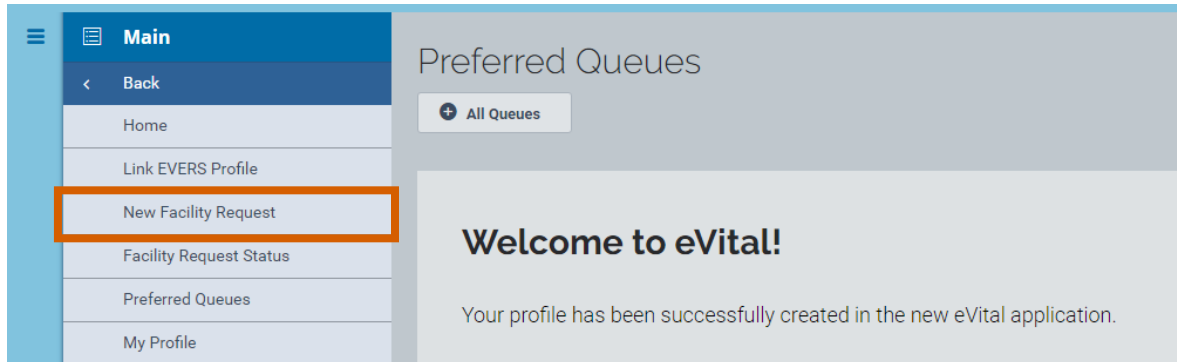
1. Second option: Click the **menu icon** from the **Dashboard** home screen.



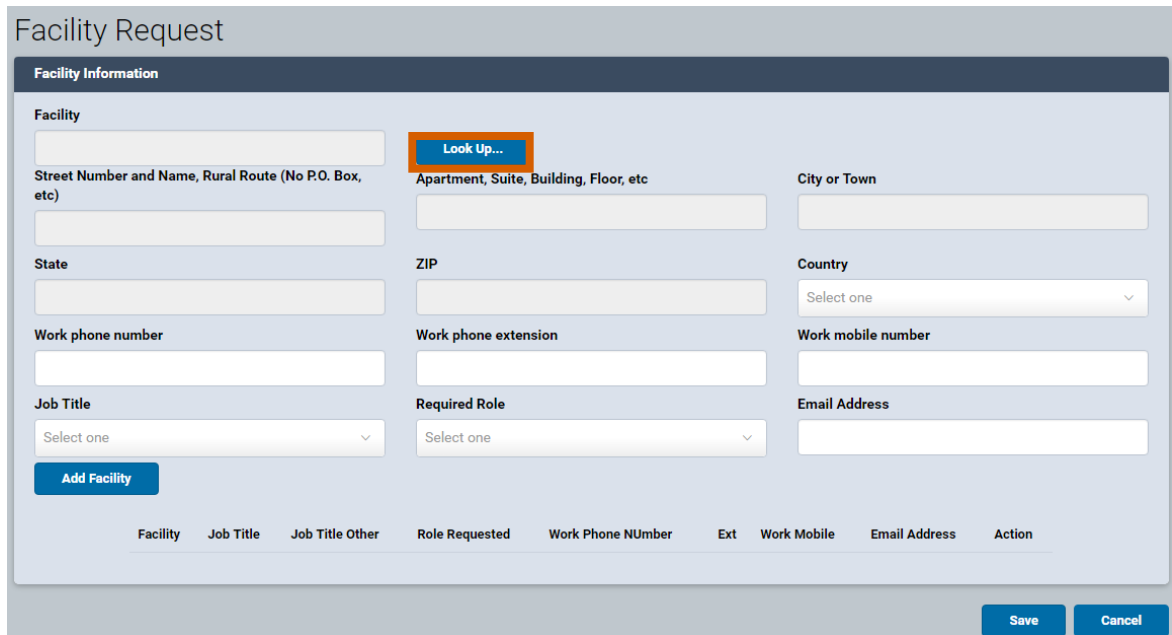
2. Select **Main**.




3. Select **New Facility Request**.



4. From the **Facility Request** screen, click the **Look Up...** button.



5. Enter the partial facility name followed by the percent sign (%) and click **Search**.
6. Click the **Select** hyperlink.



The percent sign (%) is used as a wildcard character, substituting for any additional character(s) in a word or phrase.

Facility Lookup
✕

Facility Name

Search

Show 20 entries
Filter:

Facility Name	Address	City	
Brooklyn Office of Vital Records	485 Throop RM. 1219	Brooklyn	Select
Brooklyn Hospital Center	121 Dekalb	Brooklyn	Select
Brooklyn Birthing Center	2183 Ocean	Brooklyn	Select
Brooklyn Funeral Home & Cremation Service	2380 Pacific	Brooklyn	Select
Brooklyn Center for Rehabilitation & Residential Healthcare	1455 Coney Island	Brooklyn	Select
Brooklyn Queens Nursing Home	2749 Linden	Brooklyn	Select
Brooklyn Woman's Pavilion OB GYN PLLC	44 Court Room 322	Brooklyn	Select
Brooklyn Gardens Nursing & Rehabilitation Center	835 Herkimer	Brooklyn	Select
Brooklyn United Methodist Church Home	1485 Dumont	Brooklyn	Select

7. The facility name and address will appear in the corresponding fields. Select the **Required Role** and click the **Add Facility** button. The facility name will appear at the bottom of the screen. Repeat steps 4-7 to add additional facilities.

- Click **Save** when all required facilities have been added.

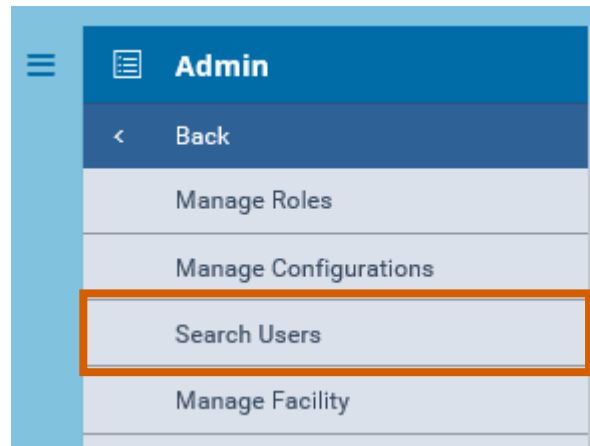
- The **User Profile Status** screen will display a listing of the pending facility request statuses.

Facility	Job Title	Role Requested	Status	Action
Brooklyn Hospital Center	Doctor of Medicine	Facility Administrator	Pending	Cancel Request

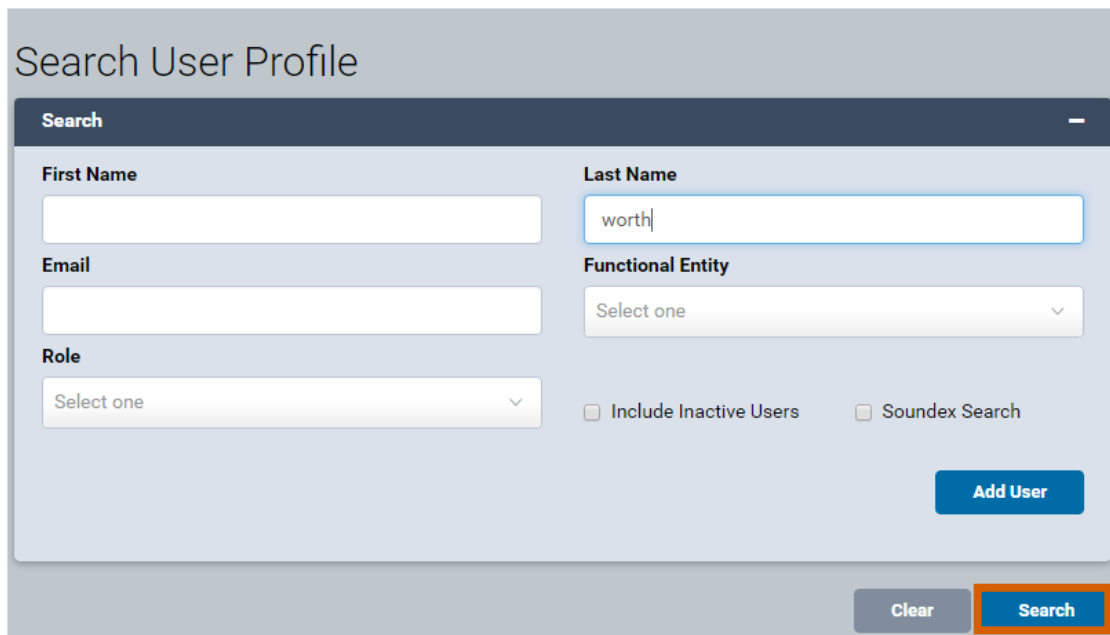
- The Facility status will remain “Pending” until the request is approved by the Facility Administrator or Deputy Facility Administrator.
- Facility Administrators or Deputy Facility Administrators continue to the “**Approving New User Facility Requests**” section.

9. Modifying User Profile Roles

1. From the Admin menu, select **Search Users**.



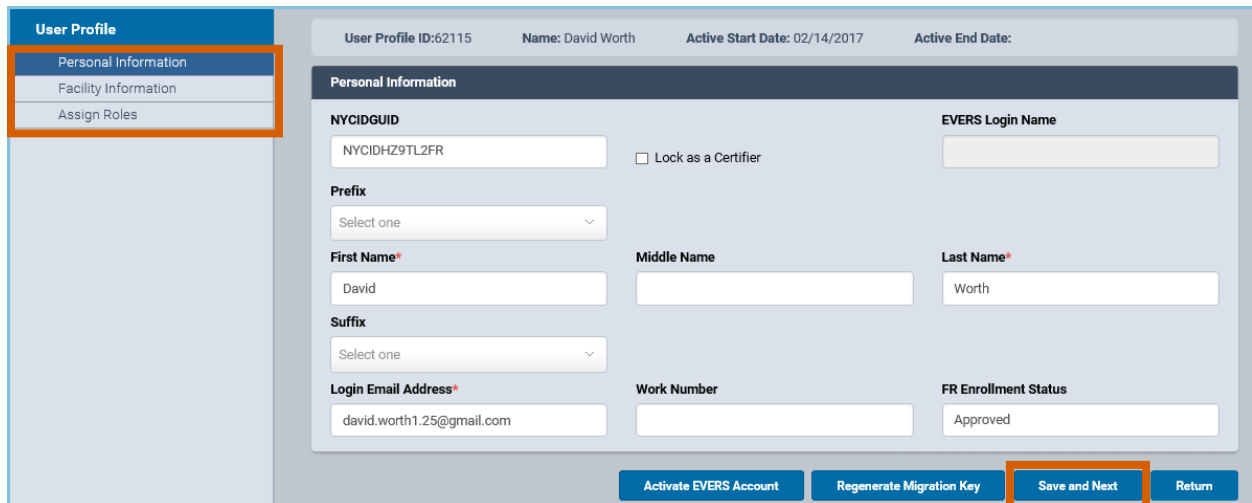
2. Enter search criteria into any of the four fields.
3. Click **Search**.

A screenshot of the 'Search User Profile' form. The form has a dark blue header with the text 'Search'. Below the header, there are four input fields: 'First Name', 'Last Name', 'Email', and 'Role'. The 'Last Name' field contains the text 'worth'. The 'Functional Entity' field is a dropdown menu with 'Select one' selected. There are two checkboxes: 'Include Inactive Users' and 'Soundex Search', both of which are unchecked. At the bottom right of the form, there is a blue 'Add User' button. Below the form, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red rectangular border.

- From the **Search Results** screen, click the **Edit** button located beside the user record you want to modify.



- Select any of the screens listed under the User Profile (**Personal Information**, **Facility Information** and **Assign Roles**) and make any necessary changes. Click **Save and Next** to save the changes.

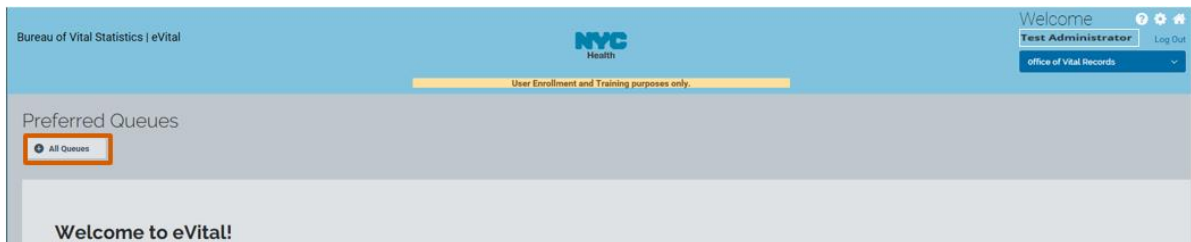


10. Approving Facility Requests From the Preferred Queues

User Facility requests can be approved by the Facility Administrator and Deputy Administrators. Requests are listed in three queues.

- The **All Queues** button will display all request types hyperlinks in your facility.
- The **User Facility** queue will contain new facility requests.
- The **User Profile** queue will contain new user profile or account requests.
- The **Certifier Enrollment Pending** queue will contain new Facial Enrollments.

1. Under **Preferred Queues**, click the **All Queues** button.



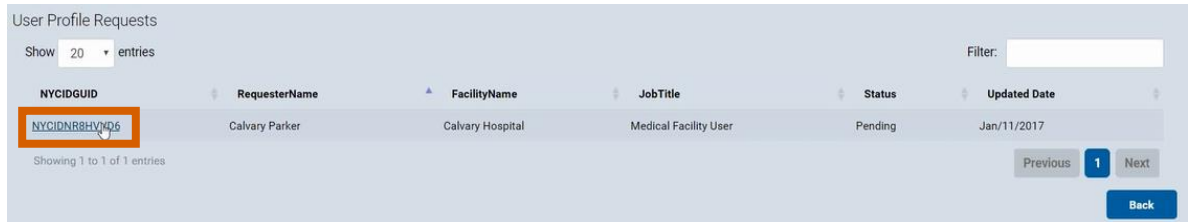
2. Click the **blue Authorization** banner or the plus sign (+) to expand the Authorization Queue List.



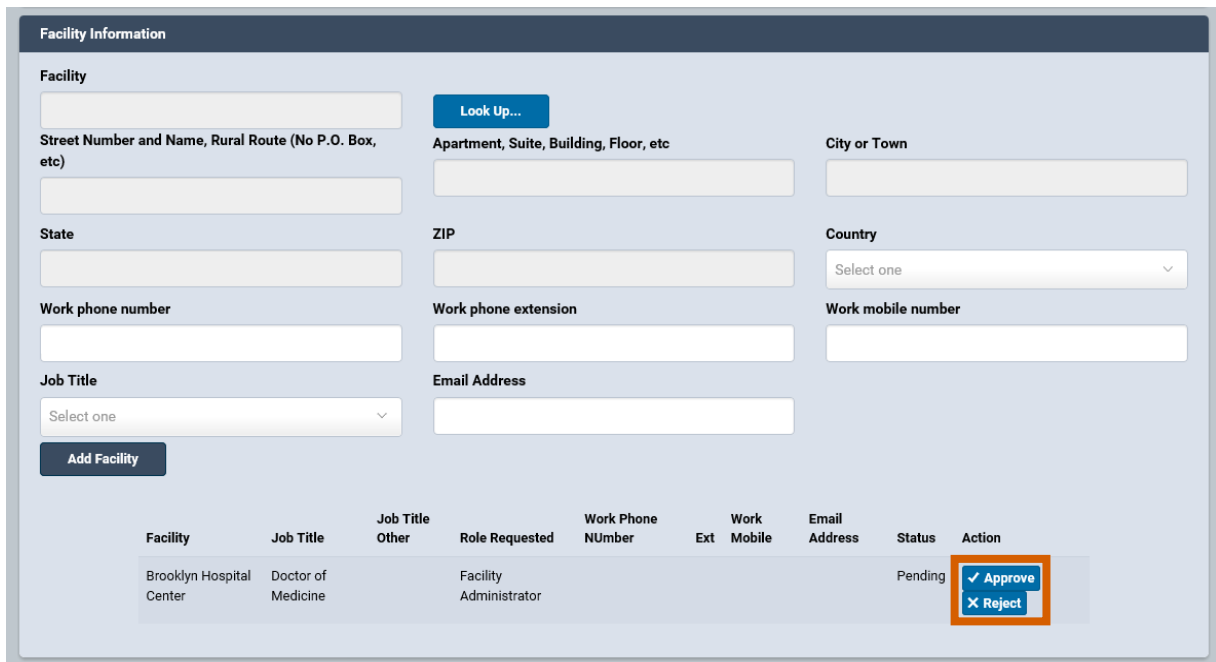
3. Select the request type hyperlink based on the type of request you are approving.



- Click the **NYCIDGUID** hyperlink beside the requestor name. You can also identify a request by the **Facility Name, Job Title** and **Date** information.



- For the **User Facility** or **User Profile** queues, scroll to the bottom of the screen and click the **Approve** button to approve the request or the **Reject** button to reject the request.



- Clicking the **Approve** button generates a Yes/No confirmation. Click **Yes** or **No** to proceed.

The screenshot shows a web interface for facility approval. A modal dialog box titled "Confirm User Facility Approval" is open, asking "Are you sure you wanted to approve this request?" with "No" and "Yes" buttons. The background form includes fields for Suffix, Login Email Address (david.worth12.5@gmail.com), and Facility Information. The facility information form has sections for Facility (with a "Look Up..." button), Street Number and Name, Apartment, Suite, Building, Floor, etc., City or Town, State, ZIP, Country, Work phone number, Work phone extension, Work mobile number, Job Title, and Email Address. An "Add Facility" button is at the bottom left. At the bottom right, there is a table with columns: Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Work Phone Ext, Work Mobile, Email Address, Status, and Action. The table contains one row: Brooklyn Hospital Center, Doctor of Medicine, Facility Administrator, Pending, and buttons for Approve and Reject.

- Clicking the **Reject** button requires a **Reject Reason** in order to proceed. Click **Save** to store any **Comment** information.

The screenshot shows a "User Facility Rejection" dialog box. It contains a "Reject Reason" dropdown menu (highlighted with an orange border) with "Select one" as the current selection. Below it is a "Comment" text area. At the bottom right, there are "Cancel" and "Save" buttons.

- Click **Next** to proceed to the **Personal Information, Facility Information** and **Assign Roles** screens.

Facility Information

Facility

Street Number and Name, Rural Route (No P.O. Box, etc)

Apartment, Suite, Building, Floor, etc

City or Town

State

ZIP

Country

Work phone number

Work phone extension

Work mobile number

Job Title

Email Address

Add Facility

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Status	Action
Brooklyn Hospital Center	Doctor of Medicine		Facility Administrator					Approved	

Next Cancel

- Modify **Personal Information, Facility Information** and **Assign Roles** screens as needed. Click **Save** to continue.

User Profile ID:62128 Name: Al Fresco Active Start Date: 02/22/2017 Active End Date:

Assign Role

Functional Entity* Brooklyn Hospital Center*

Facility name Brooklyn Hospital Center

Available Roles

Filter

- Deputy Medical Facility Administrator
- External-Death MF Certifier
- External-Death MF User
- Facility Data Entry, Birth
- Facility Data Entry, Birth Certifier
- Fetal Death Certifier
- Fetal Death Data Entry
- Internal: Amendment QI
- ITOP Certifier

Selected Roles

Filter

Additional Functional Operations

Module

Select one

Applicable Privilege Functional Operation View Create Update Delete All

Save Cancel