

eVital Administrators

Q. What is a facility administrator?

A. Each facility designates a facility administrator who enrolls users into eVital. The facility administrator also appoints one or more deputy administrators, if necessary. There may be only one facility administrator per facility.

Q. How do I become a facility administrator?

A. The eVital administrator must sign an agreement on behalf of their facility and complete the in-person Administrator Training Course and Facial Recognition Enrollment process at 125 Worth St. Please reach out to Constituent Services to obtain a facility administrator agreement form. Visit the eVital training calendar for the schedule of facility administrator enrollment classes:

<https://eVitalTrainingCalendar.as.me/>.

Q. What is a deputy administrator?

A. A deputy administrator assists the facility administrator on eVital tasks. They can create and approve eVital user profiles for birth and death certifiers and data entry users, but cannot create profiles for facility administrators or other deputy administrators.

Q. How do I become a deputy administrator?

A. Contact your facility administrator for specific requirements related to your facility. Only facility administrators can deputize an individual. There may be several deputy administrators per facility.

Q. What if a facility does not have a facility administrator by the time eVital goes live?

A. Under the New York City Health Code, facilities that have been reporting electronically must continue to do so. Facility administrators enroll in eVital to keep their organization up to code. Facilities that do not have a facility administrator enrolled by the time eVital goes live will not be able to register vital events and must call the Constituent Services Unit to enroll a facility administrator in person.