



# eVital Guide:

## Electronic Death Amendments Module, Personal Amendments for Funeral Home Users

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

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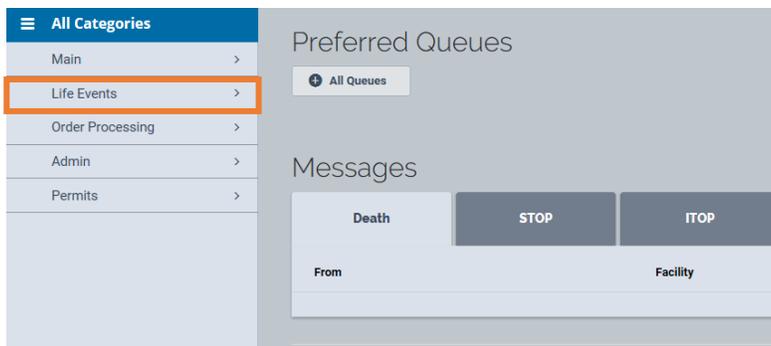
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## 1. Locating a Death Case

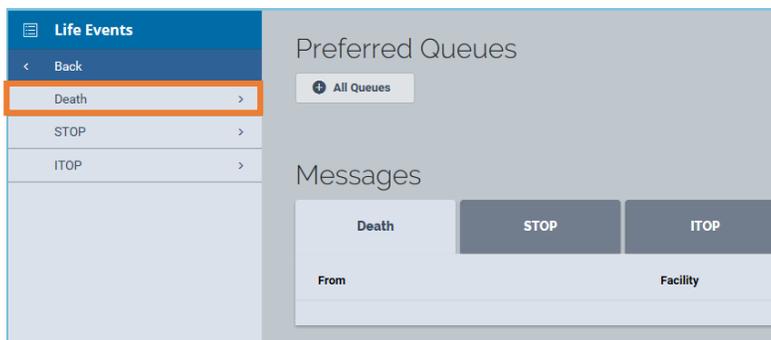
1. From the **eVital Dashboard**, click the **menu icon** located to the left of the Preferred Queues.



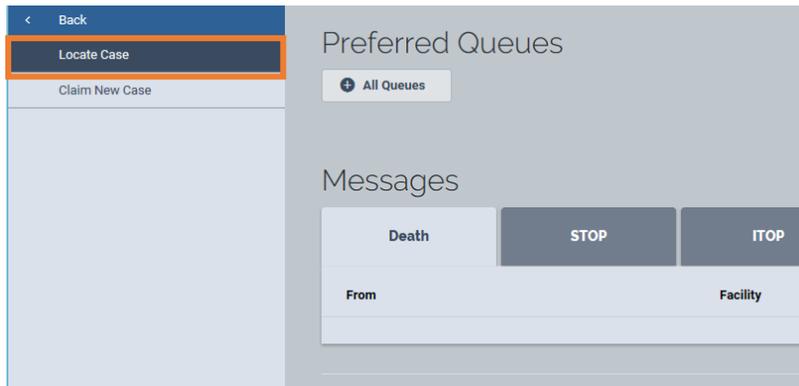
2. In the **All Categories** menu, select **Life Events**.



3. In the **Life Events** menu, select **Death**.



4. Select **Locate Case**.



5. Enter search criteria into at least one field. Click **Search**.

6. A list of matching death cases will appear. You can click the **Case ID** to open the case or click the **Preview** button to preview the details of the case.

| Case ID  | Decedent's Name | Date of Death | Gender | Place of Death | Date of Birth | Registration Status |
|----------|-----------------|---------------|--------|----------------|---------------|---------------------|
| 18296761 | Doe, John       | Mar/13/2018   | Male   | Manhattan      | Jul/01/1900   | Registered          |

Total Number of Records: 1

## 2. Creating a New Amendment

1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu.
2. The **Amendment History** form will appear. Click **Create Amendment**.

The screenshot shows the 'Death Registration' interface. On the left, a sidebar menu has 'Amendment History' highlighted. The main area shows case details for Case ID: 18296761, Name: John Doe, and Event Date: Mar-13-2018. Below this is a 'Case Status' bar with options: Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registered, and Disposition Permit Ready to Print. The 'Amendment History' table is currently empty, and a 'Create Amendment' button is visible in the bottom right corner of the table area.

1. Select the **Amendment Type** from the drop-down list. For all death cases the options are **Personal**, **Funeral Home Change from Interim Disposition**, and **Private to City Burial**. In this example, **Personal** has been selected.
2. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

The 'Create Amendment' form is shown. The 'Amendment Type' dropdown menu is open, displaying three options: 'Personal', 'Funeral Home Change from Interim Disposition', and 'Private to City Burial'. The 'Amendment Date' field is prepopulated with 'Mar-13-2018'. A 'Save Amendment' button is highlighted in the bottom right corner of the form.

3. Saving a **Personal** amendment type allows eVital users to change information in the **Personal Information** section of the case. All editable fields will appear in white and all non-editable fields will appear in gray. Click the **Decedent** tab.

The screenshot shows the 'Disposition' tab selected in the 'Disposition Information' section. The form contains the following fields:

- Method of Disposition:** Burial (Not Potter's Field)
- Date of Disposition Known:** Known
- Date of Disposition:** Mar-03-2018
- Place of Disposition:** All Faiths Cemetery
- City or Town:** Middle Village
- State:** New York
- Country:** United States
- Funeral Director License Number:** 123456789012

4. Click in the field marked **Year** to type in the correct year. In this example, the **Date of Birth Year** will be changed from **July 1, 1900**, to **July 1, 1920**.

The close-up shows the 'Date of Birth' section with the following fields:

- Month:** 07 - Jul
- Day:** 01
- Year:** 1920 (highlighted with an orange box)
- Age at Last Birthday (Years):** 117
- Is SSN Available?:** Unknown

5. After amending the desired information, click **Save**.

Date of Birth

Month: 07 - Jul x v Day: 01 x v Year: 1920

Age at Last Birthday (Years): 117

Is SSN Available? Unknown x v

Decedent Birth Place

Country: United States x v

City or Town: New York State: New York

Ever in US Armed Forces? No x v

No validation error found on this page [Show All](#)

[Return to Results](#) **Save**

6. Select the **Amendment Summary** tab to view the **Amendment Information Report**. This report displays the amended information including which **Field** was amended, the **Old Value** in that field and the **New Value** in that field.

Case ID: 18296761 Name: John Doe Event Date: Mar-13-2018

Case Status: Medical Valid Personal Valid Fact Of Death Valid Certified Pronounced Signed Registered Disposition Permit Ready to Print

Amendment Status: New Amendment

**Amendment Summary**

Amendment Type: Personal Amendment Create Date: Mar-13-2018

Order Number: EVT20180315280 Amendment Number: 18296761\_01

| Amendment Information Report |           |           |
|------------------------------|-----------|-----------|
| Delta Report                 | Old Value | New Value |
| Field                        |           |           |
| Decedent                     |           |           |
| Date of Birth                |           |           |
| Year                         | 1900      | 1920      |

Undo

- Click the **Undo** button to undo any changes. The old value will be restored to the field that was changed. Click **Save**.

Amendment Information Report

| Field           | Old Value | New Value |
|-----------------|-----------|-----------|
| <b>Decedent</b> |           |           |
| Date of Birth   |           |           |
| Year            | 1900      | 1920      |

Undo

Action: Select one Reason: Select one Add

Action Comments

Save Unclaim Amendment

**Note:** The **Amendment Information Report** can hidden or displayed by clicking the minus (-) or plus (+) symbols located on the right-hand side of the **Amendment Summary**.

### 3. Cancelling an Amendment

- To cancel an amendment, select the **Amendment History** tab under the **Other Links** menu. Then click the **Amendment ID** of the amendment you wish to **Cancel**. This will open the **Amendment Summary** page.

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes

Other Links

- Order Certified Copies
- Relinquish Case
- Documentary Evidence
- Case Messages
- Event Issuance History
- Cremation Clearance
- Disinterment Application
- Print Forms
- Amendment History**
- Refer to OCME

Case Status: Medical Valid Personal Valid Fact Of Death Valid Certified Pronounced Signed Registered Disposition Permit Ready to Print

| Amendment ID | Processing History | Amendment Type | Date Received | Date Completed /Rejected | Amendment Status | Order #        |
|--------------|--------------------|----------------|---------------|--------------------------|------------------|----------------|
| 18749635     | History            | Personal       | Mar/13/2018   |                          | New Amendment    | EVT20180315280 |

Create Amendment

Return Home

2. From the **Action** drop-down menu, select **Amendment Cancelled**.

The screenshot displays the 'Amendment Summary' interface. At the top, there are fields for 'Amendment Type' (set to 'Personal'), 'Amendment Create Date' (Mar-13-2018), 'Order Number' (EVT20180315280), and 'Amendment Number' (18296761\_01). Below this is a 'Delta Report' section with a table showing 'Decedent' and 'Date of Birth' (Year 1900 to 1920) with an 'Undo' button. The 'Action' dropdown menu is highlighted with an orange box, showing 'Amendment Cancelled' as the selected option. To the right of the 'Action' dropdown is a 'Reason' dropdown menu with an 'Add' button. At the bottom right, there are 'Save' and 'Unclaim Amendment' buttons.

- From the **Reason** drop-down menu, select **Other, Specify**.

The screenshot shows the 'Amendment Summary' form. At the top, there are fields for 'Amendment Type' (Personal), 'Amendment Create Date' (Mar-13-2018), 'Order Number' (EVT20180315280), and 'Amendment Number' (18296761\_01). Below this is the 'Amendment Information Report' section, which includes a 'Delta Report' table with columns for 'Field', 'Old Value', and 'New Value'. The 'Decedent' and 'Date of Birth' sections are also visible. In the 'Action' section, 'Amendment Cancelled' is selected. The 'Reason' dropdown menu is open, showing 'Select one' and 'Other, Specify' as the selected option. An 'Add' button is next to the Reason dropdown. At the bottom, there are 'Save' and 'Unclaim Amendment' buttons.

- In the **Action Comments** section, enter any comments related to the cancellation. Click **Save**.

This screenshot shows the same 'Amendment Summary' form as above, but with the 'Action Comments' section highlighted. The text 'Amendment is no longer needed' has been entered into the text area. The 'Reason' dropdown menu is now closed and shows 'Other, Specify' as the selected reason. The 'Save' button at the bottom is also highlighted.

- After clicking **Save**, you will be taken back to the **Amendment History** page. The **Amendment Status** will now display **Amendment Cancelled**.

| Amendment History |                         |                |               |                          |                     |                |
|-------------------|-------------------------|----------------|---------------|--------------------------|---------------------|----------------|
| Amendment ID      | Processing History      | Amendment Type | Date Received | Date Completed /Rejected | Amendment Status    | Order #        |
| 18740635          | <a href="#">History</a> | Personal       | Mar/13/2018   | Apr/06/2018              | Amendment Cancelled | EVT20180315280 |

[Create Amendment](#)

## 4. Unclaim/Edit an Amendment

- In eVital, two users cannot work on the same amendment at the same time. **Unclaiming** an amendment allows other users to work on an amendment that has not been completed. To see which user is currently working on an amendment, navigate to the **Amendments Queue** and click the plus sign (+) to expand the queue. Next, click the **Death-STOP-ITOP Amendments Pending Affirmation** link. In the **Processed By** column you will see which user currently owns the amendment. If there is no user name in the **Processed By** column for an amendment, the amendment is currently unclaimed.

| Queue List    |   |
|---------------|---|
| Amendments    | + |
| Authorization | + |
| Birth         | + |
| Death         | + |
| ITOP          | + |
| Order         | + |
| STOP          | + |

Queue List

| Amendments                                     |    |                       |
|--|----|-----------------------|
| AMD FR FailedQueue                             | 14 | 139 days 22 hours old |
| Amendment Birth Pending Approval               | 0  |                       |
| Amendment Death Pending Approval               | 1  | 47 days 22 hours old  |
| Amendment ITOP Pending Approval                | 0  |                       |
| Amendment STOP Pending Approval                | 1  | 4 days 19 hours old   |
| Birth Amendments Pending Affirmation           | 0  |                       |
| Birth Rejection                                | 0  |                       |
| Death Amendment Rejections                     | 0  |                       |
| Death Suspended                                | 0  |                       |
| Death-STOP-ITOP Amendments Pending Affirmation | 1  | 1 day 23 hours old    |
| New Amendments                                 | 0  |                       |

Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries

Search:

| CaseID   | AMD Type                              | RegistrantName            | Event Type  | AmendmentNumber | Processed By  | Created date | Received date | Comments |
|----------|---------------------------------------|---------------------------|-------------|-----------------|---------------|--------------|---------------|----------|
| 18286581 | Personal                              | John Amendment Doe        | Death       | 18286581_01     |               | Jan/12/2018  | Jan/12/2018   |          |
| 18286614 | Personal                              | John Amendjanineighth Doe | Death       | 18286614_02     | Justin Case   | Jan/19/2018  | Jan/19/2018   |          |
| 18296661 | Personal                              | **** *                    | Fetal Death | 18296661_05     |               | Feb/26/2018  | Feb/27/2018   |          |
| 18296661 | STOP- Change from Interim Disposition | **** *                    | Fetal Death | 18296661_06     | Daniel Garson | Feb/26/2018  | Feb/27/2018   |          |
| 18296724 | Funeral Home Disposition              |                           | ITOP        | 18296724_03     | Terri Clothe  | Feb/28/2018  | Feb/28/2018   |          |

Showing 1 to 5 of 5 entries

Previous 1 Next

Back

- To unclaim an amendment, select the **Amendment History** tab and click on the **Amendment ID** of the amendment you'd like to unclaim. This will load the **Amendment Summary**.

Personal Information

Decedent  
Resident Address  
Family Members  
Informant  
Disposition  
Decedent Attributes

Other Links

Order Certified Copies  
Relinquish Case  
Documentary Evidence  
Case Messages  
Event Issuance History  
Cremation Clearance  
Disinterment Application  
Print Forms  
**Amendment History**  
Refer to OCME

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | Disposition Permit Ready to Print

Amendment History

| Amendment ID | Processing History | Amendment Type | Date Received | Date Completed /Rejected | Amendment Status | Order #        |
|--------------|--------------------|----------------|---------------|--------------------------|------------------|----------------|
| 18740635     | History            | Personal       | Mar/13/2018   |                          | New Amendment    | EV720180315280 |

Create Amendment

Return Home

- Click **Unclaim Amendment** on the bottom right-hand corner of the screen. The screen will return to the **Amendment History** page.

- Another user can now edit the Amendment. To edit the amendment, select the **Amendment History** tab and click on the **Amendment ID** of the amendment you'd like to edit.

| Amendment ID | Processing History | Amendment Type | Date Received | Date Completed /Rejected | Amendment Status | Order #        |
|--------------|--------------------|----------------|---------------|--------------------------|------------------|----------------|
| 18740635     | History            | Personal       | Mar/13/2018   |                          | New Amendment    | EVT20180315280 |

- On the bottom right-hand corner of the screen, click the **Edit Amendment** button. The amendment can now be edited.

## 5. Documentary Evidence

1. To add documentary evidence related to the amendment, click on the **Documentary Evidence** tab in the **Amendment** panel. The **Documentary Evidence** form will appear. Click the **Add Documentary Evidence** button.

2. Choose the **Document Type** from the drop-down list.

Document

Case ID: 18296761      Name: John Doe  
Event Date: Mar-13-2018

Case Status:

**Document Type\***

Select one

- DD-214 - Honorary Discharge Papers
- Other Documents
- No Document Enclosed
- Driver's License
- Valid Photo ID
- Proof of Address
- Identification Document(s)
- Passport
- Signed Order Receipt

- It's recommended to use the Scan New option instead of browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

3. Choose the **Document Draft** from the drop-down-list.

Document

Case ID: 18296761      Name: John Doe  
Event Date: Mar-13-2018

Case Status:

Document Type\*  
Valid Photo ID

Document Draft  
Select one  
Original  
Copy

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

4. Click **Scan New Image** or **Browse and Upload** to upload the document from your computer. Only files in .JPG, .GIF, .TIF, and .PNG are supported. PDF documents cannot be uploaded.

**Note:** You can also choose **Scan New Image** if you have an eVital compatible scanner.

Document

Case ID: 18296761      Name: John Doe  
Event Date: Mar-13-2018

Case Status:

Document Type\*  
Identification Document(s)

Document Draft  
Original

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

5. After the document has been uploaded, click **Save**.

**Document**

Case ID: 18296761      Name: John Doe  
Event Date: Mar-13-2018

**Case Status:** Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed  
Registered | Disposition Permit Ready to Print

**Document Type\***  
Valid Photo ID

**Document Draft**  
Original

[Scan New Image](#)   [Browse and Upload](#)   [Save](#)

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

CUSTOMER NAME  
**ID W1234 56789**

CUSTOMER NAME  
**NAME**  
01 JOHN Q SAMPLE 9

HEALTH PLAN (80840) 9140860054      PCP \$ 25.00  
GRP: 123456-010-00001                      SPC \$ 35.00  
PCP: ABC FAMILY PRACTICE

6. You will now see the **Signed Correction Form** listed under the **Document Type** as well as who it was entered by and the **Upload Date**. You can also **View, Edit** or **Delete** the document from this screen. Once a document is uploaded, a **green** dot with a check mark will appear next to the **Documentary Evidence** tab. Additional documentary evidence can be uploaded as needed.

**Amendment**

Amendment Summary

**Documentary Evidence**

Amendment Place Order

Order Payment Confirmation

View/Modify Work copy

Return to History

Cremation Clearance

**Death Registration**

Personal Information

Decedent

Resident Address

Case ID: 18296761      Name: John Doe      Event Date: Mar-13-2018

**Case Status:** Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | Disposition Permit Ready to Print

**Amendment Status:** New Amendment

**Documentary Evidence**

Current Documents

| Document Type              | Uploaded By | Upload Date         | Draft Type |  |
|----------------------------|-------------|---------------------|------------|--|
| Identification Document(s) | Terr Clotho | 4/4/2018 4:34:34 PM | Original   | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

[Add Documentary Evidence](#)

## 6. Amendment Place Order

1. Click on the **Amendment Place Order** tab in the **Amendment** panel. From this tab, you can place an order for any additional services you may need for this case. Choose a service from the **Add/Edit Service** drop-down list.

**Note:** The system will automatically use the funeral home's shipping address for any orders. If you would like an order shipped to a different address, click inside the box to remove the check mark and additional fields will appear for you to enter a new shipping address.

The screenshot shows the 'Place Order' form. At the top, there are fields for 'Amendment Type' (Personal), 'Amendment Number' (18296761\_01), 'Order Number' (EVT20180315280), and 'Amendment Date' (Mar-13-2018). Below these is a checkbox for 'Is Shipping Information the same as Applicant Information?' which is checked. The 'Add/Edit Service' section features a 'Services\*' dropdown menu with a search icon. The dropdown is open, showing a list of services: 'Cause Of Death', 'Communicable Disease Letter', 'Death Certified Copy', 'Death Certified Copy for NYC Line of Duty', and 'Death Exemplification Letter'. To the right of the dropdown is a 'Quantity\*' field with the value '1' and an 'Add' button. Below this is a table with columns for 'Service Name', 'Quantity', and 'Edit'. The table currently contains one row: 'Death Record Amendment - Personal' with a quantity of '1'.

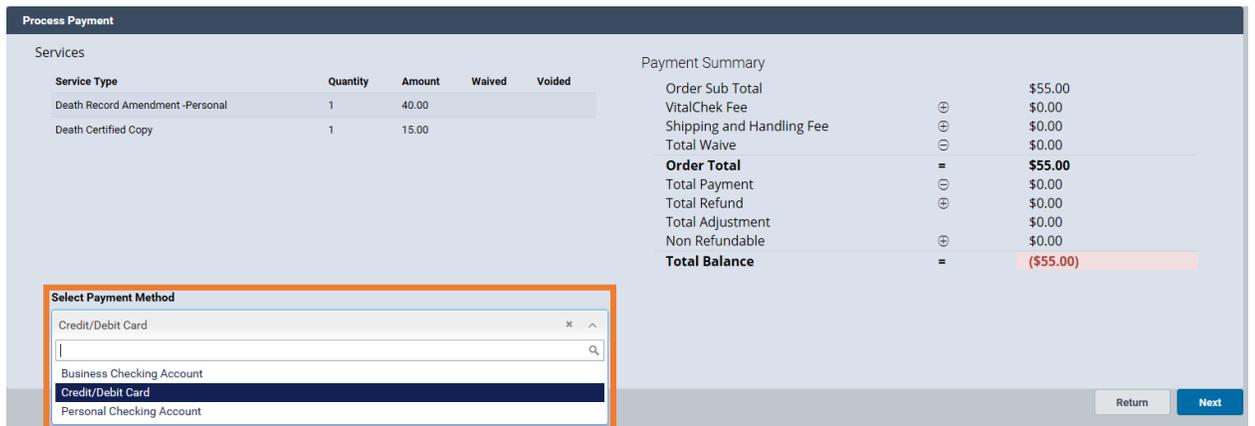
2. After selecting the service, enter the **Quantity**. Then, click **Add**.

This screenshot shows the 'Add/Edit Service' section of the form. The 'Services\*' dropdown menu now displays 'Death Certified Copy'. The 'Quantity\*' field contains the number '1', and the 'Add' button is highlighted with an orange border. Below the dropdown and quantity field is a table with columns for 'Service Name', 'Quantity', and 'Edit'. The table contains one row: 'Death Record Amendment - Personal' with a quantity of '1'.

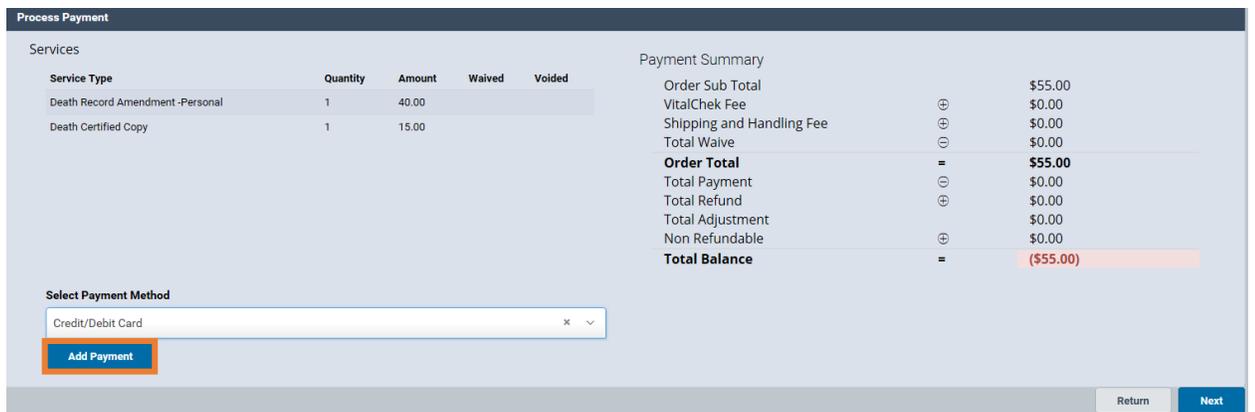
- Review the services you are requesting and click **Next**. You can also **Edit** or **Delete** services from this screen.



- Select the payment method from the **Select Payment Method** drop-down list.



- Click **Add Payment**.



6. Complete the fields on the **Shipping Address** screen. Click **Continue**.

|  |                             |
|--|-----------------------------|
| <b>Agency Amount</b> \$55.00                                   |                             |
| <b>Security Fee</b> \$5.55                                     |                             |
| <b>Shipping Address</b>  |                             |
| <b>Address Type</b>  |                             |
| <input checked="" type="radio"/> Domestic (US and Puerto Rico) |                             |
| <input type="radio"/> Military (APO/FPO)                       |                             |
| <input type="radio"/> International (including Canada, Mexico) |                             |
| <b>First Name*</b>   | Testing Funeral Home, Inc   |
| <b>Last Name*</b>  | FH                          |
| <b>Zip Code*</b>   | 10013                       |
| <b>Address*</b>  | 125 Worth St                |
| <b>Address Continued</b>                                       | Lbby 1                      |
| <b>City*</b>   | New York                    |
| <b>State*</b>  | NY <input type="checkbox"/> |
| <b>E-mail*</b>   | FHDirector@gmail.com        |
| <b>Phone Number*</b>   | (646) 632-0000              |
| <b>Fax</b>   | (646) 632-0001              |
| <input type="button" value="Cancel Order"/>                    |                             |
| <input type="button" value="Continue"/>                        |                             |

7. Select the desired **Shipping Options**. Click **Continue**.

|   |                      |
|---|----------------------|
| <b>Agency Amount</b> \$55.00                          |                      |
| <b>Security Fee</b> \$5.55                            |                      |
| <b>Shipping Address</b>                               |                      |
| <b>First Name</b>                                     | Testing Funeral Home |
| <b>Last Name</b>                                      | FH                   |
| <b>Zip Code</b>                                       | 10013                |
| <b>Address</b>  | 125 Worth St         |
| <b>Address Continued</b>                              | Lbby 1               |
| <b>City</b>   | New York             |
| <b>State</b>  | NY                   |
| <b>Country</b>  | US                   |
| <b>E-mail</b>   | FHDirector@gmail.com |
| <b>Phone Number</b>                                   | (646) 6320000        |
| <b>Fax</b>  | (646) 632-0001       |
| <input type="button" value="Previous Page"/>          |                      |
| <b>Shipping Options</b>                               |                      |
| <input checked="" type="radio"/> 0.00 ..... Will Call |                      |
| <input type="radio"/> 12.50 ..... UPS 2nd Day Air     |                      |
| <input type="radio"/> 15.00 ..... UPS Air Next Day    |                      |
| <input type="button" value="Continue"/>               |                      |

8. Enter the **Billing Address**, **Payment Information** and the **Captcha** code for security. Click **Continue**.

|                        |                |
|------------------------|----------------|
| <b>Agency Amount</b>   | <b>\$55.00</b> |
| <b>Shipping Amount</b> | <b>\$ .00</b>  |
| <b>Security Fee</b>    | <b>\$5.55</b>  |
| <b>Total Amount</b>    | <b>\$60.55</b> |

|  |                           |  |   |
|--|---------------------------|--|---|
| <b>Billing Address</b>   |                           | <b>Payment Information</b>   |   |
| Address Type<br><input checked="" type="radio"/> Domestic (US and Puerto Rico)<br><input type="radio"/> Military (APO/FPO)<br><input type="radio"/> International (including Canada, Mexico) |                           | Payment Type<br><input checked="" type="radio"/> Credit Card <input type="radio"/> Personal Check <input type="radio"/> Business Check |   |
| Billing First Name   | Testing Funeral Home, Inc | Card Number*   | 5439750001500248  |
| Billing Last Name  | FH                        | Expiration Month*  | Jun   |
| Billing Zip Code*  | 10013                     | Expiration Year*   | 2023  |
| Billing Address Line1*   | 125 Worth St              | Security Code*   | 4445  |
| Billing Address Line2  | Lbby 1                    | We've provided this sample credit card to assist you in finding the security code.   |   |
| Billing City*  | New York                  |   |   |
| Billing State*   | NY                        | Captcha*   |  |
| E-mail*  | FHDirector@gmail.com      | Enter Captcha*   | 36km  |
| Confirm E-mail*  | FHDirector@gmail.com      | <input type="button" value="Cancel Order"/> <input type="button" value="Continue"/>  |   |
| Phone Number*  | (646) 632-0000            |  |   |

9. In the **Payment Authorization** window, check the box in the **Acknowledgment** section. Then, click **Pay Now**.

|                        |                |
|------------------------|----------------|
| <b>Agency Amount</b>   | <b>\$55.00</b> |
| <b>Shipping Amount</b> | <b>\$ .00</b>  |
| <b>Security Fee</b>    | <b>\$5.55</b>  |
| <b>Total Amount</b>    | <b>\$60.55</b> |

|                        |                          |  |                        |
|------------------------|--------------------------|--|------------------------|
| <b>Billing Address</b> |                          | <b>Payment Information</b>   |                        |
| Billing First Name     | Testing Funeral Home     | <b>Credit Card</b>   |                        |
| Billing Last Name      | FH                       | Card Number  | *****0248 (MASTERCARD) |
| Billing Zip Code       | 10013                    | Expiration Date  | 06 / 2023              |
| Billing Address Line1  | 125 Worth St             | <b>Payment Authorization</b>   |                        |
| Billing Address Line2  | Lbby 1                   | Total Amount   | \$60.55                |
| Billing City           | New York                 | Acknowledgment<br><input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the Security Fee. |                        |
| Billing State          | NY                       | <input type="button" value="Previous Page"/> <input type="button" value="Pay Now"/>  |                        |
| Billing Country        | United States of America |  |                        |
| E-mail                 | FHDirector@gmail.com     |  |                        |
| Phone Number           | (646) 6320000            |  |                        |

## 7. Order Payment Confirmation

1. After the payment has been processed, the **Order Payment Confirmation** page appears. The **Payment Details** are displayed at the bottom of the screen.

## 8. View/Modify Work Copy

1. Click the **View/Modify Work Copy** tab to view a copy of the **Death Certificate**.

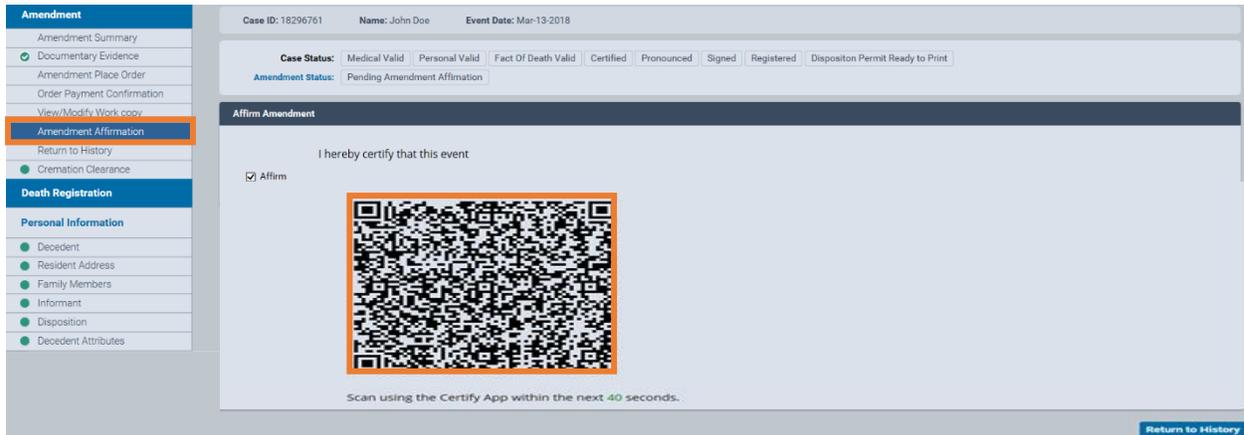
**Note:** This screen is for viewing purposes only. No changes can be made to the certificate.

## 9. Amendment Affirmation

1. An amendment must be affirmed before it can be reviewed for approval. Click the **Amendment Affirmation** tab. After reading the statement, check the box next to the word **Affirm**.

The screenshot displays the eVital system interface for the 'Amendment Affirmation' step. On the left is a sidebar with a menu including 'Amendment Affirmation' (highlighted in orange), 'Return to History', 'Cremation Clearance', 'Death Registration', and 'Personal Information'. The main content area shows 'Case ID: 18296761', 'Name: John Doe', and 'Event Date: Mar-13-2018'. Below this is a 'Case Status' bar with tabs for 'Medical Valid', 'Personal Valid', 'Fact Of Death Valid', 'Certified', 'Pronounced', 'Signed', 'Registered', and 'Disposition Permit Ready to Print'. The 'Amendment Status' is 'Pending Amendment Affirmation'. The 'Affirm Amendment' section contains the text 'I hereby certify that this event' and a checkbox labeled 'Affirm' (highlighted in orange). At the bottom right are 'Affirm Now' and 'Return to History' buttons.

2. A Quick Response (QR) code will appear. You will have 60 seconds to scan the code using the **Certify App** on your mobile device.  
 Note: For more information on the certification process, please see **Section 9 – Certify and Sign** in the “**Electronic Death Registration Module for Funeral Home Users**” guide.



3. After the amendment has been successfully affirmed, the **Amendment Status** will update to **Pending QI Amendment Approval** in the **Amendment History** page.

| Amendment History |                    |                |               |                          |                            |                |
|-------------------|--------------------|----------------|---------------|--------------------------|----------------------------|----------------|
| Amendment ID      | Processing History | Amendment Type | Date Received | Date Completed /Rejected | Amendment Status           | Order #        |
| 18740635          | History            | Personal       | Mar/13/2018   |                          | Pending Amendment Approval | EVT20180315280 |