



# eVital Guide:

## Electronic Death Registration Module for Funeral Home Users

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

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# 1. Purpose

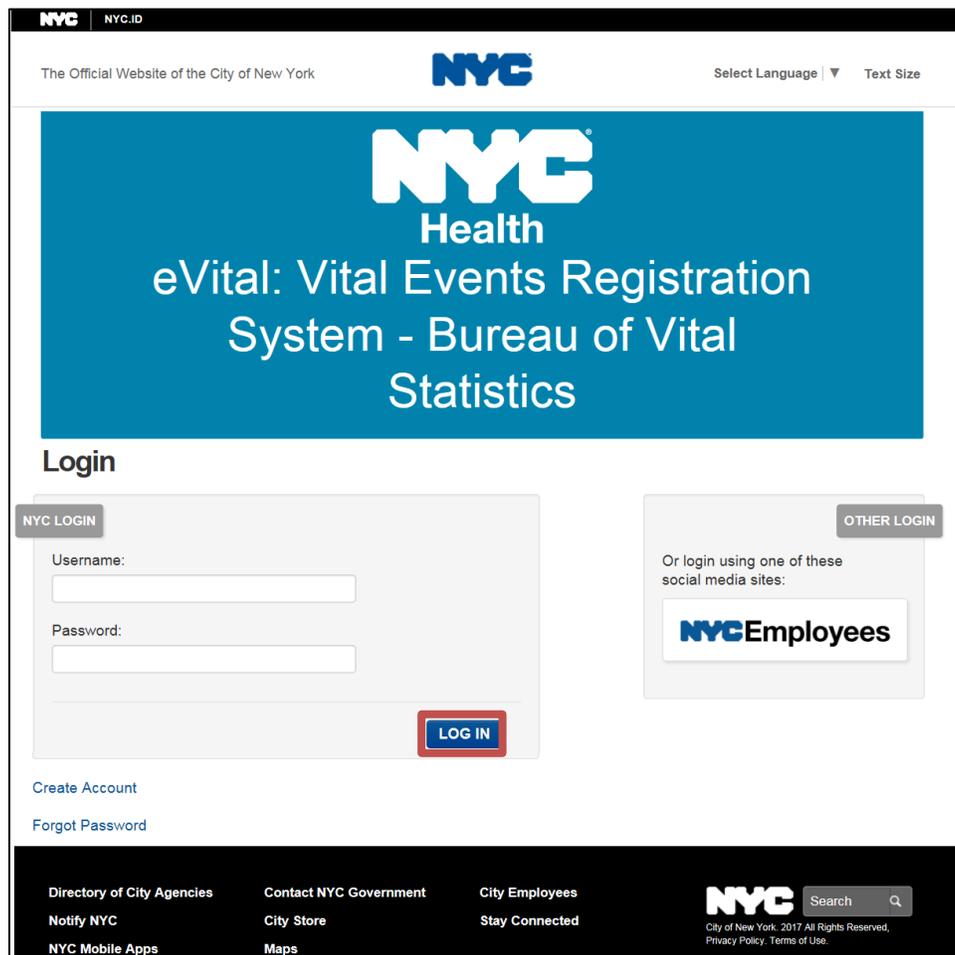
The eVital system allows users to electronically submit birth and death registrations with the New York City Health Department’s Bureau of Vital Statistics (BVS).

# 2. Scope

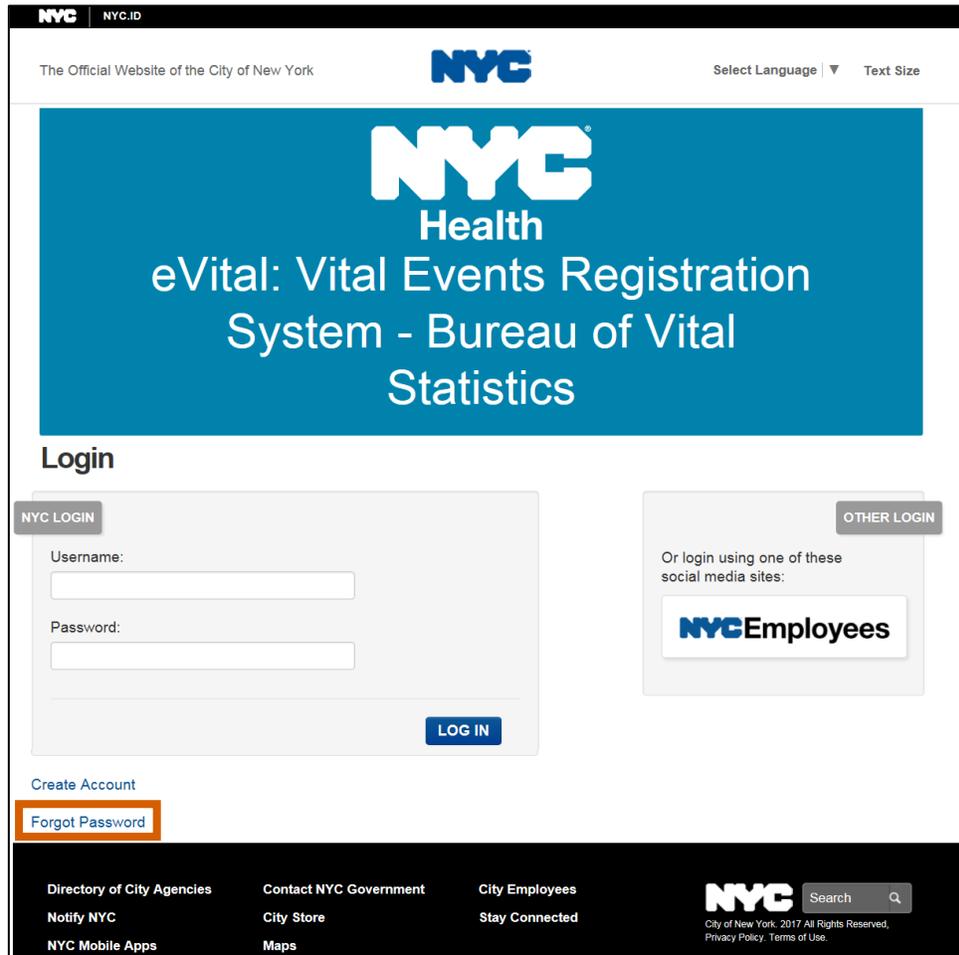
This guide outlines the steps taken by funeral directors to register deaths in eVital. You will also learn how to log in to and navigate the eVital application.

# 3. Logging in to and Navigating eVital

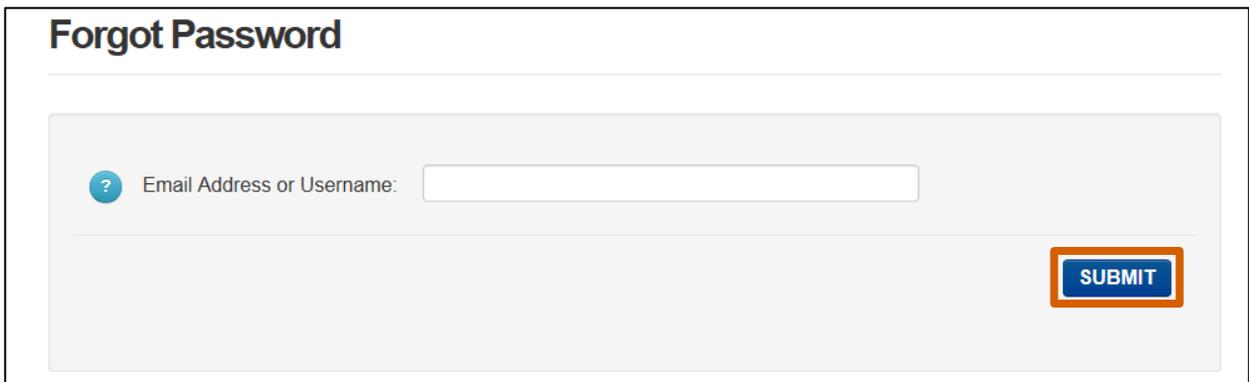
- a. To access eVital, open an Internet Explorer browser and type the following URL in the address bar: [https://a816-evitaltrn.nyc.gov/eVital\\_Web](https://a816-evitaltrn.nyc.gov/eVital_Web)
- b. Type your NYCID email address and password and click **LOG IN**.



- c. If you forgot your password, click the **Forgot Password** link located in the bottom left-hand corner.



- d. Type the email address you used to sign up with eVital. Click **Submit**.



- e. You may reset your password by email or by answering the security questions associated with your account. Choose the desired option. If you chose **Reset via email**, click **Continue** and proceed to Step g. If you chose **Reset via security questions**, proceed to Step h.

**Reset Password: amyevers12@gmail.com**

**Reset via email**

Reset via security questions

Click "Continue" below to receive an email with instructions on how to reset your password.

**CONTINUE**

- f. You will receive the following message. Log in to your email account for step-by-step instructions to continue changing your password.

**Check Your Email**

An email has been sent to the email address provided. Follow the instructions in the email to reset your password. If you have not received the email, check your spam/junk folder.

**CONTINUE**

- g. Type the answers to your security questions, then select **Continue**. Follow the remaining instructions to continue changing your password.

What is the name of your first pet?

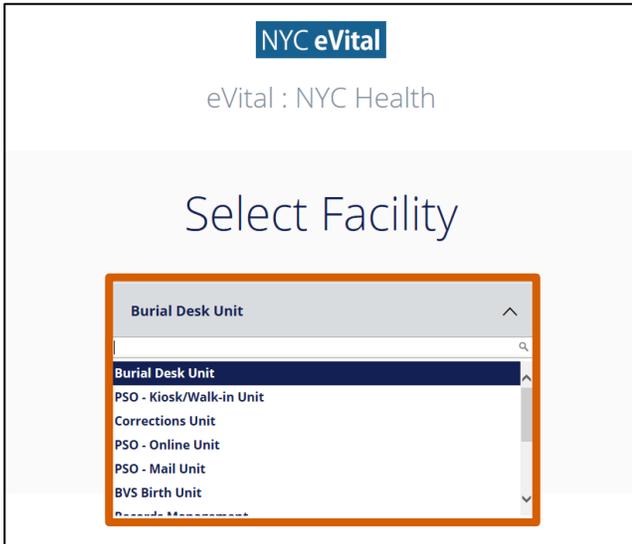
What is your favorite cartoon character?

Display Answers:  Show  Hide

**CONTINUE**

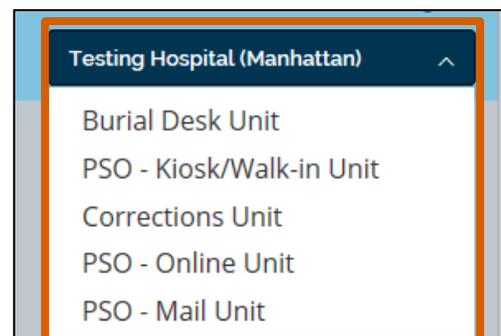
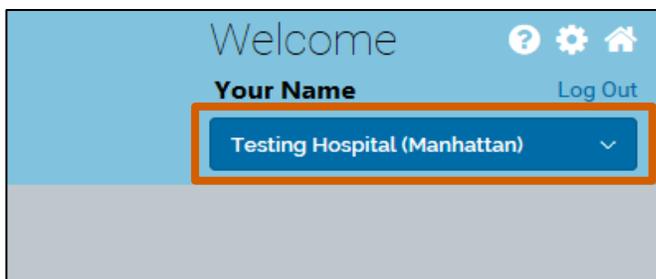
### 4. Selecting a Facility

- a. If you are only associated with one facility, you will be taken directly to the **eVital Dashboard**.
- b. If you are associated with multiple facilities you will need to select the desired facility from the **Select Facility** drop-down list and then click **Go to Unit**.



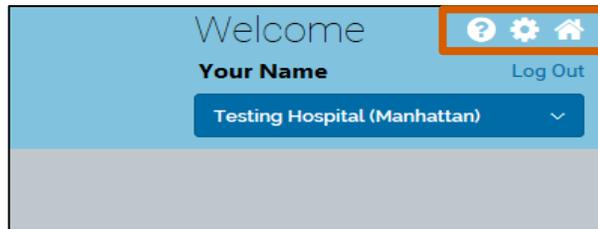
### 5. The eVital Dashboard

- a. The **eVital Dashboard**, also called the home page, displays your name, the name of your current facility as well as a drop-down menu.
- b. If you click the drop-down menu, a list of your available facilities will appear.



c. There are three icons located in the upper right-hand corner of the **eVital Dashboard: Help, My Profile** and **Home**.

- **Help** – Click this icon to search for answers to eVital questions.
- **My Profile** – Click this icon to view personal information, such as your email address.
- **Home** – Click this icon to return to the **eVital Dashboard**.



**Note:** Click the **NYC Health** icon at the top of any screen to return to the **eVital Dashboard**.



d. Also located on the upper right-hand corner of the **eVital Dashboard** is the **Log Out** feature. When you are done using the application, you can log out by clicking this link.



e. There is a black bar across the top of the **eVital Dashboard** with a **Profile** link in the right-hand corner. Click the **Profile** link to access and make changes to your NYCID profile.



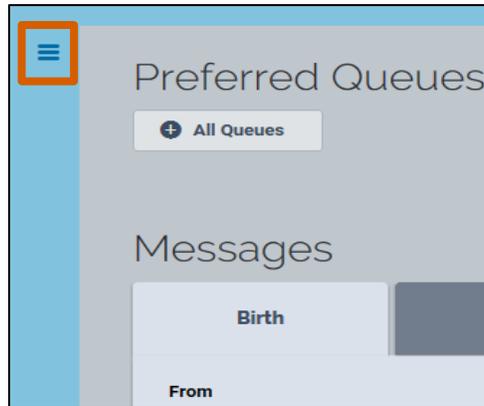
- f. On the **Profile** screen, you can change your email address and password, update your name, view your security questions or deactivate your account. To change your email address, type your new email address in the first field and then type it again in the second field to confirm. Click **Save Changes**.

The screenshot shows a user interface for profile management. At the top, there are five tabs: 'EMAIL ADDRESS', 'PASSWORD', 'NAME', 'SECURITY QUESTIONS', and 'DEACTIVATE'. The 'EMAIL ADDRESS' tab is highlighted with an orange border. Below the tabs, there are two text input fields. The first is labeled 'New Email Address:' with a question mark icon to its left. The second is labeled 'Confirm New Email Address:'. At the bottom right of the form area, there is a blue button with the text 'SAVE CHANGES' in white, which is also highlighted with an orange border.

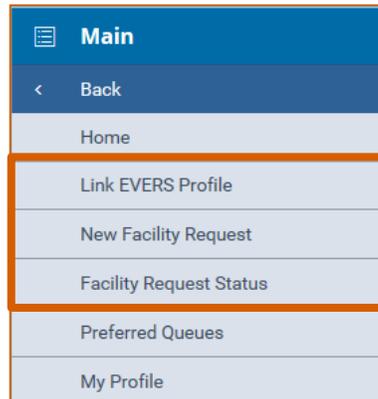
- g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.

The screenshot shows the same profile management interface as above, but with the 'PASSWORD' tab selected and highlighted with an orange border. The form contains three text input fields. The first is labeled 'Current Password:'. The second is labeled 'New Password:' with a question mark icon to its left. The third is labeled 'Confirm New Password:'. At the bottom right of the form area, there is a blue button with the text 'SAVE CHANGES' in white, which is also highlighted with an orange border.

- h. On the **eVital Dashboard**, you can navigate to different areas of the application by clicking the **menu icon** located on the left-hand side of the page.



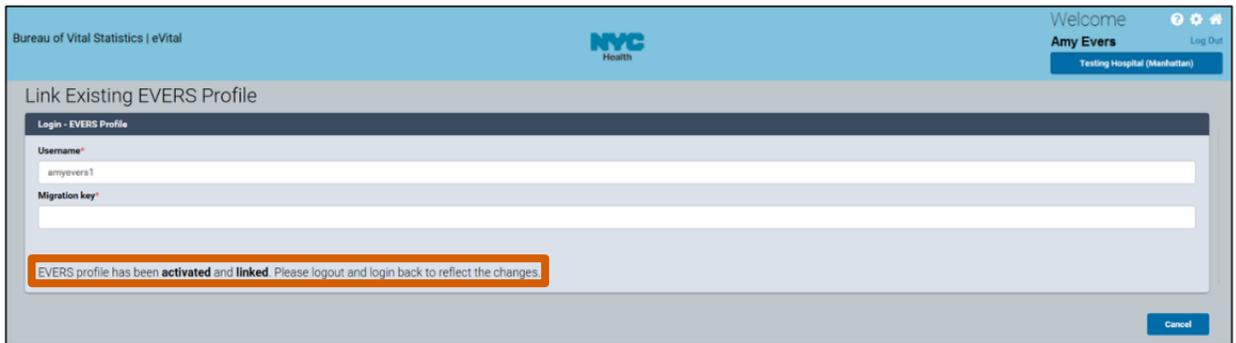
- i. After clicking on the **menu icon**, the **All Categories** menu will open. Click **Main** to open the main menu. Available options include **Link EVERS Profile**, **New Facility Request** and **Facility Request Status**.



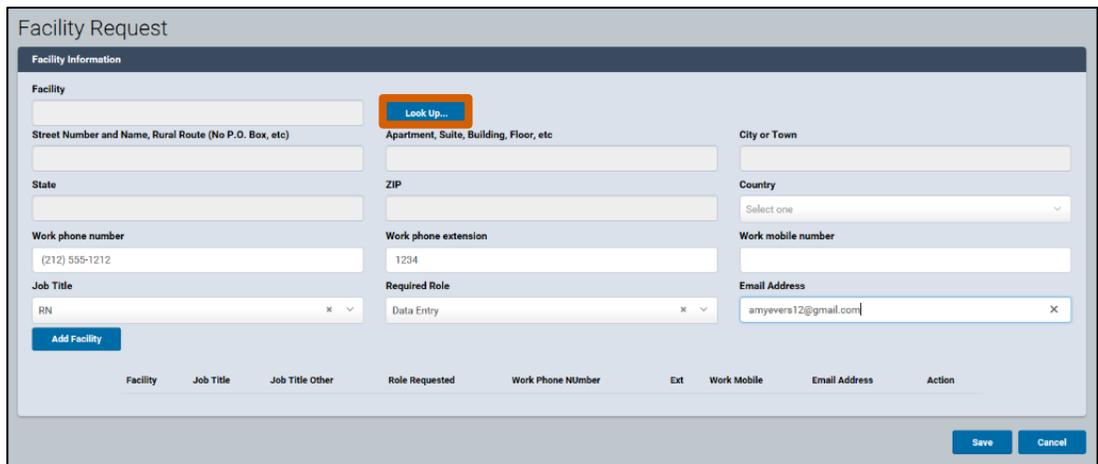
- j. To link an existing EVERS profile to your eVital profile, select **Link EVERS Profile**. Type your **EVERS Username** and **Migration Key**, then click **Validate and Link Account** and **Link Account**.



k. A message stating that the profile has been linked will appear.

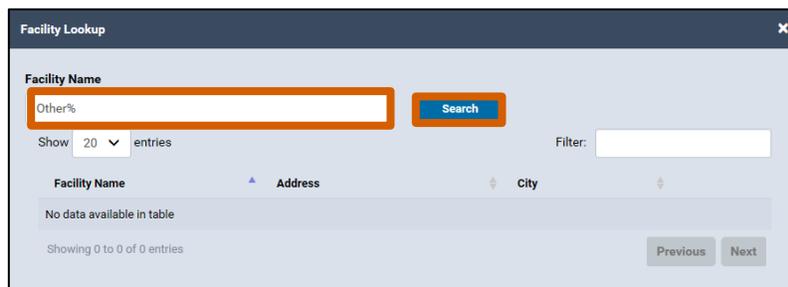


l. To add a new facility to your profile, select **New Facility Request** from the main menu. Click the **Look Up...** button to search for the new facility.



m. Type the **Facility Name** and click **Search** or type the first three characters of the facility name followed by a percent sign (%).

**Note:** The percent sign (%) can be used as a wildcard, substituting for any characters at the beginning, middle or end of names.



n. Click **Select** to select the facility.

The Facility Lookup window displays a search interface. At the top, there is a 'Facility Name' search box containing 'Other%' and a 'Search' button. Below the search box, there is a 'Show' dropdown set to '20' and 'entries', and a 'Filter:' input field. The main area contains a table with the following data:

Facility Name	Address	City	Action
Other Medical Facility	124 Worth St	New York	Select
Other Funeral Home	5628 Broadway	New York	Select

At the bottom of the table, it says 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom right.

o. The **Facility Information** will appear in the **Facility Request** window. Click **Add Facility**.

The Facility Request window shows the 'Facility Information' section. The form fields are filled with the following information:

- Facility: Other Medical Facility
- Street Number and Name, Rural Route (No P.O. Box, etc): 124 Worth St
- Apartment, Suite, Building, Floor, etc: Ste 600
- City or Town: New York
- State: NY
- ZIP: 10013-4025
- Country: Select one
- Work phone number: (212) 555-1212
- Work phone extension: 1234
- Work mobile number: (empty)
- Job Title: RN
- Required Role: Data Entry
- Email Address: amyeyers12@gmail.com

The 'Add Facility' button is highlighted with an orange box. Below the form is a table with the following columns: Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, and Action.

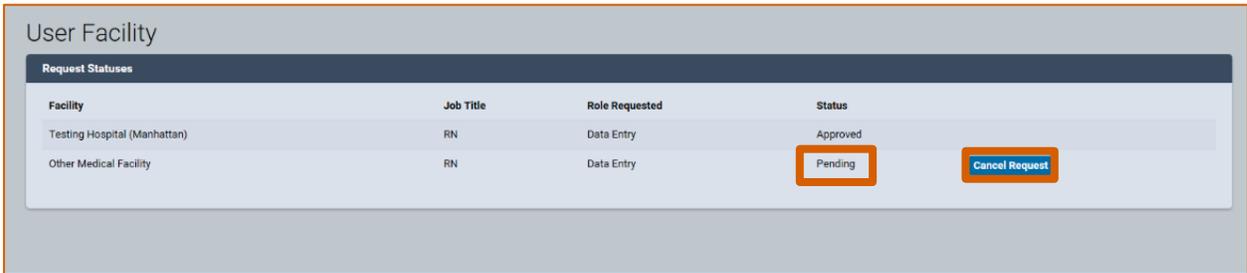
p. The facility information will appear at the bottom of the window. Click **Save**.

The Facility Request window shows the 'Facility Information' section. The form fields are empty. The 'Add Facility' button is highlighted with an orange box. Below the form is a table with the following columns: Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, and Action. The table contains one row of data:

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action
Other Medical Facility	RN		Data Entry	2125551212	1234		amyeyers12@gmail.com	X

The 'Save' button is highlighted with an orange box.

- q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.

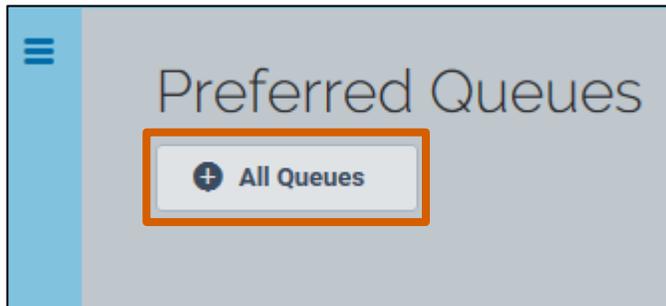


The screenshot shows a table titled "User Facility" with a sub-header "Request Statuses". The table has four columns: Facility, Job Title, Role Requested, and Status. There are two rows of data. The first row shows "Testing Hospital (Manhattan)" with Job Title "RN" and Role Requested "Data Entry", with a status of "Approved". The second row shows "Other Medical Facility" with Job Title "RN" and Role Requested "Data Entry", with a status of "Pending". A "Cancel Request" button is visible next to the "Pending" status.

Facility	Job Title	Role Requested	Status
Testing Hospital (Manhattan)	RN	Data Entry	Approved
Other Medical Facility	RN	Data Entry	Pending

## 6. Queues

- a. Near the **menu icon** on the **eVital Dashboard** is an **All Queues** button.



- b. Clicking the **All Queues** button will open the **Queue List**. This list is categorized by module. The modules are based on the roles assigned to you in your facility profile.



The screenshot shows a "Queue List" interface with a list of modules. Each module is represented by a dark gray bar with white text and a plus sign icon on the right side. The modules listed are: Amendments, Authorization, Birth, Death, ITOP, and STOP. The plus sign icon for the "Birth" module is highlighted with an orange border.

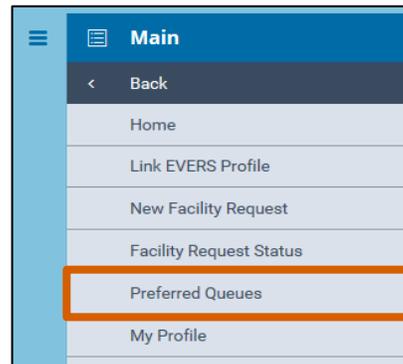
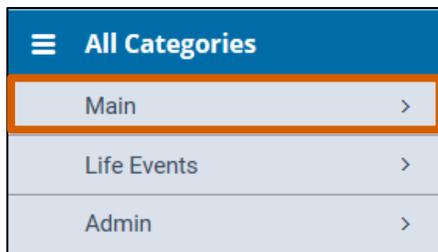
Amendments	+
Authorization	+
Birth	+
Death	+
ITOP	+
STOP	+

- c. Clicking the plus sign (+) next to the module name will expand the list and display queues associated with the module. Each queue has a count of the number of cases that require attention. If a queue has a zero (0) next to it, there are no cases in that queue and nothing that needs to be addressed. Click the queue name to see the actual cases in the queue.

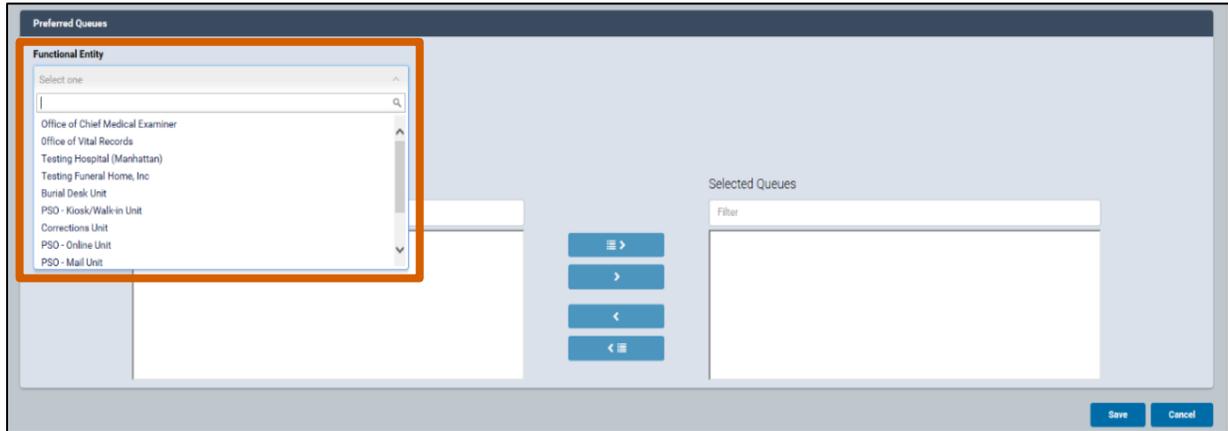
Queue List		
Amendments		+
Authorization		+
Birth		-
Abandon/Void Request Reject	0	
AOP Attachment Pending	1	119 days 5 hours old
AOP Rejected	0	
Birth New Event	6	120 days 12 hours old
Certification Required	2	119 days 5 hours old
Exact Duplicate	0	
FR Failed	0	
Hold	0	
Legal Pending	3	120 days 12 hours old
Manual Registration Rejected	0	
Medical Pending	3	120 days 12 hours old
Potential Duplicate	0	
Unlinked	0	

## 7. Preferred Queues

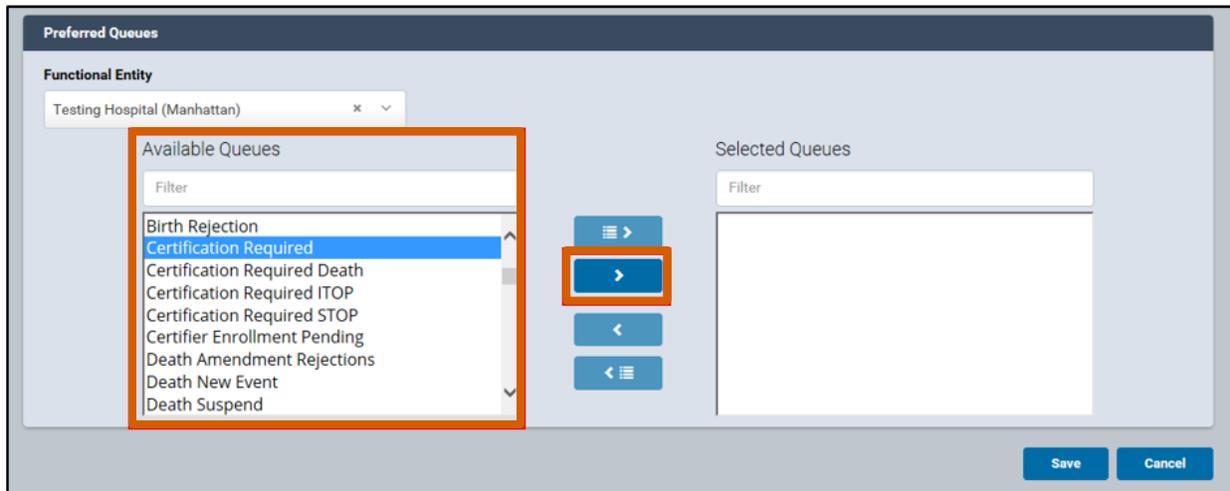
- a. If you frequently use certain queues, you can choose to add them as **Preferred Queues**. To set up your **Preferred Queues**, go to your **eVital Dashboard**, click the **menu icon**, select **Main** and then select **Preferred Queues**.



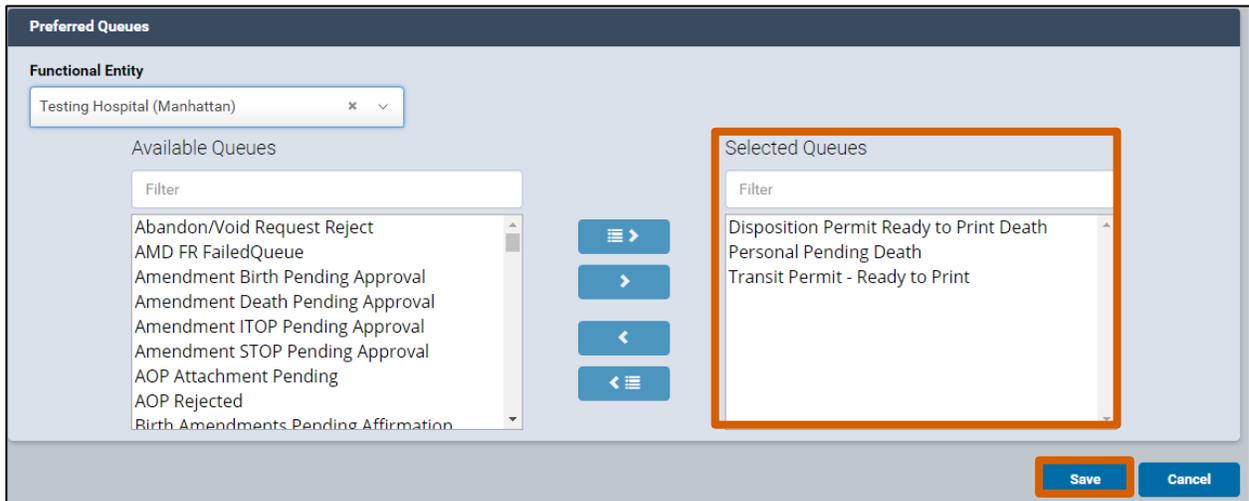
b. Select your facility from the **Functional Entity** drop-down list.



c. A list of available queues will appear. To move a queue to the **Selected Queues** window, click the desired queue name and click the right arrow (>). You can include up to seven queues as **Preferred Queues**.



d. Once the desired queues are listed in the **Selected Queues** window, click **Save**.



e. The selected queues will appear on your **eVital Dashboard**.

**Note:** Queues are color coded as follows:

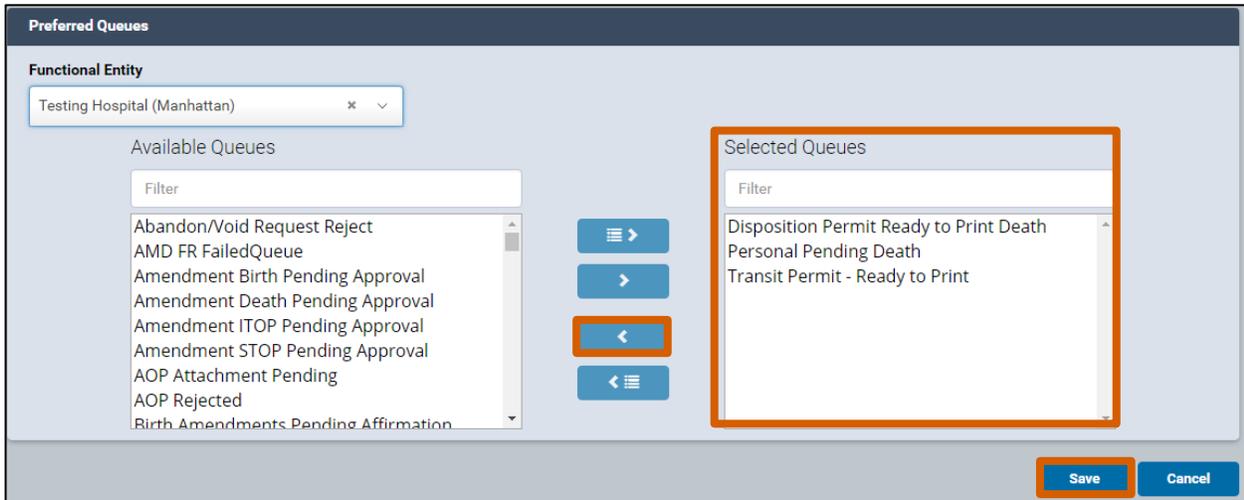
Blue: Contains items less than **10** days old.

Orange: Contains items **10 to 24** days old.

Red: Contains items **25** days old or older.



- f. To remove a **Preferred Queue** from your **eVital Dashboard**, click the desired queue from the **Selected Queues** window and then click the left arrow (**<**) to move it back to the **Available Queues** window. Then click **Save**.



## 8. System Messages

- a. **System Messages** are displayed in tabs on the eVital home page. System message tabs are grouped by module (**Birth, Death, STOP, ITOP** and **Amendments**) and correspond to the roles you are assigned within your current facility.



- b. Click a tab to see the associated messages. Click the **Case ID** link to view an entry in detail.

The screenshot shows the 'System Messages' interface. At the top, there are five tabs: 'Birth', 'Death', 'STOP', 'ITOP', and 'Amendments'. The 'STOP' tab is highlighted with an orange box. Below the tabs is a table with columns: 'From', 'Facility', 'Message', and 'Sent Date'. The first row of the table has a 'Message' cell containing the text 'Registration for the following has been approved. \*\*\*\* \* Case ID: 18296664, Date of Event: Jan/24/2018.' The 'Case ID: 18296664' is highlighted with an orange box. The table contains four rows of messages from the 'Office of Vital Records'.

- c. System messages can also be viewed by clicking the **Inbox** button.

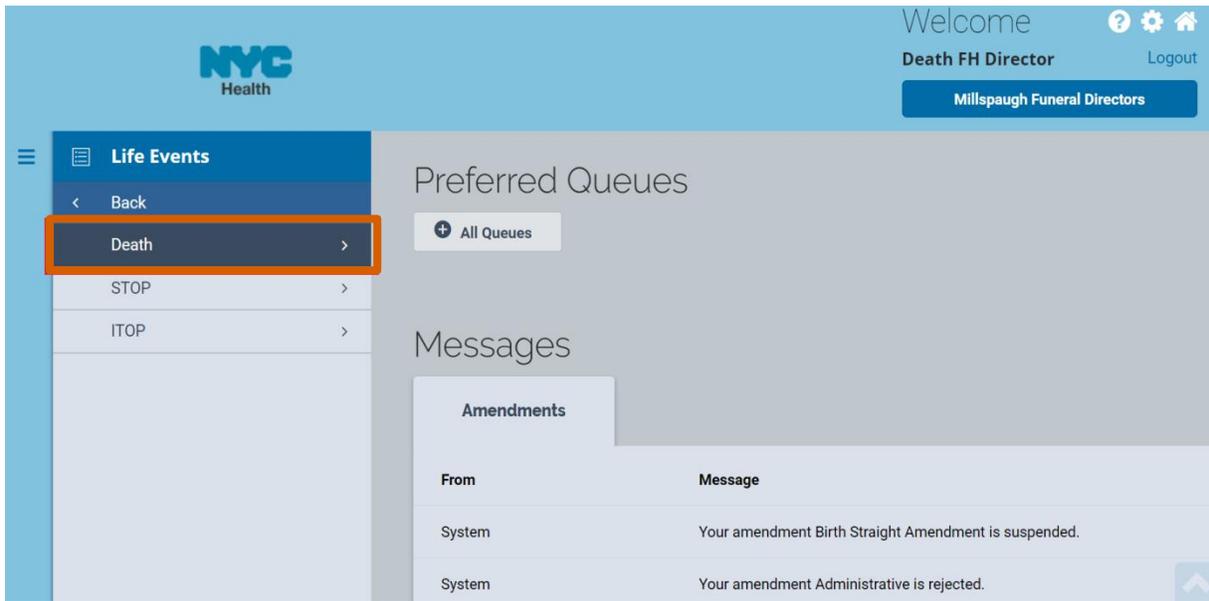
This screenshot is identical to the one above, showing the 'System Messages' interface. In this view, the 'Inbox' button in the top right corner is highlighted with an orange box. The 'STOP' tab is no longer highlighted.

## 9. How to Claim a New Case

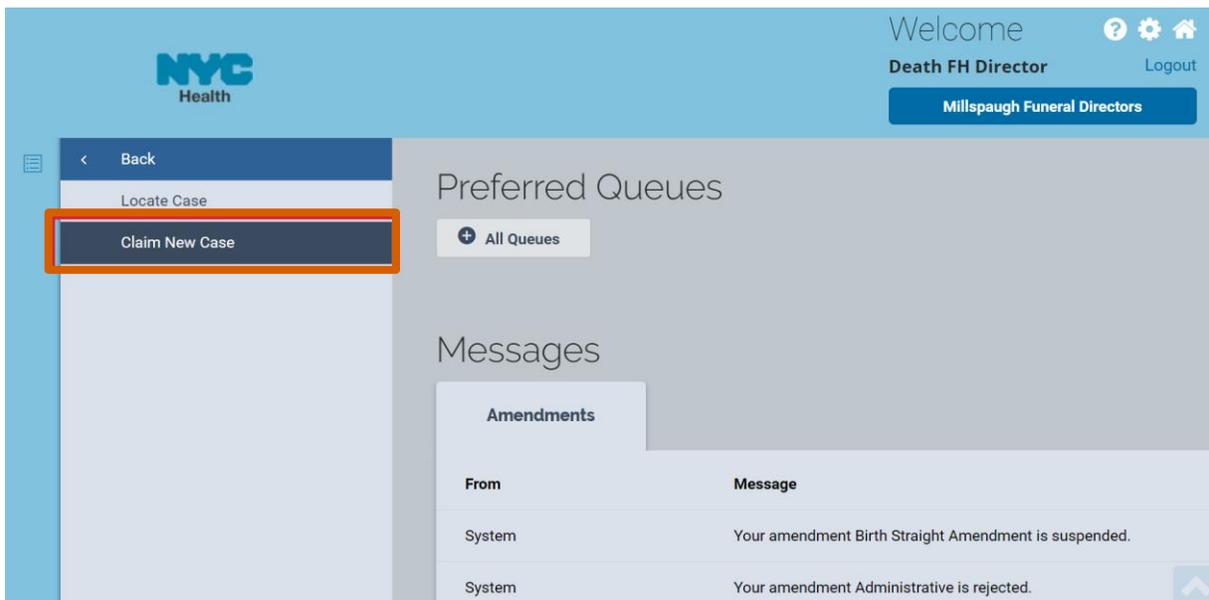
- a. From the **eVital Dashboard**, click the **menu icon** to the left of **Preferred Queues**.
- b. In the **All Categories** menu, select **Life Events**.

The screenshot shows the 'eVital Dashboard' for a 'Death FH Director' named 'Millspaugh Funeral Directors'. On the left side, there is a navigation menu titled 'All Categories' with three items: 'Main', 'Life Events', and 'Permits'. The 'Life Events' item is highlighted with an orange box. The main content area is titled 'Preferred Queues' and contains a '+ All Queues' button. Below this, there is a 'Messages' section with a sub-tab for 'Amendments'. The messages list shows three entries from 'System' regarding suspended or rejected amendments.

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



d. In the **Death** menu, select **Claim New Case**.



- e. The **Search Death Case** form opens. A **red** asterisk indicates that the field is required to proceed in claiming a death case. Type the **Last Name** of the decedent. Click the **calendar icon** in the **Date of Death** field, or type directly into the field. Click **Sex** and select the gender. Click **Search**.

**Search Death Case**

First Name

Last Name\*  
Doe

Date of Death\*  
Jul-11-2018

Sex\*  
Male

Date of Birth

SSN

Clear Search

- f. If the system locates two or more cases that match the criteria in the previous screen, they will appear in the **Potential Duplicates** screen. Read the message in the yellow box and click **Acknowledge**. Then click **Preview** to view the potential duplicate case.

**Potential Duplicates**

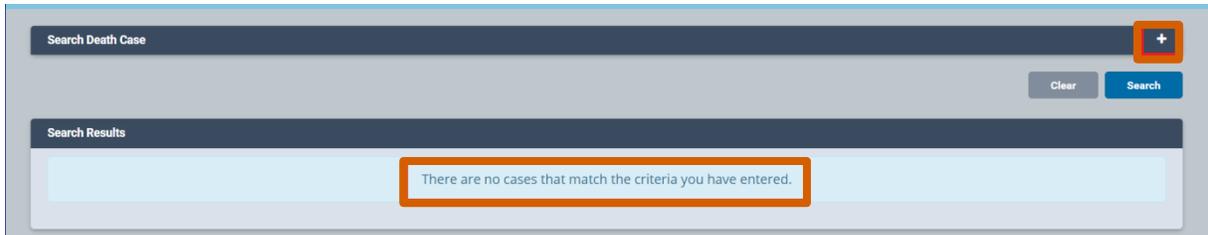
Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system.

Acknowledge

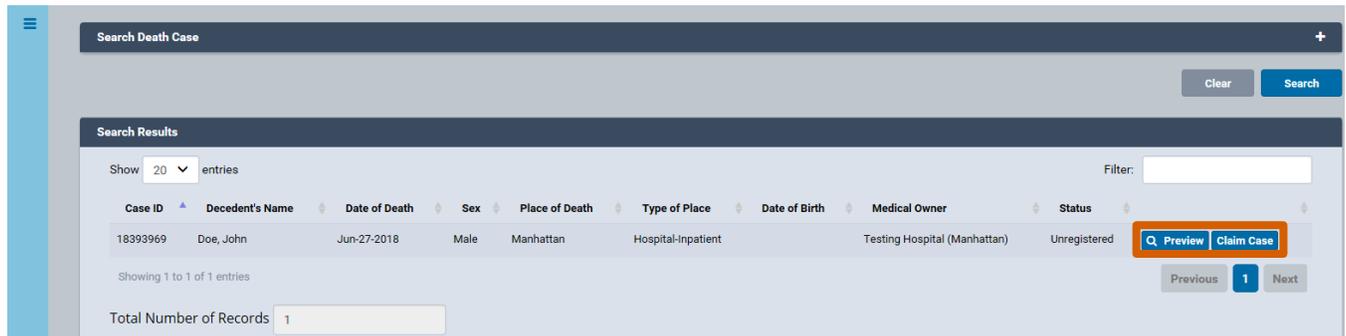
Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Medical Facility Name	Funeral Home Name	Status
18296721	Doe, John	Feb-21-2018	Male		Jan-01-0001	Testing Hospital (Manhattan)		Unregistered

Preview

- g. If there are no matching cases, this message appears: “There are no cases that match the criteria you have entered.” If you would like to edit the search criteria, click the plus sign (+) on the **Search Death Case** banner to reopen the search window and perform another search.

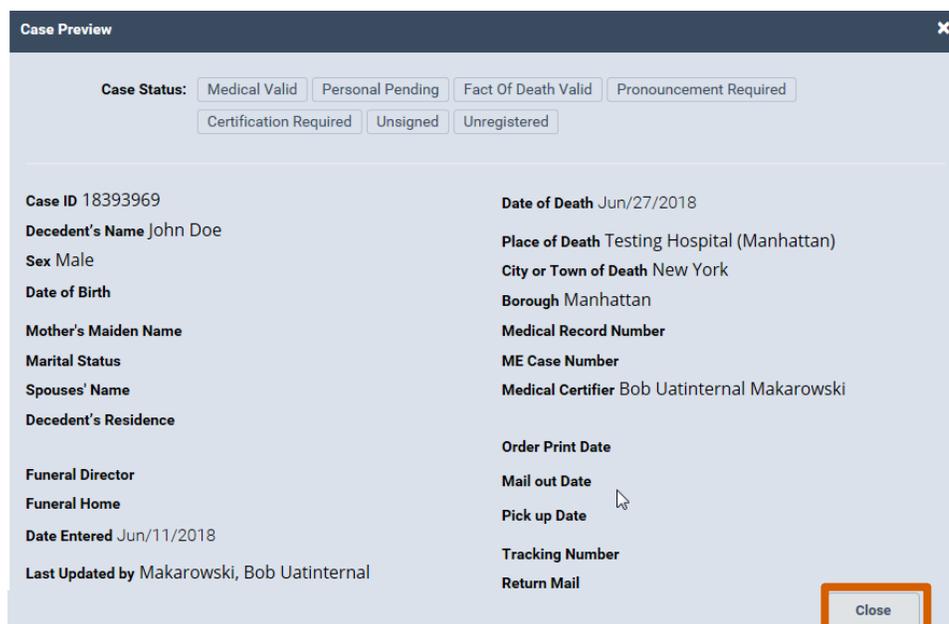


- h. When search results appear, you can **Preview** the details of a decedent or **Claim Case**.

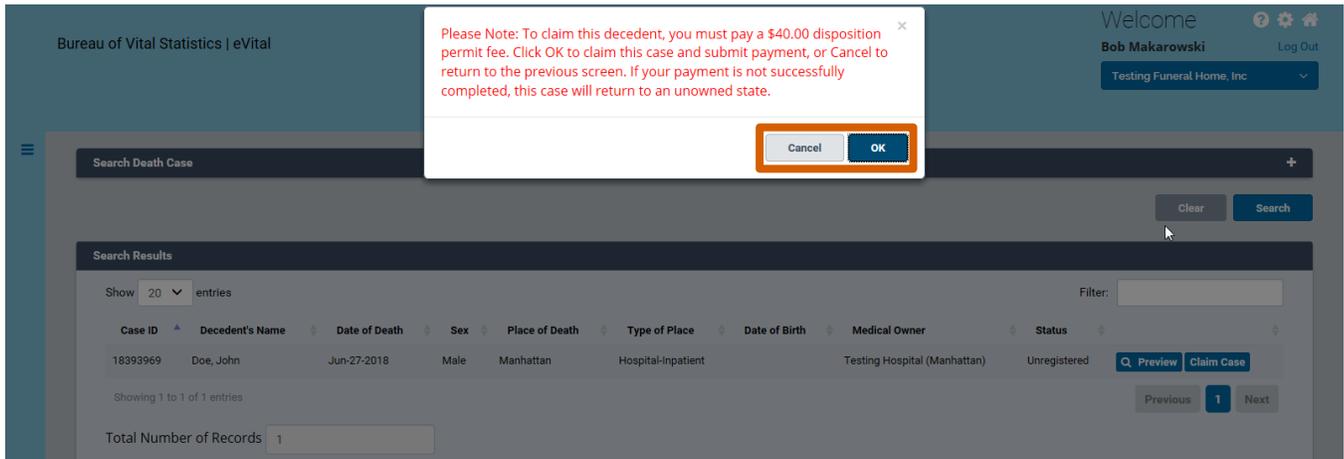


- i. Click **Preview** to examine the details of the decedent. Click **Close** after viewing the decedent’s summary.

**Note:** The **Case Preview** window provides funeral directors with the case information needed to determine whether this death registration is the particular decedent desired.

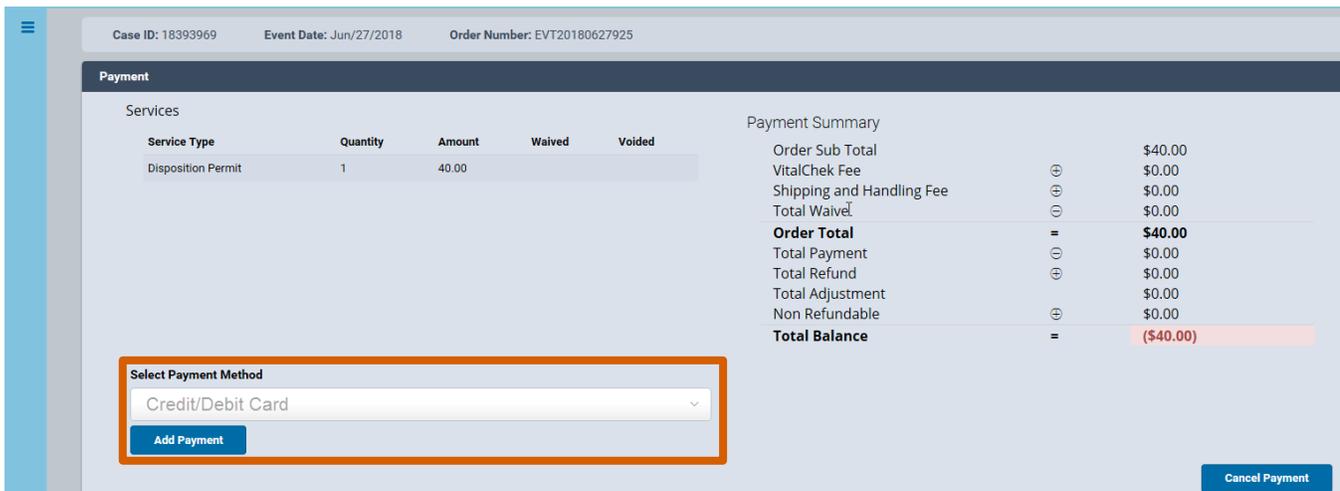


- j. After clicking **Claim Case**, a message appears alerting you to the up-front \$40 disposition fee: To proceed in claiming the case, click **OK**. To decline this decedent and return to the search results, click **Cancel** and return to Step 5.



## 10. Paying the Disposition Fee

- a. When claiming a decedent, the **Payment Services** form will appear. Select the payment method from the **Payment Method** drop-down list. Click **Add Payment** to continue or **Close Payment** to cancel this transaction.



b. When the payment form opens, complete the **Billing Address** and **Payment Information** fields, then click **Continue**.

<b>Agency Amount</b> \$40.00	
<b>Shipping Amount</b> \$.00	
<b>Security Fee</b> \$1.20	
<b>Total Amount</b> \$41.20	

Billing Address		Payment Information	
<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>Payment Type</b> <input checked="" type="radio"/> Credit Card <input type="radio"/> Personal Check <input type="radio"/> Business Check	
<b>Billing First Name*</b>	<input type="text" value="Bob"/>	<b>Card Number*</b>	<input type="text" value="5439750001500248"/>
<b>Billing Last Name*</b>	<input type="text" value="Makarowski"/>	<b>Expiration Month*</b>	<input type="text" value="Apr"/>
<b>Billing Zip Code*</b>	<input type="text" value="10013"/>	<b>Expiration Year*</b>	<input type="text" value="2020"/>
<b>Billing Address Line1*</b>	<input type="text" value="125 Worth St"/>	<b>Security Code*</b>	<input type="text" value="787"/>
<b>Billing Address Line2</b>	<input type="text" value="Lbby 1"/>	We've provided this sample credit card to assist you in finding the security code. 	
<b>Billing City*</b>	<input type="text" value="New York"/>	<b>Captcha*</b>	
<b>Billing State*</b>	<input type="text" value="NY"/>	<b>Enter Captcha</b>	<input type="text" value="p4fr5"/>
<b>E-mail*</b>	<input type="text" value="bm@health.nyc.gov"/>		
<b>Confirm E-mail*</b>	<input type="text" value="bm@health.nyc.gov"/>		
<b>Phone Number*</b>	<input type="text" value="212-950-1022"/>		
<input type="button" value="Cancel Order"/>		<input type="button" value="Continue"/>	

- c. On the payment authorization page, select the **Payment Authorization** check box within **Acknowledgment** and click **Continue**.

<b>Agency Amount</b>	<b>\$40.00</b>
<b>Shipping Amount</b>	<b>\$0.00</b>
<b>Security Fee</b>	<b>\$1.20</b>
<b>Total Amount</b>	<b>\$41.20</b>

Billing Address	
Billing First Name	Bob
Billing Last Name	Makarowski
Billing Zip Code	10013
Billing Address Line1	125 Worth St
Billing Address Line2	Lbby 1
Billing City	New York
Billing State	NY
Billing Country	United States of America
E-mail	bmakarowski@health.nyc.gov
Phone Number	212-950-1022

Payment Information	
<b>Credit Card</b>	
Card Number	*****0248 (MASTERCARD)
Expiration Date	04/2021
<b>Payment Authorization</b>	
Total Amount	\$41.20
<b>Acknowledgment</b>	
<input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the Security Fee.	

Previous Page
Continue

- d. After you have authorized the payment, **Payment Details** appears at the bottom of the screen with a confirmation that your payment has been processed. Click **Continue to Case**.

Service Type	Quantity	Amount	Waived	Voided
Disposition Permit	1	40.00		

Payment Summary	
Order Sub Total	\$40.00
VitalChek Fee	⊕ \$1.20
Shipping and Handling Fee	⊕ \$0.00
Total Waive	⊖ \$0.00
<b>Order Total</b>	<b>= \$41.20</b>
Total Payment	⊖ \$41.20
Total Refund	⊕ \$0.00
Total Adjustment	\$0.00
Non Refundable	⊕ \$0.00
<b>Total Balance</b>	<b>= \$0.00</b>

Select Payment Method

Select one

**Add Payment**

Payment Details												
Payment Method	Payment Date	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	Amount	VPS Closed	IsVoided	Edit Delete Adjustment
Credit/Debit Card	Jun/27/2018	Testing Funeral Home, Inc	Makarowski, Bob		0248	TestOK	20018792	Approved	41.20	No	No	

Continue to Case

# 11. Decedent

- a. From the **Death Registration** menu, select the **Decedent** tab under **Personal Information**.
- b. Complete the decedent **Date of Birth** and **Birthplace** fields. Click **Save**.
- c. If all the fields contain valid information, a **green dot** appears next to the **Decedent** tab. If the fields are not completed with the correct information, you will receive a validation error. There are two types of errors:
  - Edits which appear in red must be corrected before the death can be pronounced or certified. Red edits cannot be overridden.
  - Orange edits can be modified or overridden with an explanation. Orange edits can exist on the death registration and will not prevent the decedent from being pronounced or certified.
- d. To check for errors, click the **Save** button in the top left-hand corner of the screen. This runs the eVital validation process. Click **Save** each time you need to check your screen form for errors.

The screenshot displays the 'Death Registration' web application interface. On the left is a navigation sidebar with a 'Personal Information' section containing a 'Decedent' tab (marked with a green dot) and other options like 'Resident Address', 'Family Members', etc. The main content area shows the 'Decedent' form for Case ID 18393969, Decedent Name: John Doe, Event Date: Jul-11-2018, and Death Place: Testing Hospital (Manhattan). The form includes various input fields and dropdown menus for 'Will Medical Institution be Responsible for Final Disposition?', 'Decedent Medical' (with sub-fields for First, Middle, and Last Name, and Suffix), 'Date of Birth' (Month: 07-Jul, Day: 01, Year: 2000), 'Age at Last Birthday (Years): 18', 'Is SSN Available? Unknown', 'Decedent BirthPlace' (Country: United States, City or Town: New York, State: New York), and 'Ever in US Armed Forces? No'. A 'Save' button is highlighted in an orange box in the top right corner. At the bottom of the form, a message states 'No validation error found on this page' with a 'Show All' button.

## 12. Resident Address

- a. Under **Personal Information** group, click the **Resident Address** tab.
- b. Type resident address information into the appropriate fields and then click **Verify Address**. eVital's formatting check will suggest building, street and ZIP, plus four modifications that conform with U.S. Postal Service delivery standards.

The screenshot shows the 'Resident Address' form with the following fields filled: Street Number and Name (1646 1st Ave), Apartment, Suite, Building, Floor, etc (9f), City or Town (New York), State (New York), Zip Code (10028), Country (United States), and Inside City Limits (Yes). A 'Verify Address' button is highlighted with an orange box. Below the form is a table of error messages:

Rule ID	Message	Action Message	Override	Reason
DR1554	Decedent Resident address is not verified	Please verify the entry for decedent residence address by clicking on 'Verify Address' button	<input type="checkbox"/>	

Buttons for 'Show All' and 'Save Overrides' are located at the bottom right of the table.

- c. Suggested address changes will appear in a pop-up. Click the option button next to the desired address and click **Select**.

The 'Matched Address' pop-up window displays a table with the following data:

Select	Address Line1	Address Line2	City	State	Zip Code	County
<input type="radio"/>	1646 1st Ave	Apt 9F	New York	NY	10028-4632	New York

The 'Select' button is highlighted with an orange box. A 'Select' button and a 'Cancel' button are located at the bottom right of the pop-up.

- d. The address changes will populate the **Resident Address** form and a green **Verified** button will appear underneath that group of fields.

The screenshot shows the 'Resident Address' form with the following fields filled: Street Number and Name (1646 1st Ave), Apartment, Suite, Building, Floor, etc (Apt 9F), City or Town (New York), State (NY), Zip Code (10028-4632), Country (United States), and Inside City Limits (Yes). A green 'Verified' button is highlighted with an orange box. A 'Verify Address' button is also visible to the right of the 'Verified' button.

- e. The **green dot** in the **Death Registration menu** indicates the decedent's **Resident Address** form has passed eVital validation checks. Click **Family Members** to continue.

The screenshot displays the 'Death Registration' interface. On the left is a navigation menu with 'Personal Information' and 'Other Links' sections. Under 'Personal Information', 'Resident Address' is selected and highlighted with a green dot and an orange box. The main content area shows case details: Case ID: 18393969, Decedent Name: John Doe, Event Date: Jul-11-2018, Death Place: Testing Hospital (Manhattan). Below this, 'Case Status' includes 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Certification Required', 'Unsigned', and 'Unregistered'. The 'Resident Address' section contains fields for 'Street Number and Name, Rural Route (No P.O. Box, etc)' (1646 1st Ave), 'Apartment, Suite, Building, Floor, etc' (Apt 9F), 'City or Town' (New York), 'State' (NY), 'Zip Code' (10028-4632), 'Country' (United States), and 'Inside City Limits' (Yes). A green 'Verified' button is present. At the bottom, a message states 'No validation error found on this page' with a 'Show All' button. The 'Save' button at the bottom right is highlighted with an orange box.

### 13. Family Members

Under **Personal Information**, select the **Family Members** tab. Complete the **Father/Parent Name** and **Mother/Parent Name (Prior to First Marriage)** fields. Indicate either of the parents will act as the informant. Click **Save**.

**Death Registration**

**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
- Print Forms
- Case Status History
- Comments
- Registration Validations

Case ID: 18393969    Decedent Name: John Doe    Event Date: Jul-11-2018    Death Place: Testing Hospital (Manhattan)

Case Status: Medical Valid   Personal Pending   Fact Of Death Valid   Pronouncement Required   Certification Required   Unsigned   Unregistered

**Family Members**

**Marital Status**

Never Married

**Father/Parent Name**

Is Father/Parent Informant ?

**First**    **Middle**

Petra   

**Last**    **Suffix**

Sussington    Select one

**Mother/Parent Name (Prior to First Marriage)**

Is Mother/Parent Informant ?

**First**    **Middle**

Ellie-May   

**Last**    **Suffix**

Clemson    Select one

No validation error found on this page    Show All

Return to Results    Save

## 14. Informant

- a. Under **Personal Information**, select the Informant **tab**. If one of the parents were indicated as informant on the **Family Members** form, their names will be copied to this screen. Complete remaining fields on the **Informant** form and indicate the individual who will authorize the decedent’s disposition. Any new address information typed must be verified against the U.S. Postal Service database.
- b. Type resident **Address** information into the appropriate fields and click **Verify Address**. eVital’s address formatting check will suggest building, street and ZIP code modifications that conform to U.S. Postal Service delivery standards.

The screenshot shows the 'Informant' form in the 'Death Registration' system. The left sidebar lists various options, with 'Informant' selected. The main form area displays case details (Case ID: 18393969, Decedent Name: John Doe, Event Date: Jul-11-2018, Death Place: Testing Hospital (Manhattan)) and status options (Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Certification Required, Unsigned, Unregistered). The 'Informant' section includes fields for Name (First: Petra, Middle: [empty], Last: Sussington, Suffix: Select one), Relationship to Decedent (Father), and Address (Street: 301 East 87 Street, City: New York, Zip Code: 10128, Apartment: 2a, State: New York, Country: United States). A 'Verify Address' button is highlighted in orange.

- c. Suggested address changes will appear in a pop-up. Click the option button next to the desired address and click **Select**.

The screenshot shows a 'Matched Address' pop-up window. It contains a table with the following data:

Select	Address Line1	Address Line2	City	State	Zip Code	County
<input checked="" type="radio"/>	301 E 87th St	Apt 2A	New York	NY	10128-4806	New York

Buttons for 'Select' and 'Cancel' are located at the bottom right of the pop-up.

- d. The address changes will populate the **Resident Address** form and a green **Verified** button will appear underneath that group of fields. Complete the **Individual Authorizing Disposition** area. Click **Save**.

Death Registration

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
- Print Forms
- Case Status History
- Comments
- Registration Validations

Case ID: 18393969 Decedent Name: John Doe Event Date: Jul-11-2018 Death Place: Testing Hospital (Manhattan)

Case Status: Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Unsigned Unregistered

Information Status:

Informant

Informant Name

First: Petra Middle: Suffix: Select one

Last: Sussington Relationship to Decedent: Father

Address

Street Number and Name, Rural Route (No P.O. Box, etc): 301 E 87th St Apartment, Suite, Building, Floor, etc: Apt 2A

City or Town: New York State: NY

Zip Code: 10128-4806 Country: United States

Verified Verify Address

Individual Authorizing Disposition

Same as Informant

Authorizer Name

First: Petra Middle: Suffix: Select one

Last: Sussington Relationship to Decedent: Father

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc): 301 E 87th St Apartment, Suite, Building, Floor, etc: Apt 2A

City or Town: New York State: NY

Zip Code: 10128-4806 Country: United States

Verified Verify Address

Phone: Email:

No validation error found on this page Show All

Return to Results Save

### 15. Disposition

- a. Click the **Disposition** tab. Select the **Method of Disposition** and indicate a **Date of Disposition** in the appropriate fields.
- b. If the current user is a licensed funeral director, their license number and address fields will be populated using data pulled from their profile screen.

Death Registration

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
- Print Forms
- Case Status History
- Comments
- Registration Validations

Case ID: 18393969    Decedent Name: John Doe    Event Date: Jul-27-2018

Death Place: Testing Hospital (Manhattan)

Case Status:

Information Status:

**Disposition**

Method of Disposition: Burial (Not Potter's Field)

Date of Disposition (If Interim, Indicate Date of Transport to Facility): Jul-27-2018

Funeral Director

License Number: 11111111

First: Bob    Middle: Uatinternal

Last: Makarowski    Suffix:

Funeral Home

Name: Testing Funeral Home, Inc    Business Registration Number: F123138712983

Address

Street Number and Name, Rural Route (No P.O. Box, etc): 125 Worth St    Apartment, Suite, Building, Floor, etc: Lbby 1

City or Town: New York    State: NY

Zip Code: 10013-4006    Country: United States

- c. If the current case is a **Trade Call**, select the check box and complete the additional **Funeral Director** and **Funeral Home** fields. The trade call setting allows a funeral home to appear on the decedent's death certificate even though other entities were involved in the disposition of the decedent.

d. Complete the decedent's **Place of Disposition** and click **Save**.

Is this a Trade Call?

**Information To Be Printed on Death Certificate**

Funeral Director

**License Number**

Director Name

**First**  **Middle**

**Last**  **Suffix**

Funeral Home

**Business Registration Number**

**Name**

Address

**Street Number and Name, Rural Route (No P.O. Box, etc)**  **Apartment, Suite, Building, Floor, etc**

**City or Town**  **State**

**Zip Code**  **Country**

This is no Longer a Trade Call Case

Place of Disposition

**Place of Disposition**

**City or Town**  **State**  **Country**

**Date Signed**

No validation error found on this page

## 16. Decedent Attributes

Under the **Personal Information** section, click the **Decedent Attributes** tab and complete the demographic fields. Select applicable boxes in the **Race** section and click **Save**. The **Sign** tab will appear when all previous tabs contain the green indicators. The death certificate is now ready to be signed by the funeral director indicated on the **Disposition** screen.

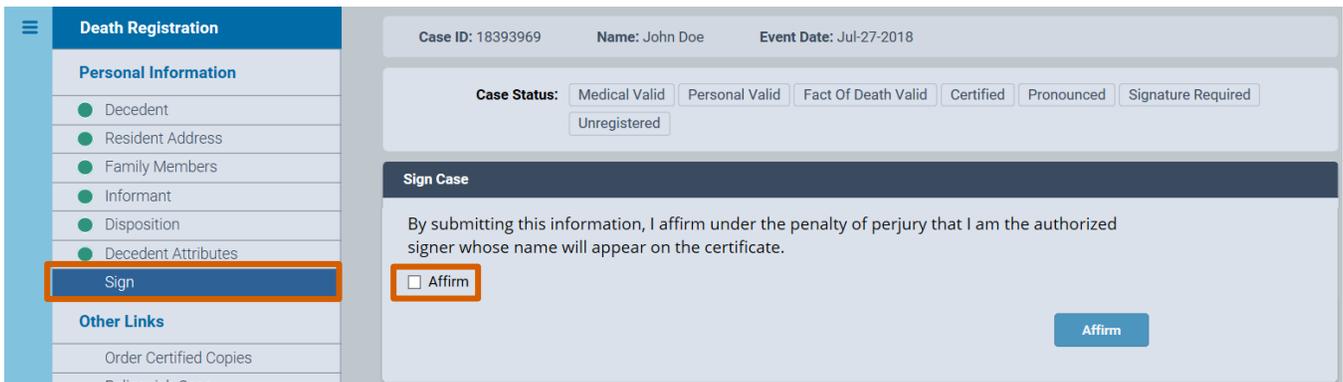
The screenshot displays the 'Death Registration' interface. On the left is a sidebar with a menu under 'Personal Information' including 'Decedent', 'Resident Address', 'Family Members', 'Informant', 'Disposition', and 'Decedent Attributes' (which is highlighted with an orange box). Below this is an 'Other Links' section with various options like 'Order Certified Copies' and 'Registration Validations'. The main content area shows case details: Case ID: 18393969, Decedent Name: John Doe, Event Date: Jul-27-2018, and Death Place: Testing Hospital (Manhattan). It also displays 'Case Status' (Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signature Required) and 'Information Status' (Unregistered). The 'Decedent Attributes' section contains the following fields:

- Occupation:** Accountant
- Decedent Industry\*:** insurance
- Decedent Education\*:** Some college credit, but no degree
- Ancestry\*:** Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.)
- Origin\*:** Bolivian
- Race False\*:** A grid of checkboxes with 'White' and 'Chinese' selected.

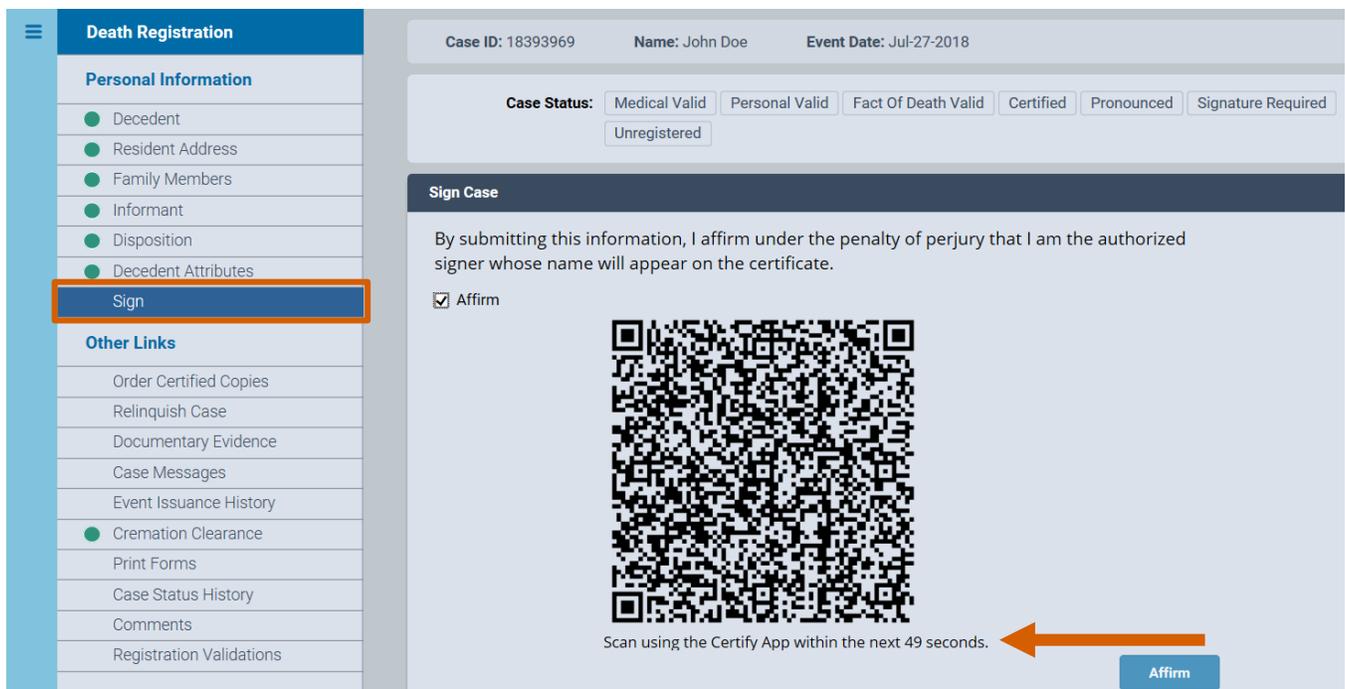
At the bottom, a message states 'No validation error found on this page' with a 'Show All' button. The 'Save' button at the bottom right is highlighted with an orange box.

## 17. Certify and Sign

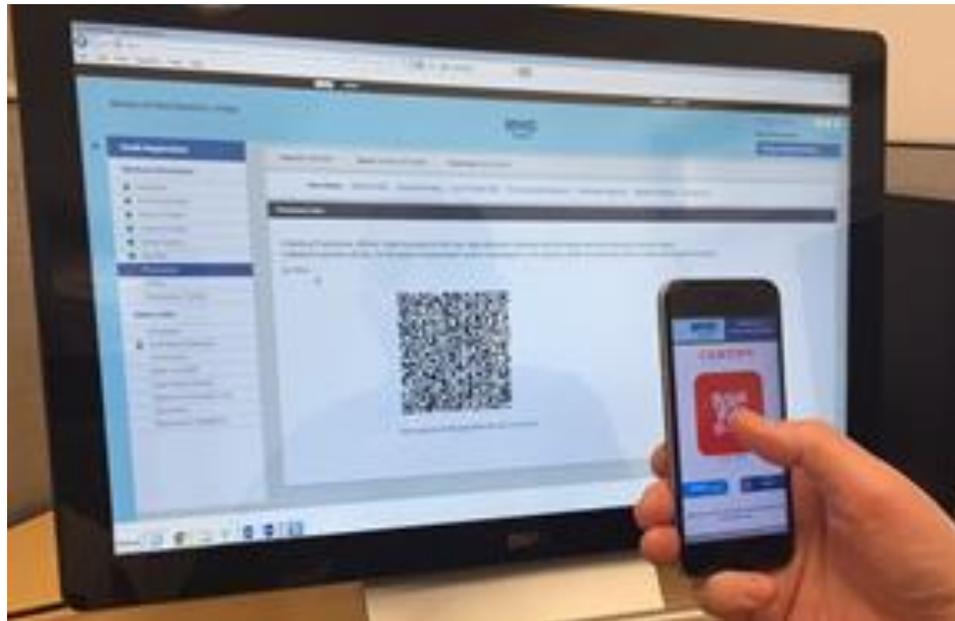
- a. After completing the **Personal Information** group of tabs and ensuring any red and orange edits are addressed, the **Sign** tab will appear. You will now digitally sign the death certificate using eVital facial recognition.
- b. Before selecting the **Affirm** check box in the **Sign Case** screen, activate the eVital Certify app on your mobile device.
- c. Select the **Affirm** check box and a Quick Response (QR) code will appear.



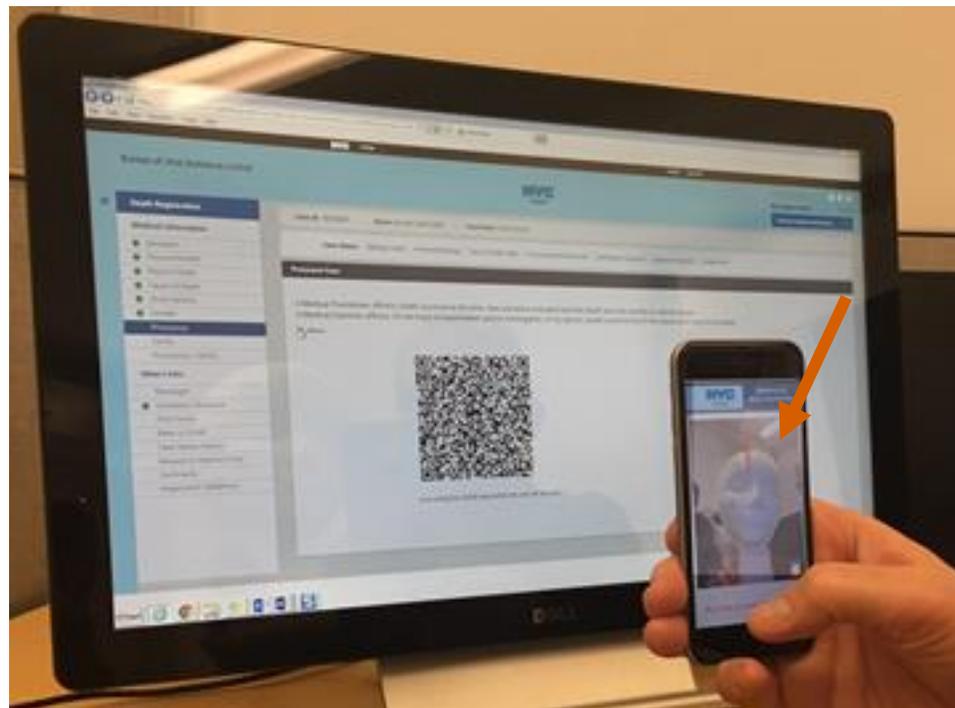
- d. The QR code appears with a 60-second countdown timer.



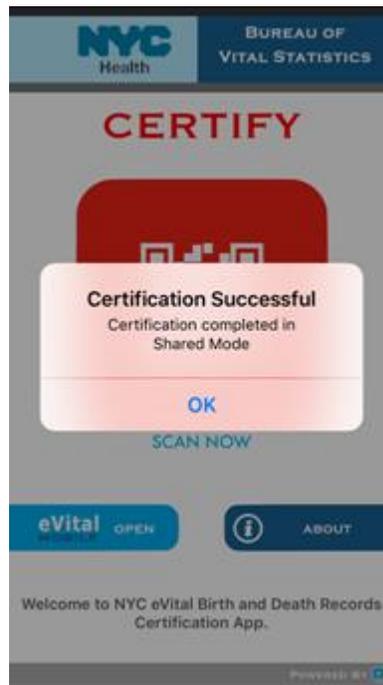
- e. Tap the **QR Code icon** on your mobile device to start the camera. To synchronize your identity with the computer, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code.



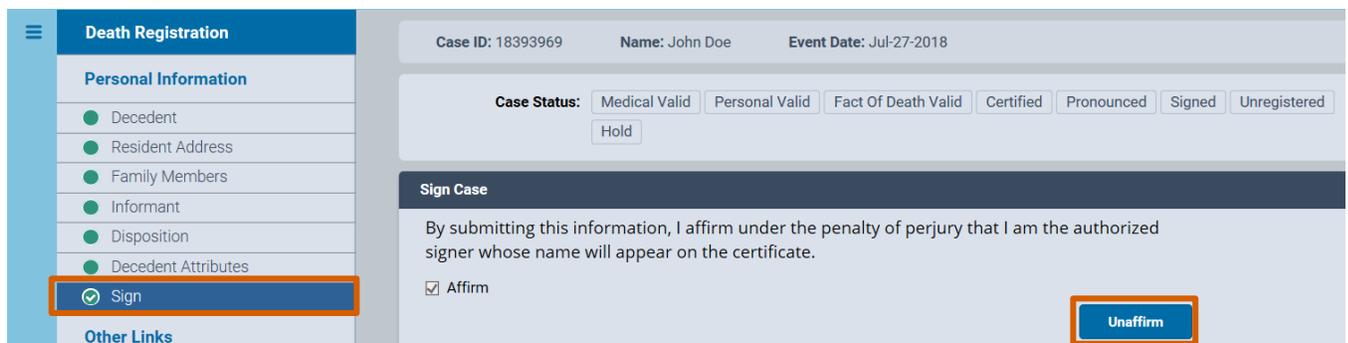
- f. When the certification screen appears, align your face inside the **yellow outline**.



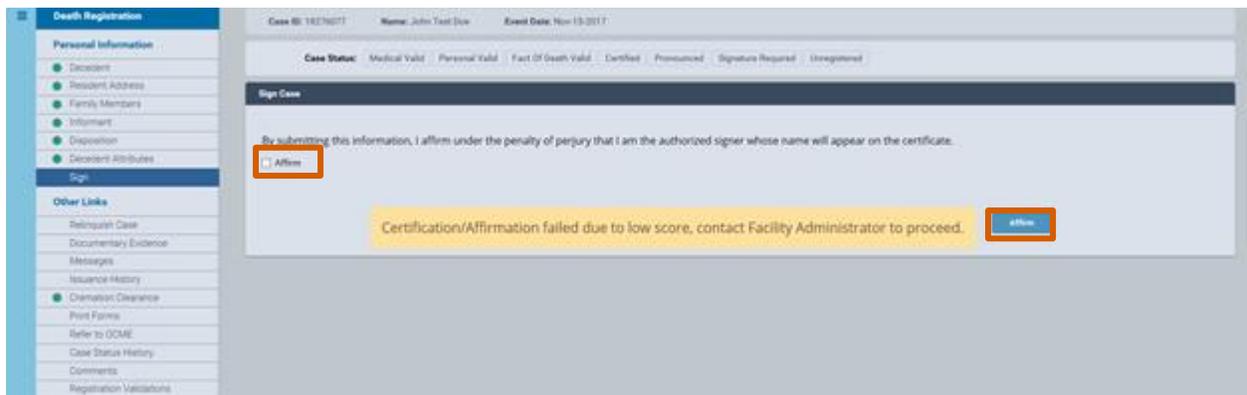
- g. After your image has been registered, you will receive two **messages** on your mobile device: “Certifying User...Please Wait,” and “Certification Successful Certification Completed.”
- h. The second message confirms that eVital has received your facial image. The authenticity of your facial image is validated or rejected by eVital by comparing the current image with the ten images you submitted during your eVital enrollment.



- i. When certification is successful, a check will appear inside the **Affirm** check box and a white check mark will appear in a green indicator inside the **Sign** tab. To make modifications to the case, click **Unaffirm**, make any necessary changes to the case and recertify the case. **Note:** There is a one-hour hold before death registrations are finalized. During this one hour period you may unaffirm the registration to make revisions.

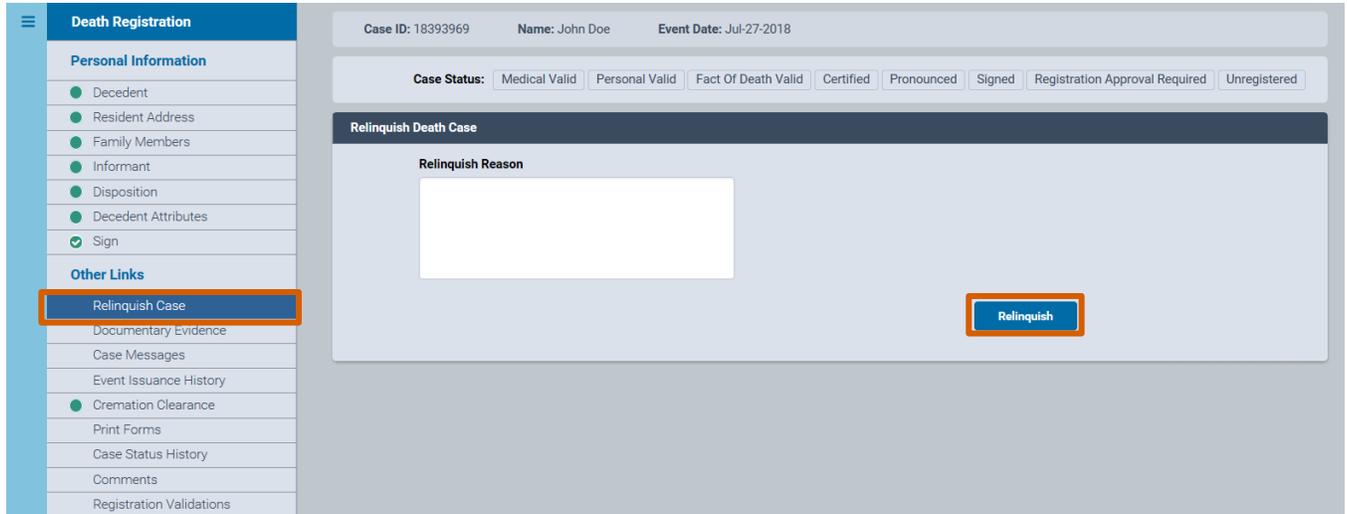


- j. If facial recognition fails (i.e. your current photo does not match the ten original enrollment images), the check box next to **Affirm** will remain empty and the button on the right side of the screen will continue to read **Affirm**. In this scenario, the eVital administrator, or one of their deputies, inspects the authorization queue for the corresponding FR Failure entry and manually approves the funeral director's submission.



## 18. Relinquish Case

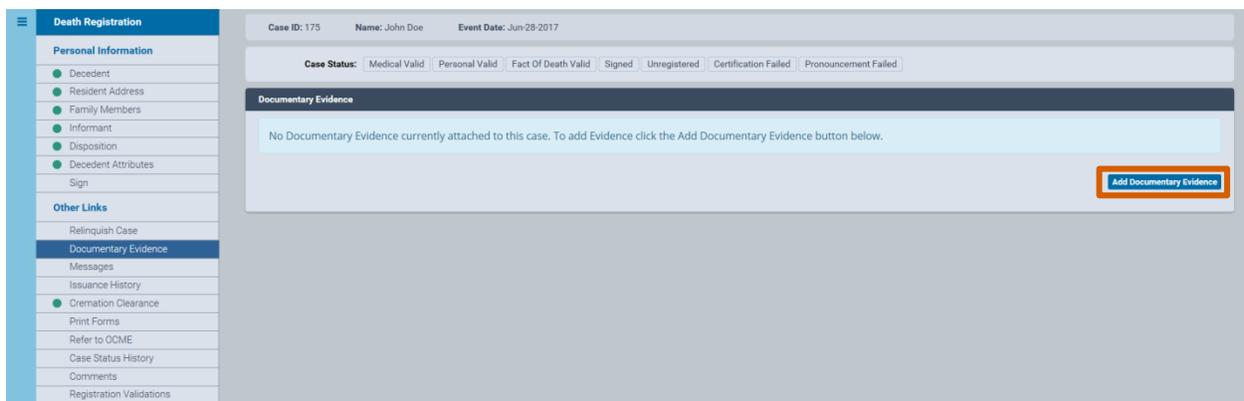
Under **Other Links**, select the **Relinquish Case** tab to relinquish a case prior to its registration with the New York City Health Department. When the **Relinquish Case** tab appears, complete the **Relinquish Reason** message window. Click **Relinquish**.



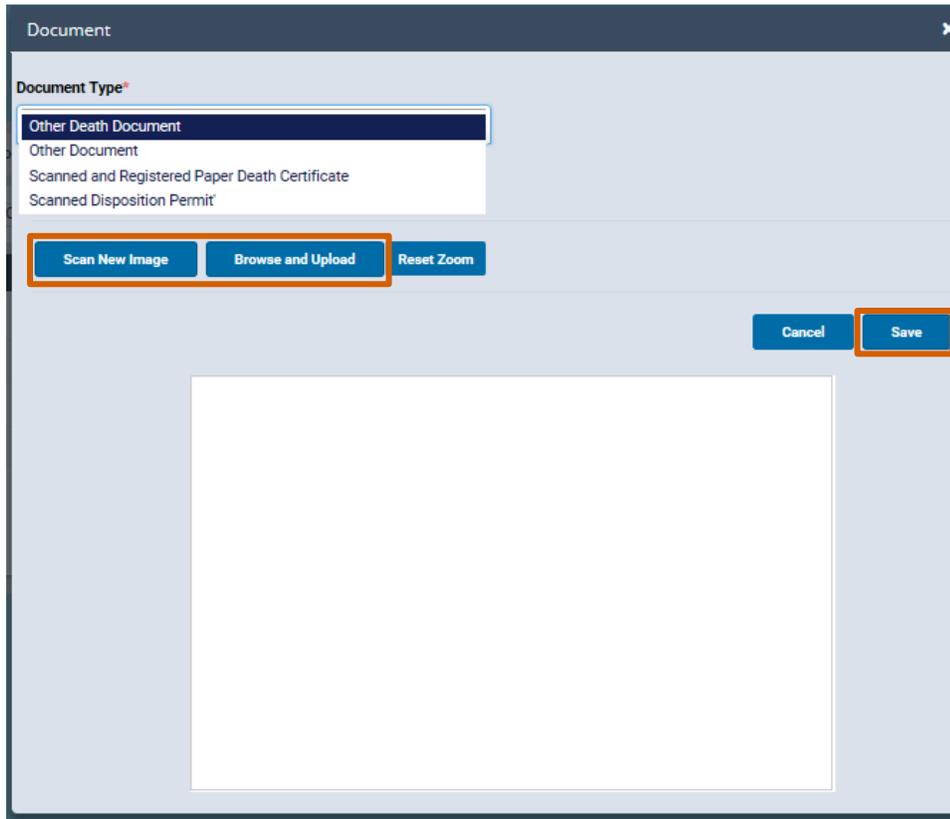
## 19. Documentary Evidence

**Note:** eVital users can upload or scan documentation pertaining to a death registration. File formats accepted by eVital are: JPG, PNG and BMP, but *not* PDF.

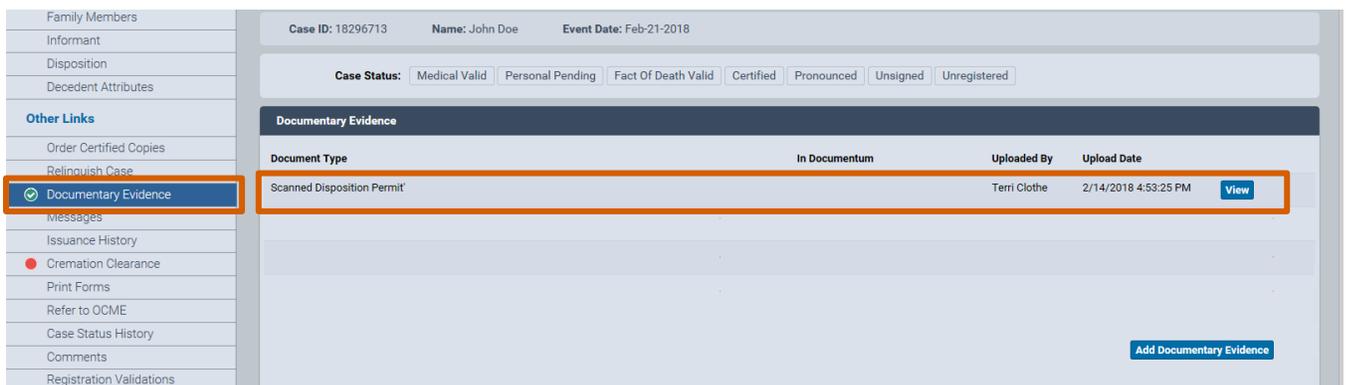
- a. In the **Documentary Evidence** tab, you can upload or scan additional documentation pertaining to this case. Click **Add Documentary Evidence**.



- b. In the **Document Type** drop-down list, select the file type you will be uploading.
  - If you have a scanner connected to your PC, click **Scan New Image** and follow the prompts generated by your hardware.
  - If you are uploading a file from a local or network drive, click **Browse and Upload** and browse to the location of your desired file. Select the file and click **Save**.



- c. After you have uploaded the file, a **green dot** with a check mark in it will appear next to the **Documentary Evidence** tab. Repeat Steps a and b to upload additional files.
- d. Click **View** to display your uploaded files.



## 20. Messages (Case)

In the **Other Links** group, select the **Messages** tab. You can view any messages pertaining to the current case in this tab.

**Note:** The messages on the **eVital Dashboard** home page are *system* messages.

The screenshot shows the 'Messages' tab in the eVital Dashboard. The left sidebar contains a 'Death Registration' menu with 'Personal Information' and 'Other Links' sections. The 'Messages' section is active. The main content area displays case details: Case ID: 18393969, Name: John Doe, Event Date: Jul-27-2018. Below this, there are buttons for 'Case Status' (Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registration Approval Required, Unregistered). A 'Messages' table is shown with columns: Sender, Subject, Body, Sent Date, Attachments. A 'Return to Results' button is located at the bottom right.

## 21. Issuance History

Under **Other Links**, select the **Issuance History** tab. All applicable issuance history messages will appear in the **Issuance Order History** section, including information in columns such as **Issuance**, **User ID**, **Office**, **Date** and **Details**.

The screenshot shows the 'Issuance History' tab in the eVital Dashboard. The left sidebar contains a 'Death Registration' menu with 'Personal Information' and 'Other Links' sections. The 'Issuance History' section is active and highlighted with an orange box. The main content area displays case details: Case ID: 175, Name: John Doe, Event Date: Jun-28-2017. Below this, there are buttons for 'Case Status' (Medical Valid, Personal Valid, Fact Of Death Valid, Signed, Unregistered, Certification Failed, Pronouncement Failed). An 'Issuance Order History' table is shown with columns: Issuance, User ID, Office, Date, Details.

## 22. Cremation Clearance

**Note:** Cremation clearance must be obtained from the Office of the Chief Medical Examiner (OCME). eVital requires the following criteria for cremation clearance:

- The death etiology must be certified. The cause of death is used by the medical examiner to determine if cremation clearance is approved.
- The **Informant** and **Disposition** tabs in the **Death Registration** menu must be completed. These fields cannot be set to “unknown” or “unavailable.”
- The **Method of Disposition** field in the **Disposition** tab must indicate **Cremation or Anatomical Donation**.
  - a. Under Other Links, select the **Cremation Clearance** tab.
  - b. After all fields have been completed click **Save**. A “No validation error found on this page” notice will appear and a **green dot** will appear next to the **Cremation Clearance** tab. Click **Request Cremation Clearance** to submit this form to the OCME.

**Death Registration**

**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**
- Print Forms
- Case Status History
- Comments
- Registration Validations

**Request Cremation Clearance** | **Return to Results** | **Save**

Case ID: 18393969 | Decedent Name: John Doe | Event Date: Jul-27-2018 | Death Place: Testing Hospital (Manhattan)

Case Status:  Medical Valid  Personal Pending  Fact Of Death Valid  Certified  Pronounced  Unsigned  Unregistered

Information Status:

**Cremation Clearance**

Individual Authorizing Disposition

First:  Middle:

Last:  Suffix:

Relationship to Decedent:

Authorizing Individual Address

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

City or Town:  County:  State:

Country:  Zip Code:

Phone Number:

Notify ME/Coroner

Office Name:

First:  Middle:  Last:

Cremation Clearance Status:  ME Case Number:

Cremation Clearance Authorized By

First:  Middle:  Last:

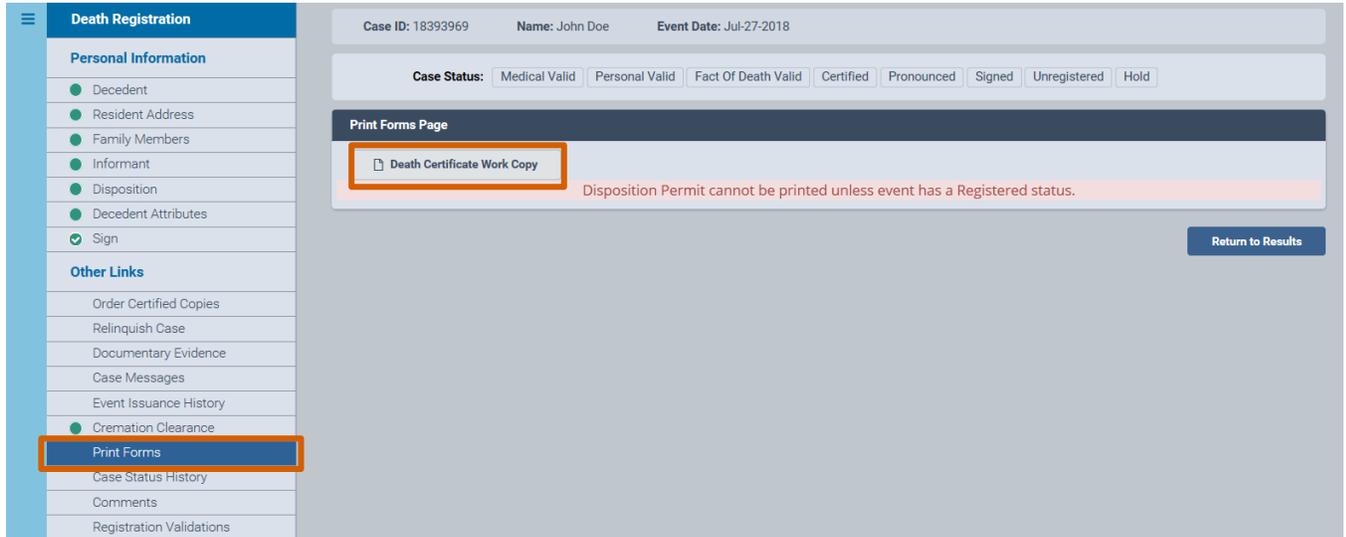
Cremation Reject Reason:

No validation error found on this page **Show All**

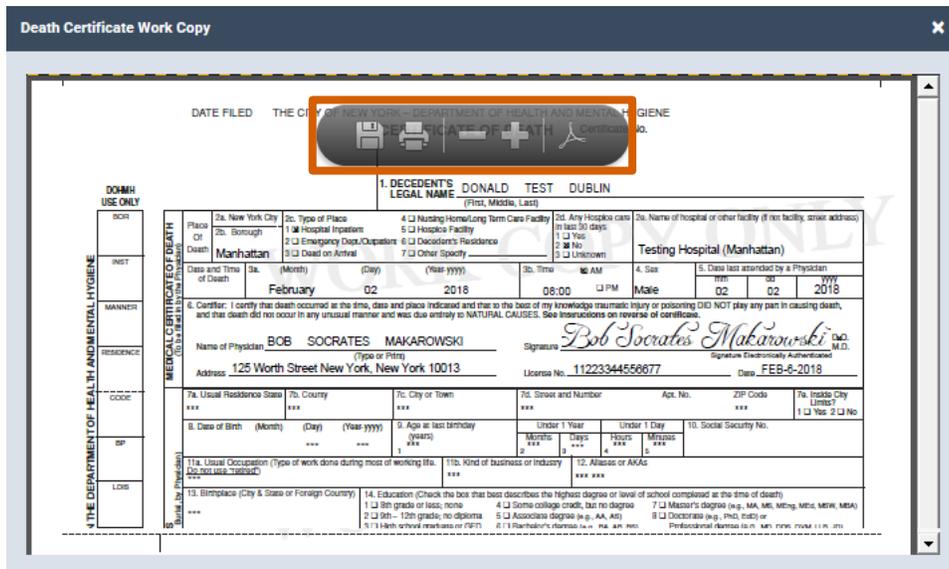
**Request Cremation Clearance** | **Return to Results** | **Save**

## 23. Print Forms

- a. In the **Other Links** group, select the **Print Forms** tab.
- b. When the **Print Forms Page** form appears, click **Death Certificate Work Copy** to view a working copy of the death certificate or disposition permit. A PDF image of the document will appear on the screen.



- c. A PDF toolbar will appear when you hover your mouse near the top of the PDF image. The toolbar contains buttons to download or save the PDF, print the PDF, and zoom or start up the full Adobe Reader toolbar. To print the PDF, click the **printer icon**.



## 24. Case Status History

Under **Other Links**, select the **Case Status History** tab. This tab shows the progression of steps performed on this case and the identity of the parties that performed them.

Case ID: 18393969    Name: John Doe    Event Date: Jul-27-2018

Case Status:  Medical Valid  Personal Valid  Fact Of Death Valid  Certified  Pronounced  Signed  Registration Approval Required  Unregistered

### View Case History

Status Date	Status Name	Status set by	Associated Facility name	Comment	Reject Reason	Other Reason
Jul/31/2018 03:12 PM	Registration Approval Required	Evital, Service	Office of Vital Records			
Jul/31/2018 03:07 PM	Hold	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 03:07 PM	Signed	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 03:06 PM	Signature Required	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 03:06 PM	Personal Valid	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 02:54 PM	Unsigned	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 02:54 PM	Personal Pending	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/31/2018 02:54 PM	Signature Required	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/30/2018 12:21 PM	Registration Approval Required	Evital, Service	Office of Vital Records			
Jul/30/2018 12:16 PM	Hold	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jul/30/2018 12:16 PM	Signed	Makarowski, Bob UatInternal	Testing Funeral Home, Inc			
Jun/11/2018 04:50 PM	Fact Of Death Valid	Makarowski, Bob UatInternal	Testing Hospital (Manhattan)			
Jun/11/2018 04:50 PM	Personal Pending	Makarowski, Bob UatInternal	Testing Hospital (Manhattan)			
Jun/11/2018 04:50 PM	Fact Of Death Pending	Makarowski, Bob UatInternal	Testing Hospital (Manhattan)			
Jun/11/2018 04:50 PM	Medical Pending	Makarowski, Bob UatInternal	Testing Hospital (Manhattan)			

[Return to Results](#)

## 25. Comments

Under **Other Links**, select the **Comments** tab. When the **Comments** form appears, select a **Comment Type** from the drop-down list. You can type a comment of up to 4000 characters. Click **Save Comment** when complete. Completed comments are listed at the bottom of this page.

The screenshot displays the 'Comments' section of the Death Registration system. On the left sidebar, the 'Comments' tab is highlighted. The main content area shows the following details:

- Case ID: 18393969, Name: John Doe, Event Date: Jul-27-2018
- Case Status: Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registration Approval Required, Unregistered
- Comments** section with the heading 'Enter Comment'
- A 'Comment Type' dropdown menu with 'Select one' as the current selection.
- A large text input field for the comment.
- Text indicating 'Maximum text length: 4000'.
- 'Save Comment' and 'Clear' buttons.
- A 'Filter:' input field.
- A table with columns: Comment Type, Date Entered, Entered By, Comment, Edit, Delete.
- Message: 'No data available in table'
- Message: 'Showing 0 to 0 of 0 entries'
- 'Return to Results' button at the bottom right.

## 26. Registration Validation

In the **Other Links** group, select **Registration Validations**. The **Registration Validation** page displays any validation errors for a case and includes any flagged hard and soft edits. If there are no errors, a “No validation errors found” notice will appear.

The screenshot displays the 'Registration Validations' page in the eVital system. On the left is a navigation sidebar with a blue header 'Death Registration' and a menu. Under 'Personal Information', items include Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, and Sign (checked). Under 'Other Links', items include Order Certified Copies, Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Cremation Clearance, Print Forms, Case Status History, Comments, and 'Registration Validations' (highlighted with an orange border). The main content area shows case details: Case ID: 18393969, Name: John Doe, Event Date: Jul-27-2018. Below this is a 'Case Status' section with buttons for Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registration Approval Required, and Unregistered. The 'Event Validations' section contains a 'Validate' button and the text 'No validation errors found'. A 'Return to Results' button is located at the bottom right of the main content area.