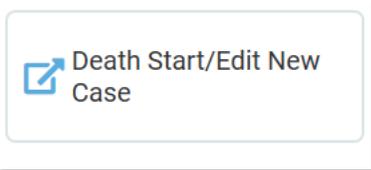


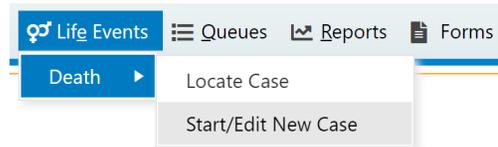
Creating a Case

1. On the homepage, select **Death Start/Edit New Case**.



Select **Life Events | Death | Start/Edit New Case** from the drop down menu:

OR



2. Enter the 4 required data elements (**First Name, Last Name, Date of Death, and Sex**) and click the **Search** button.

Death Start/Edit New Case

Decedent's Information

First: <input type="text"/>	Last: <input type="text"/>	Date of Death: <input type="text"/>
Sex: <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/>
Case Id: <input type="text"/>	ME Case Number: <input type="text"/>	Medical Record Number: <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Place of Death: <input type="text"/>

Required fields will be marked with a red indicator.

3. Select **Start New Case**.

The system will attempt to search for existing cases. If one exists, it will populate as a link that can be selected. If there are no cases that match the criteria, Select the **+ Start New Case** button.

Death Search Results

There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.