

Paying and Printing a Cremation Certificate

1. Enter into the case, and select “**Order Certified Copies**” from Other Links.

- Other Links
- Amendments
- Attachments
- Comments
- Order Certified Copies**
- Print Forms
- Trade Calls
- Switch User

2. The Applicant page will populate with all of the affiliated information for the specific user. Select **Next**.

- Order Processing Menu**
- Applicant**
- Services
- Payments
- Summary
- Switch User

3. The Services page will populate.

- Order Processing Menu**
- Applicant
- Services**
- Payments
- Summary
- Switch User

4. Source, Received Date, and Fee Effective Date will auto populate. Changes do not need to be made.

Services

Source ▶ Received Date Fee Effective Date

Paying and Printing a Cremation Certificate

5. Utilize the dropdown to choose the **Office of Chief Medical Examiner** as the Issuing Office.

A screenshot of a web form showing a dropdown menu for 'Issuing Office'. The menu is open, displaying two options: 'New London City Hall' and 'Office of Chief Medical Examiner'. The 'Office of Chief Medical Examiner' option is highlighted with a red rectangular box.

6. Select **Add Service**.

Applicant Relationship to Registrant: **Funeral Home**

Currently there are no services for this event request. Please click Add Service to add a service.

Add Service

Save

Previous

Next

Return

7. Choose the Service as **Death Cremation Certificate**, the Quantity as **1**, the Priority as **VitalChek**, and the Delivery as **Walk In**.

A screenshot of a service selection form. It contains four dropdown menus: 'Service' (set to 'Death Cremation Certificate'), 'Quantity' (set to '1'), 'Priority' (set to 'VitalChek'), and 'Delivery' (set to 'Walk In'). Each dropdown menu is highlighted with a red rectangular box. Below these are two text input fields labeled 'Request Reason' and 'Other Specify', and two buttons labeled 'Save' and 'Cancel'.

8. Click **Save**.

A screenshot of the same service selection form as in the previous step. The 'Save' button is now highlighted with a red rectangular box, indicating it should be clicked.

Paying and Printing a Cremation Certificate

9. Select **Next**.

1 Name: Lucille Ball
 Applicant Relationship to Registrant: **Funeral Home**

Id	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee
1	Death Cremation Certificate	1	VitalChek	Walk In			\$150.00

[Edit Reverse](#) [Add Service](#)

[Save](#)
[Previous](#)
[Next](#)
[Return](#)

10. Input the **credit card information**, authorize the payment by checking the box, and select **Pay Now**.

Payments

Received Date: APR-13-2020 Fee Effective Date: APR-13-2020

Credit

Payment Type* Credit Card

Credit Card Number* Card Expiration* 2020

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

[Pay Now](#)

11. Click **Next**.

Credit

Payment Date	User	Card Number	Exp Date	CVC	Auth Code	AVS	Status	Amount
SEP-29-2020	Fundir				TestOK		Approved	\$154.95

SubTotal: \$150.00
VitalChek Fee: + \$4.95
Total: = \$154.95
Paid: \$154.95
Balance: = \$0.00
Change Due: **\$0.00**

[Edit Payer](#)
[Previous](#)
[Next](#)
[Return](#)

If the payment source was not approved, it would be identified in the **Status** on the current screen.

12. Select **Submit Order**.

Order Summary

Source: Internet Funeral Home ProCheck / ProID Status:
 Received Date: SEP-29-2020 Fee Effective Date: SEP-29-2020

Applicant Information			Payment Information		
Name:	Byles-MacDougall Funeral Service (New London)		Type	Amount	User
Address:	99 Huntington St New London, Connecticut 06320		Credit/Debit Card	\$154.95	Funeral Director
Attention:			Paid:	\$154.95	
Phone:	(860) 442-0343		Due:	\$154.95	
Email:			Balance:	\$0.00	

Event Requested: Death Amend Mailing Envelope Mailing Label
 Relation: Funeral Home
 Status: /Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/Cremation Clearance Required/Cremation Clearance Requested

Comments:

Matched Events	Services
Registrant Match Total Number of Issuances Date of Last Issuance	Service Name Quantity Priority Delivery Fee
Lucille Ball Yes 0	Death Cremation Certificate 1 VitalChek Walk In \$150.00 Issue

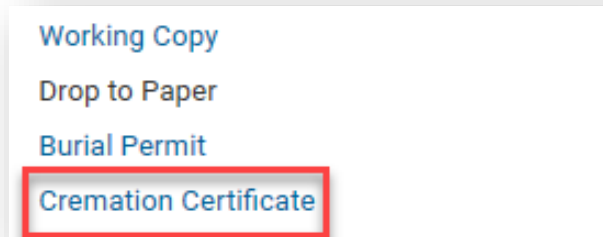
[New Order](#)
[Copy to New](#)
[Submit Order](#)
[Void](#)
[Issuance History](#)
[Previous](#)
[Return](#)

Paying and Printing a Cremation Certificate

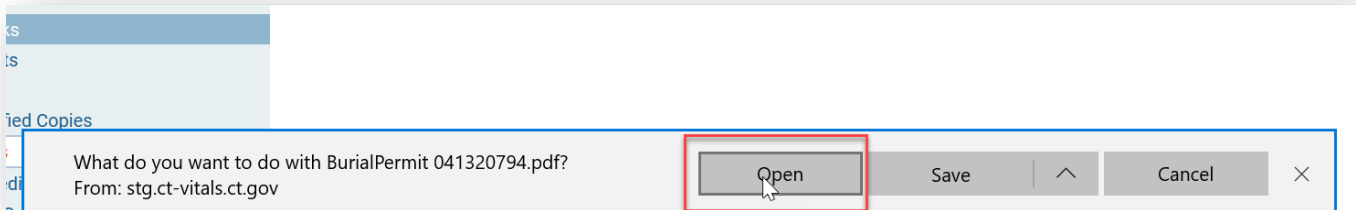
13. Return to the case and navigate to **Print Forms**.



14. Select **Cremation Certificate**.



15. Click **Open** on the PDF that is generated. This will be located at the bottom of the screen.



12. Select the **Print** icon in order to direct to a local device.

