

Trade Calls

1. Once in the desired case, navigate to *Other Links* in the *Death Registration Menu*. Select **Trade Calls**.

Other Links

- Attachments
- Comments
- Order Certified Copies
- Print Forms
- Relinquish Case
- Transfer Case
- Trade Calls**
- Switch User

2. Search for the designated funeral home by the Business Registration Number, or utilize the magnifying glass to search by name.

Trade Calls

Funeral Home

Business Registration Number  Name  

3. Once selected, the affiliated address will populate in the required fields.

If the name or address is not found, enter utilizing free text.

Funeral Home on Certificate

Business Registration Number  Name  

Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional

Zip Code City or Town State Country

4. Search for the **Funeral Director** by entering the **License Number** or utilizing the **magnifying glass** to search by name.

Funeral Director  

License Number 

First Middle Last

Trade Calls

5. Select Save.

