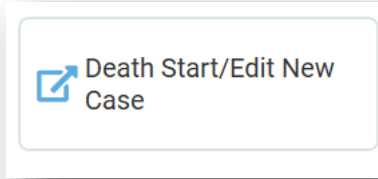
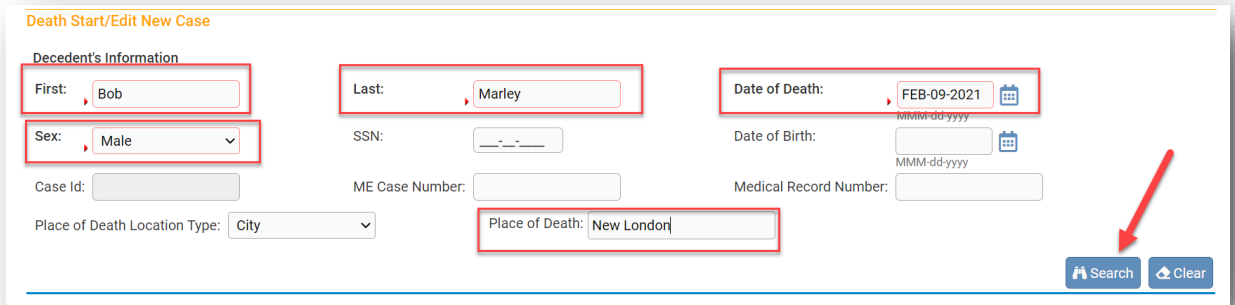


Creating a Case and Attaching Paper Death Certificate

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

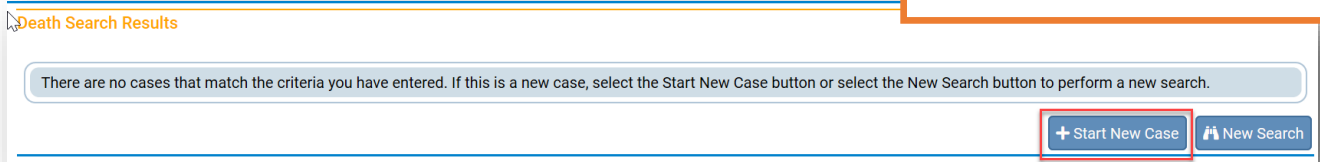


2. Enter the required data elements (**First Name, Last Name, Date of Death, Sex, and Place of Death**) and **Search**.

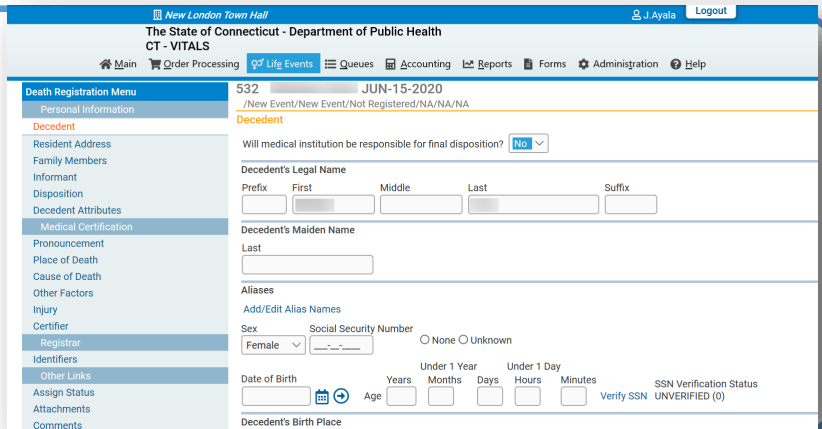


3. Select **Start New Case**.

The system will attempt to search for existing cases. If one exists, it will populate as a link that can be chosen.



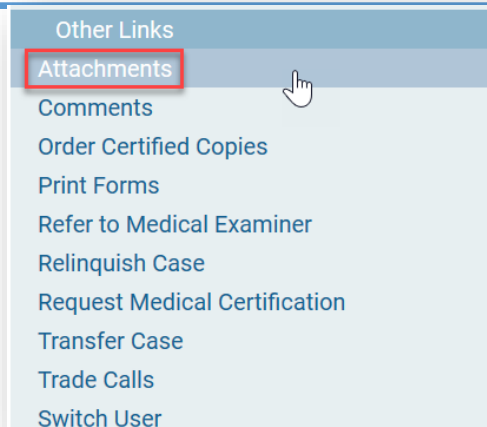
4. This will create the case. Navigate to the **Death Registration Menu**.



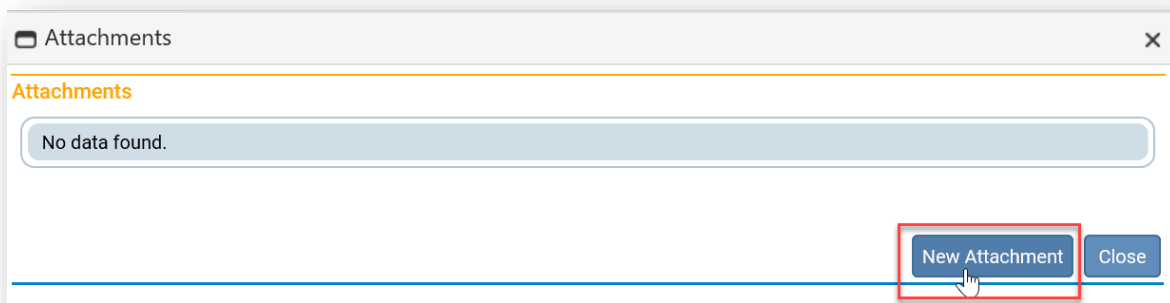
Creating a Case and Attaching Paper Death Certificate

5. Go to **Attachments**.

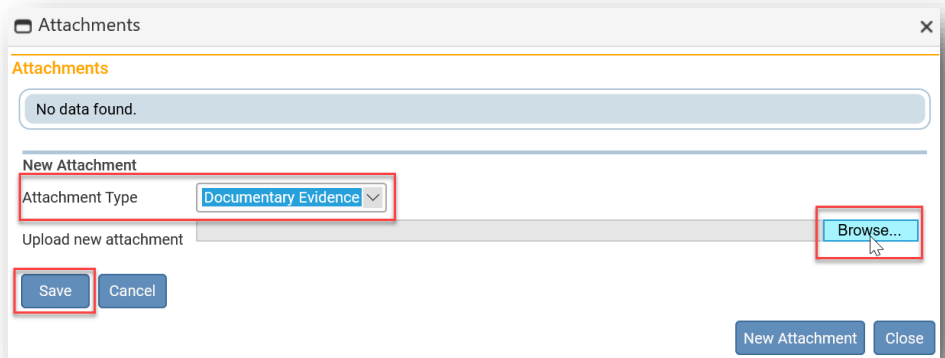
Scan and Save a copy of the death certificate to a local drive.



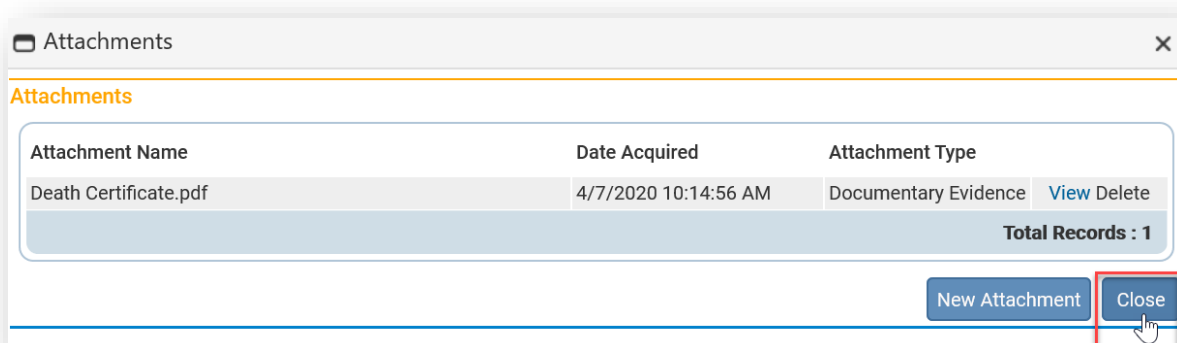
6. Select **New Attachments**.



7. Utilize the dropdown to select **Documentary Evidence**, **Browse** to find the appropriate document, and **Save**.

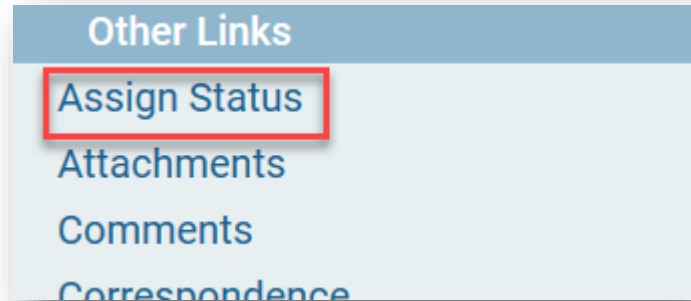


8. Once the death certificate is attached and saved, select **Close**.

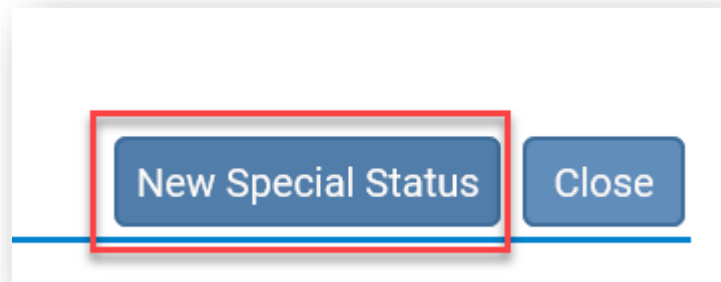


Creating a Case and Attaching Paper Death Certificate

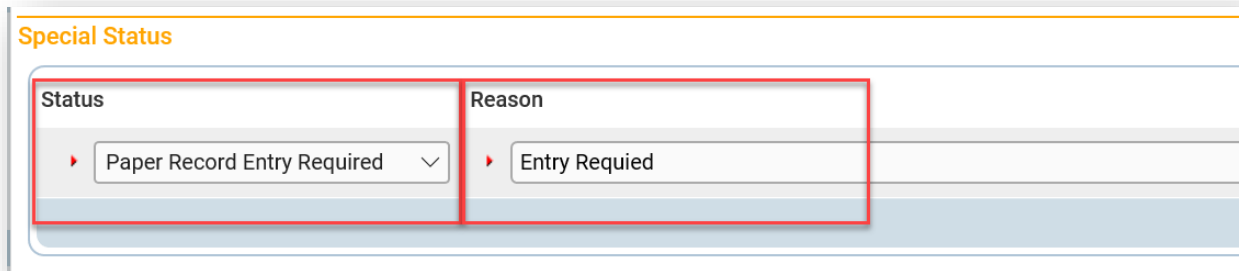
9. Go to **Assign Status** under the Other Links.



10. Select **New Special Status**.

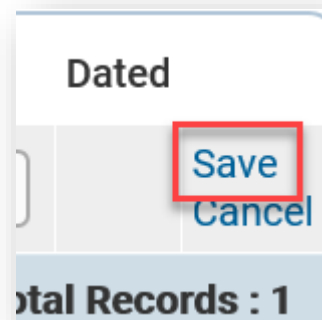


11. Utilize the dropdown to choose **Paper Record Entry Required** as the Status, and input a **Reason**.



A screenshot of a software interface showing a form titled "Special Status". The form has two columns: "Status" and "Reason". The "Status" column has a dropdown menu with "Paper Record Entry Required" selected. The "Reason" column has a text input field with "Entry Required" entered. Both the dropdown and the text input field are highlighted with a red rectangular box.

12. Click **Save**.



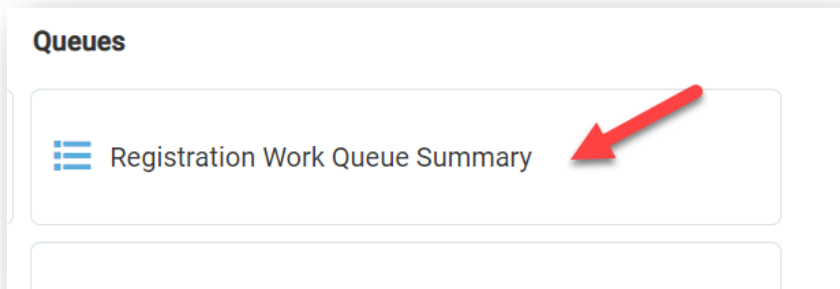
Creating a Case and Attaching Paper Death Certificate

13. A banner will be displayed at the top of the screen, and the record will be directed to the State Users.

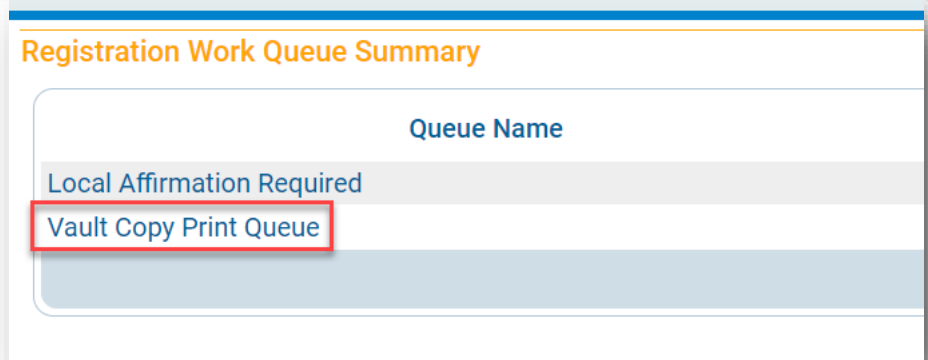


/NA/Paper Record Entry Required

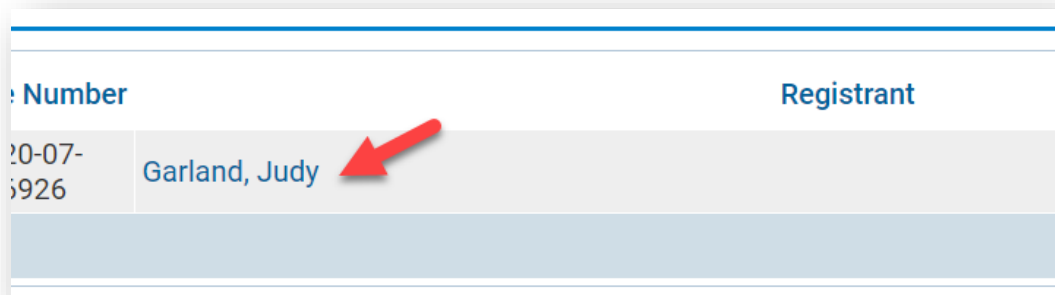
14. Once the State User completes the record, it will be sent back through the work queues in order to print the Vault Copy. Go to the **Registration Work Queue Summary**.



15. Go to **Vault Copy Print Queue**.



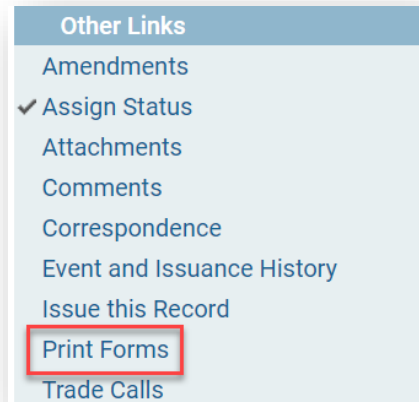
16. Select the name of the decedent to enter into the case.



Number	Registrant
20-07- 3926	Garland, Judy

Creating a Case and Attaching Paper Death Certificate

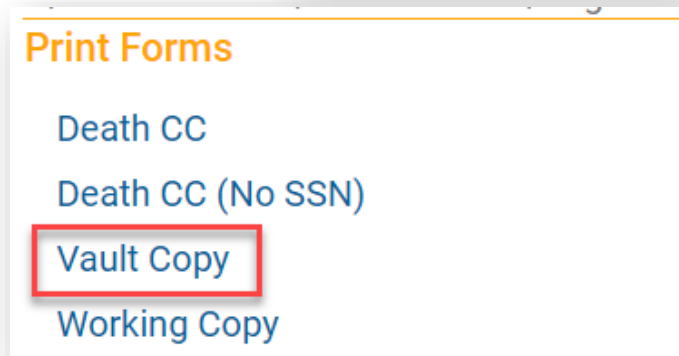
17. Go to **Print Forms** in the Death Registration Menu.



Other Links

- Amendments
- ✓ Assign Status
- Attachments
- Comments
- Correspondence
- Event and Issuance History
- Issue this Record
- Print Forms**
- Trade Calls

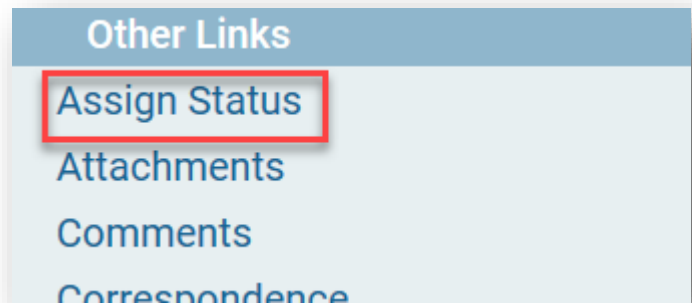
18. Select **Vault Copy** in order to print.



Print Forms

- Death CC
- Death CC (No SSN)
- Vault Copy**
- Working Copy

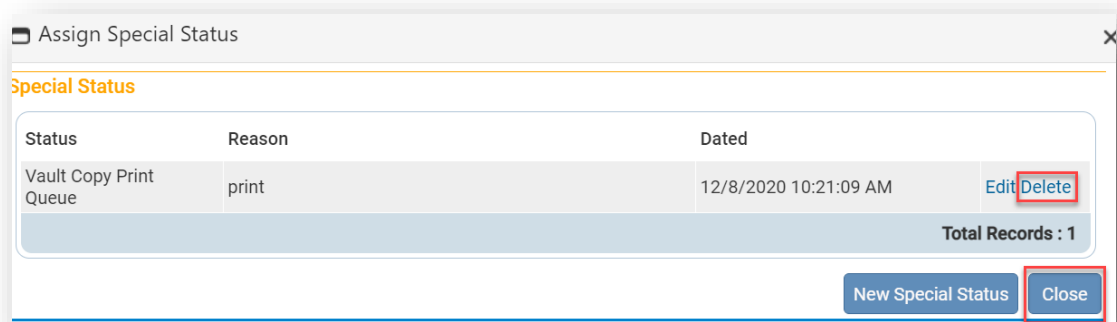
19. The status will need to be deleted in order to remove it from the work queue. Go to **Assign Status** under Other Links.



Other Links

- Assign Status**
- Attachments
- Comments
- Correspondence

20. **Delete** the status, and close.



Assign Special Status

Special Status

Status	Reason	Dated	
Vault Copy Print Queue	print	12/8/2020 10:21:09 AM	Edit Delete

Total Records : 1

New Special Status **Close**