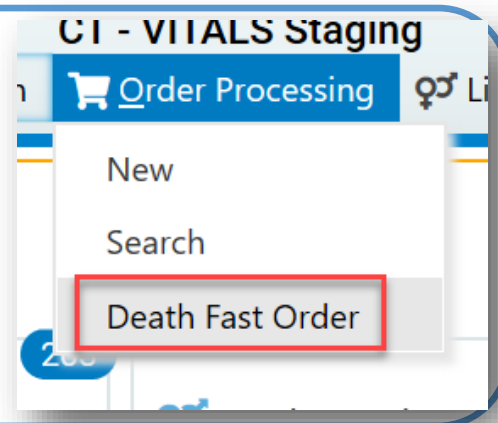


Payment and Issuance of Certified Copies

1. Navigate to Order Processing in the Activity Toolbar, and select **Death Fast Order**.



2. Utilize the radio button to select the **Applicant** type and input the corresponding information.

If Applicant is not paying by credit card, only the name is required.

3. Select the **Applicant Relationship**.

4. Search for the corresponding event by utilizing one of the options provided, then click **Search**.

Payment and Issuance of Certified Copies

5. Select the radio button next to the corresponding record.

Legacy Record tracks the sale of a non electronic record, prior to CT-Vitals.

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input type="radio"/>			Legacy Record	
<input checked="" type="radio"/> Preview	NOV-19-2020	2020-07-056909	Ball, Lucille	New London

Total Records : 1

Service

6. Utilize the drop downs to complete the **Service** portion.

Service

Source ▶ Counter ▼ Priority ▶ VitalChek ▼ Delivery ▶ Walk In ▼

7. Select the **Service**, input the **Quantity**, choose the **Request Reason**, and click **Calculate Fees**.

Service

Death Burial Permit

Death CC

Death CC (No SSN)

Calculate Fees

Quantity

Request Reason

Other specify

8. Choose the **Payments** method.

Any payment method can be selected, the example reviews a credit card payment.

Payments

Credit/Debit Card

Cash

Check

Money Order

Waive

Last Revised 02/04/2021

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Payment and Issuance of Certified Copies

9. Input the corresponding information, and select **Authorize**.

Payments

Credit/Debit Card
 Number ▶ 1234567890 CVC
 Exp Date ▶ 01 ▼ 2021 ▼ Payment \$20.00

AVS: AuthCode: Status: [Authorize](#) [Void](#)

SubTotal: \$20.00
Total: = \$20.00
Paid: \$0.00
Balance: = \$20.00
Change Due: \$0.00

10. For credit card payments, approval will be identified in the **Status**.

AVS: AuthCode: TestOK Status: Approved [Authorize](#) [Void](#)

11. Select **Save & Validate**.

Walk In \$20.00 Issue

Save & Validate
Clear

12. Select Issue.

Services				
Service Name	Quantity	Priority	Delivery	Fee
Death CC	1	VitalChek	Walk In	\$0.00

Issue

Payment and Issuance of Certified Copies

13. Check the box next to the appropriate record and click **Print Issuance**.

All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Quick Start	Death CC	02/05/2021 10:35:05 AM	VitalChek	Walk In	Bob M Marley	2020-07-056918		MMM-dd-yyyy

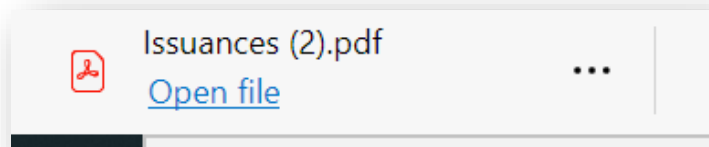
Total Records : 1

Actions: **Print Issuance**, Delete, Void Complete

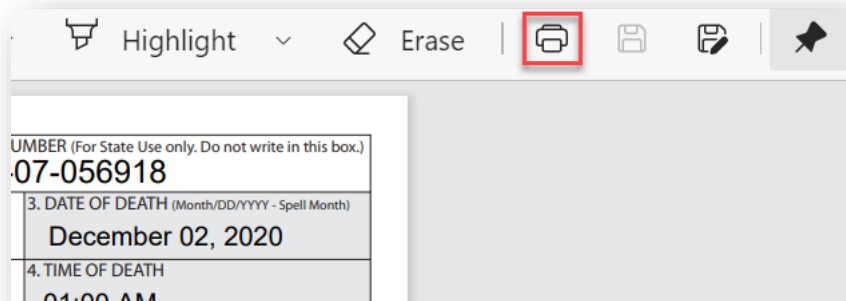
Numbering: AutoNumber Ascending, AutoNumber Descending, Beginning Number

Buttons: Save, Close

14. A PDF will populate, enter to print the record from a local device.



15. Select the print icon.



15. Once printed, ensure the box is still checked and select **Complete**. This will remove the record from the Issuance Work Queue and prevent duplicate work.

All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Quick Start	Death CC	02/05/2021 10:35:05 AM	VitalChek	Walk In	Bob M Marley	2020-07-056918		

Total Records : 1

Actions: Print Issuance, **Complete**, Delete, Void

Numbering: AutoNumber Ascending, AutoNumber Descending, Beginning Number