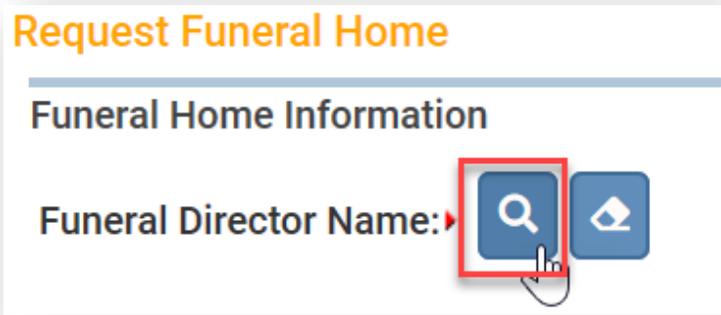


Requesting Funeral Home

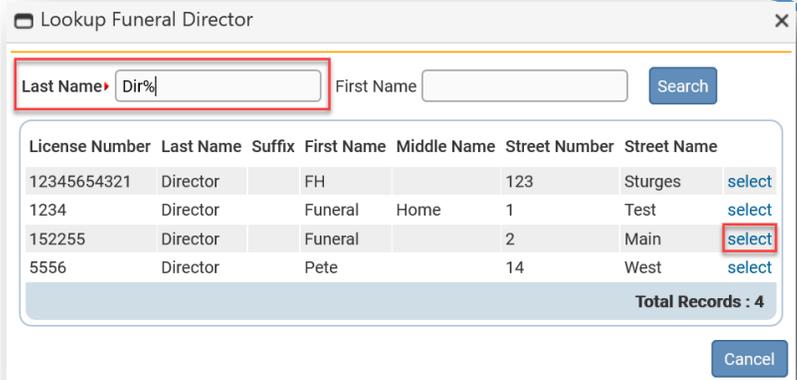
1. Once in the case, navigate to **Request Funeral Home** in the Death Registration Menu.



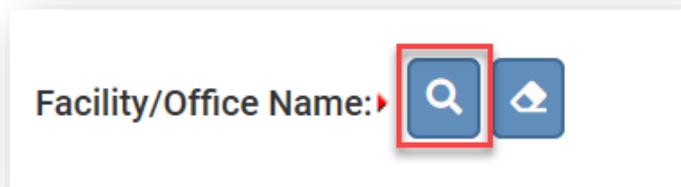
2. Select the magnifying glass to choose the **Funeral Director Name**.



3. Type the **first 3 letters** of the last name of the Funeral Director followed by the % wildcard. Choose the **select** link next to the appropriate option.



4. Select the magnifying glass to choose the **Facility/Office Name**.



Requesting Funeral Home

5. Input the % wildcard into the search bar for the Facility Name. Select the appropriate option by clicking on the **select** link.

Only the facilities affiliated with the selected Funeral Director will populate.

Facility Name	Address	City
Hartford Community Funeral Home & Cremation, Inc.	380 Maple Ave	Hartford select

Total Records : 1

6. Click **Save**.

Clear Save Return