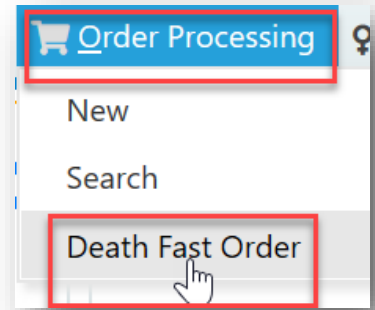


Order Processing

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



2. Enter the **First** and **Last Name** of the Applicant.

A screenshot of the 'Death Fast Order' form. The 'Applicant' section has radio buttons for 'Person' (selected) and 'Organization', and an 'ID Type' dropdown. The 'Name' section has fields for 'Prefix', 'First', 'Middle', 'Last', and 'Suffix'. The 'First' field contains 'Jane' and the 'Last' field contains 'Wayne', both highlighted with red boxes.

3. Input the **Applicant Address**.

A screenshot of the 'Applicant Address' form. The form is enclosed in a red border. It contains fields for: Street Number (1234), Pre Directional (dropdown), Street Name (Main), Street Designator (Street), Post Directional (dropdown), Apartment Number, Zip Code (06320), City or Town (New London), State (Connecticut), and Country (United States).

4. Utilize the drop down to select the **Applicant Relationship** in order to establish the eligibility.

A screenshot of the 'Eligibility' form. The 'Applicant Relationship' dropdown menu is highlighted with a red box and set to 'Daughter'. There is also an 'Other Specify' text input field.

Order Processing

5. Search for the **Event** by inputting key identifiers.

Event Search

File Number: Year: Number:

Registrant First: Middle: Last:

Mother First: Middle: Maiden Last:

Father First: Middle: Last:

Date of Death Start: End:

Date of Birth Start: End:

Gender: Place of Event City: Place of Event County:

Number of rows to be returned:

6. Select the radio button correlated with the specific case.

| 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 | APR-13-2020 | 2020-07-500018 | Wayne, John | New London |

6. Input the **Service** information: **Source**, **Priority**, and **Delivery**.

Service

Source ▶ ▼ Priority ▶ ▼ Delivery ▶ ▼

6. Complete the **Service**, **Quantity**, and **Request Reason**. Then select **Calculate Fees**.

A Death Certificate can be obtained with a SSN or without.

| Service | Quantity | Request Reason | Other specify |
|--|--------------------------------|------------------------------------|----------------------|
| <input type="checkbox"/> Death CC (No SSN) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> Death CC (w/SSN) | <input type="text" value="1"/> | <input type="text" value="Legal"/> | <input type="text"/> |

Order Processing

5. Check the **Payments** type.

| Payments | |
|--|------------------------------------|
| <input type="checkbox"/> Credit/Debit Card | |
| <input checked="" type="checkbox"/> Cash | |
| Payment ▶ | <input type="text" value="22.00"/> |
| <input type="checkbox"/> Check | |
| <input type="checkbox"/> Money Order | |
| <input type="checkbox"/> Waive | |

| | |
|-------------------------------|------------------|
| SubTotal: | \$20.00 |
| Shipping/Handling Fee: | + \$2.00 |
| Total: | = \$22.00 |
| Paid: | \$0.00 |
| Balance: | = \$22.00 |
| Change Due: | \$0.00 |

6. **Event Requested** will display details of the record and have specific functions.

| Event Requested | |
|--------------------|--|
| Event Type: | Death Correspondence Work Order Receipt Mailing Envelope Mailing Label |
| Relation: | Daughter |
| Status: | /Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required |
| Comments: | |

6. Select **Save & Validate**.

| Matched Events | | | Services | | | | | |
|----------------|-------|---------------------------|-----------------------|------------------|----------|----------|----------|---------------|
| Registrant | Match | Total Number of Issuances | Date of Last Issuance | Service Name | Quantity | Priority | Delivery | Fee |
| John Wayne | Yes | 0 | | Death CC (w/SSN) | 1 | Regular | MAIL | \$20.00 Issue |

| | | | | | | |
|----------------------------|-----------------------------|--|----------------------|----------------------------------|-----------------------|-------------------------------------|
| Next Order | Copy to New | Take me to Regular Order | Void | Issuance History | Clear | Save & Validate |
|----------------------------|-----------------------------|--|----------------------|----------------------------------|-----------------------|-------------------------------------|