

### Access EDRS

1. Log in to HCS at [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
2. Enter your **User ID** and **Password**, then click **Sign In**.
3. In the My Applications list on the HCS home page, click on **EDRS**.
4. Click on the name of your office. **Note:** If you are associated with more than one office, be sure to select the office the case is affiliated with, or you will not be able to fully access the case.

### Locate a Case Within Your Jurisdiction

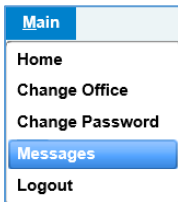
You can find a case three ways: **Messages**, **Registration Work Queue**, or **Search**.

**Note:** If the case is not in your Messages or Work Queue, then most likely the case does not yet have the two required signatures, or the case may be registered.

- **Messages** contain a direct link to cases that are ready for registration. Messages are like an email sent to you inside EDRS. Click the **Messages** Fast Link on the EDRS home page:

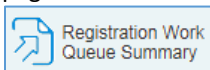


or click **Main > Messages** in the top menu bar:

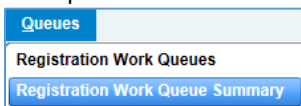


In the message text, click on the **decedent's name** to view the case.

- **Registration Work Queue Summary** contains a direct link to cases that are ready for registration. Click **Registration Work Queue Summary** Fast Link on the EDRS home page:



or click **Queues > Registration Work Queue Summary** in the top menu bar:



On the *Summary* page, click the link to **Local Affirmation Requests**. Click on the **Decedent Name** to view a case.

*(Continued in next column)*

- **Search** is used to find a case before or after it is registered, as long as the case is assigned to your registration office.

1. Click **Life Events > Death > Search** in the top menu bar:



or, if available, click the **Death Search** Fast Link on the EDRS home page:



2. Enter the **Case ID**, if known, or part of the decedent's information, and then click **Search**.
3. In the Search Results, click on the **Decedent's Name** to view the case.

### Review and Register the Case

EDRS automatically assigns cases to the local Registrar in the jurisdiction where the death occurred. The Registrar is responsible for verifying all data is accurate and complete before registering a death certificate.

1. On any page in the case, click **Validate Page**. This shows you that all *Personal Information* and *Medical Certification* pages are complete and highlights any pages containing exceptions to data validation rules.
2. Click on the *Place of Death* page. Verify that the **City or Town** appears to be correct and that the location is within your Registration Office's jurisdiction.
 

**Note:** If a change is needed on the *Place of Death* page, contact the Medical Certifier for them to **Uncertify** the case, enter the changes, and then **Certify** the case again.
3. Click on the *Disposition* page. Review the information and **Validate Page**. Verify that the **Filing Registrar Office** is correct for the *Place of Death*. You can edit the **Filing Registrar Information** while the case is *Signed* and not yet *Registered*.
 

**Note:** If the wrong **Filing Registrar Office** was automatically assigned by EDRS, please [email the EDRS team](#) so we can investigate if the correct **Registrar Office** can be permanently associated with that municipality.
4. Click on the *Identifiers* page. Enter your local **Register Number**. Verify the **Disposition permit** information. Do **not** enter a Local File Date at this point in the process.
5. Click on the *Print Forms* page, and review a **Working Copy** of the death certificate for completeness and accuracy.
6. On the left navigation bar, click *Local Registrar Affirm*.
7. Read the **Affirmation** statement, and click in the checkbox. Then click **Affirm**. The case **Registers** and the **Local File Date** automatically fills in.

## Validation Symbols and Rules

Validation progress symbols appear to the left of each page name in the *Death Registration Menu* (left navigation bar). Validation symbols should be **green or yellow** before you electronically Affirm and register the death certificate.

✘ **Red X**: Information entered on this page did not meet system requirements. You should review the page to see if information is missing or if a Validation Results error message has not been addressed.

● **Yellow dot**: Information is complete on this page; however some information entered resulted in Validation error messages which the case owner overrode. This may happen if the information conflicts with EDRS system rules. After saving overrides and re-validating the page, the yellow dot will remain on the *Death Registration Menu*, and the error message will remain on the page.

✔ **Green check**: Information is complete and acceptable on this page.

## Print Forms

- **Print Working Copy of Certificate – For Draft Review:**  
You should always generate a Working Copy of each case before Affirming the case to verify accuracy and completeness. The Working Copy contains a side-margin ‘watermark’ noting that it is not the official death certificate unless it has been signed by the Registrar of Vital Statistics.
- **Burial Permit:** Issued to the Funeral Director to commence disposition of the body. The permit is printable from the system after the death certificate is registered.
- **Vault Copy:** Represents the official death certificate. When printing Vault Copies, set your printer properties to Fit to Page/Shrink to Fit, so that the entire form prints out on 8½ x 11 inch paper. After registering the case the Filing Registrar Office should **print three Vault Copies of each case**. Send one copy to New York State, send one copy to your local health unit, and save one copy in your registrar office.
- **Drop to Paper:** Converts certificate completion to paper version, using the Drop to Paper print-out as the official death certificate. **Drop to Paper ends all electronic work in the case for all users/roles.** Drop to Paper is only available while the case has just one owner and has been certified/signed by that owner.

## Tips for Filing Registrar Office and the Place of Death

In most cases, EDRS assigns the **Filing Registrar Office** automatically based on the **Place of Death** locality - city, town, village. If the wrong *Place of Death* locality was entered, then both fields may need correcting. Options for how to make the corrections:

### Place of Death Locality is Incorrect

*Place of Death* locality may be corrected before or after the case is registered.

- You can request that the Medical Certifier correct the *Place of Death* locality before you register the case. To make changes in the case, the Medical Certifier will need to **Uncertify** the case, edit the *Place of Death* city, town, or village, **Validate Page**, then **Certify** the case again. When the Certifier **Validates Page**, that will also update the **Filing Registrar Office** on the *Disposition* page, even if the case is currently Signed by the Funeral Director.
- Alternatively, the case may be registered with the incorrect locality specified for *Place of Death*, and then a manual correction submitted to change the locality.

### Filing Registrar Office is Incorrect

If possible, the **Filing Registrar Office** should be fixed before the case is registered.

- If the **Filing Registrar Office** is incorrect or not filled in, the Funeral Director should **Unsign** the case, edit the **Filing Registrar Office** field on the *Disposition* page, **Validate Page**, and then **Sign** the case again. The newly assigned registration office will now be able to access the case via *Messages*, *Work Queues*, or *Search*, and register the case.
- Alternatively, if the incorrect **Filing Registrar Office** is assigned and the case is currently Signed but not Registered, then the currently assigned Registration Office can edit the **Filing Registrar Office** on the *Disposition* page without needing the Funeral Director to Unsign. The newly assigned Filing Registrar Office will then be able to access the case using the *Search* feature, and then register the case as usual.

### Case Becomes Registered in the Wrong Registrar Office

In the event that the incorrect **Filing Registrar Office** registers a case before detecting that the case was filed in the wrong Registrar Office, then when the error becomes known

- As needed, the Funeral Director should notify the current (incorrect) Filing Registrar Office of the error.
- The incorrect Filing Registrar Office will send their Vault Copy to the correct Filing Registrar Office.
- The Funeral Director will submit the correction form to the correct Filing Registrar Office for transmittal to New York State.

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## Registering Cases in Off-Hours – Nights/Weekends/Holidays


The 72-hour registration requirement still applies during off-hours. You may process cases online or offline during off-hours by following the steps outlined below.

### **Online Processing During Off-Hours:**

1. Review, Validate, and Affirm the case to register it as you normally would, but you may need to leave the **Register Number** field blank until you are back in the office.
2. The next business day, open the case. On the *Identifiers* page add the **Register Number** that your local district is assigning to the case.
3. Click **Validate Page** to save your changes.

### **Offline Processing During Off-Hours:**

There may be times when off-hours registration needs to occur on a *Working Copy* printout if the registrar/sub-registrar does not have access to EDRS while processing the case.

1. The next business day you should open the case in EDRS, **Validate** the *Disposition* page, and then **Affirm** the case.
2. After Affirming/Registering the case you should edit three fields on the *Identifiers* page to accurately indicate how and when the case was registered offline:
  - **Local File Date**
  - **Register Number**
  - **Burial or Removal Permit Issued By**  
**Note:** If the sub-registrar who issued the burial permit during off-hours is not listed in the Lookup Tool (magnifying glass ) , you may erase the current EDRS user's name from the field and type in the correct name.
3. Click **Validate Page** to save your changes.
4. Now the **Vault Copy** from EDRS is the final certificate instead of the Working Copy that was used for off-hours processing.