Access EDRS
1. Log in to HCS at 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)

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.

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**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.

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**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.
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.