
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. Click on **EDRS** from your application list.
4. Click on your office for the case you are entering.
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

Use this feature to find cases assigned to your office within EDRS.

1. Select **Life Events > Death > Search** from the menu bar.
2. Enter known case identifiers or decedent information. The more data entered, the more focused the search.
(Must match data entry exactly)
3. Click **Search**.
4. Click on **Decedent's Name** to access the existing case. Alternately, click the **Preview** link in the right most column to review case information before accessing, then click on either the **Decedent's Name** or the **Select** link in the right column.

Register a Case

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

1. Access a case using the Queue Summary options.
2. On any page, click **Validate Page**. This shows you that all *Personal Information* and *Medical Certification* pages were accurately completed and highlights any pages with exceptions.
3. Click on the *Disposition* page, to review information.
4. Click on the *Identifiers* page, and enter your local **Register Number**. Verify the **Disposition permit** information.
5. Click the *Local Registrar Affirm* link in the left navigation bar.
6. Read the **Affirmation** statement and click on the checkbox.
7. Click **Affirm**.

View Your Queue Summary

You can monitor your workload through your queue. The below steps can also be used for other queue options displayed for issuances and amendments.

1. Click the **Registration Work Queue Summary** button or select **Queues > Registration Work Queue Summary** from the menu bar.
2. From this summary page, click on the **Queue Name** (category) for which you would like to see your cases.
3. Click on the **Decedent Name** on which you are working. Alternately, you can check the box to the left of the desired case and select an action below the list, such as *Add Comments*.

Making Updates After a Case is Registered

After a case has been registered, the Registrar may still make updates to some of the information in EDRS. On the *Identifiers* page, the Registrar may edit the following:

- **Local File Date**
- **Register Number**
- **Burial or Removal Permit Issued By**
Note: If the permit was issued by a person who is not listed in the Lookup Tool (magnifying glass), then their name can be typed into the appropriate fields.

After making corrections, click **Validate Page**, and click **Save**. Then click the **Local Registrar Affirm** in the left navigation bar, and complete the *Affirmations* page.

Any additional corrections needed after the certificate is registered should be made using your current local paper-based process.

Validation and Stoplight Rules

You have the option to validate each page after entering fact-of-death information. The system will check for errors. Icons appear to the right of each page in the *Death Registration Menu* (left navigation bar).

✘ **Red X:** Information is still needed on this page; it is incomplete.

● **Yellow dot:** Information is complete on this page, however some field entries were overridden. This may happen if information is not known at the time of data entry or the data entered is accurate but conflicts with EDRS system rules.

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

All icons must be green or yellow to sign the certificate.

Print Forms

- **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.
- **Drop to Paper:** Converts certificate completion to paper version. Case cannot be completed electronically once this is selected.
- **Working Copy:** Can be used to review case as Death Certificate format.
- **Vault Copy:** Represents the official death certificate. This is the version used to generate copies if requested.