

### 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. Click on **EDRS** from your application list.
4. Click on your office for the case you will be reviewing.  
**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

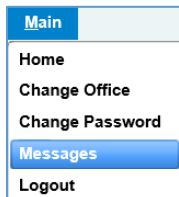
You can find a case three ways: **Messages, Registration Work Queue, or Search.**

**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:

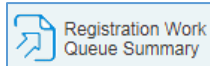


or click **Main > Messages** in the top menu bar:

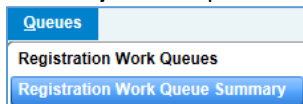


In the message text, click on the **decedent's name** to view the case.

- **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:



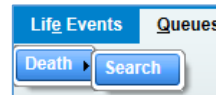
or click **Queues > Registration Work Queue Summary** in the top menu bar:



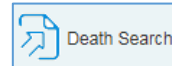
On the Summary page, click the link to **Local Affirmation Requests**. Click on the **Decedent Name** to view a case.

- **Search** can be used to find a case at any time, before or after it is registered.

1. Select **Life Events > Death > Search** from the 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.

### 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. On any page in the case, click **Validate Page**. This shows you that all *Personal Information* and *Medical Certification* pages were accurately completed and highlights any pages with exceptions.
2. Click on the *Disposition* page, to review information.
3. Click on the *Identifiers* page, and enter your local **Register Number**. Verify the **Disposition permit** information.
4. Review a **Working Copy** of the death certificate for completeness and accuracy.
5. Click the *Local Registrar Affirm* link in the left navigation bar.
6. Read the **Affirmation** statement, click in the checkbox, and click **Affirm**.

(Continued in next column)

### 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. After saving overrides and re-validating, that page containing overrides will still be marked with the yellow dot.

✔ **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, 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.
- **Working Copy:** Can be used to review case on the Death Certificate form. The Working Copy contains a side-margin “watermark” noting that it is not the official death certificate unless signed by the registrar.
- **Vault Copy:** Represents the official death certificate. This is the version used to generate copies if requested.

## 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.