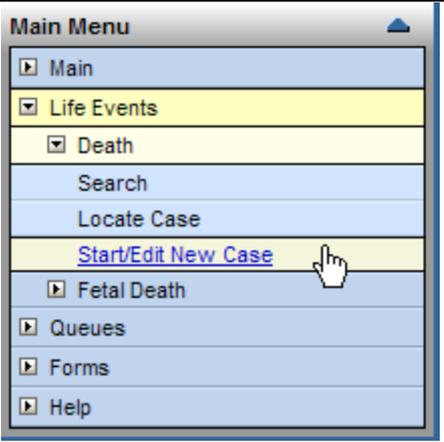


# Electronic Death Certificates

## Get Started

**Log in to EDRS:**  
<https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To initiate a case from your office:  
**Life Events > Death > Start/Edit New Case**



**Save data and navigate between screens:**

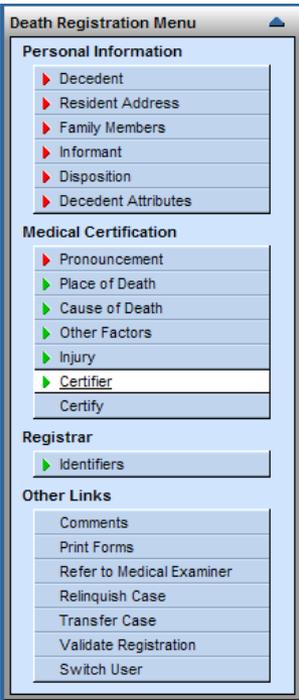
Validate Page   Next   Clear   Save   Return

Click **Next** to save info and move on to next screen  
 Click **Clear** to erase info from current screen  
 Click **Save** to save info and remain on current screen  
 Click **Validate Page** to save and initiate error check  
 Only click **Return** to go to a previous Menu category

**Return** will *not* go back to the previous screen.  
 To return to a previous screen, be sure to **Save** info on current screen, then click on menu link for the desired screen in the **Menu** section.

**Don't use the Back or Forward browser arrows and don't use the Enter key.**

## Sign a Death Record



**To validate the record**, click **Validate Registration** under **Other Links** in the Menu.

**Green arrows** appear next to screens in the **Medical Certification** section and the **Certify** link will appear when record is complete.

**Yellow arrows** indicate fields that require attention. Either amend the field (if applicable) and click **Save**, OR click the **Override** box in the error message and click the button marked **Save Override**.

**Red arrows** indicate an entry that requires an amendment. Change the entry and click **Save**.

**Validate Registration** when all edits have been corrected or overridden. When arrows are either green or yellow overrides, a new link entitled **Certify** will appear.

**To certify**, click on the **Certify** link in the Menu. Check the boxes next to the affirmation statements, then click the **Affirm** button. The screen will prompt you to sign with the biometric device.

## Corrections

If the status of the record is **Not Registered**, you can click on the **Certify** screen, and select the **Uncertify** button. Change the information, **Save**, then **Validate Registration**, and then sign again on the **Certify** screen.

Once the record is **Registered**, you can file an **Amendment** electronically using the **Amendment** link under **Other Links**.  
 You cannot make any changes after you **Drop to Paper**.

# Electronic Death Certificates

## Notify the Funeral Director

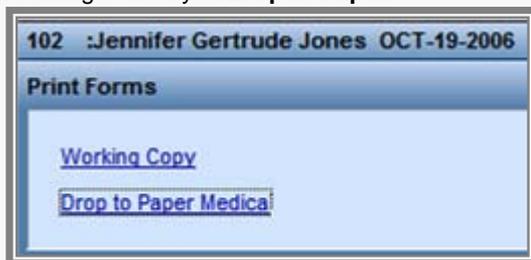
### Electronic Funeral Director Certification

In most cases, the Funeral Director will initiate the record. However, if you initiate a case, give their office a phone call and let them know the case is available. If the funeral director is a user of EDRS, you'll need to provide them with the decedent's first name, last name, date of death, date of birth, gender, and county of death. The funeral director will need this information to search and pick up the case.

### Drop to Paper

If the funeral director is not a user of EDRS, you'll need to drop the record to paper. Go to [Death Registration Menu > Print Forms](#) under the **Other Links** menu heading and click on [Drop to Paper Medical](#). Print out the death certificate on the paper with the purple stripe down the left side and send the paper copy to the funeral home.

You cannot make changes after you **Drop to Paper**.



## Other Links

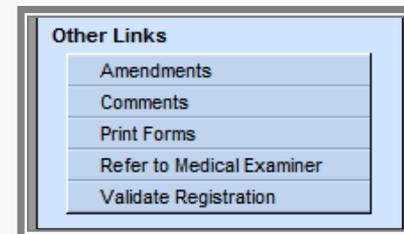
### Other Links

- Select **Print Forms** and print a **Working Copy** for your files.
- Choose **Drop to Paper Medical** only if you start the case and the funeral director is not using EDRS
- Select **Refer to Medical Examiner** if applicable
- Select **Transfer Case** to send to another medical examiner who is enrolled in the system

## Amendments

Amendments can be made using EDRS once a case has been registered at the state office. The **Amendments** link appears under the **Other Links** menu heading after the record has been registered with the State.

For further assistance in Amending records, see the User guide or call the help Desk.



## Check Status of the Record



Click on the blue bar at the top of the record.

**Personal Valid** means all Personal Information screens are okay.

**Medical Valid** means all Medical Certification screens are okay.

**With Exceptions** means an override has been accepted.

**Signed** means a funeral director has signed electronically.

**Certified** means a medical certifier has signed electronically.

**Registered** means the record is registered, and certified copies can be made.

When a record is **Signed** and **Certified**, but **Not Registered**, State review is required.

## Help Desk

**Problems or Questions?**  
 Contact User Support, 971-673-0279, Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Log in to DAVE:**

Click on the EDRS icon on the computer desktop or go to website <https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To pick up a case that has been initiated by a funeral director:  
**Life Events > Death > Start/Edit New Case**

**To validate the record,**  
click **Validate**

**Registration** under **Other Links** in the Menu.

▶ **Green arrows** appear next to screens in the **Medical Certification** section and the **Certify** link will appear when record is complete.

▶ **Yellow arrows** indicate fields that require attention. Either amend the field (if applicable) and click **Save**, OR click the **Override** box in the error message and click the button marked **Save Override**.

▶ **Red arrows** indicate an entry that requires an amendment. Change the entry and click **Save**.

**Validate Registration** when all edits have been corrected or overridden. When arrows are either green or yellow overrides, a new link entitled **Certify** will appear.



**To certify,** click on the **Certify** link in the Menu. Check the boxes next to the affirmation statements, then click the **Affirm** button. The screen will prompt you to sign with the biometric device.

Cut along dotted line and post near computer work station.

**Log in to DAVE:**

Click on the EDRS icon on the computer desktop or go to website <https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To pick up a case that has been initiated by a funeral director:  
**Life Events > Death > Start/Edit New Case**

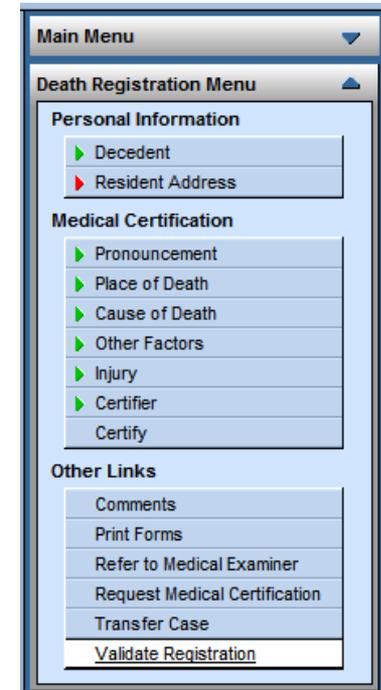
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