1. Sign on using the *Access Indiana* portal (see *Access Indiana Quick Guide* for assistance with single sign-on).
2. Locate a Case
   1. From the DRIVE Main Menu, select Life Events -> Death -> Locate Case.
   2. Enter as much decedent information as possible to narrow your search results and click Search.
   3. If a record is located, select Preview; if it is the correct record, click decedent’s name link in Decedent Name to open the correct record for review and editing.
3. Start/Edit a Case
   1. From the **Main Menu**, select Life Events -> Death -> Start/Edit New Case.
   2. Enter fields marked with a red arrow and click **Search**.
   3. If no matching records are found, create a new record by selecting **Start New Case**.
   4. If a matching event was found, select the underlined link in the Decedent’s Name column and go to the **Decedent Page** of the **Death Registration Menu**.
4. Enter Personal Information
   1. Enter data on the following pages: **Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes**.
   2. **Validate Page** or click **Next**.
5. Sign/Affirm
   1. Select the **Sign Page** in the **Personal Information Menu**.
   2. Check the box under “I affirm the following” and click **Affirm**.
   3. Click the **Return** button and return to the **Decedent** Page.
6. Request Medical Certification/Coroner
   1. Medical Certification
      1. Select Death Registration Menu -> Other Links -> Request Medical Certification.
      2. Select a certifier by clicking on the **Certifier Name Selector Button**. Select a name and insert it into the **Name** text entry box.
      3. Assign a facility by selecting the **Lookup Medical Facilities Button**. Select a name and insert it into the **Facility** text entry box.
      4. Press **Save** to save changes and request certification.
   2. Coroner
      1. Select Death Registration Menu -> Other Links -> Refer to Coroner.
      2. Select county if it does not autofill.
      3. Select office lookup and enter the facility of jurisdiction in the **Facility Name** in **Search** field.
      4. Select Coroner name using lookup icon.
      5. Select **Save** to refer to Coroner.
7. Amendments
   1. Select Other Links -> Amendments.
   2. Select Amendment type from the dropdown list on the **Amendment Page**.
   3. Add a description, select the page to amend, and make any necessary amendments. Press **Save**.
   4. From the Amendments Menu, select Amendment Affirmation. Check the box that says “I certify…” and select the **Affirm** button.
8. Print Forms
   1. Navigate to the **Other Links** section.
   2. SelectDeath Registration Menu -> Other Links ->Print Forms.
   3. Select Working Copy for printing.
      1. If using *Internet Explorer*, select Open to display the copy or Save to save it to a folder or your desktop.
      2. If using *Google Chrome*, a downloaded document link will display in the lower left corner of the browser. Select download and the document will display.
9. Work Queues
   1. From the **Main Menu**, select **Queues**.
   2. **Current Activities** displays a listing of queues that contain records requiring immediate attention.
   3. Click on the **Queue Name** to open the records associated with a specific queue.
   4. Hit **Return** to return to the **Main Menu**.