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,selectLife 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 you will go to the **Decedent** Page of the **Death Registration Menu**.
4. Accept/Decline/Review a Case
   1. From the Death Registration Menu, select Other Links -> Coroner Review Case.
   2. Enter fields marked with a red arrow and click **Search**.
   3. Make a selection from the Referral Action dropdown list and click **Save**, then **Return** to return to the **Main Menu**.
5. Enter Personal Information (if applicable)
   1. Enter data on the following pages: **Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes**.
   2. **Validate Page** or click **Next**.
6. Enter Medical Information– Navigate to the Medical Certification Section
   1. Enter data on **Pronouncement** page and either **Validate Page** or click **Next**.
   2. Enter data on **Place of Death** page and either **Validate Page** or click **Next**.
      1. *NOTE: Funeral homes can also review/edit these pages, so they may already have information entered.*
   3. **Cause of Death** page
      1. *NCHS Recommendations for Entry of Cause of Death* link is available for help in completing cause of death page.
      2. Enter *Immediate Cause of Death Information* and interval from onset to death.
      3. Enter *Contributing Factors*, if applicable.
      4. Select Spellcheck icon to check for spelling errors.
      5. **Validate Page** or click **Next**.
   4. Enter data on **Other Factors** page and either **Validate Page** or click **Next**.
      1. From the Autopsy Performed dropdown list select either Yes or No, accordingly.
      2. If Yes is selected from Autopsy Performed, then make a selection from the Autopsy findings available to complete cause of death dropdown list, also.
   5. Enter data on **Injury** page and either **Validate Page** or click **Next**.
7. Certify
   1. If user is the certifier, controls will be system filled with the user’s information. If not, then select the Lookup icon and select the appropriate certifier.
   2. Select **Certifier Type** and click **Validate Page**.
   3. Select the **Certify Page**.
   4. Select the **Send Code** link. Enter the code and select the **Verify Code** button.
   5. Check the box under “I affirm the following” and click **Affirm**.
   6. Click **Return** to Return to the **Main Menu**.
   7. You can also uncertify by clicking the button which will now say **Uncertify**.
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**.