



Getting Started

Log in to DAVE:

<https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To initiate a case from your office OR to pick up a case that has been initiated by a funeral director:

Life Events > Death > Start/Edit New Case



To save data and navigate between screens:

Validate Page

Next

Clear

Save

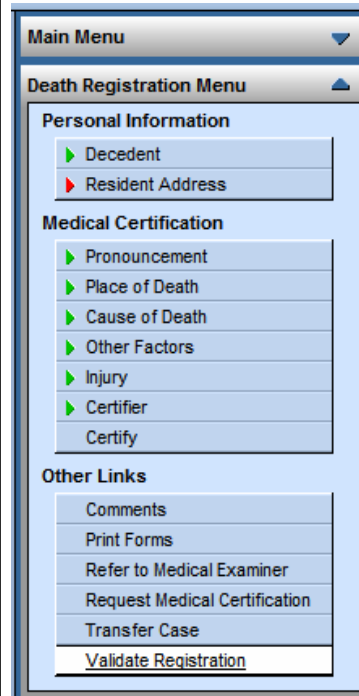
Return

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
Only click **Return** to go to a previous Menu category
Return will **not** always go back to the previous screen)

To get to a previous screen, be sure to **Save** info on current screen, then click on desired screen in the **Menu** section.

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

Entering a New Death Record



The screenshot shows a web application interface for entering a new death record. It features a 'Main Menu' dropdown at the top, followed by a 'Death Registration Menu' section. The 'Death Registration Menu' is divided into three categories: 'Personal Information' (with 'Decedent' and 'Resident Address' items), 'Medical Certification' (with 'Pronouncement', 'Place of Death', 'Cause of Death', 'Other Factors', 'Injury', and 'Certifier' items), and 'Other Links' (with 'Comments', 'Print Forms', 'Refer to Medical Examiner', 'Request Medical Certification', 'Transfer Case', and 'Validate Registration' items). Each item has a small right-pointing arrow next to it.

CERTIFYING the DEATH CERTIFICATE

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

If there are no edit failures, green arrows will appear next to each screen in the **Medical Certification** section of the Menu, and a screen marked **Certify** will appear below the **Certifier** screen on the Menu.

If there are edit failures, either yellow or red arrows will appear next to the screens, and a list of errors will display.

If the edit is yellow, amend the field (if applicable) and click **Save**, OR click the **Override** box in the error message and click the button marked **Save Override**.

If the edit is red, you must amend the entry on the screen and click **Save**.

Click Validate Registration again when all edits have been corrected or overridden. All arrows will be either green or yellow, indicating that the override has been accepted, and the screen marked **Certify** will appear).

To certify, click on the **Certify** screen 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.

Checking 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.

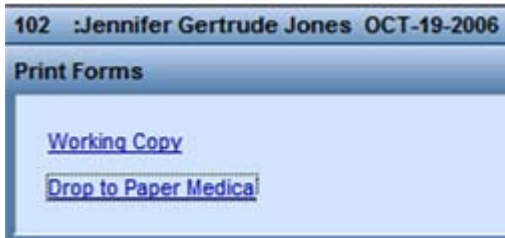
When a record is **Signed** and **Certified**, but **Not Registered**, State review is required.

After Completing a Record

Drop to Paper vs. Electronic Funeral Director Certification

In most cases, the Funeral Director will initiate the record. However, if you initiate a case, you'll send it to them. If the funeral director that you are working with on this case is a user of EDRS, give their office a phone call and let them know the case is available. The funeral director can search and pick up the case.

If the funeral director is not a user of EDRS, you'll need to do a **Medical Drop to Paper**. Go to the **Print Forms** page under the **Other Links** menu and click on **Medical Drop to Paper**. 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.



Other Links

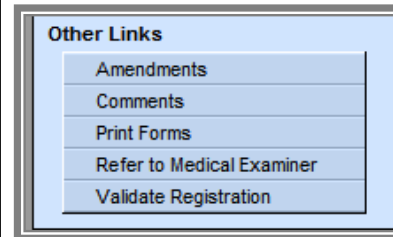
Other Links

- Select **Print Forms** and print a **Working Copy** for your files. Choose **Medical Drop to Paper** 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 certifier who is enrolled in the system

Amendments

Amendments

Once a case has been registered at the state office, the **Amendments** link will appear in your **Other Links** Menu.



Corrections

Making Corrections

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

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**.

Troubleshooting

Problems or Questions?

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