

1. Getting Started

- Login at: <https://or-vitalevents.hr.state.or.us/overs>
- To start a new record or locate a record that needs to be completed go to **Life Events > Birth > Start/Edit New Case**

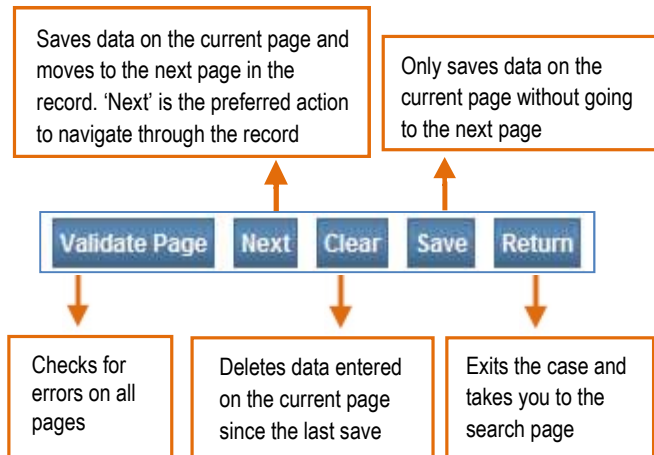
2. Entering Birth Certificate Data

Complete each page under the **Parent Information** and **Facility Information** subheading in the Birth Registration Menu.



Site Navigation

Use the buttons at the bottom of the page.



3. Validating Birth Certificate Data

After entering all the information for the record, on the last page, click **Validate Page**. This will check for errors on all pages of the record. A symbol will appear to the left of each page which tells you what to do next. After you make the necessary corrections, click **Validate Page** again.

- [Green check mark] There are no errors on the page. You may certify the report. (See step 4 below.)
- [Yellow circle] Click on the page with the yellow circle next to it. *Carefully read the error message.* You may: 1) edit and save the information, then click Validate Page again, or 2) confirm your entry is accurate by clicking the **Override** box, then click **Save Overrides**. *It will remain a yellow circle even after you override the message. This is acceptable.*
- [Red X] Go to the page with the red x symbol. You must edit the item highlighted in red to complete the report.

4. Certify the Birth Record

- After all corrections and overrides are complete, the **Certify** link will appear below the **Attendant/Certifier** link. Click on **Certify**.
- Read the affirmation statements. Click the check boxes to affirm the statements.
- Click **Affirm**. The page will refresh then show **Authentication Successful**.
- The report is complete.



Making Corrections or Amendments

Before the report is registered:

- Click on the **Certify** link, then click the **Uncertify** button. Make the necessary changes, then click **Validate Page**. Follow Step 4 above to **Certify** the report again.

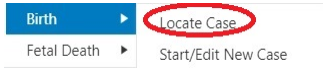
After the record is registered:

- Under **Other Links**, you will see a link for **Amendments**. (If you do not see this link, the record is not yet registered.) Choose the type of amendment (Correction 1 year or under or Statistical) and click **Save**, then select the page you want to amend.
- Make the changes and choose **Save**.
- In the **Amendments Menu**, click on **Amendment Affirmation**. Read and click the check box to certify the changes.
- Click **Affirm**. The page will refresh and then show **Authentication Successful**.
- The amendment must be approved by the vital records office before the new information will appear on the birth certificate.



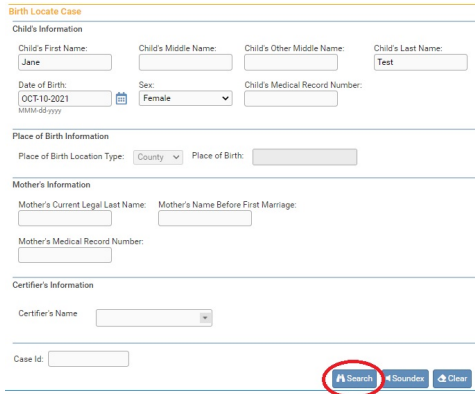
Searching for a Record

1. To find a record select **Birth** and then **Locate Case**.



The screenshot shows a navigation menu with three items: 'Birth', 'Fetal Death', and 'Start/Edit New Case'. The 'Birth' item is selected, and its dropdown menu is open, showing 'Locate Case' highlighted with a red circle.

2. Enter information about the case. There are several items that you can search by like Child's Name, Date of Birth, Mother's Information, and Case ID. Once the information is entered click **Search**. Use the Soundex button if you are not sure of a text spelling. It will search for all similar words or names.



The screenshot shows the 'Birth Locate Case' form. It has several sections: 'Child's Information' with fields for first, middle, other middle, and last names, date of birth, sex, and medical record number; 'Place of Birth Information' with a dropdown for location type and a text field for the place; 'Mother's Information' with fields for current and previous legal last names and medical record number; 'Certifier's Information' with a dropdown for the certifier's name; and a 'Case Id' field. At the bottom right, there are three buttons: 'Search' (highlighted with a red circle), 'Soundex', and 'Clear'.

Checking the Status of a Record

The status of a record can be found at the top page of every record in OVERS.

7323164 :April Test JUN-30-2021
/Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required

Some common statuses are:

- Legal Valid - Legal information has been entered and validated.
- Medical Valid - Medical information has been entered and validated.
- With Exceptions - Means an override has been accepted.
- Certified - A birth certifier has signed the record electronically.
- Registered - The record is registered and a birth certificate can be issued.

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

Other Links

The Other Links section will appear at the bottom of the Birth Registration Menu.



The screenshot shows a menu titled 'Other Links' with three options: 'Print Forms', 'Comments', and 'Link Plural Delivery'.

- Select **Print Forms** to print paternity forms or working copies of the birth record.
- Select **Comments** to enter notes for the State certification staff. A comment should be left whenever an error (soft edit) is overridden.
- Select **Link Plural Delivery** when entering plural births. This will link all births in the delivery together.

Troubleshooting

Contact the OVERS Help Desk Technical Support at 971-673-0279, Monday through Friday 8:00 am - 5:00 pm.