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**.