

1. Getting Started

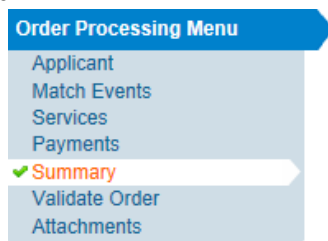
Locating a record

- Login at : daveaz.vitalchek.com
- Click **Death Locate Case** found under **Life Events**, under **Decedents Information** enter information.
- Click on **Search**

Order Processing

Begin a New Order

- Under **Order Processing** choose **New**
- Enter information on Applicant, Click **Save**, then click **Next**
- On the **Match Events** page search for the record. You can select Birth, Death, and Fetal Death. Click **Search**.
- The page will refresh, select the appropriate record and how to issue the image. Then click **Save Match**
- After Match is saved, click **Next**
- On the **Services** page input the payment information and type of service the applicant is requesting. Then click **Next**
- On the **Payments** page, input how the requestor is paying, click **Save** once complete, and then click **Next**
- Ensure the **Summary** page has a green check mark to its left. Then click **Issue**.

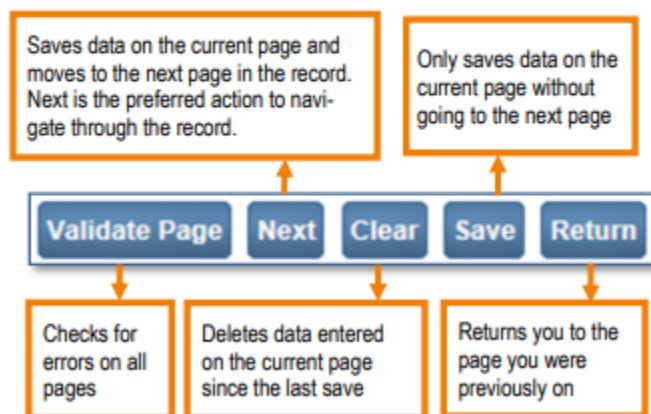


Locate an Existing Order

- Under **Order Processing** choose **Search**
- Enter information on Order, Click **Search**
- On the **Results** page choose the **Order Number** for the record

Site Navigation

Use the buttons at the bottom of the page.



[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.

Making Corrections or Amendments

- Under **Queues**, you will see a link for **Amendment Work**. (If you do not see this link, there are no records in that queue.) Choose the Pending from the dropdown and click **Search**, then select the record you want to work on. Review the Amendment .
- IF amendment MEETS all requirements choose **Approve** from the Processing History Page.



- IF amendment DOES NOT meet all requirements choose **Reject Amendment** from the Processing History Page.
- Click **Save**
- Under **Other Links** select Validate Registration.

