

Unsigning a Death Case

Notes:

- This Quick Reference Sheet is for the role of a Funeral Director only. This functionality is not for use by funeral home staff. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- If updated information is obtained on a case that has already been signed, **but not yet registered**, the funeral director can unsign the case to make the necessary updates.

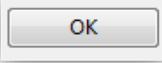
1 From the death case, click the **Sign** link in the *Personal Information* section of the Death Registration Menu.



2 Click the **Unsign** button to unsign the death case.



3 A Confirmation dialog box displays. Click the **OK** button to confirm the unsigning of the death case.



4 The case is now unsigned, and the **Sign** link no longer appears in the Death Registration Menu.



5 Make the necessary updates to the *Personal Information* section.



6 When all revisions are complete, click the **Validate Page** button to revalidate the death case and verify that all updates are accurate.



7 When validation is successful, you must re-sign the death case. Click the **Sign** link.



8 Click the check box () to affirm, and click the **Affirm** button.

Affirmations

Affirm the following:

certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

