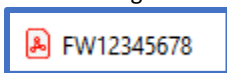


Funeral Home Fee Waiver Document Upload Process

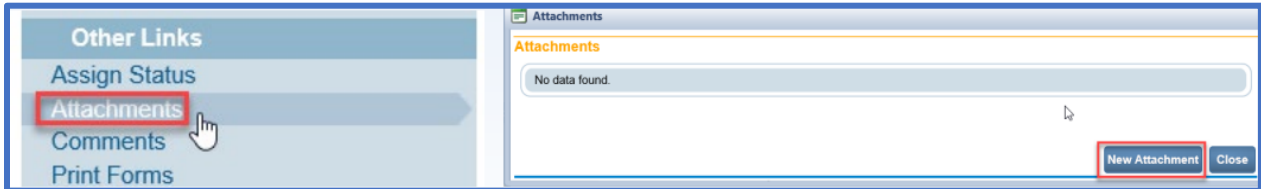
This process is to be used by a funeral home when requesting a Fee Waiver for a U.S. Armed Forces Member when ordering death certificates through EDRS. Copies of documentation showing the appropriate status for the decedent or surviving spouse is required. For current members of the Armed Forces, including the National Guard and Reserves, provide a copy of the member's military ID card. For honorable discharge statuses provide DD Form 214, "Certificate of Release or Discharge from Active Duty." The Character of Service must indicate "Honorable."

To use this process the documentation must be scanned and saved to your computer as a PDF or image file (JPG, PNG, or TIF).

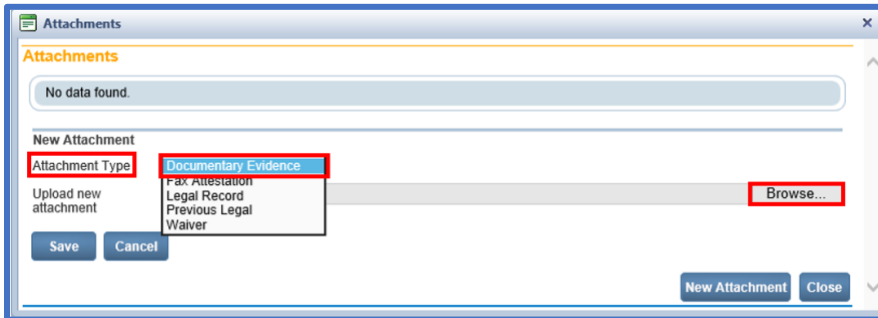
1. Scan the document and save it to your computer. Name the file using the prefix "FW" (for Fee Waiver), followed by the 8-digit case ID number. Acceptable file formats are PDF, JPG, PNG, and TIF.



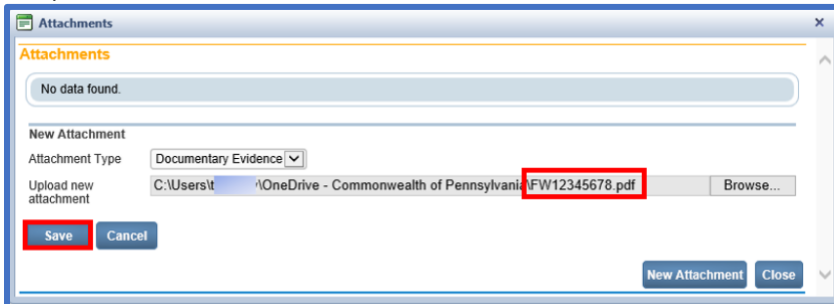
2. Access the case in EDRS, then click the "Attachments" tab under **Other Links**. A dialog box will pop up.



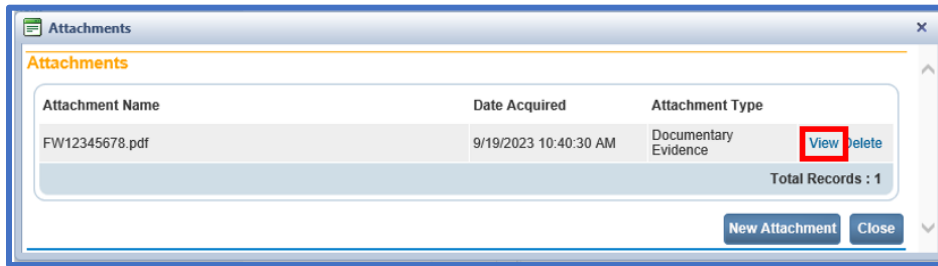
3. Select "Documentary Evidence" from the Attachment Type drop down list. Then click "Browse" to select the file from your computer.



4. The selected file will show in the grey box next to Browse. Click, "Save." If you need to attach more than one file, you can browse for additional files and click "Save" after each.



5. The file is now attached to the death case. To review the attachment, click the “View” link. When you are finished, click “Close.”



Note: the “Delete” link will always be greyed out, therefore, if you attach the wrong file, you will not be able to delete it. Attach the correct file and indicate it is the correct file by adding the suffix “Correct” to the end of the file name.



6. A checkmark will display next to the “Attachments” tab indicating you have successfully attached your file.

