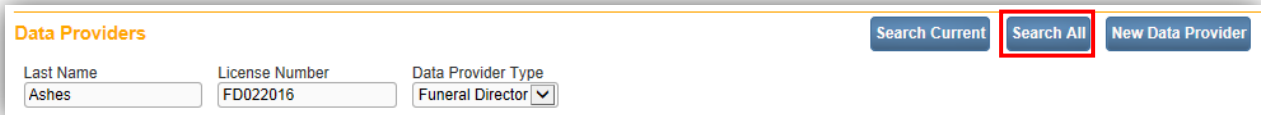


Providing User Access for an Existing Data Provider

1

Perform a **Data Providers** search using the **Search All** button.

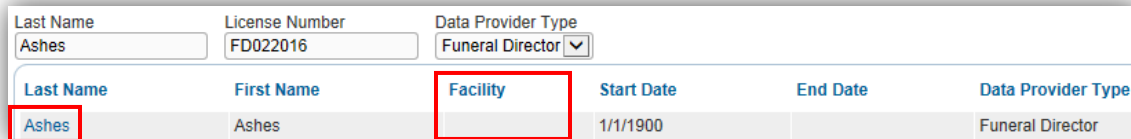


Data Providers Search Current **Search All** New Data Provider

Last Name: Ashes License Number: FD022016 Data Provider Type: Funeral Director

2

If there are no associated facilities, click the **Last Name** link to display the Data Provider Summary.



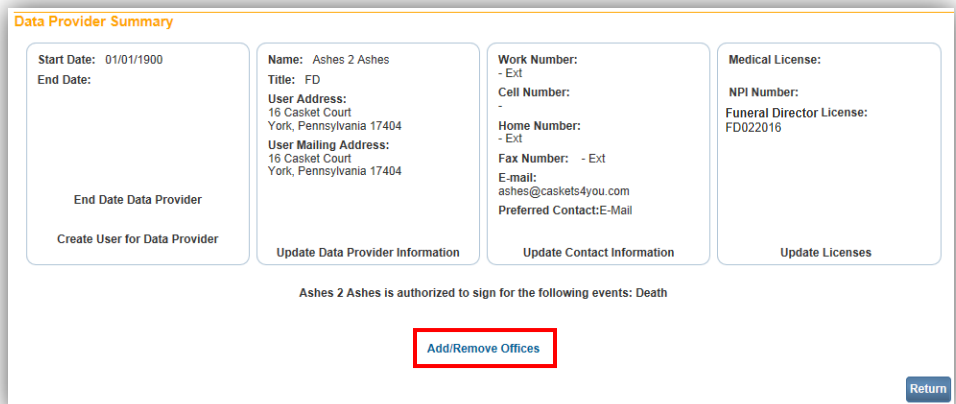
Last Name	License Number	Data Provider Type			
Ashes	FD022016	Funeral Director			
Last Name	First Name	Facility	Start Date	End Date	Data Provider Type
Ashes	Ashes		1/1/1900		Funeral Director

Note: If the search results show a facility name in the **Facility** column, you need to follow the directions for *Associating Your Facility to an Active User*. or

3

Click the **Add/Remove Offices** link to begin the process of associating your facility with this data provider.

Note: If any information for this account is incorrect or missing, you must finish the process of providing access to DAVE before you can update the account information.



Data Provider Summary

Start Date: 01/01/1900
End Date:

Name: Ashes 2 Ashes
Title: FD
User Address: 16 Casket Court, York, Pennsylvania 17404
User Mailing Address: 16 Casket Court, York, Pennsylvania 17404

Work Number: - Ext
Cell Number: -
Home Number: - Ext
Fax Number: - Ext
E-mail: ashes@caskets4you.com
Preferred Contact: E-Mail

Medical License:
NPI Number:
Funeral Director License: FD022016

End Date Data Provider
Create User for Data Provider

Update Data Provider Information

Update Contact Information

Update Licenses

Ashes 2 Ashes is authorized to sign for the following events: Death

Add/Remove Offices

Return

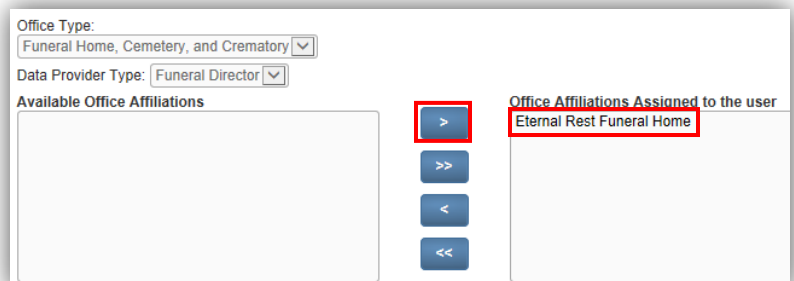
4

Add your facility name to the **Office Affiliations Assigned to the user** field:

- Select **Facility Name**
- Click **Add Arrow** button

When finished, click **Next**.

Note: If you are the administrator for multiple facilities, you will only see the facility you selected at login. If the data provider requires access to your other facilities, after you create this account, log out and select the office link for the facility you need to add. Locate and open the data provider's account. Click the **Update Offices/Roles/Business Functions** link and complete **Steps #4, #5, and #8** to add that facility to the data provider's account.



Office Type: Funeral Home, Cemetery, and Crematory

Data Provider Type: Funeral Director

Available Office Affiliations

Office Affiliations Assigned to the user: Eternal Rest Funeral Home

5

- Confirm or select Data Provider Type:
- Data Provider Type - Funeral Director
 - Click the **Add** button.

Please select Data Provider type for each Office Affiliation:

Data Provider Types **Funeral Director** ▼

Offices: Eternal Rest Funeral Home ▼

Add Remove

6

- Authorize to Sign Death Records:
- Confirm **Death** checkbox is selected.

User is authorized to sign for the following events:

Death

Finish

When finished, click **Finish**.

7

When the Data Provider Summary screen displays, click the **Create User for Data Provider** link to give the new data provider access to DAVE™.

End Date Data Provider

Create User for Data Provider

8

Much of the user account information will be auto-populated based on the information available when the data provider was added to the database in DAVE.

You will need to enter the Username, Password, confirm Password, Start Date, Email Address, and User Role. All of the other information will already be entered.

Click the **Next** button to progress through the User Account screens and enter data where needed.

9

When you have finished, you should be able to successfully locate the account information by performing a user search AND a data provider search.

IMPORTANT: Some of the existing account information may not match the information on the DAVE User Account Request form.

When you have finished creating the user account for the data provider, use the **Update** links on the User Summary screen so it matches the DAVE User Account Request form.

Note: For assistance with updating user accounts, reference the *Updating User Accounts QRS* sheets.

<p>User Id: 10250</p> <p>User Name: ash2ash</p> <p>Password Expiration: 05/19/2016</p> <p>Start Date: 01/01/1900</p> <p>End Date:</p> <p>Logon Attempts: 0</p> <p>Update Login Information</p>	<p>Name: Ashes 2 Ashes</p> <p>Title: FD</p> <p>User Address: 16 Casket Court York, Pennsylvania 17404</p> <p>User Mailing Address: 16 Casket Court York, Pennsylvania 17404</p> <p>Update User</p>	<p>Work Number: - Ext</p> <p>Cell Number: -</p> <p>Home Number: - Ext</p> <p>Fax Number: - Ext</p> <p>E-mail: ashes@caskets4you.com</p> <p>Preferred Contact:E-Mail</p> <p>Update Contact Information</p>	<p>Medical License: NPI Number: Funeral Director License: FD022016</p> <p>Update Licenses</p>
<p>Eternal Rest Funeral Home</p> <p>Ashes 2 Ashes is authorized to sign for the following events: Death</p>			
<p>User Type</p> <p>Funeral Director</p> <p>Total records : 1</p>	<p>Office</p> <p>Eternal Rest Funeral Home</p> <p>Total records : 1</p>	<p>Roles</p> <p>Default Death Funeral Director</p> <p>Total records : 1</p>	<p>Additional Business Functions</p> <p>No data found.</p>
<p>Update Offices/Roles/Business Functions</p>			