

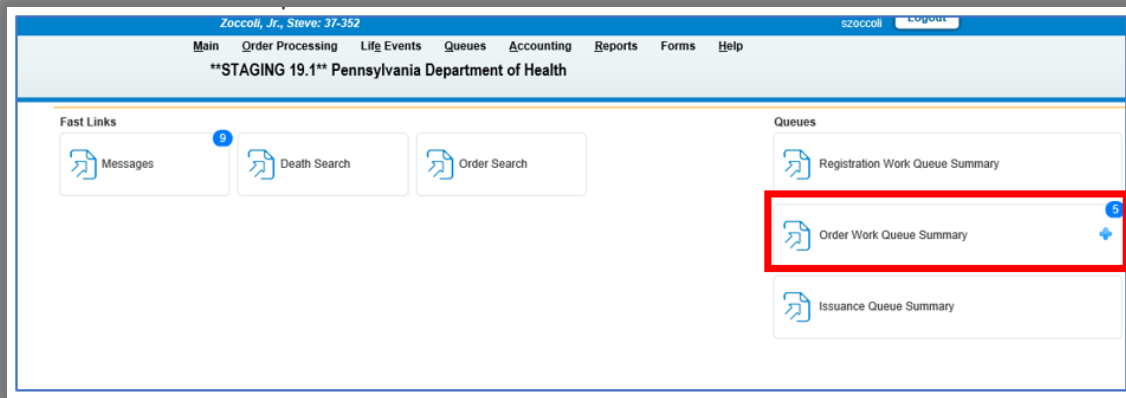
## Processing an Order for a Death Certificate Submitted Through EDRS

**Notes:**

- This Quick Reference Sheet is for the role of a Local Registrar only.
- This process is only to be followed when death certificates are ordered through EDRS by a funeral home.
- A funeral home will have the option of ordering either a Standard (no medical) or Comprehensive (all information) death certificate.
- Security paper H105.805.1 is to be used when issuing death certificates from EDRS.

1

From the Main page, click **Order Work Queues Summary** located on the right side of the page under **Queues**. Note: The number in the top right corner of the Order Work Queues Summary box indicates the total number of orders in the queue.



2

You'll now be on the **Order Work Queue Summary** page. Click **Incomplete**

Order Work Queue Summary			
	Queue Name	Type ↓	Count
Incomplete		Order	12

3

You will be taken to the **Search by Order Work Queue** page. Click on the **Order Number** that you want to process.

**Search by Order Work Queue**

Queue:  Search Type:

Display:  rows per page. Filter:

All	Order Number	Service	Date Received	Priority	Registrant Name
<input type="checkbox"/>	<b>20200800013</b>	Local Registrar - FH Comprehensive Death CC	AUG-03-2020	FH Order	Ivan A. Dubrasky
<input type="checkbox"/>	20200800038	Local Registrar - FH Comprehensive Death CC	AUG-03-2020	FH Order	Ivan A. Dubrasky
<input type="checkbox"/>	20200900002	Local Registrar - FH Comprehensive Death CC	SEP-01-2020	FH Order	John Mid Smith

4

You will now be on the **Order Summary** page. Click **Validate Order**. **Note: you do not need to enter any payment information when processing an order.**

**Order Summary**

Source: Internet - funeral home only      ProCheck / ProID Status:

Received Date: AUG-03-2020      Fee Effective Date: AUG-03-2020

Applicant Information		Payment Information		
<b>Name:</b>	Noga Funeral Home Inc	<b>Type</b>	<b>Amount</b>	<b>User</b>
<b>Address:</b>	1142 S Mill Street New Castle, Pennsylvania 16103	<b>Paid:</b>	\$0.00	
<b>Attention:</b>		<b>Due:</b>	\$100.00	
<b>Phone:</b>		<b>Balance:</b>	<b>\$100.00</b>	
<b>Email:</b>				

**Event Requested**

**Event:** Death      [Suspend](#) [Reject Request](#) [Work Order](#) [Amend](#) [Receipt](#) [Mailing E](#)

**Type:**

**Relation:** Funeral Director

**Status:** /Personal Valid With Exceptions/Medical Valid With Exceptions/Registered/Signed/Dropped to Paper/NA/ICD Coding R Linkage Required Over 1 Year

**Comments:**

Matched Events				Services			
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	D
Ivan A. Dubrasky	Yes	10	6/4/2020 7:56:00 PM	Local Registrar - FH Comprehensive Death CC	5	FH Order	P

5

The following **Error Messages** will display. Override these error message by placing a **check mark** in each box. Then click **Save Overrides**.

**Note:** If an outstanding amendment exists, a validation error message will appear but cannot be overridden. The Amendment must have a completed status before the certified copies can be issued.

Validation Results				Save Overrides	Hide
Error Message	Event Id	Service Id	Override		
OP0003: Payment for this service is insufficient. Additional payment is needed. N/A			<input checked="" type="checkbox"/>		
OP0041: Event requested is a death. Override this rule when you are ready to print the issuances. N/A	1		<input checked="" type="checkbox"/>		
OP1002: Additional information may be needed to complete this issuance. N/A	1		<input checked="" type="checkbox"/>		
OP1057: Order was submitted through EDRS by a funeral home or local registrar. N/A			<input checked="" type="checkbox"/>		

6

The **Issuances** box will pop up. Click on **All**. When you click All, a check mark will auto populate in each box, selecting all certificates on that page to print. A page will show up to 10 certificates. If you have more than one page of certificates to print, follow these steps for each page.

Issuances									
All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		

Total Records : 6

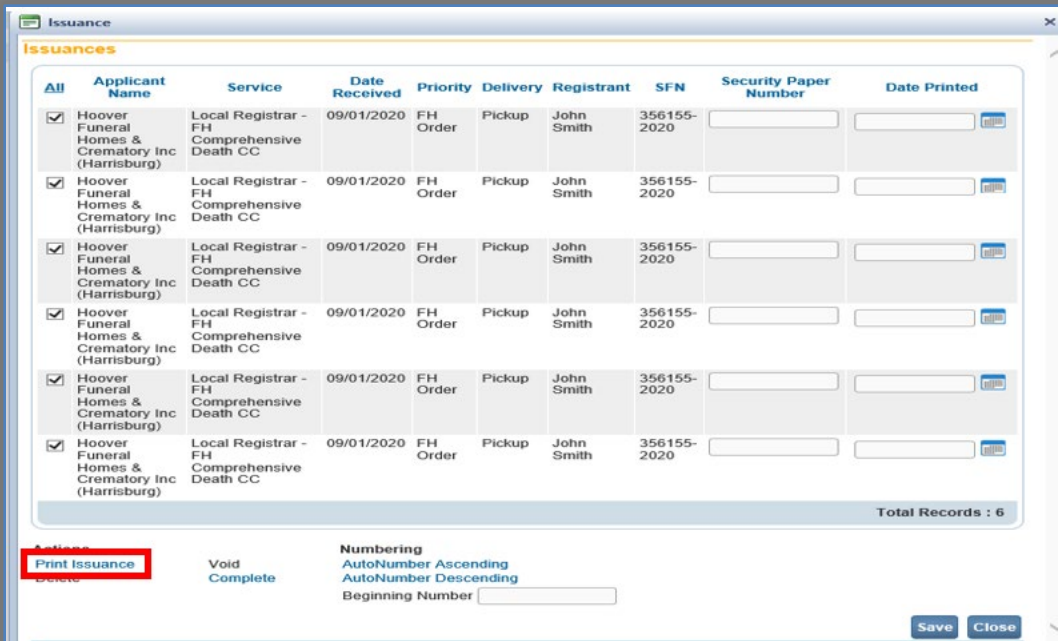
**Actions**  
 Print Issuance  
 Delete

Void Complete

**Numbering**  
 AutoNumber Ascending  
 AutoNumber Descending  
 Beginning Number

Save Close

7 Click **Print Issuances**.



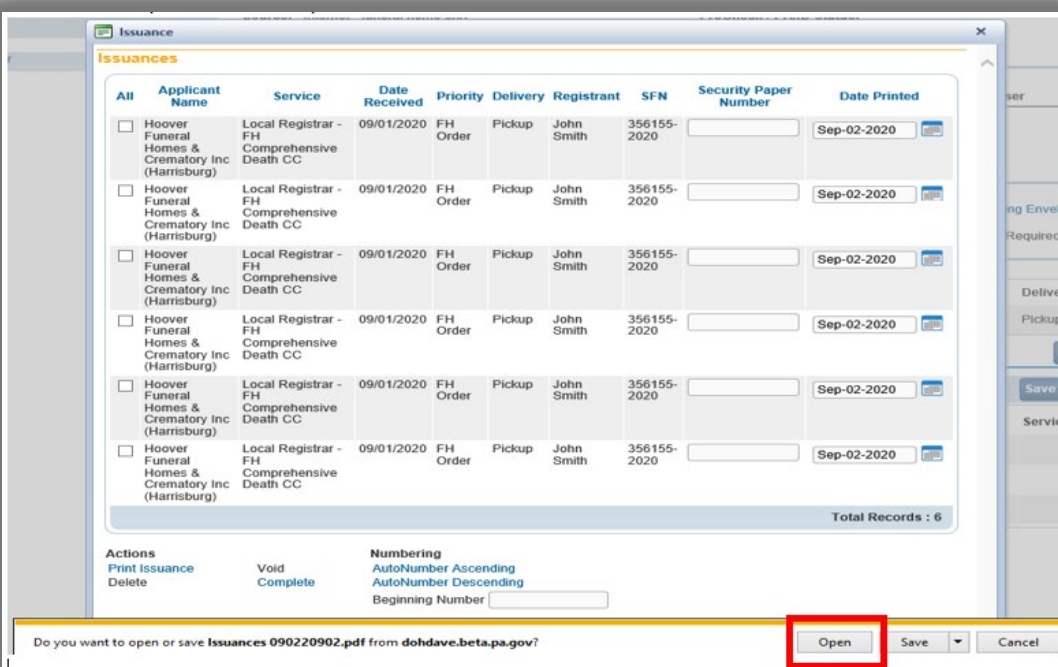
All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		

Total Records : 6

**Actions**  
    Void Complete  
**Numbering**  
 AutoNumber Ascending  
 AutoNumber Descending  
 Beginning Number

Save Close

8 Click **Open**.



All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020

Total Records : 6

**Actions**  
    Void Complete  
    Complete  
**Numbering**  
 AutoNumber Ascending  
 AutoNumber Descending  
 Beginning Number

Do you want to open or save Issuances 090220902.pdf from dohdave.beta.pa.gov?

Open Save Cancel

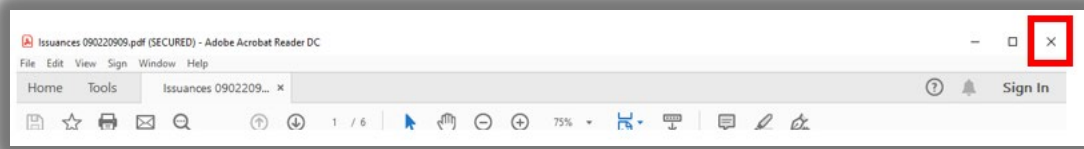
9

Place your security paper into the printer, face down head to toe. When you are ready to print, click on the **Printer** icon in the top left corner of the page.



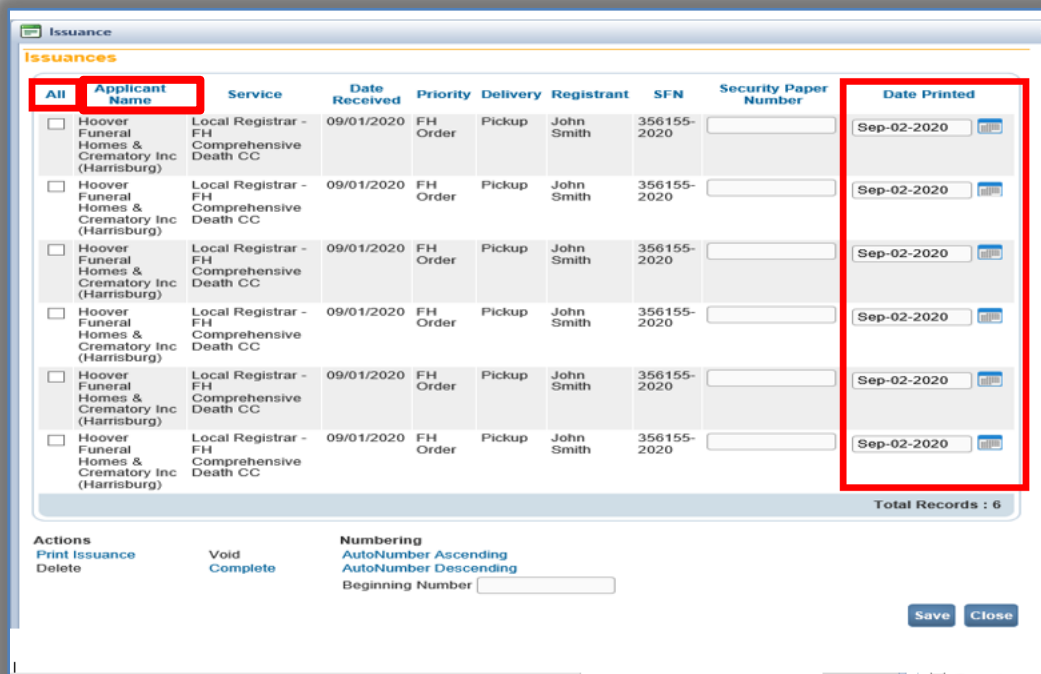
10

Click the **X** in the upper right to close the PDF.



11

You will now see the **Issuances** box again. The date printed will auto populate in the **Date Printed** box. Select **All**.



All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020

Total Records : 6

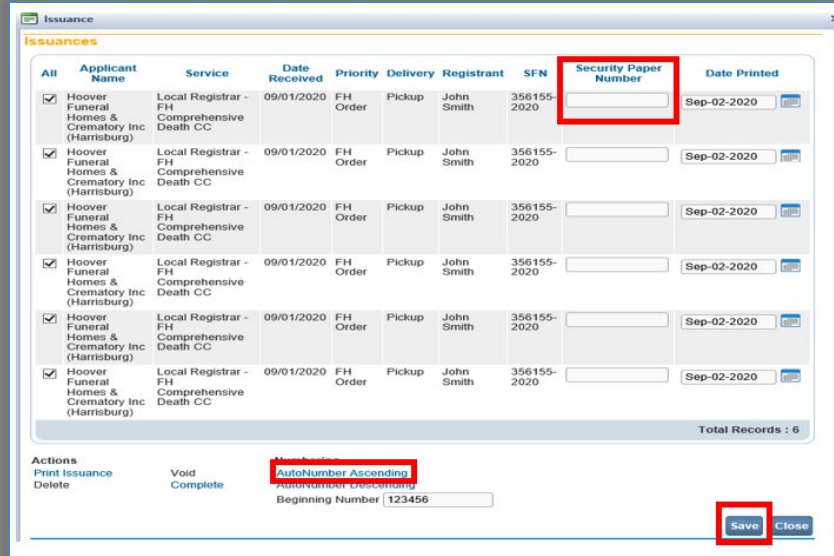
**Actions**  
 Print Issuance  
 Delete

Void Complete

**Numbering**  
 AutoNumber Ascending  
 AutoNumber Descending  
 Beginning Number

12

In the first **Security Paper Number** box on the page, enter the beginning. If number of the security paper used. Click **AutoNumber Ascending**. Then click **Save**.



All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020		Sep-02-2020

Total Records : 6

Actions: Print Issuance, Delete, Void, Complete

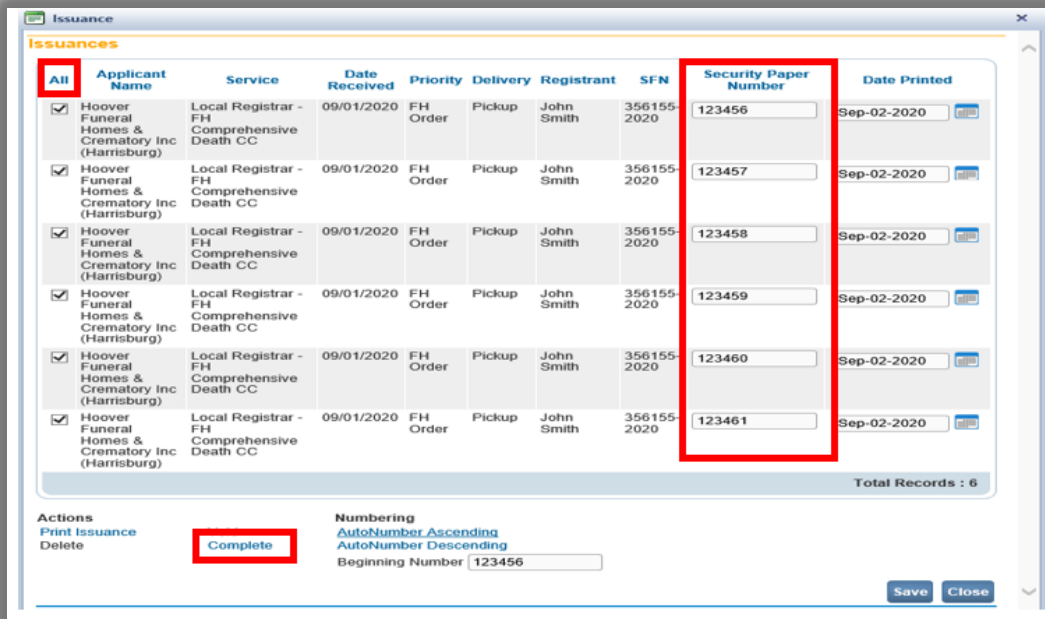
Numbering: **AutoNumber Ascending**, AutoNumber Descending

Beginning Number: 123456

Buttons: Save, Close

13

Review and compare the security paper numbers listed in the **Security Paper Number** boxes to the actual security paper used. If they match, Select **All**. Then select **Complete**.



All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123456	Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123457	Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123458	Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123459	Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123460	Sep-02-2020
<input checked="" type="checkbox"/>	Hoover Funeral Homes & Crematory Inc (Harrisburg)	Local Registrar - FH Comprehensive Death CC	09/01/2020	FH Order	Pickup	John Smith	356155-2020	123461	Sep-02-2020

Total Records : 6

Actions: Print Issuance, Delete, **Complete**

Numbering: AutoNumber Ascending, AutoNumber Descending

Beginning Number: 123456

Buttons: Save, Close

14

Reminder: Record the issuance on your Schedule of Certified Copies and Income Earned forms.