

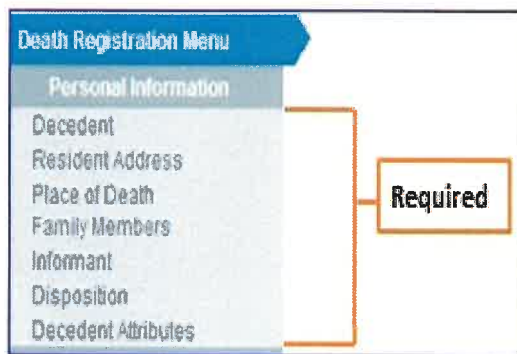
## Funeral Directors Quick Start Guide

### 1. Getting Started

- a. Log in to DAVE at <https://davewv.vitalchek.com/web/Logon.aspx>
- b. Find the case: Go to **Life Events, Death**, then **Start/Edit New Case** to look for the death report.
- c. Click on the Registrant's name to open the case or choose **Start New Case**.

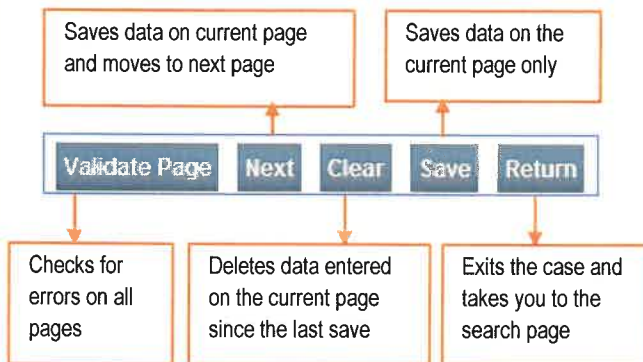
### 2. Entering Death Report Data

- a. Complete each page under the **Personal Information** Heading.



#### Site Navigation

Use the buttons at the bottom of the page.



### 3. Validating Death Report Data

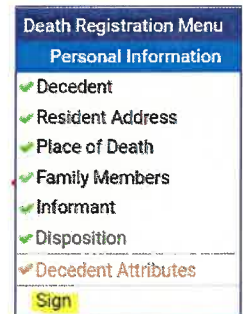
After you enter the information on the last page, click **Validate Page**. This will check for errors on all pages. An arrow will appear to the left of each page. The color tells you what to do next.

After you make the necessary corrections, click **Validate Page** again.

- ▶ [Green] There are no errors on the page. You may certify the report. (See step 4 below.)
- ▶ [Yellow] Click on the page with the yellow arrow pointing toward it. *Carefully read the error message.* You may: 1.) edit and save the information, or 2.) confirm your entry is accurate by clicking the **Override** box, then click **Save Override**. *The arrow will remain yellow even after you override the message.*
- ▶ [Red] Go to the page with the red arrow pointing toward it. You must edit the item highlighted in red to complete the report.

### 4. Sign the Death Report

- a. After all corrections and overrides are complete, the **Sign** link will appear after the **Decedent Attributes** link. Click on **Sign**.
- b. Read the affirmation statement. Click the check box to affirm the statement. Then click **Affirm**.
- c. The page will refresh then show **Authentication Successful**.
- d. The report is complete.



#### Making Corrections or Amendments

*Before the report is registered (no SFN assigned):*

- a. Click on **Sign**, then click the **Unsign** button. Make the necessary changes then click **Validate Page**. Then follow step 4 above to **Sign** the report again.

*After the record is registered (assigned a SFN):*

- a. Under **Registrar**, click **Amendment List**. Choose the type of amendment and the page you want to amend. Make the changes and choose **Save**.

- b. In the **Amendments Menu**, click on **Amendment Affirmation**.



- c. Read and click the check box to certify the changes. Click **Affirm**.
- d. The page will refresh, then show **Authentication Successful**.
- e. The amendment will be finalized by the vital records office before the new information will appear on the death record.

**Questions?** Contact the Help Desk at 304-558-2931, Monday through Friday 8:30 am – 5:00 pm.