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.

- Saves data on current page and moves to next page
- Saves data on the current page only
- Validates Page
- Next
- Clear
- Save
- Return
- Checks for errors on all pages
- Deletes data entered on the current page since the last save
- Exits the case and takes you to the search 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.

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.