Medical Certifiers Quick Start Guide

1. Getting Started
   a. Log in to DAVE at https://dayewv.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 Certificate Data
   a. Complete each page under the Medical Information Heading.

Regarding Cause of Death:
You may sometimes be confused about errors that appear for cause of death. Most errors are related to using terminology to report the cause of death that does not comply with national standards for reporting. For more information about reporting cause of death, visit:

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

4. Certify the Death Certificate
   a. After all corrections and overrides are complete, the Certify link will appear after the Certifier link. Click on Certify.
   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 Certify, then click the Uncertify button. Make the necessary changes then click Validate Page. Then follow step 4 above to Certify 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. Check the box to certify the changes. Click Affirm. Page again.
   d. The page will refresh, then show Authentication Successful.
   e. The amendment has to be approved 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.