COUNTY ATTORNEY'S
MANUAL FOR
FILING DEATH CERTIFICATES
ELECTRONICALLY
This is your log in screen. You will begin by entering your unique user name, password, and domain. Your user name will be assigned to you, your password is of your own choosing; however, it must be at least 8 characters and include at least three of the following criteria:

- Upper case letter
- Lower case letter
- Number
- Symbol

IT IS A SECURITY VIOLATION TO SHARE YOUR USER NAME AND PASSWORD!

The domain is always bf200lnk. The system is not case sensitive with the exception of the password.

Please note the default password is HHss0000. (Those are zeros and not the letter o). This will be the first password you use and then you will change it to your own unique password.
Your next screen will be similar to this. You will only have the 2 blue icons. Yours will be labeled Vital Records ERSII – Ext and Vital Records Training – Ext.

The other 2 icons give me ability to shadow what you are doing in the event you are having issues. I will never do that without your prior approval.
Your ability to change your password is easy – just click on the yellow key.

For security purposes the system will prompt you to change your password every 90 days.
When changing your password enter your old password, then the new password you selected, retype the password to confirm it. Click ok.
This screen will pop up to let you know that you are using a government computer system. What this means is that all of your records are stored on the state’s server. In the event your computer crashes, is stolen, etc. your records are not lost. Once your new computer is set up, all of your records will be restored.

Just click ok here.
You will only see this screen if you have more than one location. If you do, just select the location you want to work with by clicking on the drop down.

Make sure this location is the one you want to work with.
Occasionally, we will broadcast messages to you. Please make sure you read this information.
The picture of the Meadowlark (state bird) is on the production side – ERS II. This is where you will want to be if you are actually working on a record.

For training purposes you will work with the ERS Training icon. This side will have the Great Seal of Nebraska.
When the funeral home has notified you that you have a record to work on, go to your work queue and click on Coroner/CtntyAttty in Progress.
Select the appropriate record by highlighting the record and clicking on display or double clicking on the appropriate record.
Attention: There is an electronic note on this record. Once you are in the record, go to the Actions tab and select Show Notes to read the message placed there.
You can also place a note on the record by following these steps:

1. Go to the Action tab
2. Select “Show Notes” (Under the Action’s tab)
3. Click on “New”
4. Type your note in the opened box
5. Click on Save
6. Click on Close
If you cannot determine the cause of death and are waiting for test results, check the pending investigation box, and save the record. This will file the fact of death with the state so that you meet the statutory requirements. We will then reject the record back to you to complete once you have the rest results.

Because this manner of death was an accident, injury questions must be answered.

You will begin by entering cause of death and interval to onset of death. You can enter up to 4 causes but you must enter at least one.
You can check approximate if you do not know the time of death.
After you have completed the record, you can check the “OK to Cremate box”, “Medical Complete box”, and “County Attorney Sign” box. Then save the record. This will allow the funeral director to print the Cremation Permit and send the record on to the State.
You can print a copy of the certificate for your records by:

1. Clicking on the request tab
2. Clicking on either the Office Copy Legal Size or Office Copy Letter Size
To review the record:

- Select one of these four options to change the size of the document
- If everything is ok you can print by clicking on the print icon
- If you do not want to print at this time you can close out by clicking on the close button or the X
You can search for the record at any time by clicking on search and death.
Enter enough information on this screen to identify the record you are searching for.
Double click on the record or highlight the record and click display to bring the record up. From the search option you can print or review the record.
If you have any questions, please do not hesitate to call:

Questions on what to put in a field:

Debra Firman, Nosologist………………………..402-471-0912
Christine Noren, Nosologist……………………402-471-0912

Questions on how to enter a record:

Help Desk Phone…………………………402-471-8275
Jackie Fairbanks, Registration Supervisor…….402-471-0919
Jerry Fischer, Program Analyst……………….402-471-0916
Joe Boone, Applications Support……………..402-471-0210


State Holidays

New Year’s Day  January 1
Martin Luther King, Jr. Day  Third Monday in January
President’s Day  Third Monday in February
Arbor Day  Last Friday in April
Memorial Day  Last Monday in May
Independence Day  July 4
Labor Day  First Monday in September
Columbus Day  Second Monday in October
Veteran’s Day  November 11
Thanksgiving Day  Fourth Thursday in November
Day after Thanksgiving  Friday following Thanksgiving
Christmas Day  December 25

Note: If the holiday falls on a Saturday, then Help Desk staff and Vital Records staff are not available on Friday. If the holiday falls on a Sunday, then Help Desk staff and Vital Records staff are not available on Monday.