

QUICK REFERENCE GUIDE

- **Log into the system with YOUR user name, password, and domain (bf200lnk).**
- **Click on the icon that says “Vital Records Production.”**
- **Click OK on the screen entitled “THIS IS A GOVERNMENT COMPUTER SYSTEM.”**
- **Click on “File” tab on the tool bar at the top.**
- **Click on “New” then “Death.”**
- **Under Paper or Electronic, enter an E**
- **Go to the Certifier’s Tab and under the certifier type select the appropriate type such as “Attending Physician”**
- **In the next box search for the Physician**
- **Go back to the Decedent tab and if you found your Physician keep the filing type as E. If you did not find your Physician there, change the E to a P (drop to paper).**
- **Continue on by tabbing and entering information in each opened box.**
- **You can assign to the Physician and save without edits after you have entered the decedents name and appropriate information.**
- **Both you and the Physician can work on the document at the same time.**
- **Once the Physician has completed their portion, you will send it to the State office by entering Y on the Funeral Home Complete tab and saving the document.**