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TO: Physicians/Medical Data Entry

RE: Sign up for Electronic Death Registration

As a reminder, the North Dakota Department of Health will begin using our new Electronic Death Registration (EDR) module within our Electronic Vital Event Registration System (EVERS) beginning January 1, 2008. The new module, currently in the final stages of development will allow all North Dakota deaths and fetal deaths to be registered via a secure web-based Internet application. As one of the last states to develop these electronic registration systems, North Dakota has had the luxury of learning from the other states that have already traveled down this road. Because of that knowledge, we are hoping that our implementation of death registration will go smoothly and provide you and your staff with an efficient and time saving way to register deaths within our state.

We realize that not everyone is comfortable with electronic registration and some people are not real comfortable working with a computer. Because the system is new and there is some possible apprehension about using the system, we are going to do everything we can to make it easy to learn how to use the new system. First, beginning in late-November, my staff and I will be conducting live training sessions at regional locations around the state to make sure everyone involved with this process is properly trained. Second, the system itself is being designed so that the processes are simple and the chance of making a mistake is minimized. Third, our staff is going to be available to answer questions and deal with problems over the phone so that downtime is not an issue. Finally, we will be developing online video training sessions that will be on our website so that users can take the training whenever they have time in their busy schedules.

Now that the date is fast approaching, we need to get you and your staff signed up to become users of the new EDR. Anyone using the system will need their own separate logon credentials, so please forward this to all of your staff. We are also going to make this process as easy as we can by providing step-by-step registration instructions so that you are ready to go in January. I have included a copy of the registration instructions and the EDR sign up form with this letter. Every new user will need to register separately. Don't delay in registering!! If you have any questions or comments about EDR, please contact me directly at (701) 328-2494. I want to express my sincere appreciation for participation in our new EDR and look forward to a successful implementation in 2008.

Sincerely,

Darin J. Meschke, State Registrar  
Director, Division of Vital Records  
ND Department of Health  
600 E. Boulevard Ave., Dept. 301  
Bismarck, ND 58505-0200



## State of North Dakota Login ID Instructions

Step 1, go to: <https://secure.apps.state.nd.us/itd/ldap/registration.htm>

### SAMPLE REGISTRATION

Step 2, complete the online form, (\*) denotes a required field

\*First Name: *John* Initial: *A*  
\*Last Name: *Doe* Suffix (Jr, Sr, III, etc.):  
\*Address Line 1: *123 Main Street*  
Address Line 2:  
Address Line 3:  
\*City : *Bismarck*  
\*State/Province : *North Dakota*  
\*Zip/Postal Code: *58505 (55555)*  
\*Country: *United States of America*  
\*Phone: *701-328-0000 (111-222-3333) Ext.:*  
Organization: *Funeral Home Name*

If you are representing an organization when accessing State of North Dakota Online Services, please enter the name of the organization. If you are accessing State of North Dakota Online Services for your own personal use, please leave Organization blank.

\*Email Address: [johndoe@yahoo.com](mailto:johndoe@yahoo.com) Must be a valid address to complete registration  
\*Confirm Address: [johndoe@yahoo.com](mailto:johndoe@yahoo.com) Need to reconfirm e-mail address

### Selecting your ID and Password.

Your ID and password are required each time you login to EVERS.

#### Login ID Requirements

- Your Login ID must be at least 3 characters long.
- A suggested Login ID would be the first character of your first name followed by your last name.
- Your Login ID must be unique, if someone else has already signed up with your chosen Login ID you need to select a different Login ID.

#### Password Requirements

- Your password must be at least 6 characters long
- It must contain at least 1 upper case character
- It must contain at least 1 lower case character
- It must contain at least 1 number.

\***Login ID:** See Above

\***Password:** See Above

\***Confirm Password:** Retype password for accuracy

### **Resetting your Password.**

Security questions will be used to verify your identity and allow you to change your password.

*Example:*

Question 1: Favorite Color

Answer 1: Blue

\***Security Question 1:** Favorite Color

\***Security Answer 1:** Blue

\***Security Question 2:** Favorite Team

\***Security Answer 2:** Minnesota Vikings

Create Login

***You will need to click this button to proceed.*** A confirmation e-mail will be sent to the e-mail address you provided. Please make sure the e-mail address you provided is valid.

### **Step 3, Confirm your Login ID and Password**

1. Within the confirmation e-mail will be a web link. You must click on the link provided in the e-mail sent to you. (Again, please make sure the e-mail address you provided is valid.)
2. After clicking on the link, you will be sent to a confirmation page and asked to provide your password that you choose when you registered. Remember that passwords are case-sensitive.
3. After confirming your password, you will be taken to the State of North Dakota's main web page. Your state Login ID is ready! (If you do not get to this web page, your confirmation did not occur and you need to retry your password.)

### **Step 4, Request access to EVERS**

1. Now that you have a registered State Login ID and password, your Login ID must now be configured for accessing the EVERS application.
2. Fax a completed User Authentication for EVERS form to Vital Records.
3. Another confirmation e-mail or a phone call will be made to your preferred method of communication to let you know that your access to the EVERS application is complete. **CONGRATULATIONS, YOU ARE READY TO REGISTER DEATHS!**



Medical Cause of Death  
User Authentication for EVERS  
North Dakota Department of Health

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First Name

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Middle Initial

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Last Name

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Facility Name and Address

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License Number

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User ID (*State Userid that you previously created*)

User Type:

- Physician (Death Certifier)  
 Coroner (Death Certifier)  
 Medical Data Entry Only

Mail or fax to:

North Dakota Department of Health  
Division of Vital Records  
Attn: Electronic Death Registration  
600 E. Boulevard Ave., Dept. 301  
Bismarck, ND 58505-0200  
Fax: (701) 328-1850

Contact Information:

- Office Phone \_\_\_\_\_  Pager \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_

*Complete all contact information, mark the preferred method of contact by checking the applicable box.*

Main Office Contact (other than yourself):

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Name

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Title

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Phone

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E-Mail