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Introduction

This How-To Guide walks funeral homes through processing an online demographic amendment to death certificates already released to the state.

A death certificate is a permanent legal record of an individual's death and is extremely important to the family of the deceased person. The information recorded on the death certificate is used to apply for insurance benefits, to settle pension claims, and to transfer title of real and personal property. Information recorded on a death certificate provides evidence of the fact of death and can be produced as evidence in a court of law.

How-To Steps

1. Log in to TxEVER (https://txever.dshs.texas.gov/TxEverUI/Welcome.htm)

2. Select Death at the top, click on Function, and then Funeral Home Processes
3. Search for the record by clicking Record and then Search

4. Enter the EDR number or name and date of death of the decedent, click Search

Note: If you cannot locate the record electronically in TxEVER, you will have to complete the disinterment/amendment through the manual process.
5. Click on the record and then press Select Record

6. Click on Record and then Process Stakeholder Amendment

7. Select the Demographic Tab(s) that requires the amendment(s) and then click on the wrench icon(s) next to the field(s) requiring edits
8. Make corrections and enter comments as appropriate; select Confirm Changes after each section being updated.

Note: Do not enter anything in the Supplemental Documents Section; this is for State use only. Some changes will require supporting documentation to be uploaded. Please refer to the Correcting a Death Certificate Application for more information.
9. Uploading Supporting Documents:
   • When a supporting document is required to be included, locate the “Supporting Documents” section below the data entry fields.

   ![Supplemental Documents]

   • Select the upload button.

   ![File Upload]

   Note: Documents must be a TIFF format and must be less than 4Mb in size.

   • Select the Choose File button to navigate to the file to be uploaded.

   ![File Upload]

   • After selecting the file to be uploaded, click the Save Button.
• Once the document has been saved, you can continue the submission of the amendment.

10. Click on Process and View Corrections/Supporting Documents to see a list of changes
Click the X next to any change you wish to discard if needed

If you want to cancel the amendment, select Process and then Abandon

11. When you are ready to submit, select Process and Submit

Click Yes if you want to submit the changes
Enter your PIN, click the box affirming the changes, and click Ok.
12. The payment screen will open as a new browser window; fill out the payment information. After filling out the top section, click “Save Amendment Request Detail”

Click the box next to “Please add death certificates” and enter how many copies you want to order if applicable. Select how you want the copies mailed (USPS First Class Mail, USPS Express Mail, Expedited Delivery) and click Add/Update Certificate Order. Confirm the number of certificates you ordered.
Confirm the number of copies you want to order.

Click Pay Now

Please note: Texas.gov adds a courtesy fee automatically and is included in your total.

**NOTE: IF YOU DO NOT PROCESS A PAYMENT WHEN THE WINDOW OPENS, THE CHANGES WILL NOT BE SAVED; THE AMENDMENT WILL NEED TO BE RESTARTED**
13. Submit the payment. A confirmation email will be sent to the email address indicated on the order.
Note: Within the confirmation, while there will be two duplicate transaction amounts, the credit card was only charged once.

<table>
<thead>
<tr>
<th>Transaction Summary</th>
<th>Description</th>
<th>Amount</th>
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<tr>
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</tr>
<tr>
<td></td>
<td>Texas.gov Price</td>
<td>$53.24</td>
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</tbody>
</table>
14. Print the PDF version of the receipt offered by TxEVER. This contains the remit number starting with an X so your order can be found if customer service is needed later.
The receipt PDF can be accessed and printed during another TxEVER session by following steps 1-6, clicking Record, Print, and then Death Order Receipt.

**Conclusion**

Once submitted, the amendment is not immediately available. It will be entered into a State Review Queue.

If the amendment is rejected, it will be sent to the State Rejection Queue. You will receive a message through TxEVER advising you of the reason for the rejection. The notification will only pop up for a few seconds. You can access your messages by clicking the envelope next to the Logout link.