

# eCedent “Quick Start” User Guide

## Coroner Edition

- 1) At [www.ecedent.com](http://www.ecedent.com), enter your assigned username and password. (To easily change these, and your signature PIN, go to My Account, and the system will guide you through the steps. We suggest you change your password and PIN *immediately after your first login.*)
- 2) After login, the system will open your home page -- a list of Open Incidents (cases you have entered in to eCedent, but have not yet been closed), and a link to a list of Closed Incidents (cases that are complete and stored on eCedent’s server for review). Also, you can add a new incident and search for an incident on this page.
- 3) Click on the Add New Incident button and you may create a new incident. Classify the type of incident and create an incident number.
- 4) After completing all pertinent data for the incident, you may add a decedent to the incident by clicking on “Add Decedent” on the left side of the screen. Enter all of the data necessary for the decedent. Note: You may add additional decedent to the incident by clicking again on “Add Decedent.” All decedents “inherit” common data from the incident while still allowing the user to complete decedent specific data for each.
- 5) For detailed instructions on completing and signing death certificates, please see the FAQ section.

### Additional Information:

- We want to make your eCedent experience easy! For online demos, detailed Help, and a list of Frequently Asked Questions, visit our website.
- To contact eCedent’s friendly customer support team, email [support@ecedent.com](mailto:support@ecedent.com) or call toll free, 1-866-472-0367.
- Remember, you can change your password and PIN anytime after logging in, as often as you like. Simply go to My Account and the system will guide you through the steps. If you forget your password, click on Forgot My Password.