

eCedent “Quick Start” User Guide

Funeral Home Edition

- 1) Using your Internet browser, go to www.ecedent.com. Enter your assigned username and password. (To easily change these, and your signature PIN, login and 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 Certificates that are incomplete (certificates that need to be completed by you), and a list of Certificates Assigned to You (brand-new cases you have not yet opened on eCedent.)
- 3) Click on the decedent name to open any record. Fill out the information as completely as possible.
- 4) You will be notified by e-mail when the physician certifies the death.
- 5) After the physician has signed the certificate, click on the decedent’s name. In the right hand corner of the screen, click on the green Print Certificate button.
- 6) eCedent will display the entire certificate for your review. (Adobe Reader is required for this feature. If you do not have Adobe Reader; it is available by free download at www.adobe.com.) After clicking to sign the certificate, your digital signature will appear in the correct location on the document. You may also print and/or save a copy for your digital records.

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 or call toll free, 1-866-472-0367.
- Remember, you may 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.