

eCedent “Quick Start” User Guide

Physician 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, 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 main page -- a list of Certificates Awaiting Your Signature (cases you have previously agreed to certify via eCedent, but have not yet completed), 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 Cause of Death information as completely as possible.
- 4) In the Certification section at the bottom of the page, click to indicate your status on this case. You may save all the information you've entered by clicking Save Data Only, and return to sign later. OR, you may complete and sign the certificate by entering your PIN and clicking on the Certify Death button.
- 5) eCedent will show you the certificate as a .pdf file, automatically loading it in Adobe Reader. (If you do not have this useful software, it is available for free download at www.adobe.com.) Follow the simple steps given by the Adobe Reader. Your actual signature will appear in the correct location. You can also print and/or save a copy for your 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 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.