Creating/Adding a Financial Account

1. Click the **Financial** menu option.
2. Click **Add Account** on the Account screen.
3. Complete the **Bank Name** field.
4. Complete the **Routing Transit/ABA Number** field.
5. Complete the **Account Number** field.
6. Select the **Account** type.
7. Complete the **Effective Date** field.
8. Complete the **Minimum Balance** field.
9. Complete the **Replenishment Amount** field.
10. Review the **Debit Authorization Statement** on the screen and click the small box to place a checkmark in the box.
11. Click **Submit**.
12. Click **OK** on the Information message that displays.

   The **Accounts** screen will display with your account listed as **Pending Validation**.

Editing a Financial Account

1. Click the **Financial** menu option.
2. Click the round button next to the account you want to edit.
3. Click **Edit Account** on the Account screen.
4. The **Edit Account** feature can only be used to edit the Minimum Balance or Replenishment Amount fields. If you need to edit the account information for an existing account, use **Add Account** in EDRS.
5. Edit the **Minimum Balance** field, and/or
6. Edit the **Replenishment Amount** field, where necessary.
7. Click **Save**.
8. Click **OK** on the Information message that displays.

   The main **Accounts** screen will display. The changes made to the Minimum Balance or Replenishment Amount fields will be saved.

Associating a Licensed User

1. Click **Manage User/Facility** menu option.
2. Click the **Associate User** tab.
3. Move to the **Last Name** or **License Number** field and type in the licensed Funeral Director's information.
4. Click **Find User**.
5. When the list displays, click the round button next to the licensed Funeral Director's name that you wish to associate with your Funeral Home facility.
6. Click **Associate User**. The **Edit User** screen will display.
7. Complete the **Email Address** field if the user has an email. An email message with the User ID and Password will be sent to the associated user.
8. Click **Save** on the Associate User screen if the email account is entered, or
9. Click the **Associate User** tab to see that this user has been added to the Current Users list.

Creating a Non-Licensed User Account

Do not use the **Create User** tab for licensed Funeral Directors. Accounts for licensed Funeral Directors are already setup in EDRS. Use the **Associate User** tab and search for the director by last name.

1. Click **Manage User/Facility** menu option.
2. Click the **Create User** tab.
3. Complete the **First, Middle** and **Last Name** fields for the user. The **Role** of a non-licensed user will always display as Funeral Home Clerk.
4. Enter an **Email** address for this user. An email address is required. The system will send an email message with the User ID and Password to the new user.
5. Click **Submit**. A message will display confirming that the User ID and Password will be emailed to the new user.
6. Click on the **Associate User** tab. You will see that this user has been added to the Current Users list.

State of New Jersey Electronic Death Registration System

EDRS

N.J.S.A. 26:8-24.1

". . . All participants in the death registration process, including, but not limited to, the State registrar, local registrars, deputy registrars, alternate deputy registrars, subregistrars, the State medical examiner, county medical examiners, funeral directors, attending physicians and resident physicians, licensed health care facilities, and other public or private institutions providing medical care, treatment or confinement to persons, shall be required to utilize the **NJ-EDRS** to provide the information that is required of them by statute or regulation."

NJSFDA

Getting Started

Each Funeral Home facility must have a designated bank account that will be used to withdraw money through an ACH[1] transaction into the Funeral Home's EDRS Financial Account.

1. The Funeral Home Administrator will setup and specify an initial deposit into the EDRS Financial Account. A Minimum Balance figure and a Replenishment figure will also be setup by the Funeral Home Administrator.
2. When EDRS has to access your designated bank account for the initial deposit or any Replenishment Amount, it is considered an ACH transaction.
   a. Check with your bank to verify any account fees that are associated with ACH transactions against your account.
   b. **The State is not responsible for any ACH fees you incur against your bank account.**
3. Whenever a case is electronically filed in EDRS, the EDRS Financial Account will be debited the Burial Permit fee for that case and for Certified Copies, if ordered through EDRS.
4. EDRS will not allow a Funeral Home facility to electronically order Certified Copies of the Death Certificate if there is a negative balance in the EDRS Financial Account.
5. To avoid any possible delay in processing cases at your Funeral Home facility, it is important to establish a realistic Minimum Balance and Replenishment Amount for your EDRS Financial Account.

[1] An **ACH** transaction is a highly reliable and efficient electronic funds transfer system for participating financial institutions.

Help and Support

EDRS Help Desk
Users of EDRS should direct all questions to the 24 hour-a-day help desk operated by the NJ Department of Health and Senior Services.

Phone: **866.668.3788**
Email: **helpdesk@doh.state.nj.us**

NJSFDA
For information on EDRS training provided by the NJSFDA, contact the NJSFDA Manager of the Day at **800.734.3712**.

You may also send inquiries by email to **njsfda@njsfda.org** or by fax to **732.974.8144**.

Financial Account Overview

Replenishment Amount
1. When you setup your EDRS Financial Account for the first time, you need to enter a Replenishment Amount on the Account screen.
2. At first, the Replenishment Amount will be the <u>initial deposit</u> taken from your bank account [2] and deposited into your EDRS Financial Account.
3. After the initial deposit, the Replenishment Amount will be taken from your bank account whenever the EDRS Financial Account reaches the Minimum Balance you specified.
4. The Replenishment Amount transaction is an ACH transaction.
5. The State recommends that the Replenishment Amount be sufficient to accommodate at least one day's estimated caseload.
6. Check with your bank for their rules on ACH transactions.

Minimum Balance
1. When you setup your EDRS Financial Account for the first time, you need to enter a Minimum Balance on the Add Account screen.
2. The Minimum Balance of the EDRS Financial Account should be at least $15.00 <u>OR</u> an amount sufficient to cover the fees for the maximum caseload that can be handled over a four-day period, whichever is greater.
3. Since the EDRS Financial Account can only be credited on workdays (for both the State and the banks), there can be a four-day period when no replenishment transactions are generated.

[2] Multiple-location funeral homes can use the same bank account for EDRS.

EDRS Sign-In

1. Connect to the Internet and access your Internet web browser.
2. Type the EDRS website into the address bar **https://edrs.nj.gov** and press **Enter**.
3. Type in your **User ID** and **Password**.
4. Click **Login**.
   a. The first time you login to EDRS a Confidentiality screen will display. Review the information and click the box next to the **I adhere** statement.
   b. Click **Continue** to proceed to the Password Change screen.
   c. Fill in the fields to create a New Password and Secret Question for security purposes.
   d. Click **Register with EDRS**.
5. The EDRS **Welcome** screen will display.

The Welcome Screen

EDRS Menu
Use the left mouse button to select a menu option from the **EDRS Main Menu**. The Menu options that are available depend on the type of User ID signed into **EDRS**.

To Do
Cases that have a pending action for the Funeral Home facility appear on the **To Do** list.

Recently Accessed Cases
Cases that were recently worked on, but that do not have a To Do item for the Funeral Home facility, display on the **Recently Accessed Cases** list.

Update Funeral Home Facility Info

1. Click the **Update Profile** menu option.
2. Click the **Facility** tab.
3. Click **OK** on the warning message to continue.
4. Review the Funeral Home facility's name, address and location and revise if necessary.
5. Click **Save** to update EDRS with any revised information.

Preparing Your Printer

The steps below will change your printer settings for Internet Browser. The paper size, margins and header/footer notes must be changed in order to properly print the Burial Permit and a file copy of the Death Certificate.

1. Click the **File** menu at the top left-hand corner of your screen.
2. Click **Page Setup** from the File Menu List.
3. Move to **Header** and **Footer** and press the **Delete** key to delete the contents of the **Header** and **Footer** boxes.
4. Move to the **Margin** fields and change all four margins to 0.166 (top, bottom, left, and right.)
   a. Accept the margin settings that may have been changed by your system.
5. Click **OK** on the **Page Setup** screen to proceed.