1. Sign on using the *Access Indiana* portal (see *Access Indiana Quick Guide* for assistance with single sign-on).
2. Locate a Case
   1. From the DRIVE Main Menu, select Life Events -> Birth -> Locate Case.
   2. Enter as much information as possible to narrow your search results and click Search.
   3. If a record is located, select Preview; if it is the correct record, click child’s name link in Child’s Name to open the correct record for review and editing.
3. Start/Edit a Case
   1. From the **Main Menu**, select Life Events -> Birth -> Start/Edit New Case.
   2. Enter fields marked with a red arrow and click **Search**.
      1. If a Paternity Affidavit will be completed, the child’s last name entered will need to be what will be assigned after the execution of it.
   3. If no matching records are found, create a new record by selecting **Start New Case**.
   4. If a matching event was found, select the underlined link in the Child’s Name column and you will go to the **Child** Page under the **Parent Information** sub-menu of the **Birth Registration Menu**.
4. Birth Registration
   1. Enter data on **Child** Page and **Validate** **Page** or click **Next**.
   2. Enter data on Mother on the following pages:
      1. **Mother/Parent, Mother/Parent** **Address, Mother/Parent** **Attributes, Mother Health.**
      2. **Validate** **Page** or click **Next**.
   3. Enter data on **Marital Status** Page and **Validate** **Page** or click **Next**.
      1. Selecting Yes to “Mother married at birth” will open up two additional pages (steps 11 and 12) to the **Parent Information Menu**: **Father** and **Father Attributes**.
      2. Selecting No to “Mother married at birth” and selecting the paternity option at hospital will display a **Print PA** button. Do not print until Father’s information has been entered into the system.
   4. If applicable, enter data of Father on the **Father** and **Father** **Attributes** Pages. **Validate** **Page** or click **Next**.
   5. Enter data on **Informant** Page and **Validate** **Page** or click **Next**.
   6. Navigate to the **Facility Information Menu** Pages. Enter data on the following pages:
      1. **Place of Birth,**  **Prenatal, Pregnancy Factors, Labor, Delivery, Newborn, Newborn** **Factors,**
      2. **Validate** **Page** or click **Next**.
5. Affirm and Certify
   1. Navigate to **Attendant/Certifier** Page.
   2. Enter Attendant information. Use magnifying glass for Look up Attendant to search.
   3. Enter Certifier information if not auto-populated. Certifier and Attendant can be the same person.
   4. **Validate** **Page** or click **Next**. The **Certify** page link will now display.
   5. Select the **Certify Page**.
   6. Select the **Send Code** link. Enter the code and select the **Verify Code** button.
   7. Check the box under “I affirm the following” and click **Affirm**.
   8. Click **Return** to Return to the **Main Menu**.
   9. You can also uncertify by clicking the button which will now say **Uncertify**, if there are changes that need to be made within the record.
6. Amending a rejected Paternity Affidavit
   1. From **Messages**, select Child’s name of record needed amended.
   2. Select **Certify** **Page** link, select uncertify.
   3. Amend information needed
   4. Select the **Certify Page**.
   5. If needed, select the **Send Code** link. Enter the code and select the **Verify Code** button.
   6. Check the box under “I affirm the following” and click **Affirm**.
   7. Click **Return** to return to the **Main Menu**.