1. Sign on using the *Access Indiana* portal (see *Access Indiana Quick Guide* for assistance with single sign-on).
2. 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 mother is not married, Child’s last name entered here will need to be the legal last name of the mother whether or not a Paternity Affidavit will be done.
   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**.
3. Home 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”: the paternity option question will need to be answered No. If a Paternity Affidavit is going to be executed it will be done by an amendment to the record after initial record is registered.
   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**.
4. Affirm and Certify
   1. Navigate to **Attendant/Certifier** Page.
   2. Enter Attendant information.
   3. Enter Certifier information if not auto-populated with LHD Registrar information.
   4. Enter **Date Certified**. **Validate** Page. Record is registered.
5. Approving a Birth Registration Where a Paternity Affidavit Exists
   1. Select Queues > Registration Work Queue > Registration Approval Required – PA – Birth.
   2. Select the Case Id to display the record of choice.
   3. Under the Other Links Menu the “Registration Approval” page link displays.
   4. Select the “Registration Approval” link to display the Approve Registration page. Select to Approve or Reject the Legal Information, the Medical Information and the PA. Enter a Reject reason if Reject is selected. Select the Save button to save the changes. The Local Registrar Affirm page link will now be displayed under the Registrar Information Menu.
   5. Select the Local Registrar Affirm page link. Select the affirmation checkbox and the Affirm button to complete the registration.
6. Amending a Birth Record
   1. Select Other Links -> Amendments.
   2. Select an amendment Type from the dropdown list and Save.
   3. Add a description of the amendment in the Description text entry control and Save.
   4. Select the Page to Amend and select a registration page, make changes to the item you wish to amend on the page, and then Save.
   5. From the Amendments Menu, select Supporting Information, then select Attachments, then Choose File and Save.
   6. *You can do multiple amendments at one time.*
7. Approving a Death Registration
   1. Select Queues > Registration Work Queue > Local Registration Approval Required.
   2. Select the Case Id to display the record of choice.
   3. You MUST select the Disposition Page first. Review all information, as well as all other pages. You can also go to Print Forms>Death CC Abstract to view the abstract of the death certificate in a pdf format.
   4. Under the Registrar Menu the “Accept for Filing” page link displays.
   5. Select the “Accept for Filing” link to enter the Approve Registration page. Select to Approve or Reject the Personal Information and the Medical Information. Enter a Reject reason if Reject is selected. Select the Save button to save the changes. The Local Registrar Affirm page link will now be displayed under the Registrar Menu.
   6. Select the Local Registrar Affirm page link. Select the affirmation checkbox and the Affirm button to complete the registration.
8. Work Queues
   1. From the **Main Menu**, select **Queues**.
   2. **Current Activities** displays a listing of queues that contain records requiring immediate attention.
   3. Click on the **Queue Name** to open the records associated with a specific queue.
   4. Hit **Return** to return to the **Main Menu**.
9. Print Forms
   1. Navigate to the **Other Links** section.
   2. Select **Birth** or Death Registration Menu -> Other Links ->Print Forms.
   3. Select appropriate form for printing.
      1. If using *Internet Explorer*, select Open to display the copy or Save to save it to a folder or your desktop.
      2. If using *Google Chrome*, a downloaded document link will display in the lower left corner of the browser. Select download and the document will display.