SC VRSIIS Death Module Quick Reference Guide for BRTP Log/Sub-registrars

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Sub-Registrar

1 BRTP Log

1. After logging in to a location, select the **Death** module located in the top left corner.
2. Access the BRTP Log by selecting **Tools→BRTP Log→BRTP Log.**
3. The BRTP log is broken up into sections designed for the user to either search for a BRTP, update it, or to add a new one. The users are able to save the information, release the BRTP, or print the BRTP.

2 Search BTP Log

1. Enter the BRTP Number, Date of Death, Included Released BRTP(s).
2. Select **Search.**
3. Select the record(s) listed in the search results.

3 Generate BRTP Number

1. To generate a BRTP Number, the user must enter in the information under **Decedent Information** that is highlighted.
   NOTE: While the BRTP Number is highlighted, the system will automatically enter a number in this field once the BRTP is saved.
2. Save the log by clicking **Save**.
3. A Save Message will appear. Click **OK**.
4. BTRP Number will appear in the field. The number will be un-editable.

4 Release BRTP Number

1. Enter the remaining mandatory (*) information.
   NOTE: Depending on how certain fields are answered, will result in others becoming editable.
2. Select the **Release** button.
3. Pin authorization will appear. Enter the PIN number.
4. Record Release message will appear. Click **OK.**

5 Printing a BRTP

1. After BTRP is released, print the BRTP to give to the Funeral Home arriving to receive the body by selecting **Print.**
2. The printed BRTP will appear and allow the user to either print or download the document.