Initial Login Guide to the Washington State Department of Health Electronic Death Registration System (EDRS)

For All Users: This guide is designed to assist all EDRS users logging into EDRS for the first time.

Log into EDRS:

1. Receive your login ID from your Organization, Workgroup manager, or the Department of Health.
2. Go to your email and open the email from edrs@doh.wa.gov.
3. Copy your temporary password. If you copy and paste, make sure there are no spaces on either side of the password.
4. Click on Login to EDRS at the bottom of the email.
5. Enter your login ID provided by your Organization, Workgroup manager, or the Department of Health.
6. Paste or enter your temporary password in the space provided on the login screen.
7. Click on Log In
8. Complete your EDRS registration (four steps):
   - **Step 1:** Read and accept the Security Disclaimer.
     - Click on Submit
   - **Step 2:** Change your password.
     - Enter your temporary password again.
     - Enter your new password – your EDRS password from this point forward.
     - **Note:**Passwords must be at least eight characters long with at least one of each of the following:
       - Upper case letter
       - Lower case letter
       - Special symbol [!, @, #, $, %, ^, &, *, +, ?]
       - Number
     - Re-enter your new password in Confirm New Password.
• Click on **Submit**

**Step 3:** Security question/answer

• Enter your new password (the password you just created).

Create and enter a **Security Question/Answer** (if you forget your password, you will be asked this security question).

• Click on **Submit**

**Step 4:** Complete registration.

• Review your profile information and make changes as necessary.

• Click on **Submit**

• The system automatically logs you out and returns you to the EDRS login page.

9. Begin using EDRS.