



Logging into SVRIS

1. Open your web browser and go to the [SVRIS logon page](#).
2. Select the green **SVRIS** button.
3. Enter your **Username** (Logon ID) and **Password**.
4. Select the **Logon** button.
5. Select on the **VRS_PROD icon** to load SVRIS.
6. Choose your location if applicable.
7. Select **OK** when the message about unauthorized access appears.

Password and ID Management



Visit the [SVRIS logon page](#) for instructions to create or update your SVRIS ID.

Contact the WI Help Desk for Password Reset or Recovery



1-866-335-2180



helpdesk@wi.gov

Completing the medical certification

1. From the SVRIS home screen, select the **Work Queue** menu and choose **Death MC In Progress**.
2. Double click the **record** to display. To view only a specific physician's records, sort the list on the column for Certifier Name.
3. Select the **Cause of Death Tab** and complete the applicable fields.
4. Select the **Signatures tab** and enter a **Y** in the **Medical Information Complete?** and **Certifier Signed?** Fields. Often the "Date Signed" by the certifier will be filled with the current date but you **must enter the date the Certifier actually signed**.
5. Select **Save**.

Searching

1. From the SVRIS home screen, select the **Search** menu and choose **Death**.
2. Enter the search criteria. Multiple criteria can be used to search for the desired death record. In general, most searches are successful using the decedent's last name and date pronounced. Select the **Search button**.
3. On the **results tab**, SVRIS will retrieve all records that meet the indicated search criteria.
4. Highlight the desired record and then click the **Display button**.

Requesting amendments

1. In the record, select **File menu** then **New Death Amendment**. SVRIS will then create an amendment record that is linked to the death record. Maximize the screen.
2. In the amendment record, choose **Physician Amendment** in the Amendment Type field.
3. Go to the **Cause of Death tab**.
4. Enter the **new information** in the field that corresponds to the field with the incorrect information.
5. Go to the **Completion tab** and enter a **Y** in the **Amendment Request Complete** field and save.

Responding to queries

1. From the SVRIS home screen, select the **Work Queue menu** and choose **Query Amendment Request**.
2. **Select Display** and SVRIS will display the query record.
3. Read the message in the **Query Message field**.
4. Type your response in the **Notes From Funeral Home/Medical Certifier** OR go to the **Cause of Death Tab** and provide the requested information.
5. Go to the **Completion tab** and enter a **Y** in the **Amendment Request Complete field** and save.