



Getting Started with ERAVE

Using Production Version for SSA verification in seven easy steps



Step One

- ERAVE is not yet fully tested and can not be used for “real” death certificates, but verification of SSNs is “live” and can be used now in place of filing form SSA-721.
- Logon on to the production web site, using the same steps and same introductory password as you did on training.
- <https://adherave.arkansas.gov/erave/>



Step Two

- Click on MAIN – DEATH – CREATE CASE.
- Enter information.
- Click on Search. If a hospital has already started a case, you will find it. Otherwise, there will be message that 0 Records found.
- Click on **Create New Case**.



Step Three

- Fill in middle name, if any.
- Time of death.
- SSN.
- Click on **FINISH**.
- Ignore all those blue messages and scroll all the way down to **SAVE (as Pending)** and click on that.



Step Four

- Take a sip of your coffee to let the SSA do its thing (20 seconds is usually enough).
- Click on **Return to Record**.
- If it says SSN verified you are ready for the next step. (ERAVE Training does not verify)
- If you get an error message, check the number and spelling and try again. You get five tries. If still not verified, check Verified with Informant box and move on.



Step Five

- Click on **Next** or select screen **2, Decedent Info** on the top menu.
- Complete Item 7, Birthplace. This is the only item on this screen that is needed at this time.

Step Six



- Select Screen **4, Parents/Informant**.
- Complete items 13 and 14, parent names.
- That is all that is needed at this time.

Step Seven



- Select Screen **7, Funeral Home/Embalmer**
- Funeral home should be filled in.
- Select the Funeral Director.
- Embalmer not needed at this time.
- Click on **FINISH**.
- Scroll Down and click on **SAVE (as pending)**.

You are done!



Click on **Repeat Task** to enter another record