

# VITAL RECORDS

## **Electronic Vital Event Registration System (EVERS)**

### **Handbook for Creating a New Account**

North Dakota  
*login*

#### Sign in

Don't have a North Dakota Login?

[Create an account.](#)

User ID

[Forgot user ID?](#)

Password



[Forgot password?](#)

**Sign in**

[Update your account.](#)

To create a new account for access to EVERS, simply click on the “Create an Account” link to start the process. The next screen you will see is below. The information needed is fairly straightforward.

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*login*

## Create your account

\* = Required

### Account information

First name \*

Last name \*

User ID \*

Password \*



- 8 or more characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

Password strength:

Continuing on the first screen:

## Account recovery

Email \*

An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.

Cell phone

2223334444

An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option.

Message and data rates may apply.

## Security questions

Question 1 \*

Answer 1 \*

Question 2 \*

Answer 2 \*



By clicking "Create account" you agree to the  
[Terms of Use](#).

Create account

Cancel

Once you have completed all the information, simply click on the "Create Account" button to create your new account.

Next, you will be required to verify the email and cell phone number you entered on the previous screen. An email will be sent to the email address you provided with an activation code in it. Type that code into the “Email activation code” space. Also, a text message will be sent to the cell phone you provided. Type that code into the “Cell phone activation code” space and then hit “Confirm”



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## Verify your information

An activation code has been sent to *<YOUR\_EMAIL@PROVIDED.COM>* from donotreply@nd.gov. If you do not receive this email, check your junk mail and/or verify it hasn't been blocked.

Email activation code

An activation code has been sent to *<YOUR PHONE NUMBER>*

Cell phone activation code

Account recovery methods can be modified later by updating your account profile.

**Confirm**

**Resend codes**

Once your account has been activated, you will see this screen below. Now that your account is activated, you still need to **request access** to EVERIS. To do this, click on the “Return to online service” and the login screen will reappear so you can enter your username and password to your newly created account.



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## Activate account

You have activated the North Dakota Login for <USERNAME REQUESTED>

The following methods can now be used for recovery:

<YOUR\_EMAIL@PROVIDED.COM>  
<YOUR PHONE NUMBER>

[Return to online service](#)

[View profile](#)

North Dakota  
*login*

## Sign in

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[Forgot password?](#)

[Sign in](#)

[Update your account.](#)

This screen allows the user to select the access they require to use the EVERS application. Please complete every field that applies to the new user. **Physicians and Funeral Directors must enter a license number. Physicians are also required to enter a title.** Check the appropriate checkbox for your specific user type, click on the Add Facility button to locate your facility from the drop-down menu. County marriage user need only check the “Is this a request for Access to Marriage information?” box and select their county from the drop-down menu. The comments field allows the requestor to add any additional information regarding the request. Once complete, click on the submit button to send the request to Vital Record for review.

## Request Access

USERNAME

Email \*  Phone Number  Fax Number

Title  License No

Hospital Birth User

Birth/Fetal Death Data Entry  Birth/Fetal Death Submitter

Medical Cause of Death User

Physician (Death Submitter)  Coroner (Death Certifier)  Medical Data Entry Only

Funeral Home User

Funeral Practitioner (Death Certifier)  Funeral Data Entry Only  Funeral Practitioner & Coroner

Facility

County Marriage User

Is this a request for Access to Marriage information?

County

Comments: