



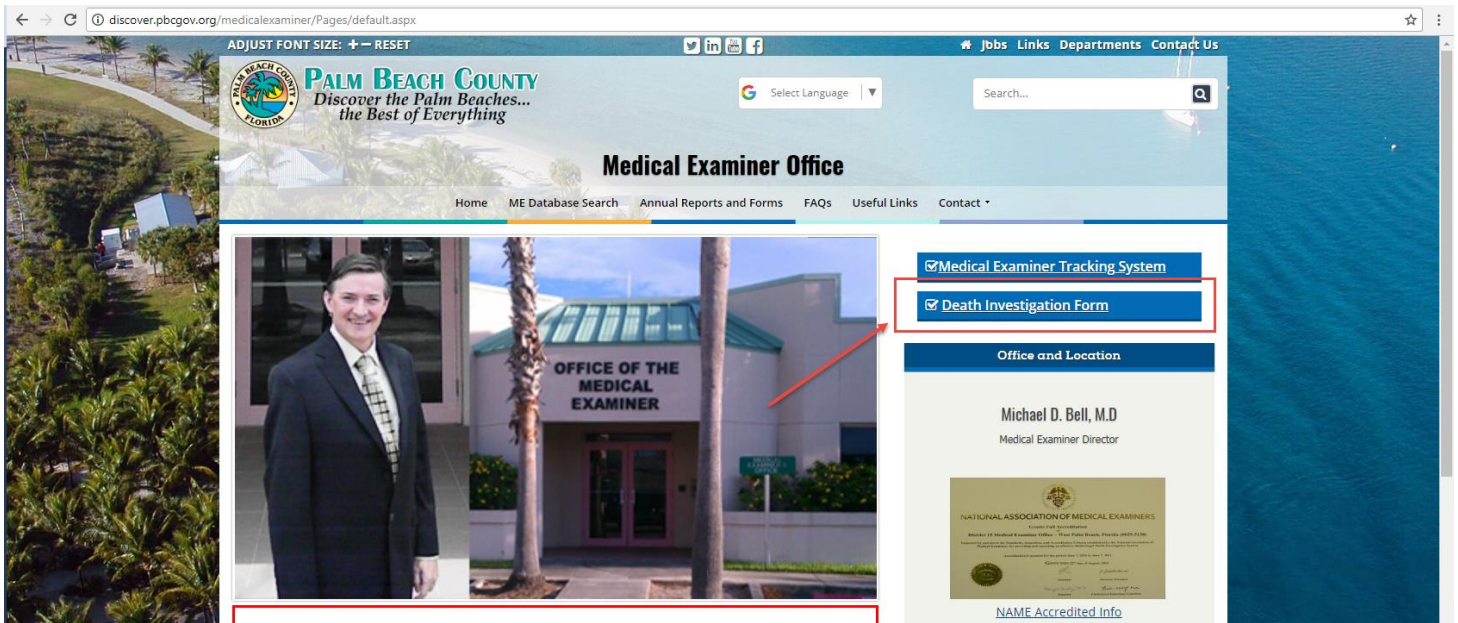
Palm Beach County  
Medical Examiner Application  
Law Enforcement Training Guide

Death Investigation Form  
Registration and Login

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# 1. Accessing the Medical Examiner Application:

- a. Click on the link found on the Medical Examiner's Website (see below)  
"Death Investigation Form".



- b. If not previously registered, follow item 2. New User Registration (next page), otherwise, Go to item 3 (page 7), Login to System.

## 2. New User Registration

The screenshot shows the website for the Palm Beach County Medical Examiner Office. On the left is a logo and contact information for the office. The main content area has a yellow banner that says "Welcome to the Palm Beach County Medical Examiner Office". Below this is a registration form with fields for "UserID or Email" and "Password", a "Login" button, and links for "Forgot Password" and "Forgot User ID or Email". Below the login form is a "New User" section with a "Register" button, which is highlighted with a red arrow. At the bottom of the page are links for "Help", "Contact Us", "Feedback", and "Report a Problem".

- a. From the Welcome screen, click the Register button and the following appears. Click **Accept** to continue.

The screenshot shows a dialog box with a dark header that says "WELCOME TO THE PALM BEACH COUNTY MEDICAL EXAMINER OFFICE". The dialog box contains two lines of text: "English Version: [Please review Terms and Conditions](#)" and "Spanish Version: [Por favor revise los Términos y Condiciones](#)". At the bottom of the dialog box are two buttons: "Decline" and "Accept". A close button (X) is in the top right corner.

b. The Registration Page will appear:

The screenshot shows a registration form with the following fields and options:

- Email Address:** \* officer@wpb.com
- Organization Type:** \*  Funeral Home  Law Enforcement  State Attorney
- Organization Name:** \* West Palm Beach Police Dept (dropdown menu)
- Law Enforcement ID:** WPB12345
- First Name:** \* John
- Middle Initial:** H.
- Last Name:** \* Smith
- Password:** \* [masked] Strong!
- Confirm Password:** \* [masked] Strong!

At the bottom, there are three buttons: **Clear**, **Cancel**, and **Next**. A legend indicates that an asterisk (\*) denotes required information.

Enter the following fields: (\* indicates a required field)

- |                          |  |
|--------------------------|--|
| 1. Email Address:*       | Enter your email address                   |
| 2. Organization Type:*   | Select Law Enforcement                     |
| 3. Organization *        | Select the Organization you work for       |
| 4. Law Enforcement ID: * | Enter Law Enforcement ID                   |
| 5. First Name:*          | Enter your first name                      |
| 6. Middle Initial:       | Enter your middle initial (optional)       |
| 7. Last Name:*           | Enter your last name                       |
| 8. Password:*            | Enter password (Medium to Strong as noted) |
| 9. Confirm Password:*    | Re-enter password                          |

**Clear Button** will clear all fields.

**Cancel Button** will return you to previous Welcome Screen.

Click **Next Button** to move forward with Registration.

The Security Questions Screen is displayed:

Security Questions

Select Question:\* What was your favorite sport in high school? ▼

Answer:\* Vollyball

Select Question:\* In what city were you born? ▼

Answer:\* Miami

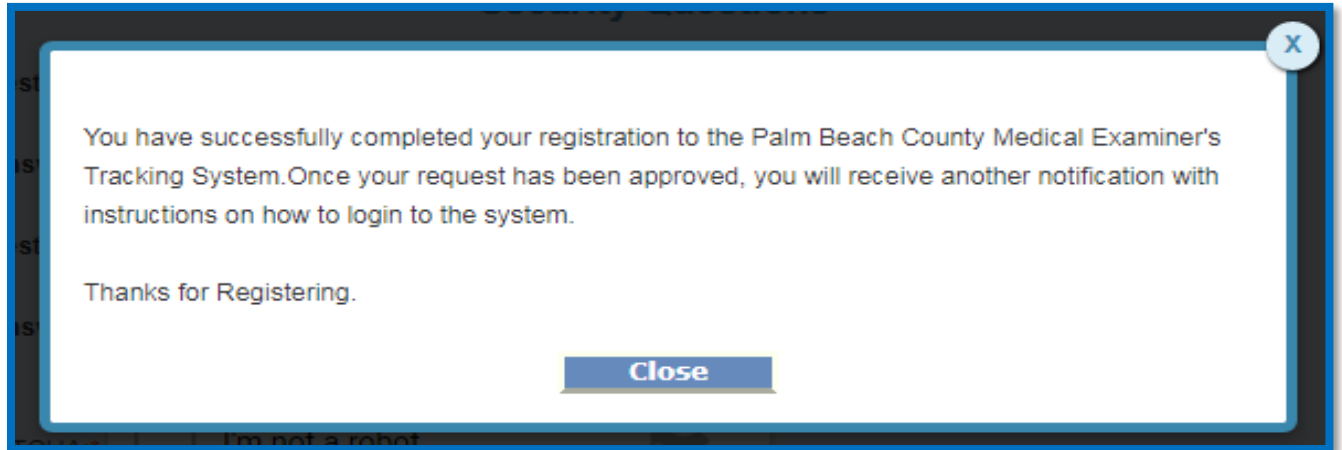
ReCAPTCHA:\*  I'm not a robot

reCAPTCHA  
Privacy - Terms

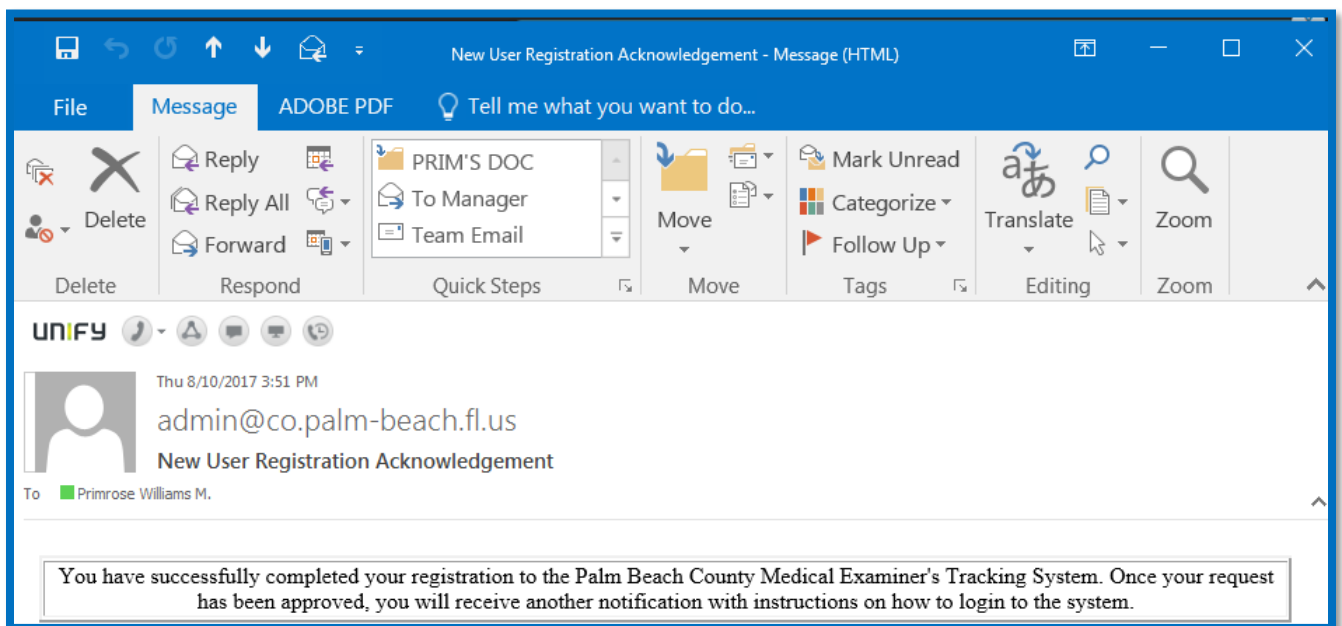
Clear Cancel Register

1. Select two Security Questions and provide answers. These will be used to verify your identity should you request a new password.
2. Check the “I’m not a robot” checkbox and follow instructions if asked.
3. Click **Register** button

- c. A popup will appear instructing you to check your email for access approval to the Medical Examiner Tracking System.



Click **Close** button and check email for approval. This may take up to 24 hours. The email will be from [admin@co.palm-beach.fl.us](mailto:admin@co.palm-beach.fl.us) and look as follows:



### 3. Login

From the Welcome Screen, Type your Email and Password to gain access to the Death Investigation Form.



The Death Investigation Report form will be displayed as shown below. Your name will appear in the upper right corner and under the Law Enforcement Information section. If you are designated as an Administrator for your law enforcement organization, you will also see the "System Maintenance" link for managing Users.

