How to Update the Funeral Home Director License Information for My Funeral Home

1. Log into the portal with a Funeral Home User or Funeral Home Admin account and enter the Manage Users/Profile section

Office of the	Chief Medical Examiner (C	OCME)						
				C o Sign Off				
Welcome to the MA OCME Portal								
		Please select an action						
	Ô							
	Register a Cremation (Non OCME Cases Only)	Decedent Release Portal	Manage Users/Profile					
ISSUES/QUESTIONS? CONTACT SUPPORT mportant Note: OCME portal supports the latest two versions of the following browsers: Google Chrome (Windows/Mac - Recommended Browser), Microsoft Edge (Chromium - Windows/Mac), Mozilla Firefox (Windows/Mac), and Safa/								

2. Click the Funeral Home Profile option in the tope navigation bar

Office of the Chief Medical Exa	imi	ner (OCME)						
Home Funeral Home Profile Manage Users -						E	Back to Main Menu	L (Funeral Home Admin) ▼
Search User								
First Name		Last Name			Userna	ne		
First Name		Last Name			Usern	ame		
User Type	. :	Status						
All		All		~				
		Search User		Clear Cancel				
Show 10 - entries							Search	
Name 🔺 User Name	¢	Phone Number	¢	User Type	¢	Status	¢	Action \$
				Funeral Home Admin		Active	Edit	Reset Password
				Funeral Home Admin		Active	Edit	Reset Password
				Funeral Home User		Inactive	Edit	Reset Password
				Law Enforcement Admin		Active	Edit	Reset Password
				Funeral Home Admin		Inactive	Edit	Reset Password

3. Click the Upload License button located in the "Upload Funeral Home Director License" field and upload an image of your new/renewed Funeral Home Director license in the proceeding popup. Once the image has been uploaded, make sure to update the File Name to reflect the years that the new/renewed license spans. Finally, make sure to update the values in the Establishment License and

Funeral Home Director License Expiration fields to reflect the most recent license.

Home Funeral Home Profile Manage Users +		Back	to Main Menu (Funeral Home Admin) •
Update Funeral Home Profile			
Primary Organization Name*	Street Address*	City	
	TEST	TEST	
State*	Zip Code*	Phone Number	
Massachusetts ~	00000	(000) 000-0000	× Extension
Organization Email Address	Website	Establishment License*	Update the value
	Website	000000 3	to reflect the most
Funeral Home Director License Expiration* Update the 08/31/2024 4 most	valueitorreflect/the ^{ery service?*} recent license		recent license
Upload Funeral Home Director License Upload License	icense" and upload an image of your	new/renewed license	
	File Name		Action
Screen Shot 2020-02-24 at 3			Ø 💼
Funeral Home Director License 2023-2024 2 Chan	ge the name of the uploaded file to r	eflect the	Ø 💼
	years the new/renewed license spa	ns	2

4. Click the Update button at the bottom-left corner of the page when you have finished updating all necessary values

ineral Home Director License Expiration*	Does this funeral home offe	er livery service?*				
08/31/2024	🔾 Yes 🔍 No					
pload Funeral Home Director License*						
	File Name				Action	
Screen Shot 2020-02-24 at 3					Ø 💼	
Funeral Home Director License 2023-2024					Ø 💼	
how 10 v entries					Search:	
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howing 1 to 1 of 1 entries					Previo	ous 1 Next
ad Addressi Location						6
Jpdate Cancel						