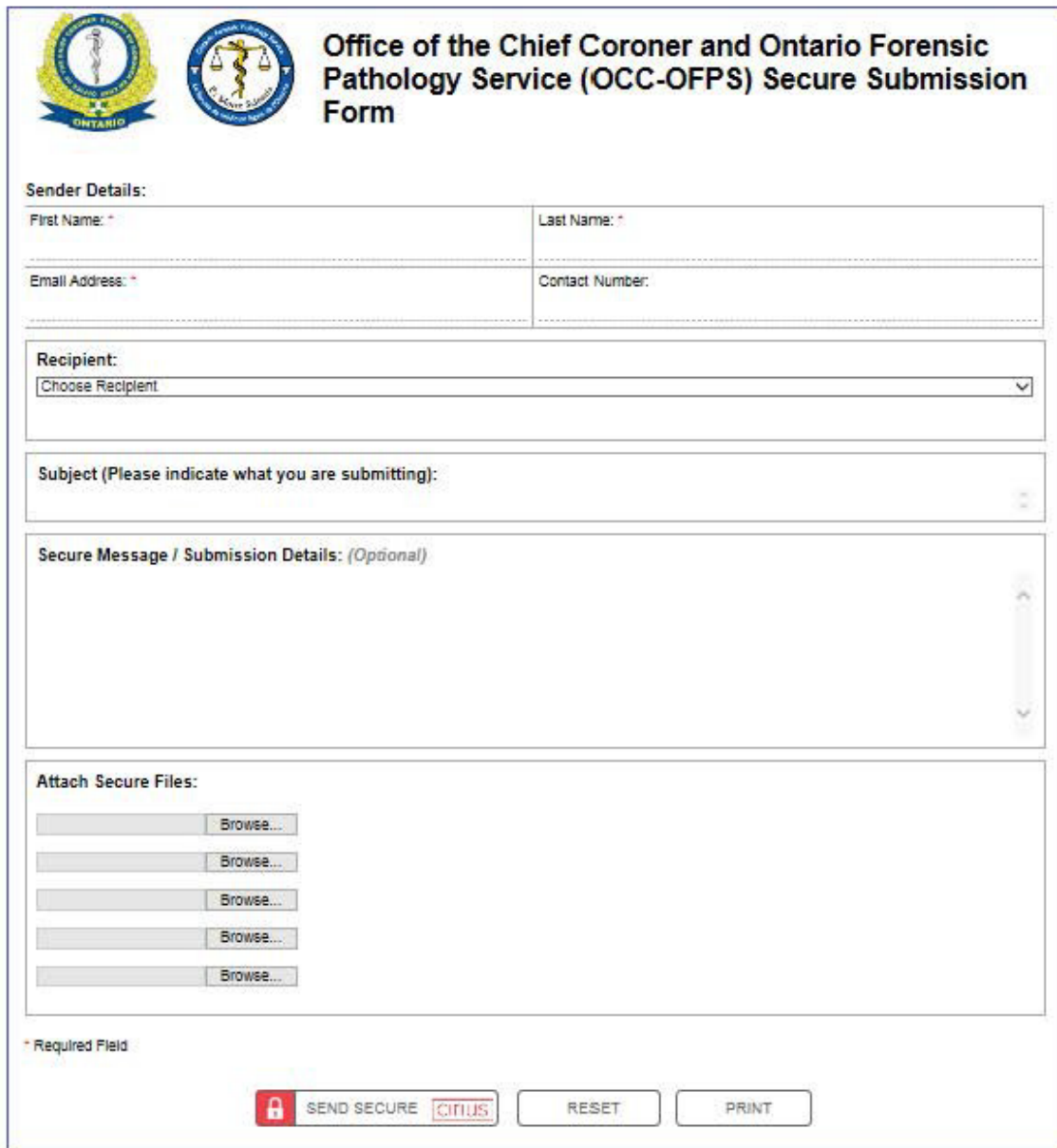


Using the OCC-OFPS Secure Web Form to Securely Submit Documents

Please use the [OCC-OFPS Secure Web Form](#) to securely submit documents to the Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC-OFPS).



The screenshot shows the 'Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC-OFPS) Secure Submission Form'. It features two logos on the left: the Ontario Forensic Pathology Service logo and the Office of the Chief Coroner logo. The form is divided into several sections:

- Sender Details:** A table with four fields: 'First Name: *', 'Last Name: *', 'Email Address: *', and 'Contact Number:'. The asterisks indicate required fields.
- Recipient:** A dropdown menu labeled 'Choose Recipient'.
- Subject (Please indicate what you are submitting):** A text input field.
- Secure Message / Submission Details: (Optional)** A large text area for entering a message.
- Attach Secure Files:** Five 'Browse...' buttons for uploading files.

At the bottom, there is a legend for '* Required Field' and three buttons: 'SEND SECURE' (with a lock icon and 'CITIUS' text), 'RESET', and 'PRINT'.

Instructions:

1. To access the secure web form, click on the following link:

<https://forms.deliveryslip.com/occofps/coroner-form/>

2. Enter your name and contact information. Please note, fields marked with * are required fields

- From the **Recipient** drop down list, please select **Managing Resident Death/Expedited Death Report Form Submission**

The screenshot shows a dropdown menu titled "Recipient:". The menu items are: Choose Recipient, Provincial Dispatch, Coroner Inquest, Central East RSC Office, Central West RSC Office, Hamilton RSC Office, Kingston RSC Office, London RSC Office, Ottawa RSC Office, Sudbury RSC Office, Thunder Bay RSC Office, Toronto East RSC Office, Toronto West RSC Office, Paediatric Death Review Committee, Opioid Investigations, MAID, and Managing Resident Death/Expedited Death Report Form Submission. A red box highlights the last option, and a red arrow points to it from a text box that says: "Select 'Managing Resident Death/Expedited Death Report Form Submission' from the dropdown list."

- In the **Subject** field, indicate what you are submitting (e.g. the name of the document). Enter a message for the recipient in the **Secure Message** field (if applicable).
- Under the **Attach Secure File** section, please select and attach the file you would like to submit by clicking on the **Browse** button and navigate to the location you saved the **Expedited Death Report or Managing Resident Deaths Report** PDF forms. Select the PDF report and then click on the **Open** button.

The screenshot shows a section titled "Attach Secure Files:". Below the title are five "Browse..." buttons, each in a separate input field.

- After you have attached the required document, click the **Send Secure** button to submit your document to the OCCTeam.

The screenshot shows three buttons: "SEND SECURE" with a red lock icon and a "CIRIUS" logo, "RESET", and "PRINT".

- You will receive an acknowledgement page to confirm submission

The screenshot shows a "Thank You!" message: "Thank you, your submission has been securely submitted to the OCC-OFPS. Please print or save this page for your records."

Note: The **Reset** button will delete information you have entered on the web form. It allows you to refresh the page and enter new information on the form (if required). The **Print** button allows you to print a copy of the web-form (before you press **Send Secure**).

For technical support/help, please send an email to: occteam@ontario.ca or contact the team by telephone Toll Free: 1 (833) 915-0868 / Local (Toronto) (647) 792 -0440