

Guide to the OCC-OFPS Secure Web Form

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).





Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC-OFPS) Secure Submission Form



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 an asterisk (*) are required fields.
- 3. From the Recipient drop down list, please select the appropriate recipient(s).

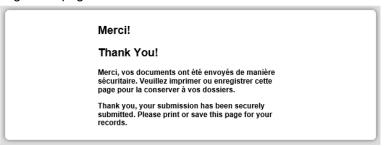
Recipient:



- 4. 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).
- 5. Under the Attach Secure File section, please select and attach the file you would like to submit.
- 6. After you have attached the required documents, click the Send Secure button to submit your document.



7. You will receive an acknowledgement page to confirm submission



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**).

Technical Support

For technical support/help, please send an email to: Rob.Campbell@ontario.ca.

0257E (2022/11) Page 2 of 2