

ON-LINE DATABASE INSTRUCTIONS

In conjunction with the WV Treasurer's Office, we would like to welcome you to the WV Board of Funeral Service Examiners on-line Database.

Before you begin, please read the following instructions:

1. Your user name will be your FD, CO & CC license number. For example, FD1234, CO0123 and CC0123.
2. Your password is your first letter of your first name capitalized, your last name (1st letter capitalized) and the last four digits of your Social Security number **and an explanation point (!)**. (Ex. - John Doe - password will be JDoe1234!). Once you log in the first time, you will be prompted to change your password. Please set it to something you can remember as the office will not have access to your passwords once they are changed.
3. Once you have logged into the Database, put your license number in the License#1 box and click the symbol beside and select "equal to". This will take you to your information and allow you to change your address, email address, phone number, employer, add Continuing Education credits, etc.. Once you have made the changes, be sure to click SAVE CHANGES at the bottom of the page. Remember, it is the licensee's responsibility to make sure the office has a correct mailing address, contact phone number and email address.
4. If you have any problems with the on-line database, please email the Board at wvfuneralboard@wv.gov . Please place in the subject line - On-line Database Problem. We will work with the WV Treasurer's office to resolve the issue as quickly as possible.
5. Please click the link following these instructions to log into the database. If the link does not open, copy and past the following link into your browser:
[https://agencies.wvsto.com/WVBFSE App/](https://agencies.wvsto.com/WVBFSE_App/) .