



Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
State Board of Funeral Directors
P. O. Box 2649
Harrisburg, PA 17105-2649

Heidy M. Weirich
Board Administrator

717-783-3397
717-705-5540 Fax

August 17, 2017

Re: ONLINE SUBMISSION OF PRENEED FORMS

Dear Licensee:

The State Board of Funeral Directors is pleased to announce the relocation of the online submission of Report of Preneed Burial Contracts and Completed Prepaid Burial Contract Reports. The submission of the Report of Preneed Burial Contracts and Completed Prepaid Burial Contract Reports forms are now available online by accessing the Department of States, Bureau of Professional and Occupational Affairs new licensing system at www.PALS.pa.gov. State Board of Funeral Directors will no longer accept paper submissions of these reports. All reports will be required to be submitted online.

In order to successfully upload your Reports, follow these directions:

- Go to <https://www.pals.pa.gov>
- In the left side of the Home page, click on [Login]
- Enter the Funeral Establishment User ID and Password and click Login.
- In the Dashboard Page, locate 'Profession License Details' section, look for an Establishment License number to submit a preneed. Click on the 'Apply/Request Pin'

Apply/Request *

- After clicking on Apply/Request pin, a context menu will appear. Click on **[Preneed]**
- By clicking on preneed from the context menu, preneed form will open. Verify the funeral establishment license number, establishment name, funeral director license number and name is prepopulated in the form.

If there is more than one funeral director, select the director from the dropdown and it will prepopulate corresponding license number.

- Select a Preneed Funeral type option. (Report of Prepaid Burial Contract or Completed of Prepaid Burial Contract).
- 7.1 If Report of Prepaid Burial Contract is selected. It displays the corresponding selected option form.
 - 7.1.1 Answer all the required information.
- 7.2 If Completed of Prepaid Burial Contract is selected. It displays the corresponding selected option form.
 - 7.2.1 Answer all the required information.
- Complete the entire application and in the verification statement, select 'I Confirm' checkbox. Enter signature Click [Submit]
- Go to the dashboard page, in the preneed section the submitted or saved preneed form is displayed.
- By clicking the status, submitted or saved preneed form will be opened. (**Note: Once the form is submitted it is not editable.**)

Please contact the Help Desk at 717-783-1087 if you have issues with the system.

Sincerely yours,
/s/ Heidi M Weirich
Heidy M. Weirich
Board Administrator