VBMS Job Aid

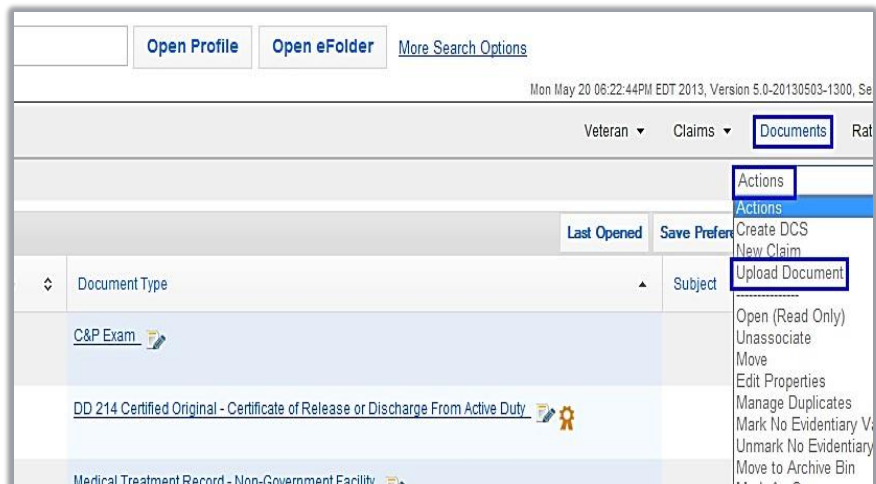## Adding Documents into VBMS eFolders for VR&E Staff

Step 1: Access the Veteran's eFolder.

Step 2: Go to the Actions drop-down list, and select Upload Document.

Step 3: Select the **Browse** button next to the **File** field to locate the file that you want to upload to the eFolder.

Step 4: In the **Category Type** field, start entering the document type.

Step 5: Select the appropriate document type.

Step 6: In the **Source** drop-down list, select **VRE** as the source of the document.

Step 7: Ignore this field. It is not applicable for VR&E

Step 8: Ignore this field. It is not applicable for VR&E

Step 9: In the **Date of Receipt** field, enter the date the document was received.

Step 10: Select the **Upload** button.

For more information, see the User Guide, VBMS Online Help, or your local Superuser

This job aid contains fictitious Veteran information on images for training purposes.