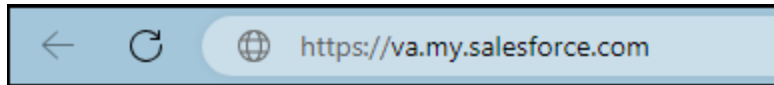


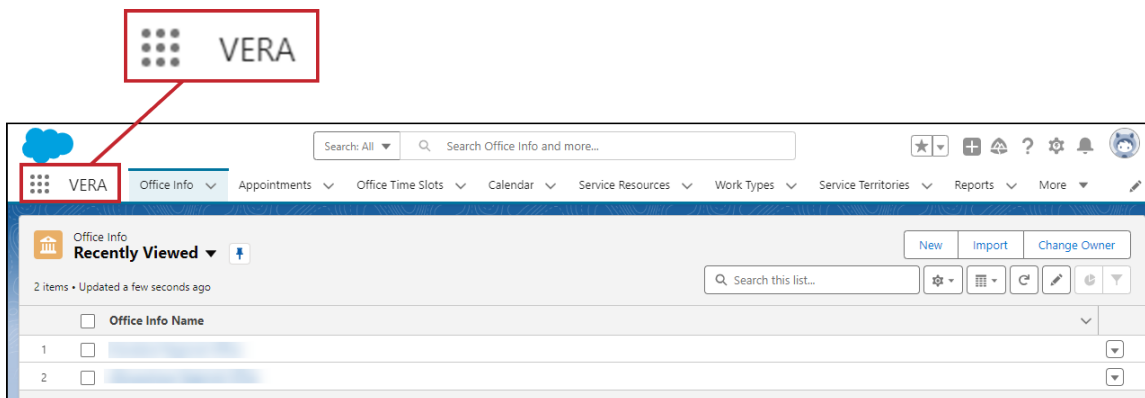
This document outlines the steps required to access the VERA Application.

Step 1. Open your web browser and navigate to <https://va.my.salesforce.com>.

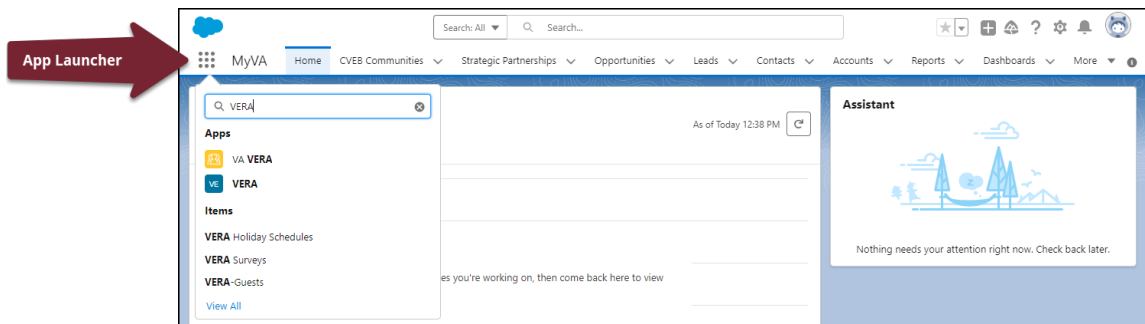


Note: Since Salesforce operates on a single sign-on platform, you should not need to enter a username or password if you have already been granted access and user licensing.

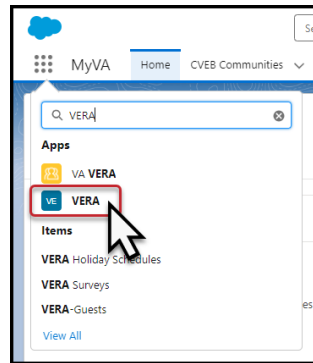
Step 2. Verify the VERA application is open on the Salesforce site by observing whether “VERA” is indicated next to the App Launcher (nine dot icon) in the top-left corner of the screen. If VERA is indicated, you have accessed the VERA Application. If VERA is NOT indicated, continue to Step 3.



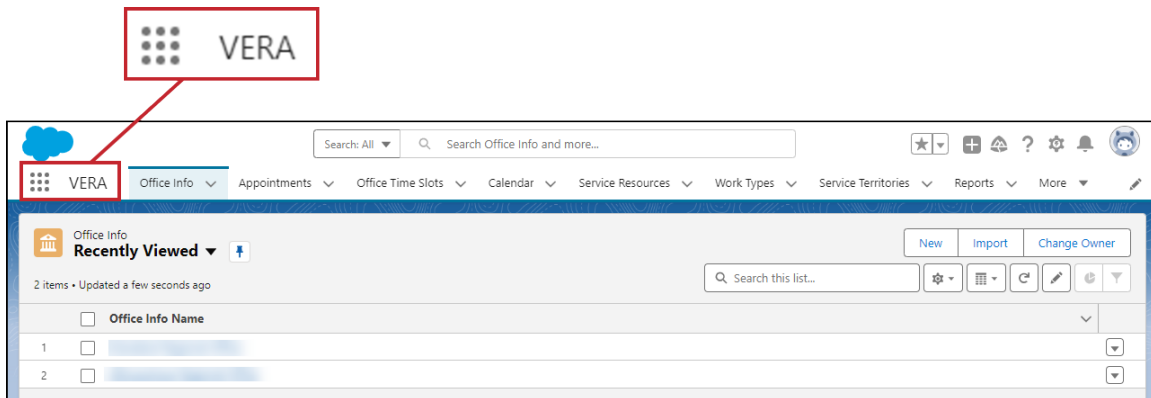
Step 3. Click on the App Launcher icon (nine dots) in the top-left corner of the screen and Search for “VERA.”



Step 4. Click on VERA in the Apps List (do NOT click the VA VERA application).



You should now see VERA next to the app launcher.



You have accessed the VERA Application.