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

U.S. Department of Veterans Affairs

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



**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.

VERA	
Search: All          Q         Search Office Info and more           VERA         Office Info         Appointments         Office Time Slots         Calendar         Service Resources	Work Types 🗸 Service Territories 🗸 Reports 🗸 More 🔻 🖍
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Office Info Name	~
1	
2	•

**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.

VERA	
Search: All         Q         Search Office Info and more           VERA         Office Info         Appointments         Office Time Slots         Calendar         Service Resources	V Work Types V Service Territories V Reports V More V
Office Info Recently Viewed -	New Import Change Owner
2 items • Updated a few seconds ago	Q. Search this list 🔯 🗸 🕅 🔹 📿
2 items • Updated a few seconds ago	Q. Search this list
2 items • Updated a few seconds ago  Office Info Name  1	Q. Search this list

You have accessed the VERA Application.