VBMS Job Aid

Adding Documents into VBMS eFolders for VR&E Staff

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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.



Continue to refer to the latest regulations, Fast Letters, and guidance as provided by your regional office in the performance of work activities in VBMS.



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