




QuickSubmit Quick Reference Guide

User Access	Register	Upload Documents	View Uploads
<p>Access QuickSubmit using SSO external</p> <ul style="list-style-type: none"> ▪ https://eauth.va.gov/accessva/ <p>Select your Sign in Partner</p> <ul style="list-style-type: none"> ▪ DS Logon ▪ DoD CAC Card ▪ VA PIV Card ▪ ID.me ▪ LOGIN.GOV ▪ My HealtheVet <p><i>If no Sign in Partner account?</i></p> <ul style="list-style-type: none"> ▪ Select "Register for a Sign-In Partner" ▪ Follow the instructions to create an account. <p><i>If new user and not Registered?</i></p> <ul style="list-style-type: none"> ▪ Register as the following: <ul style="list-style-type: none"> ▪ VA Business Partner ▪ Veteran ▪ Veteran Family Member ▪ VA Emplome (VA PIV only) <p>Access is available upon registration.</p> <p>To View/Edit Profile</p> <p>Click ellipses by username and Select User Profile menu option.</p> <p>To Logoff</p> <p>Click ellipses by username and Select Logout menu option</p>	<p>Select one of the Registration methods</p> <ol style="list-style-type: none"> 1. VA Business Partner <ul style="list-style-type: none"> ▪ Username and Email pre-populate. ▪ Select Enter ▪ Select User Role ▪ Accreditation # (if applicable) ▪ Select Organizations (multiple allowed) 2. Veteran <ul style="list-style-type: none"> ▪ Username and Email pre-populate. ▪ Select Enter ▪ Enter Veteran File Number ▪ Enter Zip Code ▪ Enter Phone (optional) 3. Veteran Family Member <ul style="list-style-type: none"> ▪ Username and Email pre-populate. 4. VA Employee <ul style="list-style-type: none"> ▪ Username and Email pre-populate. ▪ Select Enter ▪ Select Role (Internal Employee or COR. COR request goes to approval queue. ▪ Select Organization <p>Next</p> <ul style="list-style-type: none"> ▪ Select Register button <p>Access is available upon registration</p>	<p>Enter information and attach files</p> <ol style="list-style-type: none"> 1. VA Business Partner or VA Employee <ul style="list-style-type: none"> ▪ Veteran Information <ul style="list-style-type: none"> ○ First Name, MI, Last Name ○ File Number ○ Zip Code ○ Emergent Indicator ▪ Submission Information <ul style="list-style-type: none"> ○ Organization ○ Benefit Claim Type 2. Veteran or Veteran Family Member <ul style="list-style-type: none"> ▪ Veteran Information <ul style="list-style-type: none"> ○ First Name, MI, Last Name ○ File Number ○ Zip Code ▪ Submission Information <ul style="list-style-type: none"> ○ Benefit Claim Type <p>All User types</p> <ul style="list-style-type: none"> ▪ Attach Files <ul style="list-style-type: none"> ○ Maximum files - 30 ○ Maximum file size - 200 mb ○ Allowed file types: . PDF, DOC/DOCX, JPG/JPEG, TIF/TIFF, PNG ○ Resolution is 300 dpi (recommended) ▪ Select Submit <ul style="list-style-type: none"> ○ Confirmation message displays 	<p>View Uploads Table</p> <ul style="list-style-type: none"> ▪ Lists users' submissions. ▪ Displays a summary for the packets. <ul style="list-style-type: none"> ▪ Veteran Name, File Number, Zip Code, Emergent Indicator, Benefit Claim Type, Submitter, Organization, Files, Current Stage, etc. ▪ Results may be Searched by field or sorted on by column. ▪ Only files uploaded by the user are displayed (unless COR user) ▪ Current page may be exported to a .CSV file (export current page) ▪ Current Stage column informs the user where files are in the upload process. <ul style="list-style-type: none"> ▪ Uploading, Evidence Received, Vendor Processing, Submission Failed-Resubmit, Available in Mail Portal, Complete <p>View Direct Upload Archives</p> <ul style="list-style-type: none"> ▪ Login with the same sign in partner as DU login to view DU uploads (ID.me, VA PIV, or DOD CAC) ▪ Select the Search Direct Upload Archives button. ▪ Submissions uploaded in DU display

Help Documentation	Email	Phone
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 **User Guide**
 Log into QuickSubmit | Help | User Guide

 For Issues with submissions, please contact Business Transformation Services (BTS) at VCIP.VBACO@va.gov

 For questions regarding VA benefits or claims status, call 1-800-827-1000 or visit [VA.gov Home | Veterans Affairs](https://www.va.gov)



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eCommunications Preconditions	Register	Opt-in/out	View or Download Letters
<p>Access QuickSubmit using SSO external and selecting a Sign on partner</p> <p>Preconditions for eComm</p> <ul style="list-style-type: none"> ▪ User is a Veteran (doesn't need to be the Veteran user role) ▪ Verified VA File Number ▪ Pre-selected for Phase 1 	<p>If pre-conditions are met when registering Registration page</p> <ul style="list-style-type: none"> ▪ Checkbox to Enroll in eCommunications displays, <ul style="list-style-type: none"> ▪ Select the checkbox to enroll ▪ Select Register ▪ eComm request processed (it takes up to 15 minutes) <ul style="list-style-type: none"> ▪ eComm tab displays <ul style="list-style-type: none"> ○ Letters are retrieved for prior 30 days ▪ Notification in notification pane ▪ Notification email 	<p>If pre-conditions are met after login User Profile/Edit Profile page</p> <ul style="list-style-type: none"> ▪ Checkbox to Enroll in eCommunications, <ul style="list-style-type: none"> ▪ Select the checkbox to enroll, ▪ Select Save Changes. ▪ eComm request processed (it takes up to 15 minutes) <ul style="list-style-type: none"> ▪ eComm tab displays <ul style="list-style-type: none"> ○ Letters are retrieved for prior 30 days, ▪ Notification in notification pane, ▪ Notification email. ▪ Uncheck box to un-enroll in eCommunications <ul style="list-style-type: none"> ▪ eComm un-enroll request processed, ▪ eComm tab does not display. 	<p>eComm Tab</p> <ul style="list-style-type: none"> ▪ Lists users' Claims letters, <ul style="list-style-type: none"> ○ Match required for Name and Address on letter. ▪ Displays a summary for the letters, <ul style="list-style-type: none"> ▪ Veteran Name, File Number, Address, Status (Available, Viewed, Downloaded). ▪ Results may be Searched by field or sorted on by column, ▪ Select the eye icon to view the letter, ▪ Select the download icon to download the letter.