**e-VA Production Instructions**

* **Within 1 week of TMS Training** –
  + Enter all existing future appointments in e-VA Production as “Events.” Do not add a claimant to the event, until all appointments are accounted for.
* **Monday After TMS Training** – Attend the Live District Pre-Launch Review and FAQs Session with designated District
* **Tuesday After Pre-Launch** - e-VA goes Live and begins sending Claimants the e-VA Introduction
* **Approximately Eight Business Days After TMS Training** –
  + Attend Live Advanced Topics Training with designated District
* **Weekly After e-VA Goes Live** - Review the Staff Dashboard Report in e-VA, via the Reports button

 **Logging into e-VA Production**

1. Open a browser and go to [**the e-VA log in page (**https://staff.eva.va.gov/**)**](https://staging-staff.va-sara.digital/)

2. Log in using your PIV card or use the following as your user ID; your first name followed by a period and then your last name all as one word and “password” as your password.

*Example:*

User ID: john. Smith - note the “period” between your first and last name!

Password: password – The password is case sensitive. You will be asked to create a new password for yourself