



Veterans Information Portal &
Veterans Tracking Application
Access Instructions for DoD
Integrated Disability Evaluation System
(IDES)
Module Users

June 13, 2016

VIP & VTA Access-DoD Users

Introduction

The Veterans Information Portal (VIP) is a gateway to personalized information relevant to VA's stakeholders, including Veterans, employees, lenders, appraisers, and the Department of Defense (DoD). VIP is accessible from any Internet connection.

The Veterans Tracking Application (VTA) is a joint Veterans Affairs (VA) / DoD application to support the effective management and tracking of Veteran and Servicemember beneficiaries at all levels of the continuum of care. VTA tracks the initial arrival of a Servicemember into the VA health system and monitors benefits applications and administrative details.

The Integrated Disability Evaluation System (IDES) is a module in VTA that tracks Servicemembers that have been referred to a Medical Evaluation Board (MEB). You will have access to VTA IDES once you complete this registration process.

These instructions are for personnel that need VIP/VTA access to support IDES. They are **NOT** for personnel needing VA Loan support.

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VIP & VTA Access-DoD Users

Access Control

VIP access is being offered to DoD personnel in order to provide a gateway to the VTA Integrated Disability Evaluation System (IDES) Database. To allow for flexible user management, DoD will designate specific points of contact (POC) and assign each with a ten (10) digit VA ID Code and a four (4) digit PIN. Army and Air Force POCs are at the Service level, Navy and Marine Corps typically have a POC at each MTF and other organizations (Ex: PEB).

This VA ID and PIN will only be provided to designated DoD POCs, who in turn will provide the VA ID and PIN to authorized DoD users for VIP registration.

You are registering for two databases: the first is VIP, and the second is VTA IDES.

NOTE: If you have not received your ten digit ID and four digit PIN, contact your designated POC before continuing further. These are required for access.

******If you have a VIP and/or VTA IDES account, STOP!!**
System will not accept a second application with your SS#.
Have your IDES POC contact the VA VTA IDES POC****

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VIP & VTA Access-DoD Users

Follow these instructions step by step, entering the info as described/shown. Improper data entry will result in a delay of application approval.

Steps 1 and 2

1. Before registering as a user in VIP, DoD users will be provided a 10-digit code and a 4-digit PIN by their Service or organization point of contact (POC). When these are received, the user is ready to register for VIP. **DO NOT BEGIN WITHOUT THEM!!**

2. To register for VIP, complete the following steps:

- A. Enter <https://vip.vba.va.gov> into your browser. You will be brought to the VIP Home Page.
- B. Add this page to your favorites.
- C. Click on User Registration.

NOTE: See next page for screen shot.

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VIP & VTA Access-DoD Users

Veterans Information Portal - U.S. Department of Veterans Affairs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://vip.vba.va.gov> Go

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

VA Home VIP Home About VA Organizations Apply Online Find a Facility Contact VA

VETERANS INFORMATION PORTAL

Health Care ▶
Benefits ▶
Burial & Memorials ▶

VIP Sign In
User Name:
Password:

User Registration

Featured Items

- [Specially Adaptive Housing - Online Application](#)
- [CPB - Locate VA Registered Builders,](#)

Veteran Information

- Benefits Information
- Operations Enduring Freedom and Iraqi Freedom
- Compensation and Pension
- Benefits
- Education Benefits (GI Bill)
- Vocational Rehabilitation & Employment Services
- Benefits for the surviving spouse,

How Can I...

- Apply for guaranteed
- Locate a :
- Get Vocational Education
- Get help with business'

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VIP & VTA Access-DoD Users

This User Registration page will appear. Read, and select **Register Now** (these Instructions are located in the Information Center)

User Registration

Welcome!

We are committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in must register with us before using our on-line applications and services. During registration, you will create a unique user ID and used to log-on and use our website.



Do not register more than one time! Complete User Registration, only if you have never registered as a new VIP user.



Log-on to VIP to update your registration information including personal, contact security information, employment or a new role to your profile.

Ready to get started?

[Register Now](#)

Already Registered?

The Registration Process At-a-Glance

- Select your user type
- Enter your personal information
- Enter your contact information
- Enter your security information and create user name/password
- Subscribe to a community

[Forgot your Password](#)

[Forgot your User ID](#)

Still need Help? Submit a Help Desk request

Information Center

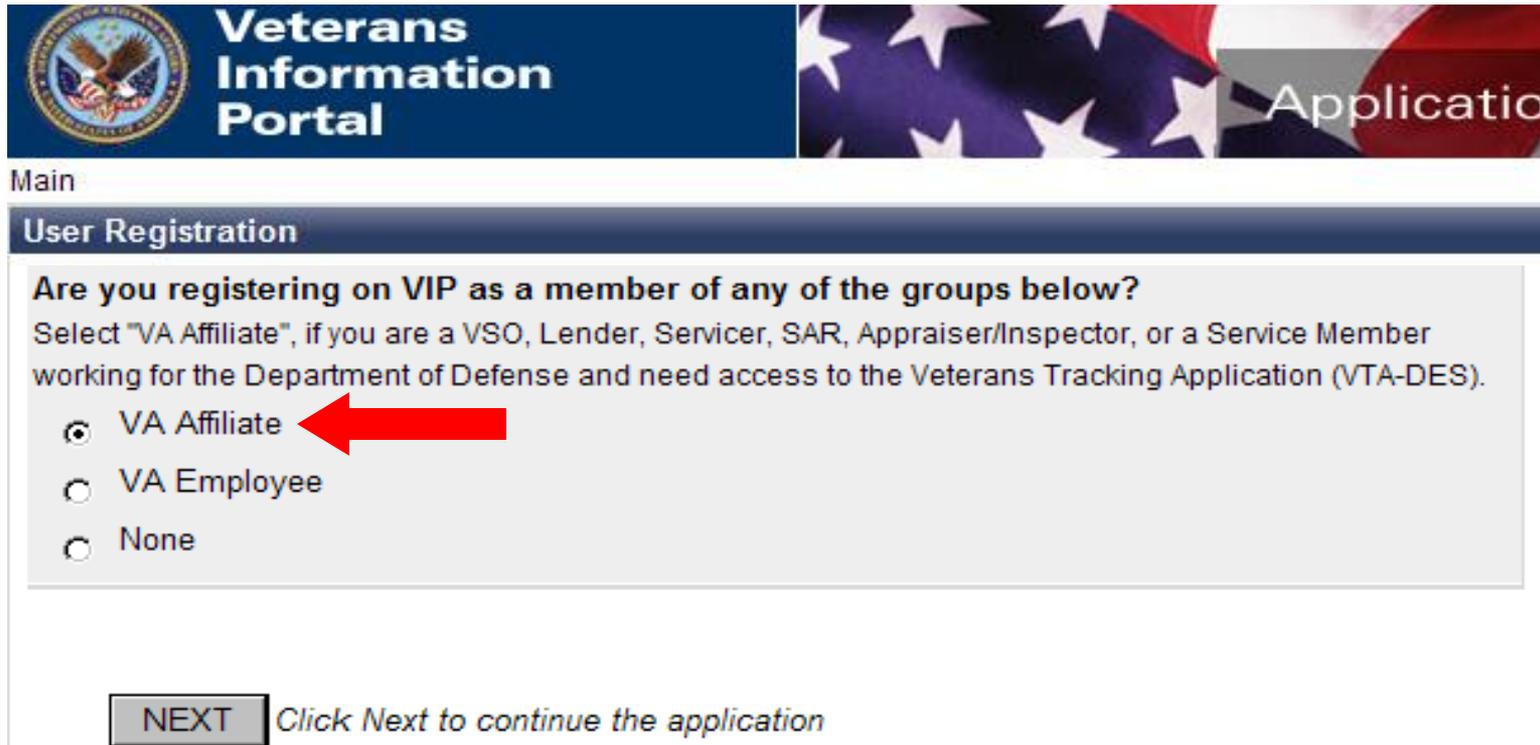
User Registering for VTA IDES access ensure you are using the correct instructions. Below are the instructions for DOD and VA employees

- [VIP/VTA IDES instructions \(DOD\)](#)

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VIP & VTA Access-DoD Users

Step 3 - The main page for Application Registration will appear (if you already have a VIP account, STOP and contact your DoD POC). Select VA Affiliate and click **Next**.

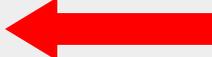


Veterans Information Portal

Main

User Registration

Are you registering on VIP as a member of any of the groups below?
Select "VA Affiliate", if you are a VSO, Lender, Servicer, SAR, Appraiser/Inspector, or a Service Member working for the Department of Defense and need access to the Veterans Tracking Application (VTA-DES).

VA Affiliate 

VA Employee

None

NEXT *Click Next to continue the application*

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VIP & VTA Access-DoD Users

Step 4 - Complete the Personal Information screen by entering all information designated with an asterisk *. Confirm all information is correct and click **Next**.

Personal Information

What is your name?

Legal First Name*

First

Middle Name*

Middle

Legal Last Name*

Last

Suffix

What is your Social Security Number (SSN)?

SSN*

XXX-XX-XXXX

Confirm SSN*

XXX-XX-XXXX

What is your date of birth?

Date of Birth (mm/dd/yyyy)*

05/01/1982

What is your Gender?

Gender*

Male Female

Back

Next

Click Next to proceed to the next step of the registration process

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VIP & VTA Access-DoD Users

Step 5 - Complete the Contact Information screen by entering all information designated with an asterisk *. Confirm all information is correct and click **Next**.

Contact Information

What is your residential address?

Select a Location	United States
Address Line 1*	111 FIGHTER ROAD
Address Line 2	
Address Line 3	
City*	EGLIN AFB
State*	Florida
Zipcode*	32542 -

Is your mailing address same as your residential address? Yes No

What is your contact phone number?

Primary Phone Type*	Work
Primary Phone Number*	(850) 326-4111
Secondary Phone Type	
Secondary Phone Number	
FAX Number	

Please provide an e-mail address to contact you?

E-mail Address*	EMAIL.EMAIL@.MIL
Confirm E-mail Address*	EMAIL.EMAIL@.MIL

Use same email in step 14 (filling out VTA application)

Click Next to proceed to the next step of the registration process

VIP & VTA Access-DoD Users

Step 6 - Complete the Login Security Information screen by entering all information designated with an asterisk *. Click **Next**.

Login Security/ Information

What user name would you like to use?
User Name*
Confirm User Name*

What is your password?
Password*
Confirm Password*

Please select 5 security questions. Check the help hints for more information.*

Click Next to proceed to the next step of the registration process

*****Use your email user name/ID. If already taken, add middle initial and/or a #. (FIRST.M.LAST66)*****

Password: 8 - 15 characters (1 #, 1 Special, 1 Cap, 1 lower, but CANNOT contain <, >, ", ', &, or ~).

*****Remember your PW & user name. You will need them later*****

*****Remember your 5 questions/answers (can be used if you get locked out)*****

VIP & VTA Access-DoD Users

Step 7 - Complete the Community Subscription information by selecting Department of Defense as your organization, entering the 10 digit VA assigned code and PIN you were provided by your POC and clicking Next. **NOTE:** You may also provide an alternate email at this time.

Community Subscription

What organization type do you belong to?

Organization

Department of Defense

What is your VA assigned Id and Pin?

Ten Digit VA assigned Code * [10 Digits]

DOD Pin * [4 Digits]

Back

Next

Click Next to proceed to the next step of the registration process

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VIP & VTA Access-DoD Users

Step 8 - Read the terms of use and rules of behavior for VIP, check the “I accept” box and click **SUBMIT**.

Terms and Conditions

Please read carefully through all the terms and conditions. Please click submit to accept these terms and

These Terms of Use and Rules of Behavior apply to all users of the Veterans Information Portal.

Why Security Is Important For Everyone!

All users of the Veterans Information Portal should be aware that any system can potentially contain valuable and sometimes sensitive and/or personal information, which must be protected to prevent disclosure, unauthorized changes, and loss. Each part of a system vulnerabilities to the whole, so protection must be consistent in order to be effective. On a larger scale, since these resources are tied to VA and other sensitive government networks (e.g., Social Security Administration, Internal Revenue Service, Department of Defense) compromise is a potential threat on a grand scale to the Federal Government.

User Information and Contacts

This site provides you with the following information when you are granted authorized user privileges on the Veterans Information Portal: your responsibility to stay up-to-date on key personnel and phone numbers to assist you in using the Veterans Information Portal.

I Accept

SUBMIT

Click "Submit" to complete the registration

Before hitting Submit, is your User Name in the correct format?

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VIP & VTA Access-DoD Users

Step 9 - You will see this screen indicating you have been successfully registered. **NOTE: You will not have VIP access until you receive email confirmation from your POC.**



You are registered Successfully. Please click on the link [here](#) to login to the VIP Portal

You may also receive an email that is similar to this:

Thank you for registering in The Veterans Information Portal. Your login id is:

FIRST.LAST

Your Service/location POC will review your account and an email will be sent to you when your account is ready for use

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VIP & VTA Access-DoD Users

After your POC reviews your account and grants you VIP access, you will receive an email similar to the following:

From: VIP Portal [vip@vba.va.gov]

Sent: Fri 11/13/2009 7:42 AM

To:

Cc:

Subject: VIP Account Activated

Thank you for registering in Veterans Information Portal, your account has now been activated and is available for access.

*****Passwords are user-specific and will not be shared with anyone. Sharing of Passwords is a security issue and violates DoD/Installation Security Directives.**

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VIP & VTA Access-DoD Users

Step 10 - After you receive the email, enter <https://vip.vba.va.gov> into your browser (VIP Homepage). Enter your user name and password. Click on the blue box with the white arrow.

VA Home	VIP Home	About VA	Organizations	Apply Online
Health Care				
Benefits				
Burial & Memorials				
VIP Sign In				
User Name:				
JOE.R. APPLICATION				
Password:				
.....				

VETERANS INFORMATION PORTAL

Announcements

Date	Message
------	---------

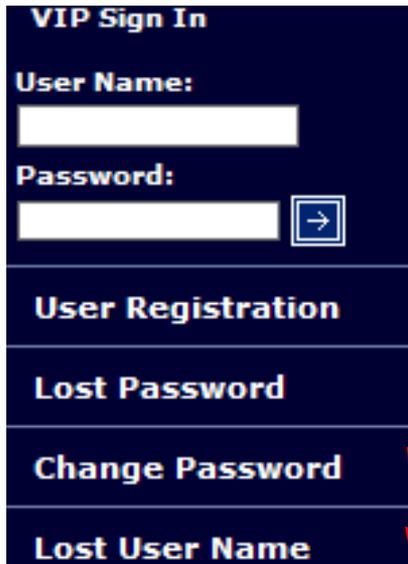
Featured Items

[Specially Adaptive Housing - Online Grant Application](#)

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VIP & VTA Access-DoD Users

Misc VIP Information



VIP Sign In

User Name:

Password:

User Registration

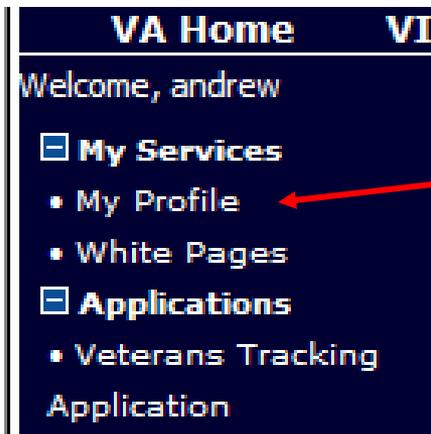
Lost Password

Change Password

Lost User Name

After VIP approval you can use these VIP functions. If you are still having access issues after using these functions 2 times, STOP!!!!. Contact your POC.

After VIP and VTA approval, you should always sign in thru VIP, instead of creating a short cut to VTA.



VA Home VI

Welcome, andrew

☐ My Services

- My Profile
- White Pages

☐ Applications

- Veterans Tracking Application

You can use the My Profile link to update personal information (phone #, address, etc.)

VIP & VTA Access-DoD Users

Step 11 - Now that you have VIP access, you will need to request access to the VTA IDES Application. On the VIP Home Page, click on Request access to VTA IDES Application.



VIP & VTA Access-DoD Users

Step 12 - The following screen will appear. Select your POC from the list and

VA Home	VIP Home	About VA	Organizations	Apply Online ▼	Logout
Request VTA Access					Back
<p>Your VTA application contacts are listed below. Please click on the relevant point of contact below to send a request for addition of VTA application to your profile.</p>					
<p>Air Man</p>					

an automatic email will be sent to them.

VA Home	VIP Home	About VA	Organizations	Apply Online ▼	Logout	Contact VA
Request VTA Access					Back	
<p>An email has been sent to the chosen POC for approval of your VTA IDES access.</p>						

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VIP & VTA Access-DoD Users

Step 13 - After your POC grants access to the VTA application, you will receive an email that reads: Your request for VTA access has been approved. Please log into Veterans Information Portal to check your access.

Log into the VIP Home Page at <https://vip.vba.va.gov>. You should then see the Veterans Tracking Application Link under the Applications menu on the left side of the screen. Click on this link.



VIP & VTA Access-DoD Users

Step 14 - This will open the VTA user registration page (Request for Access to the Veterans Tracking Application). You will fill out the registration page using the following screen shots that represent your job/role. Example: PEBLO only uses PEBLO screen shots. Questions, see your supervisor. The major military jobs/roles are shown.

- **IDES PEBLO**: Allows user to input data on PEBLO Tab and read data on other tabs for cases at assigned MTF
- **IDES PEB ADMIN**: Allows user to input data on PEB ADMIN Tab and read data on other tabs for cases at assigned PEB (Army PDA selects this role)
- **IDES HQ Service/Department**: Allows user to read data for all cases assigned to Service
- **IDES HQ DoD**: Allows user to read data for all cases
- **IDES HQ Base/Installation**: Allows user to read data on all tabs for cases at assigned MTF
- **IDES POC**: A second role for PEBLO or PEB ADMIN supervisors/chiefs. Will be cc'd on all missing data emails for cases assigned to your MTF or PEB

*****Only fill out the fields shown on your screen shot*****

IDES PEBLO



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS VETERANS TRACKING APPLICATION

Welcome to the Veterans Tracking Application! Please log in.

Request for Access to the Veterans Tracking Application (VTA)

Name
First Last

Rank/Grade

SSN

Email Address

Same email you entered in Step 5

IDES Service -- SELECT IDES SERVICE --

IDES MEB MTF -- SELECT IDES MEB MTF --
Andrews JB, MD
Beale AFB, CA
Buckley AFB, CO

Hold the ctrl key to make multiple selections

IDES PEB

-- SELECT IDES PEB Location --
Coast Guard PEB Arlington, VA
Lewis JB, WA
San Antonio JB (Randolph), TX

Hold the ctrl key to make multiple selections

IDES PEBLO

Please Select Requesting Roles

IDES

IDES Admin

IDES Support Team

IDES - HQ DoD

IDES - HQ Service / Department

IDES - HQ Base / Installation

IDES - POC

IDES - PEBLO

IDES - PEBLO POC

IDES - MSC

IDES - PEB Admin

Are You A Vip Portal User?

VIP Portal Username (only if you are a VIP Portal User)

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

IDES PEBLO

Applicants Telephone #

123-456-7890

Commercial

Reason For Access

Specific info on job and location:

Example: PEBLO at Fort Lee, VA..

Document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance portability and Accountability Act (HIPAA, 42 USC 110531-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain information in a secure and confidential manner. Redisclosure without additional patient consent or as permitted by law is prohibited. Unauthorized redisclosure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made.

Submit Request

*****Check the application for
correctness before submitting*****

**Once you click Submit
Request, access is not
instantaneous. It may take up
to 48 hours for approval. Longer
if application is incorrect.**

IDES PEBLO

After you click Submit Request, you will receive the following message. (however, if you are missing some required data, you will receive a pop up telling you to fix the errors). Click OK and exit.



After completion, your application will be reviewed by a VTA IDES Administrator, and you will receive a system email when registration is approved or denied (could be up to 72 hours). If denied, reason(s) will be given. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.

IDES PEB ADMIN



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS VETERANS TRACKING APPLICATION

Welcome to the Veterans Tracking Application! Please log in.

Request for Access to the Veterans Tracking Application (VTA)

Name
First Last

Rank/Grade

SSN

Email Address

IDES Service -- SELECT IDES SERVICE --

Same email you entered in Step 5



IDES PEB

-- SELECT IDES PEB Location --

- Coast Guard PEB Arlington, VA
- Lewis JB, WA
- San Antonio JB (Randolph), TX

Hold the ctrl key to make multiple selections

Army PDA will select all 3 Army PEBs

IDES PEB ADMIN

Please Select Requesting Roles

IDES

- | | | |
|---|--|--|
| <input type="checkbox"/> IDES Admin | <input type="checkbox"/> IDES Support Team | <input type="checkbox"/> IDES - HQ DoD |
| <input type="checkbox"/> IDES - HQ Service / Department | <input type="checkbox"/> IDES - HQ Base / Installation | <input type="checkbox"/> IDES - POC |
| <input type="checkbox"/> IDES - PEBLO | <input type="checkbox"/> IDES - PEBLO POC | <input type="checkbox"/> IDES - MSC |
| <input checked="" type="checkbox"/> IDES - PEB Admin | | |

Are You A Vip Portal User?

VIP Portal Username (only if you are a VIP Portal User)

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

IDES PEB ADMIN

Applicants Telephone #

Commercial

Reason For Access

Specific info on job and location:
Example: Navy PEB, Wash DC

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Submit Request

*****Check the application for correctness before submitting*****

Once you click Submit Request, access is not instantaneous. It may take up to 48 hours for approval. Longer if application is incorrect.

IDES PEB ADMIN

After you click Submit Request, you will receive the following message. (however, if you are missing some required data, you will receive a pop up telling you to fix the errors). Click OK and exit.



After completion, your application will be reviewed by a VTA IDES Administrator, and you will receive a system email when registration is approved or denied (could be up to 72 hours). If denied, reason(s) will be given. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.

IDES HQ Service Department (read only)



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS VETERANS TRACKING APPLICATION

Welcome to the Veterans Tracking Application! Please log in.

Request for Access to the Veterans Tracking Application (VTA)

Name	<input type="text"/>	<input type="text"/>
	First	Last
Rank/Grade	<input type="text"/>	
SSN	<input type="text"/>	
Email Address	<input type="text"/>	
IDES Service	-- SELECT IDES SERVICE --	<input type="button" value="v"/>

**Same email you
entered in Step 5**



IDES HQ Service Department (read only)

Please Select Requesting Roles

IDES

- | | | |
|--|--|--|
| <input type="checkbox"/> IDES Admin | <input type="checkbox"/> IDES Support Team | <input type="checkbox"/> IDES - HQ DoD |
| <input checked="" type="checkbox"/> IDES - HQ Service / Department | <input type="checkbox"/> IDES - HQ Base / Installation | <input type="checkbox"/> IDES - POC |
| <input type="checkbox"/> IDES - PEBLO | <input type="checkbox"/> IDES - PEBLO POC | <input type="checkbox"/> IDES - MSC |
| <input type="checkbox"/> IDES - PEB Admin | | |

Are You A Vip Portal User?

VIP Portal Username (only if you are a VIP Portal User)

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

IDES HQ Service Department (read only)

Applicants Telephone #

Commercial

Reason For Access

Specific info on job and location:
Example: AF HQ, Pentagon

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Submit Request

*****Check the application for correctness before submitting*****

Once you click Submit Request, access is not instantaneous. It may take up to 48 hours for approval. Longer if application is incorrect.

IDES HQ Service Department (read only)

After you click Submit Request, you will receive the following message. (however, if you are missing some required data, you will receive a pop up telling you to fix the errors). Click OK and exit.



After completion, your application will be reviewed by a VTA IDES Administrator, and you will receive a system email when registration is approved or denied (could be up to 72 hours). If denied, reason(s) will be given. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.

IDES HQ DoD (read only)



Request for Access to the Veterans Tracking Application (VTA)

Name
First Last

Rank/Grade

SSN

Email Address

Same email you entered in Step 5



IDES HQ DoD (read only)

Please Select Requesting Roles

IDES

IDES Admin

IDES Support Team

IDES - HQ DoD

IDES - HQ Service / Department

IDES - HQ Base / Installation

IDES - POC

IDES - PEBLO

IDES - PEBLO POC

IDES - MSC

IDES - PEB Admin

Are You A Vip Portal User?

VIP Portal Username (only if you are a VIP Portal User)

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

IDES HQ DoD (read only)

Applicants Telephone #

123-456-7890

Commercial

Reason For Access

Specific info on job and location:

Example: DoD IDES Task Force,
Pentagon

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Submit Request

*****Check the application for
correctness before submitting*****

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Request, access is not
instantaneous. It may take up
to 48 hours for approval. Longer
if application is incorrect.**

IDES HQ DoD (read only)

After you click Submit Request, you will receive the following message. (however, if you are missing some required data, you will receive a pop up telling you to fix the errors). Click OK and exit.



After completion, your application will be reviewed by a VTA IDES Administrator, and you will receive a system email when registration is approved or denied (could be up to 72 hours). If denied, reason(s) will be given. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.

IDES HQ Base Installation (read only)



UNITED STATES DEPARTMENT OF VETERANS AFFAIRS VETERANS TRACKING APPLICATION

Welcome to the Veterans Tracking Application! Please log in.

Request for Access to the Veterans Tracking Application (VTA)

Name
First Last

Rank/Grade

SSN

Email Address

Same email you entered in Step 5

IDES Service -- SELECT IDES SERVICE --

IDES MEB MTF -- SELECT IDES MEB MTF --
Andrews JB, MD
Beale AFB, CA
Buckley AFB, CO

Hold the ctrl key to make multiple selections

IDES PEB -- --
-- SELECT IDES PEB Location --
Coast Guard PEB Arlington, VA
Lewis JB, WA
San Antonio JB (Randolph), TX

Hold the ctrl key to make multiple selections

IDES HQ Base Installation (read only)

Please Select Requesting Roles

IDES

- | | | |
|---|---|--|
| <input type="checkbox"/> IDES Admin | <input type="checkbox"/> IDES Support Team | <input type="checkbox"/> IDES - HQ DoD |
| <input type="checkbox"/> IDES - HQ Service / Department | <input checked="" type="checkbox"/> IDES - HQ Base / Installation | <input type="checkbox"/> IDES - POC |
| <input type="checkbox"/> IDES - PEBLO | <input type="checkbox"/> IDES - PEBLO POC | <input type="checkbox"/> IDES - MSC |
| <input type="checkbox"/> IDES - PEB Admin | | |

Are You A Vip Portal User?

VIP Portal Username (only if you are a VIP Portal User)

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

IDES HQ Base Installation (read only)

Applicants Telephone #

Commercial

Reason For Access

Specific info on job and location:

Example: Admin Clerk, Quantico, VA

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Submit Request

*****Check the application for correctness before submitting*****

Once you click Submit Request, access is not instantaneous. It may take up to 48 hours for approval. Longer if application is incorrect.

IDES HQ Base Installation (read only)

After you click Submit Request, you will receive the following message. (however, if you are missing some required data, you will receive a pop up telling you to fix the errors). Click OK and exit.



After completion, your application will be reviewed by a VTA IDES Administrator, and you will receive a system email when registration is approved or denied (could be up to 72 hours). If denied, reason(s) will be given. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.