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.
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****
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](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.
VIP & VTA Access - DoD Users

A. Enter https://vip.vba.va.gov

B. Add to favorites

C. Click on User Registration
VIP & VTA Access-DoD Users

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

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**Welcome!**

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

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**Ready to get started?**

- 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

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**Already Registered?**

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

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**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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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.
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](image)

*What is your name?*
- Legal First Name *
- Middle Name *
- Legal Last Name *
- Suffix

*What is your Social Security Number (SSN)?*
- SSN *
- Confirm SSN *

*What is your date of birth?*
- Date of Birth (mm/dd/yyyy) *

*What is your Gender?*
- Gender *
- Male
- Female

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

<table>
<thead>
<tr>
<th>What is your residential address?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Location</td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td>Address Line 1*</td>
</tr>
<tr>
<td>111 FIGHTER ROAD</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>Address Line 3</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>EGLIN AFB</td>
</tr>
<tr>
<td>State*</td>
</tr>
<tr>
<td>Florida</td>
</tr>
<tr>
<td>Zipcode*</td>
</tr>
<tr>
<td>32542</td>
</tr>
</tbody>
</table>

*Is your mailing address same as your residential address?*

*Yes*  *No*

<table>
<thead>
<tr>
<th>What is your contact phone number?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Phone Type*</td>
</tr>
<tr>
<td>Work</td>
</tr>
<tr>
<td>Primary Phone Number*</td>
</tr>
<tr>
<td>(850) 326-4111</td>
</tr>
<tr>
<td>Secondary Phone Type</td>
</tr>
<tr>
<td>Secondary Phone Number</td>
</tr>
<tr>
<td>FAX Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please provide an e-mail address to contact you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address*</td>
</tr>
<tr>
<td><a href="mailto:EMAIL.EMAIL@.MIL">EMAIL.EMAIL@.MIL</a></td>
</tr>
<tr>
<td>Confirm E-mail Address*</td>
</tr>
<tr>
<td><a href="mailto:EMAIL.EMAIL@.MIL">EMAIL.EMAIL@.MIL</a></td>
</tr>
</tbody>
</table>

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

Click Next to proceed to the next step of the registration process.
Step 6 - Complete the Login Security Information screen by entering all information designated with an asterisk *. Click Next.

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

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

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

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

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

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

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

Step 10 - After you receive the email, enter [https://vip.vba.va.gov](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.
VIP & VTA Access-DoD Users

Misc VIP Information

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.

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

an automatic email will be sent to them.
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.
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***
Same email you entered in Step 5
Please Select Requesting Roles

IDES

☐ IDES Admin
☐ IDES - HQ Service / Department
☐ IDES - PEBLO
☐ IDES - PEB Admin

☐ IDES Support Team
☐ IDES - HQ Base / Installation
☐ IDES - PEBLO POC
☐ IDES - MSC

Are You A Vip Portal User? ☐ Yes

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

Supervisor's Name

First

Last

Supervisor's Telephone #

Phone

Supervisor's Email Address

VIP & VTA Access-DoD Users
IDES PEBLO

Applicants Telephone #: 123-456-7890

Specific info on job and location:
Example: PEBLO at Fort Lee, VA..

***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.

VIP & VTA Access-DoD Users
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.

Access Request ID (###) has been created with User ID …

OK

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.
Army PDA will select all 3 Army PEBs

Same email you entered in Step 5
**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.

Applicants Telephone #: 123-456-7890

Reason For Access:

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

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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.

Access Request ID (###) has been created with User ID …

OK

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.
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
Please Select Requesting Roles

IDES

- IDES Admin
- IDES - HQ Service / Department
- IDES - PEB Admin

IDES Support Team
IDES - HQ DoD
IDES - HQ Base / Installation
IDES - PEBLO POC
IDES - MSC

Are You A Vip Portal User? Yes

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

Supervisor's Name
First
Last

Supervisor’s Telephone #
Phone

Supervisor’s Email Address
Specific info on job and location:
Example: AF HQ, Pentagon

***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.
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.

![Access Request ID (###) has been created with User ID ...]

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Request for Access to the Veterans Tracking Application (VTA)

Name

First

Last

Rank/Grade

SSN

Email Address

Same email you entered in Step 5
Specific info on job and location:
Example: DoD IDES Task Force, Pentagon

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

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

Access Request ID (###) has been created with User ID …

OK

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Request for Access to the Veterans Tracking Application (VTA)

Name
First
Last

Rank/Grade

SSN

Email Address

IDES Service
-- SELECT IDES SERVICE --

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

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

Same email you entered in Step 5
**Please Select Requesting Roles**

- [ ] IDES Admin
- [X] IDES Support Team
- [ ] IDES - HQ DoD
- [ ] IDES - HQ Service / Department
- [X] IDES - HQ Base / Installation
- [ ] IDES - PEBLO POC
- [ ] IDES - PEB Admin

**Are You A Vip Portal User?** Yes 

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

**Supervisor’s Name**

First

Last

**Supervisor’s Telephone #**

Phone

**Supervisor’s Email Address**

VIP & VTA Access-DoD Users  

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IDES HQ Base Installation (read only)

Applicants Telephone #: 123-456-7890

Reason For Access

Specific info on job and location:
Example: Admin Clerk, Quantico, VA

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