

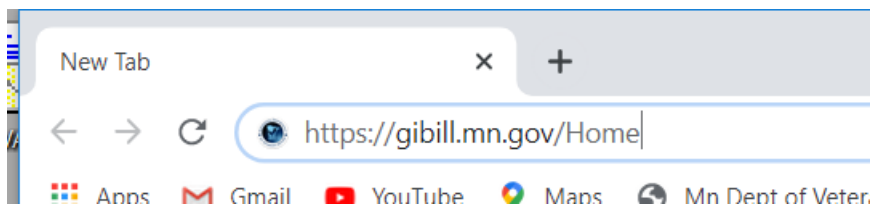
VATS UPLOAD PORTAL - USER INSTRUCTIONS

1. Open your Chrome, Firefox or Edge internet browser

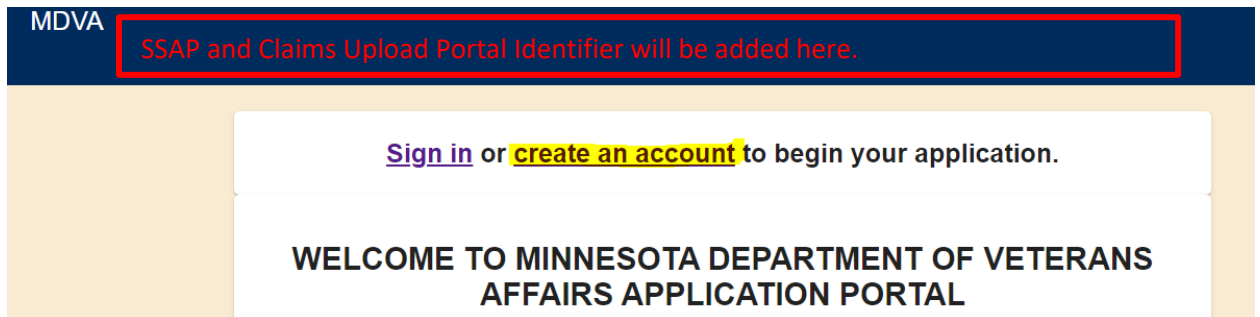


*****Internet Explorer is not compatible with VATS and will not work*****

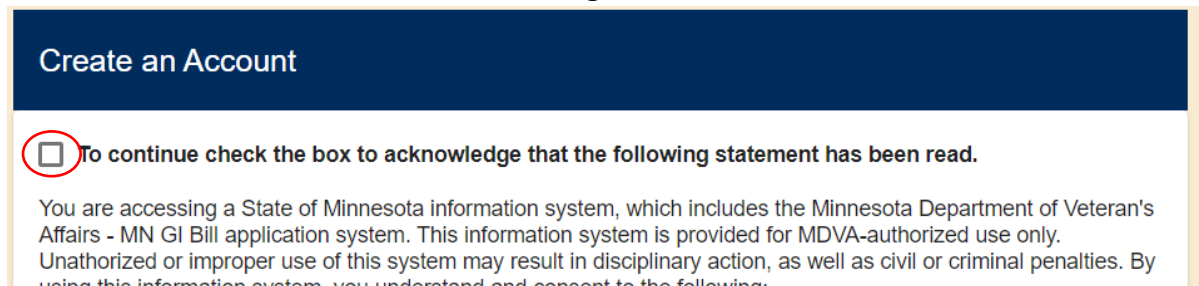
2. Paste this link into your browser <https://gibill.mn.gov/Home> and press “ENTER” on your keyboard (*you may want to bookmark this page for future use*)



3. Click “Create an account” at the top of the screen.



4. Click on the box to continue and acknowledge that the statement has been read



5. Complete the required fields with your information and select "Submit"

Create an Account

Required Fields*

First Name *

Middle Name *

Last Name *

Email *

Password *

Confirm Password *

Submit

6. You will then be prompted that a confirmation email has been sent to you. Check the email account that you provided in the previous step and click the hyperlink in that email.



***** If your default browser is internet explorer (IE) this link will try to open but will not load. Copy the URL from you IE browser. Then, open your Chrome, Firefox or Edge browser and paste the URL into that browser (see step 2 for where to paste) *****

7. You will then be redirected to the VATS education portal for sign in. Use your email and password provide in step 5 to log in and select “SUBMIT”.
8. Scroll down the page and see the SSAP and Claims Upload portals.

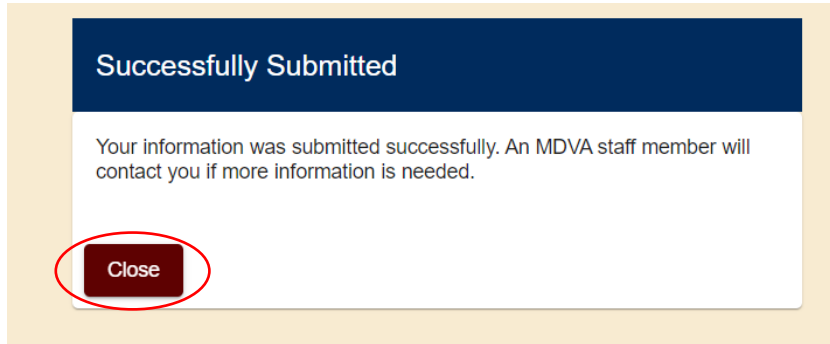
The screenshot shows two sections: "State Soilders Assistance Program (SSAP)" and "Claims". Each section has a cloud icon and the text "Application or Supporting Document Upload". To the right of each section is a dark red "Upload" button, which is circled in red in the original image.

9. Select “Upload” under your desired destination for your submittal (SSAP or Claims Office) and you will be prompted to enter in **the claimant’s information**. Complete the sections labeled “First Name”, “Last Name”, “Phone Number” and, “Email” with the claimant’s information. **** (use your email if you do not have one for the claimant) ****

The screenshot shows a form titled "Submitter Contact Information". At the top, there is a dark blue header with the title and a red box containing the text "This will be changing to reflect Veteran/Claimant Contact Information". Below the header, there are four required fields: "First Name *", "Last Name *", "Phone Number *", and "Email *". Below these fields is a dark red button labeled "Upload application documents". Below the button is the text "Application document and any supporting documents." and a "Save" button. A red box on the right side of the form contains the text "Toggles will be added to this section to select County of submission and which claims office the submittal is going to (St. Paul/Fargo).".

10. Then click “Upload Application Documents” and select the file(s) you wish to upload (Repeat this step until all files you wish to submit for the claimant have been uploaded). ***** (FILES WILL NEED TO BE UPLOADED IN PDF FORMAT – Please combine documents into one file when possible and keep each upload specific to one claimant/claim) *****

11. Once the file(s) have been uploaded for your claimant's submittal click "SAVE" to submit the documents to the Claims office securely. You should then be prompted with the following screen to inform you that your documents have successfully been uploaded. You can then select "Close" to return to the dashboard.



Your documents will then be downloaded by the Claims Office staff and processed/submitted to the Department of Veterans Affairs.

***** PLEASE MAKE SURE THAT YOU UPLOAD YOUR COVER LETTER, STATING THE DESTINATION AND DESCRIPTION OF THE SUBMITTAL *****