1. Navigate to SQUARES at https://www.my.va.gov/SQUARES and access the SQUARES Home page.

2. Complete as many of the Single Veteran Search fields as possible. *Searches are especially likely to fail if Last Name and SSN are not included.*
   
   **A. First Name**
   **B. Last Name**
   **C. SSN (Social Security Number)**
   *Acceptable formats are: XXXXXXXXXX, XXX XX XXXX and XXX-XX-XXXX*
   **D. Date of Birth**
   *DOB should be entered as MMM D, YYYY (e.g., Nov. 1, 1985 OR Nov 21, 1985)*
   **E. Gender**
   *Given the limits of existing VA data, Male/Female are the only available gender options*

3. Select Search.

4. Review and verify the record(s) returned. Keep in mind the caveats discussed in the online training about False Positives and False Negatives. Due to incomplete records, even if SQUARES does not find a Veteran record for the individual you searched, it is possible that individual may be eligible.

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**Tip:** Contact SQUARESAdmin@va.gov if you need assistance in determining eligibility status. Do not forward Personally Identifiable Information (PII) without using encryption software. Be sure to follow your organization's protocol for securing Veterans' PII. Visit https://www.va.gov/homeless/squares/ for additional information.