VEMS Portal User Guide
Prior to Registering or logging into VIP for the first time please ensure that you have registered for a DS Login(Veterans) or a ID.me(non-Veterans) account.

From the VIP homepage select Register.

Attention: Verification Applicants. CVE’s application inventory is higher than normal.

Current application processing time is 90 days from the date of account creation (first-time application) or the date of application submission (re-application). The application timer temporarily stops any time CVE is waiting for a response from the applicant. Therefore, applicants are encouraged to respond in a timely and complete manner to any requests for information. In addition, to assist with application processing, CVE highly recommends that applicants adhere to the following pre-application steps:

1. Participate in a pre-application webinar
2. Upload as many (if not all) of the required documents as possible prior to submitting an application
3. Contact your local Verification Assistance Counselor if needed
After selecting Register you will be taken to the following screen. Veterans will login using an DS Login account and Non-Veterans will login with an ID.me account.
Review and accept the terms below to be redirected to DS/ID.me logon screen.

Secure Login Redirect
You are being sent to a secure webpage on the DS Logon website to register or log in to your account. After you log in, you will be sent to Veterans Enterprise Management Solution (VEMS).

By continuing you agree to the terms of VA System use.

[Accept] [Cancel]
Enter your login credentials.
Review the Options below and select the one that applies to you. **This is a step you will only need to complete the first time accessing the new system.**

**Registration Choice Page**

**Legacy VIP Account Holders**
Please enter the username and password you have used to access the legacy VIP system.

Enter Credentials below.

User name

Password

Submit

**Users With a Registration Code**
If you have received a registration code, please enter it to create a new user profile.

Enter Registration Code.

Continue

**First Time Accessing VIP**
If this is the first time you are accessing the VIP system, please create a new profile.

Create New Profile
User Profile fields are populated with the information entered into the DS Logon and ID.me account. You can verify and make changes as needed. Once you are done select Submit.
This is your new Dashboard. Please see explanation below for each section. As you get further into the application process you will notice additional items.
Dashboard Items

- **About Verification** will redirect you to the homepage where you will have access to multiple informational links.
- **Start Verification** will start the application process.
- **Webinars** provides a link to all available webinars with specific dates and times.
- **VA Certified Counselors** provides access to a list of counselors available to your area.
- **Support** provides access to knowledge articles related to the Verification Process. Also, you have the ability to submit a trouble ticket to the Call Center or your assigned Case Analyst.

- **Messages** Displays a list of Notifications.
- **Requested Documents** displays a list of any document requests sent by the Case Worker.
- **Owner Details** allows individual owners to:
  - Upload Individual Taxes
  - Upload/Create a Resume
  - Sign Individual 0877
- **Task List** shows a list of tasks that must be completed in your Verification application.
- **Appointments** provides a list of any appointments set by your Case Worker.
- **Support Ticket Status** provides the status of any support tickets you have submitted.
- **Emails** will display a list of all emails you receive related to your Verification as well as any special announcements from CVE.
Enter a valid DUNS Number. You must be registered in both Dunn&Bradstreet and SAM (System for Award Management) if you do not have a DUNS number. Click on the link below and you will be taken to the Dunn&Bradstreet site where you can obtain one. If you are not registered with SAM please go to www.sam.gov and complete the registration process.
The system will verify your DUNS and pull your Business address which will be displayed below.

Confirm DUNS Information Page

DUNS match found

Please verify that the information below is correct. If any updates are required, please click the “Back” button below and visit www.sam.gov to update your SAM profile. Once your SAM profile has been updated, please re-enter your DUNS number on the previous page to continue the application process.

www.SAM.gov

Business Information will be displayed in this section
Prequalification questionnaire is required and you will not be able to move forward in the process without completing. The purpose of this questionnaire is to help you determine if you meet the requirements for the Verification program.

**Prequalification Part 1 of 2**

- Are you applying as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB)?
  - VOSB

- Have you attended CVE's free Pre-Application or Reverification webinar?
  - Yes

- Have you connected with a Verification Assistance Counselor?
  - Yes

- Is the business owned at least 51% by another business or entity?
  - [Blank]
Once you have completed the Prequalification questionnaire you are presented with the results for all passing areas you will see the PASS(in green) FAIL(in red) and WARNING(in yellow). These results are for informational purposes to show how prepared you are for the Verification process and does **not** indicate any final Verification decision.

### Prequalification Results

1. **Are you applying as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB)?**
   - VOSB

2. **Have you attended CVE’s free Pre-Application or Reverification webinar?**
   - Yes
   - Pass

3. **Does a single Veteran unconditionally own 100% of the business, with no legal distinction between the owner and business?**
   - Yes
   - Pass
Business Owners Page this is where you would enter data for all business owners and ownership percentage. Click on the +
This screen allows you to complete your Profile as a Business Owner. The links below enable you to enter your details and add additional owners and ownership percentages. You can also upload or build a resume and upload your personal taxes. Each additional owner will receive a separate email to complete the information required below.

Total of Percent Ownership: 0.00%

Total of Percent Ownership for Veterans, Service-Disabled Veterans, and Surviving Spouses: 0.00%

- You must adjust the percent ownership of the owners entered until the total percent ownership is at least 99% and not over 100%
  - The total veteran ownership is not between 51% and 100% and must be 51% or greater for verification

**Add Business Owners**

<table>
<thead>
<tr>
<th>0.00% Owner: Test User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Owner Record</td>
</tr>
<tr>
<td>Create Resume</td>
</tr>
<tr>
<td>Submit Taxes</td>
</tr>
<tr>
<td>Veteran Status:</td>
</tr>
<tr>
<td>Salutation:</td>
</tr>
<tr>
<td>First Name: Test</td>
</tr>
<tr>
<td>Middle Name: cba</td>
</tr>
<tr>
<td>Last Name: User</td>
</tr>
<tr>
<td>Suffix:</td>
</tr>
<tr>
<td>Primary Email: <a href="mailto:cbarnesmorris@gmail.com">cbarnesmorris@gmail.com</a></td>
</tr>
<tr>
<td>Alternate Email:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>% Ownership: 0.00</td>
</tr>
</tbody>
</table>
Business Reps – you have the ability to add a business rep to assist in managing the Business Profile. By default the first person to start the application is designated as the Primary Rep and this gives the ability to add/remove Reps, change the Primary Rep.
Business Information - Here you will need to enter the details specific to the Business you are submitting for Verification
Business Licenses – Enter any licenses you may hold that are pertinent or required for the operation of your business. If a license is not required for your industry you will have the ability to indicate that on this form. Click on Edit License to complete this section.
Example of how the form will look if you select Yes. You will need to complete all required fields.
Example of how the form will look if you select No. This screen below is standard throughout the system if you select No. You are required to enter details in the box below as to why a specific section does not apply.
Lease Agreements– Click on Edit Lease Agreement and enter all required details related to any lease agreements.
Sample of the fields required on the Lease Agreement form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have the document to upload?</td>
<td>* Indicates required fields</td>
</tr>
<tr>
<td>* Agreement Type</td>
<td>Agreement Type</td>
</tr>
<tr>
<td>* Start Date</td>
<td>Start Date</td>
</tr>
<tr>
<td>* End Date</td>
<td>End Date</td>
</tr>
<tr>
<td>* Total Monthly Rent</td>
<td>Total Monthly Rent</td>
</tr>
<tr>
<td>* Name of lessor who signed</td>
<td>Name of lessor who signed</td>
</tr>
<tr>
<td>* Name of lessee who signed</td>
<td>Name of lessee who signed</td>
</tr>
<tr>
<td>* Business name of lessor</td>
<td>Business name of lessor</td>
</tr>
<tr>
<td>* Business name of lessee</td>
<td>Business name of lessee</td>
</tr>
<tr>
<td>* Street 1 Address</td>
<td>Street 1 Address</td>
</tr>
<tr>
<td>Street 2 Address</td>
<td>Street 2 Address</td>
</tr>
<tr>
<td>* City</td>
<td>City</td>
</tr>
<tr>
<td>* State</td>
<td>State</td>
</tr>
</tbody>
</table>

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Note: The above form is a sample and may not reflect the actual Lease Agreement form used in real-world scenarios.
Legal Structure—Your Business Type will determine what documents will be listed and required. Click on the + to expand each section and Edit to complete the form.

Your Business Name will appear here

Add Legal Document

- Document Type: Stock Certificates - Required
- Document Type: Shareholder Agreement - Required
- Document Type: Certificate of Formation - Required
- Document Type: Minutes - Required
- Document Type: Bylaws - Required
- Document Type: Articles of Incorporation - Required
- Document Type: Stock Ledgers - Required
- Document Type: Franchise Agreement - Optional
Banking Data– Enter the required information.

Banking Data Page

Your Business Name will appear here

Submit copies of last 10 cancelled checks written from the applicant’s financial institution.

Submit the signature card authenticated by financial institutions (Banks, Credit Unions, etc.) that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm’s officers authorized to sign checks or transfer funds.

Bank Document Type: Signature Card – Required

Edit Signature Card
Bank Name:
Bank Document Type: Signature Card

Bank Document Type: Cancelled Check – Required

Add Additional Bank Data

Back Continue
Sample Bank Information form

View Bank Information

* Indicates required fields

* Do you have a signature card or paper check to upload?
  No

If you are not able to provide a required document for any reason, please submit a statement in its place that clearly explains why the document is not being submitted. CVE will review your explanation and determine if additional information is needed.

* Bank Document Type
  Signature Card

Your Business Name will appear here

Submit
Financial Data—Complete all required fields.

- Average Annual Revenue: $0.00
- Largest Contract Awarded to Date: $0.00
- Bonding Level per Contract: $0.00
- Aggregate: $0.00

Your Business Name will appear here.
Revenue and Taxes - Enter the required Business Tax data and forms. Selecting Add Additional Tax gives you the ability to enter additional tax forms.
If you do not have the 3 years of tax documents and you select NO you will need to provide an explanation in the box below.
Joint Ventures – This section will be displayed only if you indicated in the Prequalification questionnaire that your business was part of a Joint Venture.
Sample Joint Venture form
Contracts– Your are required to provide details on your last (5) contracts.
Sample Contract form

Enter Contract Information Page

* Indicates required fields

Do you have the contract document?
Yes

* Contract Upload
Browse...

* Type of Service

* Awarded By

* Year

* Total Amount Awarded
$ 0.00

* Prime or Subcontractor?
Prime

* Contract Type
Federal Contract

* Contract Number

* Contracting Officer

* Organization Name

* Organization Phone

* Department of Defense Contract
No

Federal Supply Schedule
No

Submit
If you do not have any Contract data to upload select No and enter an explanation below.

Your Business Name will be displayed here
NAICS Codes—NAICS codes are pulled from your SAM account. This system will allow you to remove a NAICS code but you can not add any. You can also select a Primary NAICS code which will only be applicable to this Verification process.
FSC Codes—Not required. If this does apply just click Continue
PSC Codes—Not required. If this does apply just click Continue.
Business Type – Complete all required fields below

Your Business Name will be displayed here

* Indicates required fields

- F.E.I.N.
- Cage Code
- Woman Owned Small Business
- Minority Owned Small Business

Purchase Card
- No

HubZone
- No

SbS
- No

Back  Continue
Capabilities – Complete all the fields below
Submit Verification—Once you have completed all required fields the system will review your application and provide a summary of the information provided. All completed sections will have a green check mark. Any section that requires attention will provide detail on what is missing. In this example I did not complete my owner information and sign the 0877.

Click on Return to Dashboard (bottom of the screen)
Main Dashboard – Click on Owner Details to complete the required sections
Owner Details click on the link for each section and enter all required information. Here you will also have the ability to complete and sign the 0877 form.
Sample Resume screen

Your Business Name will be displayed here

All owners, directors, partners, officers, and other key personnel must submit a resume. You may upload an existing resume or create a resume within your profile by adding Employment and Education history below. If you elect to create a resume in your profile, you may save changes and continue to edit until you are ready to submit.

Once you have uploaded or created your resume and are ready to submit it, please select “Yes” from the “Resume Completed” field at the bottom of this page.

Do you have a Resume document to upload?

Yes

Resume Upload

Add Employment Record

Add Education Record

Resume Completed

No

Save
Sample Resume – if you do not have a Resume select No and you will receive the prompt below to build a Resume in the system.
Personal Taxes - Click on Add Additional Tax Year and complete the required information
Click on the dropdown arrow under “Verify Information is True” and select Yes.
Click on Submit.
Click on the link below to Sign the Form.
Once the system has finished applying your digital signature you will see the message below. If you select the option to view your signed document you will see a copy of your signed 0877. If you select Click here to return you will be taken back to the Dashboard.
Review the Submission Certification statement and select Yes to agree. If you worked with a Verification Assistance Counselor you can enter that information below. Click on Submit to complete the submission of your application for Verification.
Once the application is submitted successfully you will receive the following notification. At this point your application has been submitted for processing and is Pending assignment to an Analyst for processing.

Verification Submitted

🎉 Submission Success
Thank you for submitting your verification application. Your application has been submitted successfully to an OSDBU Case Analyst

Return to Dashboard
Questions

vip@va.gov