

**VA**



**U.S. Department of Veterans Affairs**

Office of Small and Disadvantaged Business Utilization  
*Center for Verification and Evaluation*

## **New Vendor Information Pages (VIP) and VetBiz Case Management System**

**Instructions for DS Logon (Veterans) or  
Symantec Norton Account (Non-Veterans and representatives)  
February 2018**

---

The Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) has a **new VIP system Vendor Information Pages (VIP) and VetBiz Case Management System** to support the Vets First Verification Program. The new VIP system will enable OSDBU to more effectively manage all aspects of the Vets First Verification Program while improving the online experience of Veterans as well as the broader user community.

To ensure your access to the re-designed VIP system, you must have a DS Logon (Veterans) or create a new Symantec Norton Account (Non-Veterans and representatives), if one of these does not already exist.

**To access the new VIP application using your DS Logon (Veterans), follow the instructions below:**

DS LOGON

Department of Defense  
Self-Service

DS Logon Username

DS Logon Password

Show Password

Forgot DS Logon Username?

Forgot DS Logon Password?

Login

More DS Logon Options

CAC

Common Access Card



Do NOT select the DoD EMAIL\_CA-XX certificate if prompted for a certificate.

Login

DFAS myPay Password

Defense Finance and  
Accounting Service

MyPay Login Id

MyPay Password

Forgot DFAS MyPay Login Id?

Forgot DFAS MyPay Password?

Login



**Phishing Alert:** We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.

- Go to [My Access Center](https://myaccess.dmdc.osd.mil/) (https://myaccess.dmdc.osd.mil/) and select DS Logon. Enter your DFAS myPay or eBenefits username and password (both systems' passwords should be identical).
- Select Login
- Select More DS Logon Options if you need to complete any of the following:
  - o Change Password
  - o Manage Challenge Questions
  - o Deactivate My Account
  - o Add DS Logon Pin
  - o Manage Security Image

Profile Websites Accepting DS LOGON

Welcome Ozell [redacted]

You are currently logged on with: **DS Logon**  
 DS Logon Account Level: **Premium**  
 DS Logon PIN: **No** ?  
 DS Logon Security Image Enabled: **No** ?

**Manage DS Logon Account**


Change Password

Manage Challenge Questions

Deactivate My Account

Add DS Logon PIN

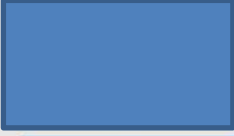
Manage Security Image



**Relationships** ?

Manage Relationships


**Contact Information** ?



Update Contact Information

- If you have difficulty with any of the DS Logon options select Help Center and choose the appropriate topic area.

**MY ACCESS CENTER** YOUR DS LOGON SELF-SERVICE SITE



[? Help Center](#) -All+

**DS LOGON** ?

Department of Defense Self-Service

DS Logon Username

DS Logon Password

Show Password

[Forgot DS Logon Username?](#)


[Forgot DS Logon Password?](#)

Login

[More DS Logon Options](#)

**CAC** ?

Common Access Card



Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.

Login

**DFAS myPay Password** ?

Defense Finance and Accounting Service


MyPay Login Id

MyPay Password

[Forgot DFAS MyPay Login Id?](#)

[Forgot DFAS MyPay Password?](#)

Login

 **Phishing Alert:** We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.

**To create a new DS Logon (Veterans), from More DS Logon Options, Select Need a DS Logon? and follow prompts to create account.**

**MY ACCESS CENTER**  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) ⋮

**DS LOGON ?**  
Department of Defense Self-Service

DS Logon Username

DS Logon Password

Show Password

[Forgot DS Logon Username?](#)

[Forgot DS Logon Password?](#)

Login


[More DS Logon Options](#)

[Need a DS Logon?](#)

[Activate My DS Logon](#)

[Upgrade My DS Logon](#)

**CAC ?**  
Common Access Card



Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.

Login

**DFAS myPay Password ?**  
Defense Finance and Accounting Service

MyPay Login Id

MyPay Password

[Forgot DFAS MyPay Login Id?](#)

[Forgot DFAS MyPay Password?](#)

Login

**To access the new VIP application, using a new Symantec Norton account (this option is for Non-Veterans and representatives), please see below:**

**Create a new Norton Account**

To create a new Norton Account visit [Norton Account](https://login.norton.com/) (https://login.norton.com/) and select the Create an Account tab.

Sign in | **Create an Account**

An account is needed to access all of your Norton products and services.

Welcome to Norton

Sign in to enter your product key, access your account, manage your subscription, and extend your Norton protection to PC, Mac, Android and iOS devices.

Email address

Confirm email address

Create a secure password

First name | Last name

Mobile phone number

United States

- Enter and confirm your email address; create a secure password; enter your first and last name; enter your mobile phone number and select your country.
- Select Create Account. (Follow Norton prompts to make corrections).

Sign in    Create an Account

Email address

|    [Eye icon]

Remember me on this device

Sign In

I have read and agree to the [Privacy Policy](#)

- Once your Norton account is created, you can sign into Norton using your email address and password.

If you have any questions, please call the VA OSDDBU Call Center at 866-584-2344.