Affiliation Agreement Upload Guide
Graduate Medical Education (GME), Undergraduate Medical Education (UME) and Graduate Dental Education (GDE)

Accessing the OAA Support Center:
- **OAA Support Center** – This link will take you to the OAA Support Center Login page. You must be VA staff and have permission to access this portal. If you do not already have access, it can be requested. Your VISN Director or facility management will have to give permission to view, update or add information to the database before OAA will allow you access.

- Once you are logged into the OAA Support Center, you will enter the **Medical & Dental Affiliation Agreement Uploads** page.
Uploading Affiliation Agreements for Existing Sponsors:

Uploading Affiliation Agreements: If you are uploading an affiliation agreement with a current affiliate, click VIEW/UPLOAD beside the sponsoring institution that is being updated or added.

- Click on the green UPLOAD AGREEMENT button.

Note that the affiliation agreement details screen displaying the sponsoring institution and affiliate information is locked and cannot be changed unless you contact gmehelp@va.gov.

- Before uploading your agreement, you will need to certify that there have been no changes made to the affiliation agreement. If there have been changes to the document, leave the box unchecked and provide brief comments referencing adjustments. Next click the CHOOSE FILE option to upload your agreement. Then click the UPLOAD & CLOSE once agreement has been selected.
Note: Please ensure there are NO amendments in your affiliation agreement, or the agreement will be returned. While you may have some minor edits, please understand that our affiliation agreements have already been reviewed and approved by all the accrediting bodies as well as by VHA’s General Council. Any changes to the document are required to be sent through OAA and OGC and may greatly delay your timeline. (per policy 1400.06).

Once your affiliation agreement has been uploaded, you will receive a confirmation email. Our team will work to have your agreement signed within two weeks. You will receive a notice when it is ready and posted to the site.

If you have questions or need assistance, please email gmehelp@va.gov.

Uploading Affiliation Agreements for NEW Sponsors:

- **New Affiliate**: If you have established an affiliation agreement with a new sponsor (affiliate), to upload this agreement you must click on the ADD NEW SPONSOR/AFFILIATE. Our team will need to add the sponsor’s data into the system before you can upload your agreement.
An email will be prompted to request that the new sponsor (affiliate) when you click the **ADD NEW** button. You will need to provide the following information in your email:

- The exact ACGME or AOA name for the **Sponsoring Institution**
- The accrediting body
- If ACGME, the sponsoring institutions 6-digit number (not the 10-digit affiliates #)
- Affiliate name
- Affiliation agreement number
- VA Form number (located in the bottom left-hand corner of the form)

Please provide the following information about the details of your new affiliation. Once approved, this will be added to the OAA database as affiliation agreement.

**Sponsoring Institution Name:**

- Accreditation body (e.g., AOA, ACGME, LCME):
- If ACGME, please provide the accreditation number:

**Affiliate Name:** (may be the same or different than the SI)

- Accreditation body (e.g., AOA, ACGME, LCME):
- If ACGME, please provide the accreditation number:

Please enter the VA Form # for this agreement (e.g., 10-9095, 10-9094, 10-094D, 10-094E, 10-094F);

Thank you, one of our staff will review and be in touch soon!
Once your email has been received by GMEhelp@va.gov, it will be reviewed, and you will receive an email response to your request letting you know that your new affiliation agreement can be uploaded.

**An request to add new affiliation agreement has been REVIEWED by: Seward, Yolanda**

**Affiliation Agreement Details:**

Your new affiliate has been added. You may upload your new affiliation agreement in OAA Support Center.

VAMC: Albany VAMC
Affiliate: Albany Medical Center
Sponsor: Albany Medical Center
Status: Pending OAA Signature
Title: VD2-GME-Albany Medical Center-VAMC Albany 2018.pdf

---

**Uploading a NEW Affiliation Agreement**

- Once you have received your verification email, you may now upload your agreement. Using the link in the email, go back to the support center. Click on **MEDICAL & DENTAL AFFILIATION AGREEMENT UPLOADS** on the main page.
- Click on **VIEW/UPLOAD** next to the Sponsors name.

---

**Medical & Dental Affiliation Agreement Uploads**

Select Facility: White River Jct (VAMC)

This database is for all graduate and undergraduate medical and dental affiliation agreements. Please upload only new, signed agreements. Please ensure you are uploading I can be located at: [https://www.va.gov/oaa/agreements.asp](https://www.va.gov/oaa/agreements.asp)

If your VAMC is entering into a new affiliation not listed below in the grid, click the “Add New Affiliation” button. If you need to upload a new affiliation agreement to “View” link in the grid below.

Add New Sponsor/Affiliate

<table>
<thead>
<tr>
<th>Active Affiliation Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Institution</td>
</tr>
<tr>
<td>View/Upload</td>
</tr>
<tr>
<td>View/Upload</td>
</tr>
<tr>
<td>View/Upload</td>
</tr>
</tbody>
</table>
Click on **UPLOAD AGREEMENT.**

Note that the affiliation agreement details screen displaying the sponsoring institution and affiliate information is locked and cannot be changed unless you contact gmehelp@va.gov.

Before uploading your agreement, you will need to certify that there have been no changes made to the affiliation agreement. If there have been changes to the document, leave the box unchecked and provide brief comments referencing adjustments. Next click the **CHOOSE FILE** option to upload your agreement. Then click the **UPLOAD & CLOSE** once agreement has been selected.

*Note: Please ensure there are NO amendments in your affiliation agreement, or the agreement will be returned. While you may have some minor edits, please understand that our affiliation agreements have already been reviewed and approved by all the accrediting bodies as well as by VHA’s General Council. Any changes to the document are required to be sent through OAA and OGC and may greatly delay your timeline. (per policy 1400.06).*
Once your affiliation agreement has been uploaded, you will receive a confirmation email. Our team will work to have your agreement signed within two weeks. You will receive a notice when it is ready and posted to the site.

If you have questions or need assistance, please email gmehelp@va.gov.