

# **Veteran Health Identification Card (VHIC 4.22)**

## **User Guide**



**Volume 6 – Self-Service Request Processing**

**September 2022**

**Department of Veterans Affairs**

**Office of Information and Technology (OIT)**

# Revision History

**NOTE:** The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

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# 1. Introduction

## 1.1. Purpose

The purpose of this User Guide is to provide information and a detailed walkthrough of processing a Veteran Health Identification Card request submitted by the veteran through the VA Access Self-Service application.

## 1.2. Document Orientation


### 1.2.1. Organization of the Manual

This User Guide is divided into six sections to allow you to obtain quickly the information you need.

The first section will provide an overview of what a VHIC is and what the eligibility requirements are, and the various user roles and their accessibility within the VHIC application.

In order to be able to receive a VHIC, a Veteran must meet the following eligibility criteria:

- Be eligible for VA medical benefits
- Be enrolled in the VA Healthcare system
- Be Level 2 proofed at a VA medical facility
- Veteran identity must be recognized in the Master Veteran Index (MVI), which is managed by the Identity and Access Management (IAM) of the VA

 **NOTE:** The level 2 proofing process is a method to verify the identity of Veterans. VA requires Veterans to provide approved identification documents to access Personal Identifiable Information (PII), Personal Health Information (PHI) and request a Veterans Health Identification Card (VHIC).

The second and third sections will explain system requirements and log in instructions

The fourth section review and discuss the information found on the VHIC Menu/Home page.

The fifth section will give the user step-by-step details of how to complete the Identity Proofing process for a Veteran that has submitted a VHIC Card request remotely. The VHIC user must verify the Veteran's Identity Proofing Level is at Level 2 in the Identity Management Toolkit.

The last section covers some troubleshooting issues and solutions that will help the VHIC user to better able to support the Veteran and ensure that the VHIC requests are processed properly.

## **1.2.2. Assumptions**

This guide has been written with the following assumed experience/skills of the audience:

- User has basic knowledge of the operating system (such as log in, the use of commands, menu options, and navigation tools).
- User has understanding of the roles within VHIC
- User has been provided the appropriate active roles required for the VHIC application.
- User is using *Google Chrome or Microsoft Edge* to do their job of either Creating a VHIC Card Request, Running Reports, or Managing VHICs depending on user roles.
- User has validated access to the VHIC application.
- User has completed any prerequisite training.

## **1.2.3. Disclaimers**

### **1.2.3.1. Software Disclaimer**

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

### **1.2.3.2. Documentation Disclaimer**


The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

## **1.2.4. Documentation Conventions**

This manual uses several methods to highlight different aspects of the material.

- Various symbols are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols:

**Table 1: Documentation Symbols and Descriptions**

Symbol	Description
	<b>NOTE:</b> Used to inform the reader of general information including references to additional reading material

- Descriptive text is presented in a proportional font (as represented by this font).
- “Screenshots” of computer online displays (i.e., character-based screen captures/dialogs) and are shown in a non-proportional font and enclosed within a box. Also included are Graphical User Interface (GUI) Microsoft Windows images (i.e., dialogs or forms).
- User’s responses to online prompts (e.g., manual entry, taps, clicks, etc.) will be **[boldface]** type and enclosed in brackets.

### 1.3. Enterprise Service Desk and Organizational Contacts

The support contact information documented herein is intended to restore normal service operation as quickly as possible and minimize the adverse impact on business operations, ensuring that the best possible levels of service quality and availability are maintained.

The following table lists the contact information needed by site users for troubleshooting purposes. Support contacts are listed by description of the incident escalation and contact information (phone number and options to select).

**Table 2: Enterprise Service Desk Contact Information**

Issue	Contact Info
For Provisioning Issues	Contact the Enterprise Service Desk at REDACTED, option 3 (Applications), then option 1. When contacted by a support specialist, be ready to supply the employee’s full name, VA user ID and email address.
For Proofing Issues	Contact the Enterprise Service Desk at REDACTED, option 3 (Applications), then option 1. When contacted by a support specialist, be ready to supply the Veterans’ full name, full SSN, and DOB.
For All Other VHIC System Issues	Contact the Enterprise Service Desk at REDACTED, option 3 (Applications), then option 1  When contacted by a support specialist, be ready to supply the Veterans’ full name, full SSN, and DOB.

## 2. Self-Service VHIC Card Request – What is it?

The VHIC Self-Service Application was created to allow Veterans to request VHIC card(s) without having to visit their local facilities offering them convenience and safely limiting exposure to Covid 19. VHIC users will be responsible for monitoring and processing new card requests submitted through the Self-Service Tool. Self-Service New Card Requests require remote veteran proofing the process will be outlined in this user guide.

## 3. Getting Started

### 3.1. Single Sign-On Internal (SSOi)

Once users are logged into their VA desktop, they will access VHIC using *Google Chrome or Microsoft Edge (IE)* by either entering the REDACTED listed above or via the bookmark saved during an earlier session.

Users will be presented with the Single Sign On – internal (SSOi) login screen (*shown below*).

Here the VHIC user will need to use their PIV card to log into the VHIC application.

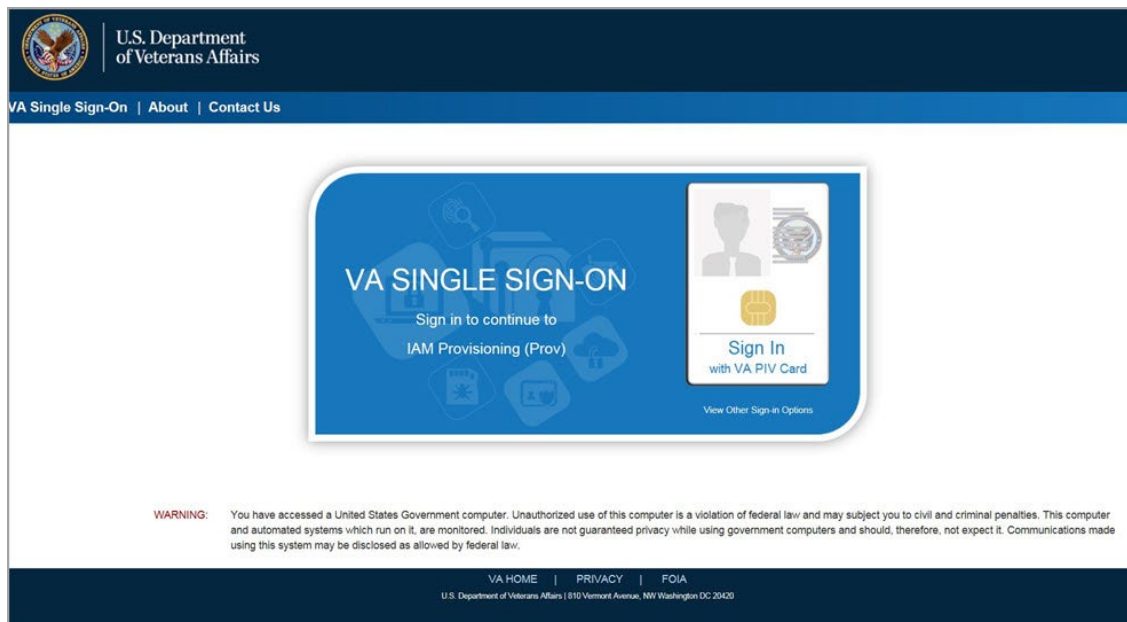


Figure 3-1: SSOi Login Screen

### 3.2. Accessing the VHIC Application

VHIC is a web-based application that users will access via a web browser. The recommended browser is *Google Chrome or Microsoft Edge* (currently version 11). The VHIC URL is

Veteran Health Identification Card 4.21

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Processing



REDACTED and is case sensitive – it must be entered exactly as shown. After successfully logging in to the VHIC application, users should bookmark this site for easy access in the future. Instructions on how to do just that can be found here: REDACTED

The best time to bookmark the site is after the user is in the application itself rather than attempting to bookmark the Login screen.

### 3.3. Logging On

The VHIC application is built to accommodate a specific set of pre-established user roles. During the provisioning process, the VHIC user will have a role assigned to them, which will determine what aspects of the VHIC application are available to them. The roles are listed below. For more information on the areas of access that accompanies each role, please refer to **VHIC Roles and Access** document.

### 3.4. System Menu

Depending on the VHIC users' role, they will be presented different Home screens upon logging into the VHIC application.



**NOTE:** Some features of the VHIC application will not function correctly in IE. You will need to copy the URL link and open in Chrome or Edge.

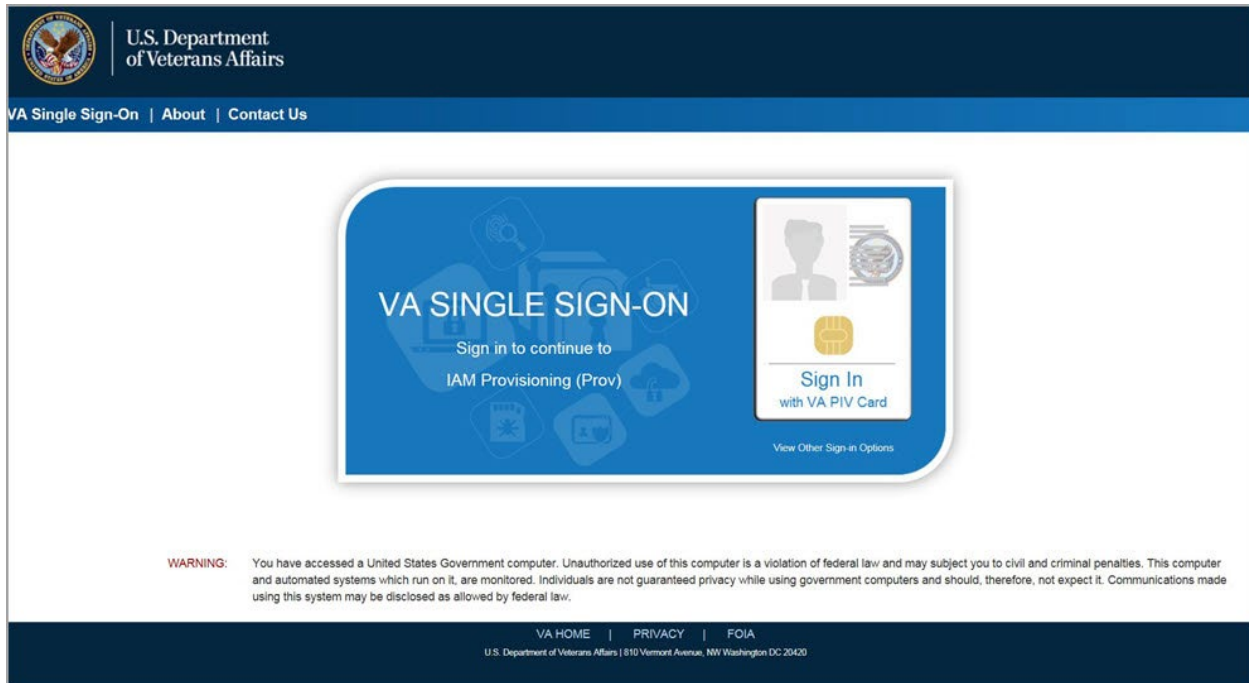
### 3.5. Accessing the Identity Management Toolkit

#### 3.5.1. Accessing the Identity Management Toolkit Directly

The VHIC user will need to go to the Identity Management Toolkit application to look up the Veteran and verify their proofing level and if needed complete the proofing process. The Identity Management Toolkit can be accessed by using the URL in the next section entitled “SSOi.”

##### 3.5.1.1. SSOi

SSOi: REDACTED



**Figure 3:2: Identity Management Toolkit SSOi Logon Screen**

The URLs are case sensitive – they must be entered exactly as shown. After successfully logging into the Identity Management Toolkit application, users should bookmark this site for easy access in the future. Instructions on how to do just that can be found here: REDACTED.

The best time to bookmark the site is after the user is in the application itself rather than attempting to bookmark the Login screen.

## **3.5.2. Accessing Identity Management Toolkit from within the VHIC Application**

### **3.5.2.1. Step 1 of the VHIC Application**

When the VHIC user starts the Card Request process, they will see a message on Step 1: Enter Search Terms. **“IMPORTANT: Have you Identity Proofed the Veteran in Identity Management Toolkit? (Click here to open REDACTED in another window)”**

The VHIC user can click on the blue words “REDACTED” which is a hyperlink that will take the user to the Identity Management Toolkit application.

Veteran Health Identification Card (VHIC) Skip to Content  
Home Card Request Reports Card Management Logged in as:

**Step 1**  
Enter Search Terms

**Step 2**  
Select Veteran

**Step 3**  
Capture Veteran Image

**Step 4**  
Select Mailing Address

**Step 5**  
Save Card Request

**IMPORTANT** Have you Identity Proofed the Veteran in Identity Management Toolkit?  
(Click here to open Identity Management Toolkit in another window)

For optimal search results, copy the Veteran's ICN from Identity Management Toolkit and paste into the ICN field on this screen. Other search methods include:

- The Member ID from the front of the Veteran's VHIC.
- Last Name, First Name, DOB and SSN.

Note: If using LN/FN/DOB/SSN combination, at a minimum, supply the Veteran's Last Name, plus values from at least two of the other three sections (Person, Address, Identification).

<b>Name</b> Last Name <input type="text"/> First Name <input type="text"/> Middle Name <input type="text"/>	<b>Person</b> Date of Birth <input type="text"/> (DOB format: YYYYMMDD) Gender <input type="text"/> Home Phone <input type="text"/>
<b>Address</b> Street Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>	<b>Identification</b> SSN <input type="text"/> (format: #####-####) EDIPI / Member ID <input type="text"/> ICN <input type="text"/>

?
Clear
Search

Figure 3:3: Step 1: Enter Search Terms with Identity Management Toolkit hyperlink

### 3.5.2.2. Veteran Link in Assigned Self Service Requests for Manual Review List

Selecting the Full Name link from the Assigned Request list will open the Toolkit directly to the 1998 Person Verification [Self-Service] Task.



Assigned Self Service Requests For Manual Review					
Select veteran name hyperlink to open a separate window to the Identity Management ToolKit for you to conduct Person Verification task review. Please ensure you are logged in to the Identity Management ToolKit before clicking the link.					
Page 1 of 1 <input type="button" value="prev"/> <input type="button" value="next"/>					
Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN	12990	1013614854V/243594	12/14/2021	NO EDIPI,REVIEW
	VAPATIENT, TEN	13323	1013008099V/640489	3/18/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

Figure 3:4. Veteran Link to MPI Toolkit Task



**NOTE:** If the Veteran has a Preferred Name on file it will appear within parenthesis where the Full Name appears as seen below.



Assigned Self Service Requests For Manual Review					
Select veteran name hyperlink to open a separate window to the Identity Management ToolKit for you to conduct Person Verification task review. Please ensure you are logged in to the Identity Management ToolKit before clicking the link.					
Page 1 of 1 <input type="button" value="prev"/> <input type="button" value="next"/>					
Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN (THIRTY)	12990	1013614854V/243594	12/14/2021	NO EDIPI,REVIEW
	VAPATIENT, TEN	13323	1013008099V/640489	3/18/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

Figure 3:5. Veteran Link to MPI Toolkit Task with Preferred Name

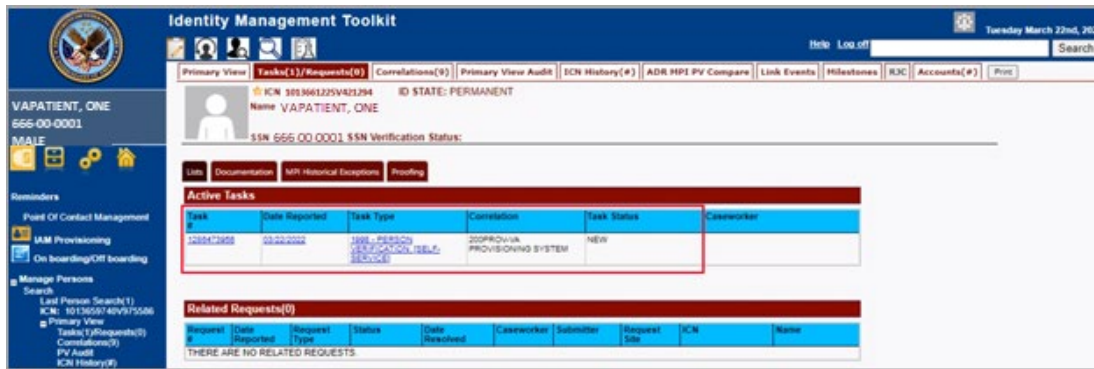


Figure 3:6. MPI Toolkit Task

## 4. VHIC Application Home Page

### 4.1. VHIC System Status Banner

The VHIC System will display a Status Banner at the top of the screen to notify users of reported issues with the system and/or during maintenance activities that do not require downtime such as high volume or preferred browser reminder.



Figure 4:1. VHIC System Banner Page

### 4.2. VHIC Self-Service Request Notifications

When the VHIC User logs into the VHIC Application, they will see Self-Service request information for their facility listed on the Home page. This information includes:

1. The number of **facility specific** requests that have been submitted through the Self-Service Application for that have not been assigned to a proofer for review.

2. The number of requests that the user has assigned to them
3. The number of requests that are in an on hold status that will expire within seven days.



Figure 4:2. Self Service Request Notifications

### 4.3. Viewing Self Service New Card Requests

The Self-Service request information listed on the Home screen serves as a link to review the New Card Requests.

#### 4.3.1. View Unassigned Requests by VISN

Clicking on the **VISN Unassigned Card Request** message will direct the user to the list of requests that need to be assigned to a Proofer within their VISN

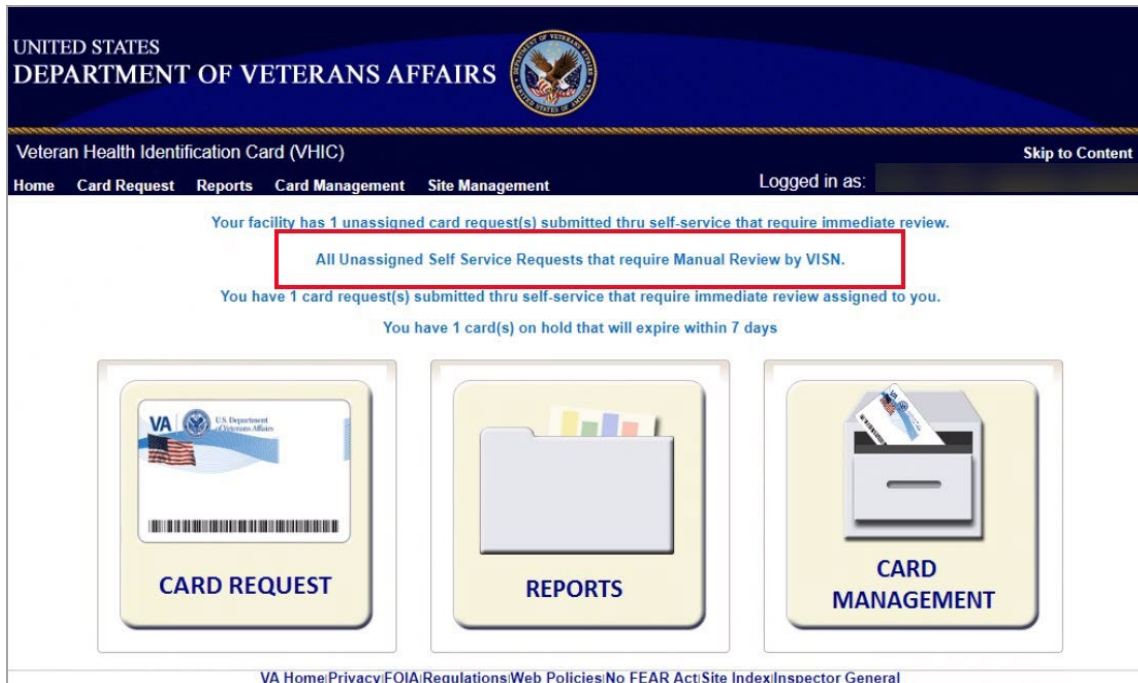


Figure 4-3. Link to View Self Service Requests by VISN

Select veteran name hyperlink to assign the manual review task to yourself and remove it from the unassigned listing.

VISN

Page 1 of 1

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons	Facility	VISN
	<a href="#">VAPATIENT, ONE</a>	13845	1013459311V261310	8/5/2022	REVIEW	483	6
	<a href="#">VAPATIENT, TWO</a>	13929	1013629637V419709	8/22/2022	REVIEW	626	9
	<a href="#">VAPATIENT, THREE</a>	13931	1013629671V029777	8/22/2022	REVIEW	626	9

Figure 4-4. List of Requests Submitted by VISN

Users with the appropriate access will have the ability to view and filter the unassigned lists of other VISNs by selecting the VISN from the dropdown list.

The screenshot shows the VA Department of Veterans Affairs web interface. At the top, it says "UNITED STATES DEPARTMENT OF VETERANS AFFAIRS". Below that, it says "Veteran Health Identification Card (VHIC)" and "Skip to Content". There are navigation links: "Home", "Card Request", "Reports", "Card Management", "Site Management", and "Logged in as:". The main title is "All Unassigned Self Service Requests For Manual Review By VISN". Below the title, it says "Select veteran name hyperlink to assign the manual review task to yourself and remove it from the unassigned listing." There is a "VISN" dropdown menu with a "Filter" button. Below the dropdown, there is a table with columns: "Picture", "Full Name", "Hold date", "Hold Reasons", "Facility", and "VISN". The table contains three rows of data. At the bottom, there is a footer with "VA Home Privacy FOI", "U.S. Department of Veterans Affairs", "VHIC 4.22.1 bld 25", and "All Unassigned Self Service Requests For Manual Review By VISN Screen".

Picture	Full Name	Hold date	Hold Reasons	Facility	VISN
	VAPATIENT, ONE	5/2022	REVIEW	483	6
	VAPATIENT, TWO	22/2022	REVIEW	626	9
	VAPATIENT, THREE	22/2022	REVIEW	626	9

Figure 4-5. Unassigned Self Service Requests by VISN, additional VISN Selection List



After selecting the desired facility from the dropdown, click the filter button to see the list of unassigned requests from that VISN

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Veteran Health Identification Card (VHIC) Skip to Content

Home Card Request Reports Card Management Site Management Logged in as:

### All Unassigned Self Service Requests For Manual Review By VISN

Select veteran name hyperlink to **assign the manual review task to yourself and remove it from the unassigned listing.**

VISN 9 - VA MidSouth Healthcare Network Filter

Page 1 of 1 prev next

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons	Facility	VISN
	VAPATIENT, SIX	13929	1013629637V419709	8/22/2022	REVIEW	626	9
	VAPATIENT, EIGHT	13931	1013629671V029777	8/22/2022	REVIEW	626	9

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 U.S. Department of Veterans Affairs – 810 Vermont Avenue, NW – Washington, DC 20420  
 VHIC 4.22.1 bld 25  
 All Unassigned Self Service Requests For Manual Review By VISN Screen

**Figure 4-6. List of Unassigned Requests by Chosen VISN**

### 4.3.2. View Unassigned Requests by Facility

Clicking on the **Unassigned Card Request** message will direct the user to the list of facility requests that need to be assigned to a Proofer.



**Figure 4:7. Unassigned Request Information**

A list of unassigned requests will be displayed offering the following details:

- Photograph currently on file in the system
- Full Name
- Card ID
- ICN
- Hold Date
- Hold Reason(s)

Selecting the **Veteran Name Link** will assign the request to the user.

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Veteran Health Identification Card (VHIC) Skip to Content

Home Card Request Reports Card Management Site Management Logged in as: [User Name]

**Unassigned Self Service Requests For Manual Review**

Select veteran name hyperlink to assign the manual review task to yourself and remove it from the unassigned listing.

Page 1 of 1 prev next

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, SEVEN	12953	1012900200V313855	1/21/2022	REVIEW
	VAPATIENT, ONE	13329	1013661225V421294	3/22/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

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[Web Policies](#)
[No FEAR Act](#)
[Site Index](#)
[Inspector General](#)  
 U.S. Department of Veterans Affairs – 810 Vermont Avenue, NW – Washington, DC 20420  
 VHIC 4.20.1 bld 40  
 Unassigned Self Service Requests for Manual Review Screen

**Figure 4:8. Unassigned Self Service Requests for Manual Review**

The user will be able to see the updated number of requests in their queue on the home page.



Figure 4:9. Request Information Changed

### 4.3.3. Assigned Requests

Clicking on the **Assigned Card Request** message will direct the user to the list of facility requests assigned to them for proofing.



Figure 4:10. Assigned Request Information

The list of assigned requests will be displayed offering the following details:

- Photograph currently on file in the system
- Full Name
- Card ID
- ICN
- Hold Date
- Hold Reason(s)

**Assigned Self Service Requests For Manual Review**

Select veteran name hyperlink to open a separate window to the Identity Management ToolKit for you to conduct Person Verification task review. Please ensure you are logged in to the Identity Management ToolKit before clicking the link.

Page 1 of 1

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN (THIRTY)	12990	1013614854V243594	12/14/2021	NO EDIPI,REVIEW
	VAPATIENT, TEN	13323	1013008099V640489	3/18/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW
	VAPATIENT, ONE	13328	1013659740V975586	3/22/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW
	VAPATIENT, TWO (SIX)	13329	1013661225V421294	3/22/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

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 U.S. Department of Veterans Affairs – 810 Vermont Avenue, NW – Washington, DC 20420  
 VHC 4.20.1 bld 40  
 Assigned Self Service Requests for Manual Review Screen

Figure 4:11. Assigned Self-Service Requests for Manual Review



**NOTE:** If the Veteran has a Preferred Name on file it will appear within parenthesis where the Full Name appears as seen below.

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN (THIRTY)	12990	1013614854V243594	12/14/2021	NO EDIPI,REVIEW
	VAPATIENT, TEN	13323	1013008099V640489	3/18/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

Figure 4:12. Assigned Self-Service Requests for Manual Review with Preferred Name

When the user is ready to review the request(s) the Proofer will need to access the Toolkit through one of the methods listed in *Section 3.5 Accessing the Identity Management Toolkit*. Once Toolkit access has been established, selecting the **Veteran Name link** will open a new window giving the VHIC user access to the new **Proofing Task** in the Toolkit.

## 5. Self Service Request Processing

A new **1998 Person Verification [Self-Service] Task** is created in the Toolkit to proof veterans that have submitted VHIC card requests through the VA Access application. These requests will fall under two categories:

- Accepted Image
- Rejected Image

### 5.1. Person Verification Task- Accepted Image

Selecting the Full Name link from the Assigned Request list will open the **1998 Person Verification [Self-Service] Task**.

### Assigned Self Service Requests For Manual Review

Select veteran name hyperlink to open a separate window to the Identity Management ToolKit for you to conduct Person Verification task review. Please ensure you are logged in to the Identity Management ToolKit before clicking the link.

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Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN	12990	1013614854V243594	12/14/2021	NO EDIPI,REVIEW
	VAPATIENT, TEN	13323	1013008098V640489	3/18/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW
	VAPATIENT, ONE	13328	1013659740V975586	3/22/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW
	VAPATIENT, TWO	13329	1013661225V421294	3/22/2022	NO FACILITY ADDRESS,NO EDIPI,REVIEW

Figure 5:1. Link to Person Verification Task

To process:

1. Select the **Task Number** to open the Task for review.

**Identity Management Toolkit**
Help Log off

---

Primary View | Tasks(0)/Requests(0) | Correlations(7) | Primary View Audit | ICN History(#) | ADR MPI PV Compare | Link Events | Milestones | RJC

---

ICN 1013659740V975586 ID STATE: PERMANENT  
 Name VAPATIENT, ONE  
 SSN 666-00-0001 SSN Verification Status:

---

Lists
Documentation
MPI Historical Exceptions
Proofing

**Active Tasks**

Task #	Date Reported	Task Type	Correlation	Task Status	Caseworker
1288433176	03/22/2022	1908 - PERSON VERIFICATION (SELF-SERVICE)	200PROV-VA PROVISIONING SYSTEM	NEW	

**Related Requests(0)**

Request #	Date Reported	Request Type	Status	Date Resolved	Caseworker	Submitter	Request Site	ICN	Name
THERE ARE NO RELATED REQUESTS									

**Informational Tasks**

Task #	Date Reported	Task Type	Correlation	Source ID
THERE ARE NO INFORMATIONAL TASKS				

Figure 5:2. Select Task Number

2. The Proofer will need to navigate to the **Task Notes** tab to assign the Task to themselves.

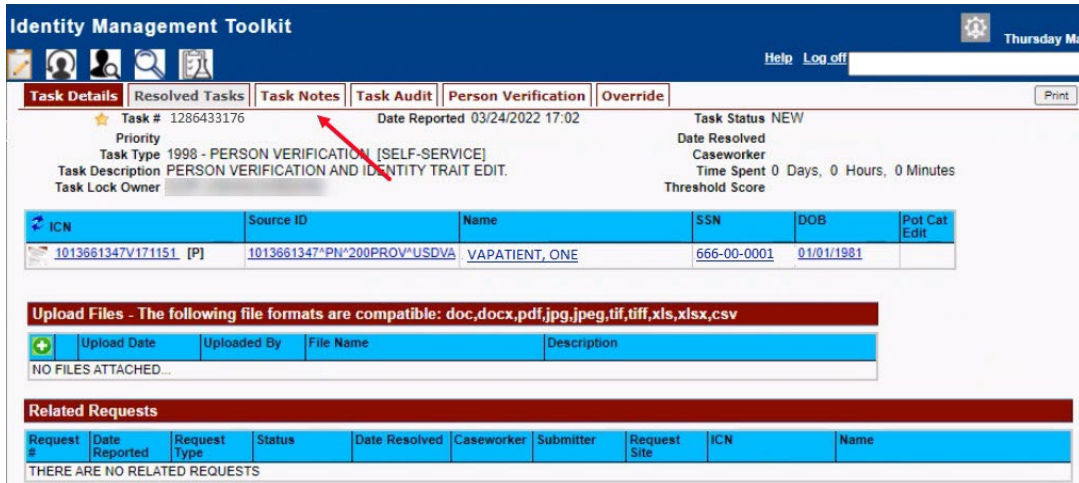


Figure 5:3. Task Notes Tab

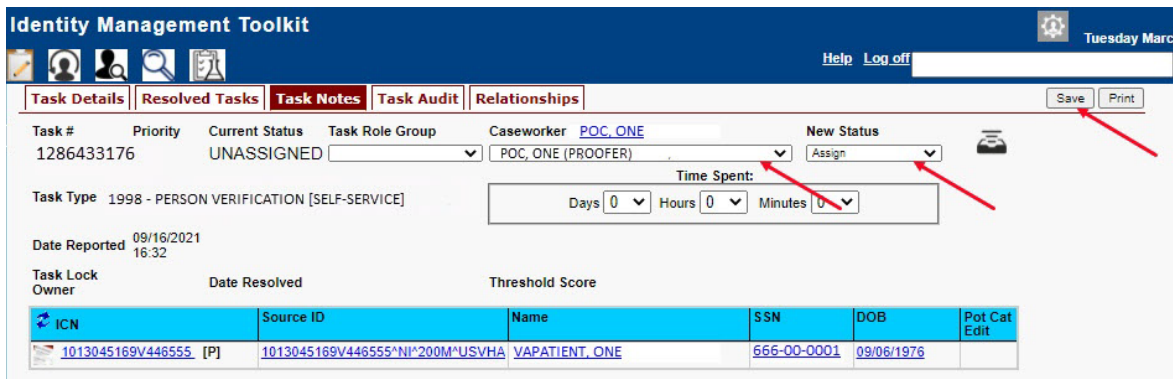


Figure 5:4. Assign Task

3. After assigning the **Task** they will open to **Task Details Tab**, then **Select Person Verification Tab** to process the **Task**



**Identity Management Toolkit** Tuesday March 22nd, 2022

Task # 1286433176 Date Reported 03/22/2022 13:35 Task Status ASSIGNED

Priority  
**Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE]**  
 Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.  
 Task Lock Owner

Date Resolved  
 Caseworker  
 Time Spent 0 Days, 0 Hours, 0 Minutes  
 Threshold Score

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013681225V421294 [P]	1013681225*PN*200PROV*USDVA	VAPATIENT_ONE	666-00-0001	01/01/1983	

**Upload Files** - The following file formats are compatible: doc, docx, pdf, jpg, jpeg, tif, tiff, xls, xlsx, csv

Upload Date	Uploaded By	File Name	Description
NO FILES ATTACHED...			

**Related Requests**

Request #	Date Reported	Request Type	Status	Date Resolved	Caseworker	Submitter	Request Site	ICN	Name
THERE ARE NO RELATED REQUESTS									

Figure 5:5. Person Verification Task Details

- On the Person Verification Tab, the user will be taken to the **Self Service Image Tab**, Click **Person Verification Document link (s)** to open submitted images for review.

Task # 1286433176 Date Reported 03/22/2022 12:57 Task Status ASSIGNED

Priority  
 Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE]  
 Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.  
 Task Lock Owner

Date Resolved  
 Caseworker  
 Time Spent 0 Days, 0 Hours, 0 Minutes  
 Threshold Score

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013659740V975586 [P]	1013659740*PN*200PROV*USDVA	VAPATIENT_ONE	666-00-0001	01/01/1980	

PRIMARY VIEW DATA - Updated: MAR 19, 2022@01:03:49 [Check External Identity Verification Tool](#)

**You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.**

Data Review **Self Service Images** Documentation Approval

	<b>Last Name</b> VAPATIENT
	<b>First Name</b> ONE
	<b>Middle Name</b>
	<b>ICN</b> 1013659740V975586
	<b>DOB</b>
	<b>Gender</b> FEMALE
	<b>SSN</b>

File Name	Uploaded By	Upload Date
1 <a href="#">PROOFING VERIFICATION DOCUMENT</a>	742V1_PROOF	3/22/22 12:57:31 PM.033

Accept Image Reject Image

Figure 5:6. Self Service Images Tab

- The documents will open in a separate window. Review **Proofing Document(s)** and click **Accept Image** to continue if correct.

Task Details | Resolved Tasks | Task Notes | Task Audit | **Person Verification** | Override

Task # 1286433176 Date Reported 03/24/2022 17:02

Priority Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE] Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT. Task Lock Owner

ICN	Source ID	Name	SSN
1013661347V171151 [P]	1013661347*PN*200PROV*USDVA		

PRIMARY VIEW DATA - Updated: MAR 23, 2022@01:05 [Check External Identity Verification Tool](#)

You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.

Data Review | Self Service Images | Documentation | Approval

	Last Name	VAPATIENT
	First Name	ONE
	Middle Name	
	ICN	1013661347V171151
	DOB	01/01/1981
	Birth Sex	FEMALE
	SSN	

File Name	Uploaded By
1 PROOFING VERIFICATION DOCUMENT	742V1_PROO

Accept Image | Reject Image

Figure 5:7. Review Proofing Documents

- The Proofer will be directed to the **Data Review** tab of the Person Verification Tool which will be used to verify the identity traits and/or document changes to the traits. The MPI Value column will contain **Primary View** data. **Verify** traits by checking the corresponding check box in the **Verify** column. The target trait will highlight green.

PRIMARY VIEW DATA - Updated: MAR 19, 2022@01:03:49 [Check External Identity Verification Tool](#)

You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.

Data Review | Self Service Images | Documentation | Approval

Field Name	MVI Value	Verify	New Value
ICN	1013659740V975586		
Last Name	VAPATIENT	<input checked="" type="checkbox"/>	<input type="text"/>
First Name	ONE	<input checked="" type="checkbox"/>	<input type="text"/>
Middle Name		<input checked="" type="checkbox"/>	<input type="text"/>
Suffix		<input checked="" type="checkbox"/>	<input type="text"/>
DOB	JANUARY 01, 1980	<input checked="" type="checkbox"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Birth Sex	FEMALE	<input checked="" type="checkbox"/>	<input type="text"/>
SSN	666-00-0001	<input checked="" type="checkbox"/>	<input type="text"/>
SSN Verification Status			

Save Draft | Submit

. To delete the current MVI Value, enter "@" in the New Value column for the field that should be null.

Figure 5:8. Data Review Tab

**NOTE:**

The Veteran is informed during the Request Process that if a trait needs to be modified (for example, Last Name changes), they must come in to the facility. If the Veteran submits a request under the following conditions:

- Photo submitted is not acceptable
- Verification document uploaded is not acceptable
- Identification traits do not match

The POC will need to make a note under the **Task Notes Tab** and continue through the *Rejection Process page 26*

7. The verification will move to the **Documentation tab** where the Proofer enters the **Verification Document(s)** details normally

PRIMARY VIEW DATA - Updated: MAR 19, 2022@01:03:49 [Check External Identity Verification Tool](#)

**You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.**

Data Review  Self Service Images  Documentation  Approval

Field Name	MVI Value	New Value
ICN	1013659740V975586	1013659740V975586
Last Name	VAPATIENT	
First Name	ONE	
Middle Name		
Suffix		
DOB	01/01/1980	
Birth Sex	FEMALE	
SSN	666-00-0001	
SSN Verification Status		

**Verification Document(s) Instructions**

Please select one Primary Identification document (State-Issued Driver's License; Passport; Federal, State, or Local Government-issued photo ID with Name and DOB).

Changed Field	Allowed Documents
Level of Assurance	<ul style="list-style-type: none"> <li>• State-Issued Driver's License</li> <li>• Passport</li> <li>• Federal, State, or Local Government-issued photo ID containing name and DOB</li> </ul>

**Verification Document(s)**

State-Issued Driver's License

Passport

Federal, State, or Local Government-issued photo ID containing name and DOB

Social Security Card

Court Order for a Name Change

Letter from SSA with updated SSN

Birth Certificate

Court Order for Gender Change

Signed Licensed Physicians Statement on Office Letterhead

Appointment Status

Is the person on site for an appointment or have an upcoming appointment within 24 hours?

**Figure 5:9. Verification Document Details**

8. After the document information details have been entered, Click **Submit**.

Birth Sex	FEMALE	FEMALE
SSN		
SSN Verification Status		

**Verification Document(s)**

**State-Issued Driver's License**

**Passport**

**Federal, State, or Local Government-issued photo ID containing name and DOB**

**Social Security Card**

**Court Order for a Name Change**

**Letter from SSA with updated SSN**

**Birth Certificate**

**Court Order for Gender Change**

**Signed Licensed Physicians Statement on Office Letterhead**

**Appointment Status**

Is the person on site for an appointment or have an upcoming appointment within 24 hours?

**Figure 5:10. Submit Document Details**

9. Select **OK** button in the Task Complete pop up box



**Figure 5:11. Select OK Button**

Documentation Requirements Met, Green Check Indicators all marked that Proofing Task Completed

Task Details | Resolved Tasks | Task Notes | Task Audit | **Person Verification** | Override Print

- Task complete. Person Verification updated.

★ Task # 1286433176      Date Reported 03/22/2022 12:57      Task Status ASSIGNED  
 Priority      Date Resolved  
 Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE]      Caseworker  
 Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.      Time Spent 0 Days, 0 Hours, 0 Minutes  
 Task Lock Owner      Threshold Score

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
<a href="#">1013659740V975586</a> [P]	<a href="#">1013659740*PN*200PROV*USDVA</a>	VAPATIENT.ONE	<a href="#">666-00-0001</a>	<a href="#">01/01/1980</a>	

PRIMARY VIEW DATA - Updated: MAR 19, 2022@01:03:49 [Check External Identity Verification Tool](#)

**You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.**

Data Review ✔
Self Service Images ✔
Documentation ✔
Approval

Field Name	MVI Value	New Value	Verification Document(s)	Instructions

**Figure 5:12. Task Completed**

10. Once the Task is completed, the POC will need to go back to the Task Notes tab and mark it as Resolved.

Identity Management Toolkit Tuesday March 29th, 2022

Help Log off Search

Task Details | **Resolved Tasks** | Task Notes | Task Audit | Relationships Save Print

Task # 1286433176      Priority      Current Status ASSIGNED      Task Role Group      Caseworker POC, ONE (PROOFER)      New Status Resolve  
 Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE]      Time Spent: Days 0 Hours 0 Minutes 0

Date Reported 09/16/2021 16:32  
 Task Lock Owner      Date Resolved      Threshold Score

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
<a href="#">1013045169V446555</a> [P]	<a href="#">1013045169V446555*NI*200M*USVHA</a>	VAPATIENT.ONE	<a href="#">666-00-0001</a>	<a href="#">09/06/1976</a>	

**Figure 5:13. Add Task Notes**

From the **Primary View** the user can confirm that the LOA Changed to 2

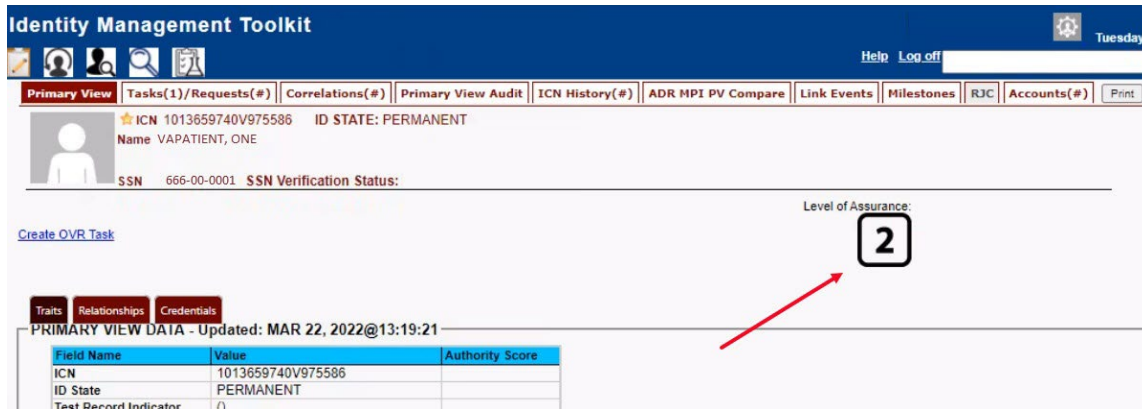


Figure 5:14. LOA Changed

From the **Correlations** tab the user can confirm that the Proofing Correlation Added

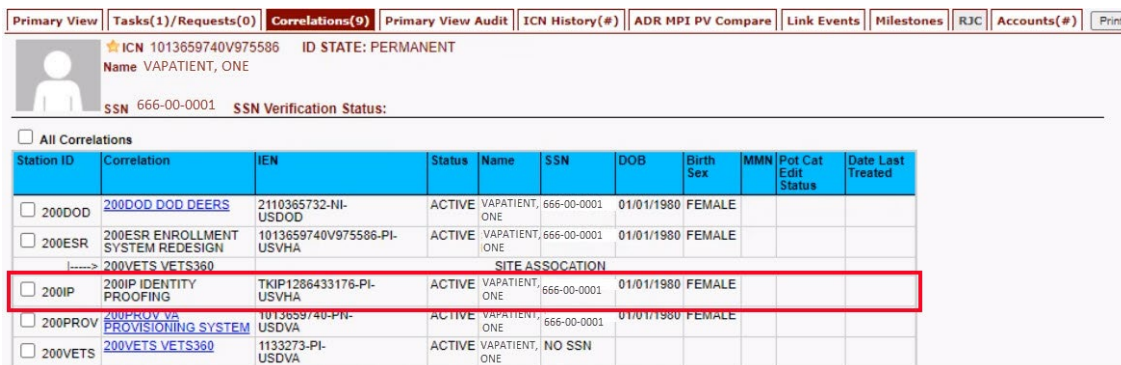


Figure 5:15. Proofing Correlation Added

## 5.2. Person Verification Task- Rejected Image

Selecting the Full Name link from the Assigned Request list will open a window into the MPI Toolkit **1998 Person Verification [Self-Service] Task**.

**Assigned Self Service Requests For Manual Review**

Select veteran name hyperlink to open a separate window to the Identity Management Toolkit for you to conduct Person Verification task review. Please ensure you are logged in to the Identity Management Toolkit before clicking the link.

Page 1 of 1 [prev](#) [next](#)

Picture	Full Name	Card Id	ICN	Hold Date	Hold Reasons
	VAPATIENT, ELEVEN	12990	1013614854V243594	12/14/2021	NO EDIPI, REVIEW
	VAPATIENT, TEN	13323	1013008099V640489	3/18/2022	NO FACILITY ADDRESS, NO EDIPI, REVIEW
	VAPATIENT, ONE	13328	1013659740V975586	3/22/2022	NO FACILITY ADDRESS, NO EDIPI, REVIEW
	VAPATIENT, TWO	13329	1013661225V421294	3/22/2022	NO FACILITY ADDRESS, NO EDIPI, REVIEW

**Figure 5:16. Link to Toolkit Task**

To review, click on the **1998-Person verification [Self Service] Task** hyperlink.

**Identity Management Toolkit**

Help Log off

Primary View **Tasks(0)/Requests(0)** Correlations(7) Primary View Audit ICN History(#) ADR MPI PV Compare Link Events Milestones RJC

ICN 1013659740V975586 ID STATE: PERMANENT  
Name VAPATIENT, ONE  
SSN 666-00-0001 SSN Verification Status:

Lists Documentation MPI Historical Exceptions Proofing

**Active Tasks**

Task #	Date Reported	Task Type	Correlation	Task Status	Caseworker
<a href="#">1288433178</a>	03/22/2022	1998 - PERSON VERIFICATION [SELF-SERVICE]	200PROV-VA PROVISIONING SYSTEM	NEW	

**Related Requests(0)**

Request #	Date Reported	Request Type	Status	Date Resolved	Caseworker	Submitter	Request Site	ICN	Name
THERE ARE NO RELATED REQUESTS.									

**Figure 5:17. MPI Toolkit Task Number Link**

Task Details page will open

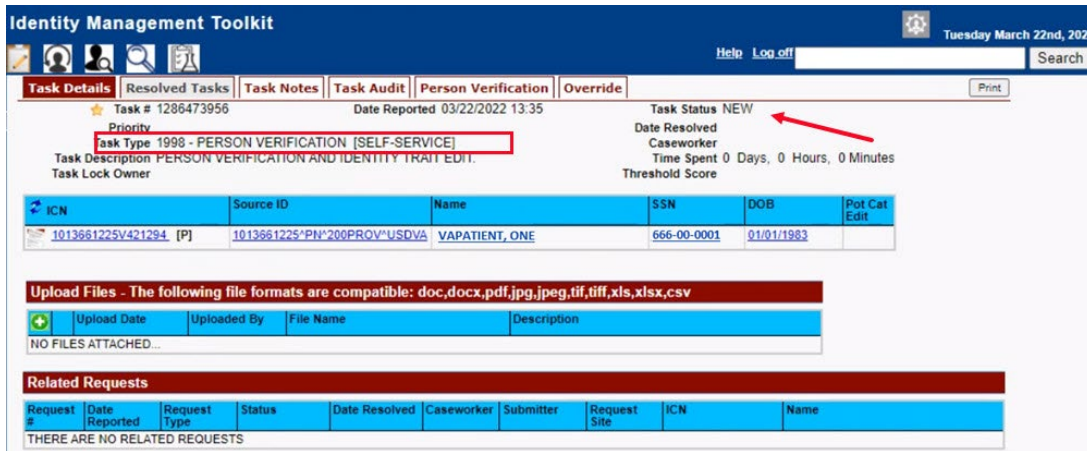


Figure 5:18. New Person Verification Task Details

11. The Proofer will need to navigate to the **Task Notes** tab to assign the Task to themselves.

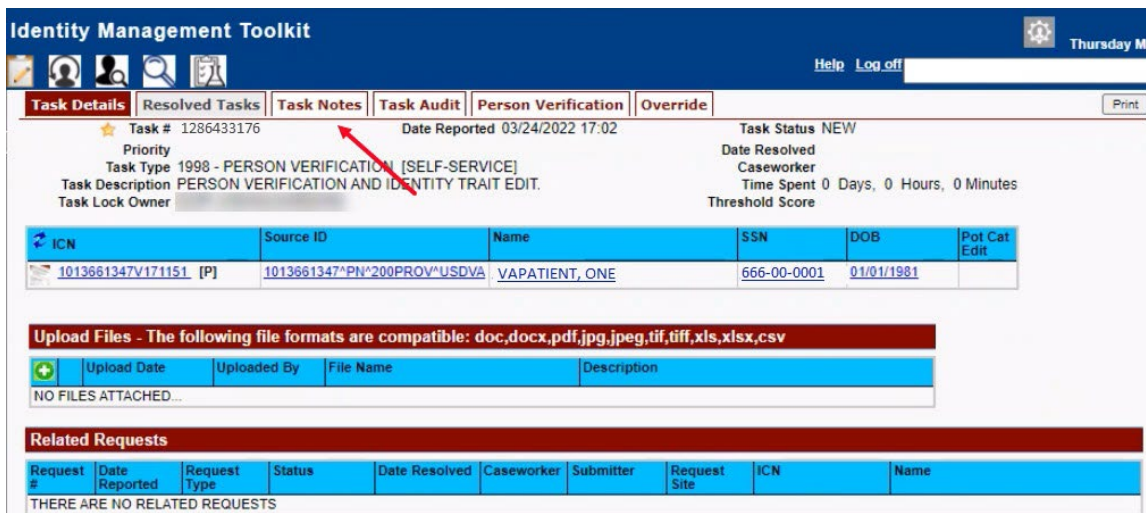


Figure 5:19. Task Notes Tab

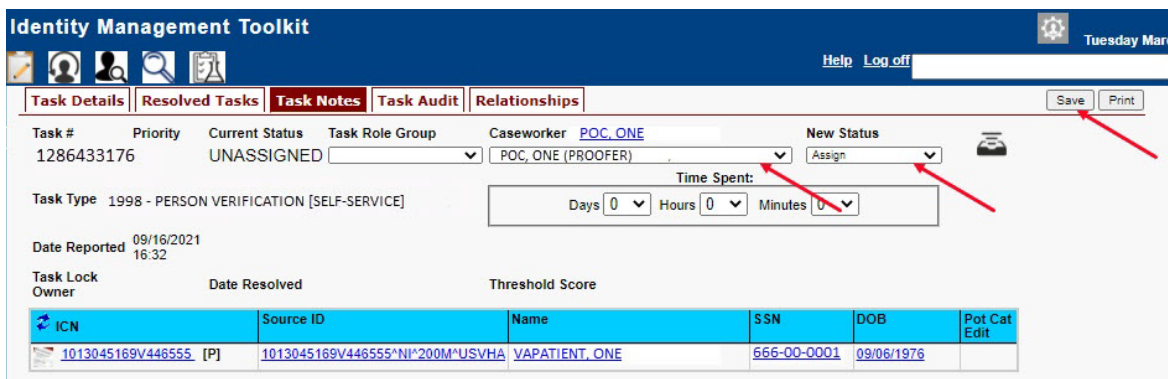


Figure 5:20. Assign Task



12. After assigning the **Task** they will open to **Task Details Tab**, then **Select Person Verification Tab** to process the **Task**

Task Details Screen, the user will need to click on the Person Verification tab to continue the Proofing Task

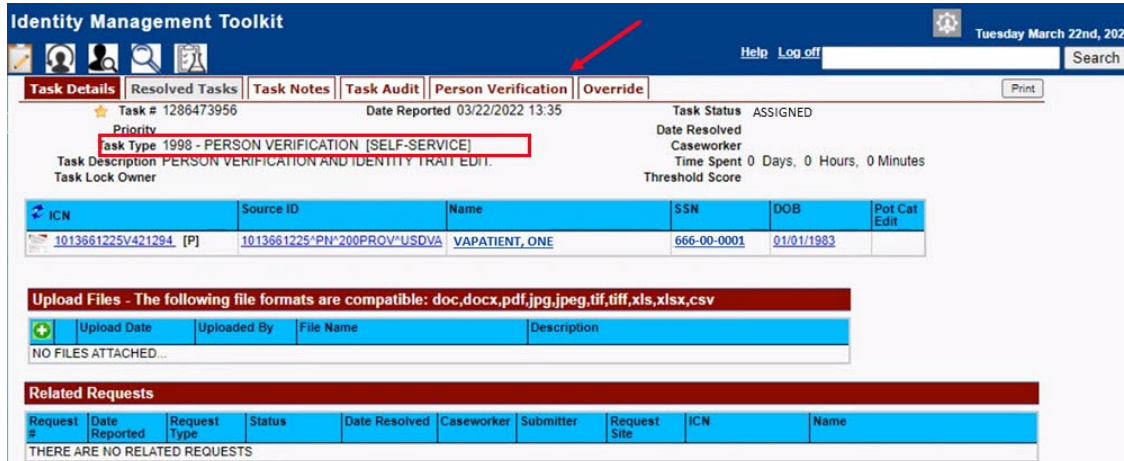


Figure 5:21. Select Person Verification Tab

On the Proofing Verification tab the **Self Service Images** tab is displayed. Select the **Proofing Verification Document** link to view and compare the document(s) submitted by the Veteran.

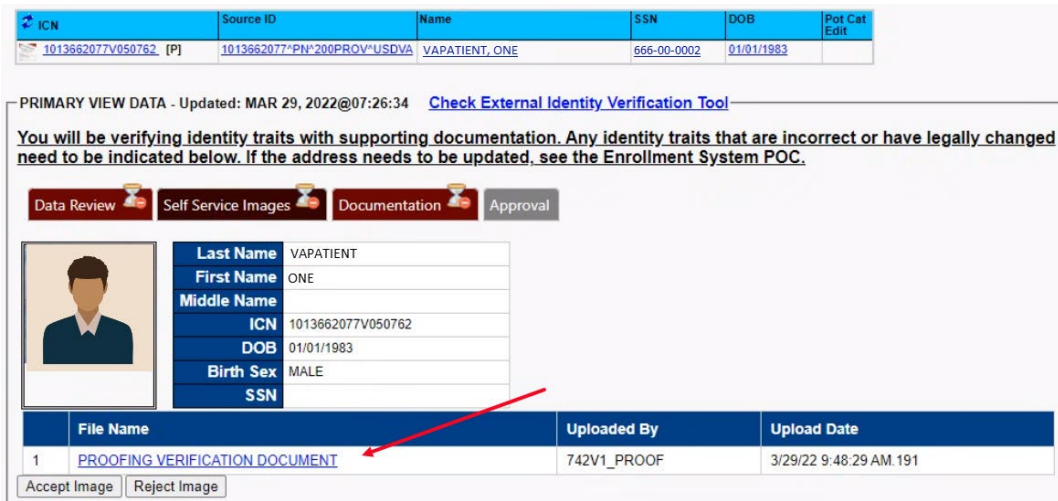
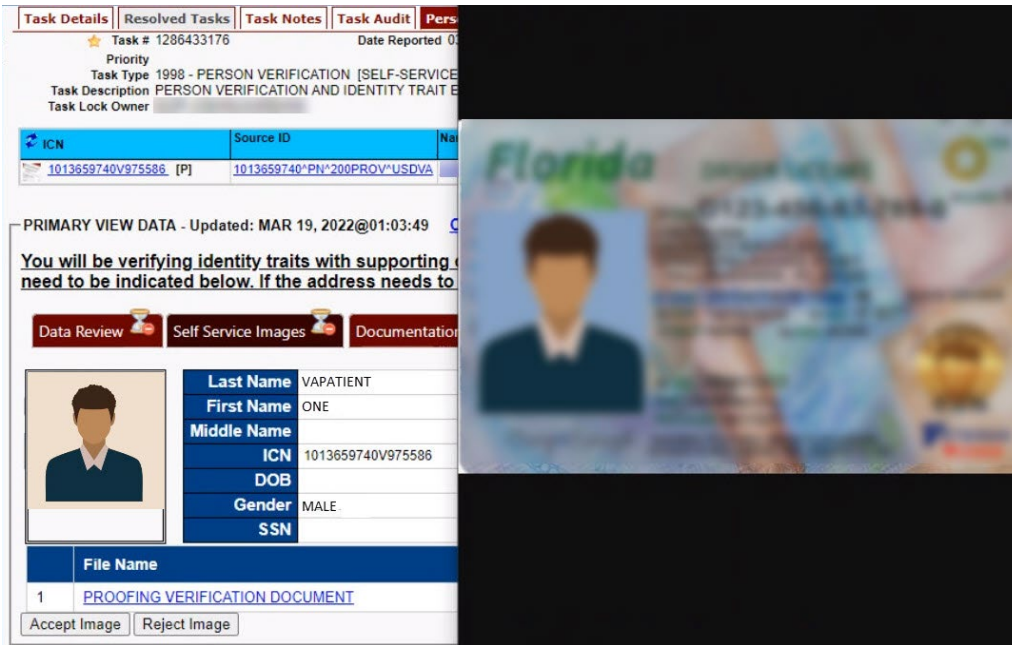


Figure 5:22. Attached Person Verification Document(s)

Upon review, if the images do not match, or if they fall under any other rejection reason, the user will need to close the window and move to the **Task Notes** tab.



**Figure 5:23. Compare Veteran Images**

**Note:** Rejection reasons can include:

- Photo submitted is not acceptable
- Verification document uploaded is not acceptable
- Identification traits do not match

Enter reason for rejection under the **Task Notes** and return to the Person Verification tab

**Identity Management Toolkit** Tuesday March 29th, 2022

Help Log off  Search

**Task Details** | Resolved Tasks | **Task Notes** | Task Audit | Person Verification | Override Save Print

Task # 1295146856 Priority Current Status ASSIGNED Task Role Group POC Caseworker PROOFER, ONE New Status

Task Type 1998 - PERSON VERIFICATION [SELF-SERVICE] Time Spent: Days 0 Hours 0 Minutes 0

Date Reported 03/29/2022 09:48 Task Lock Owner PROOFER, ONE Date Resolved Threshold Score

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013662077V050762 [P]	1013662077*PN*200PROV*USDVA	VAPATIENT, ONE	666-00-0002	01/01/1983	

**Task Notes**

On March 29, 2022 at 10:38:18, PROOFER, ONE (PROOFER) Auto Note: Assigned to PROOFER, ONE (PROOFER)

--On March 29, 2022 at 10:42:51, PROOFER, ONE (PROOFER) wrote: Rejecting - Bad Quality Pic

Add Task Note Save Clear PDAT

**Figure 5:24. Enter Rejection Notes**

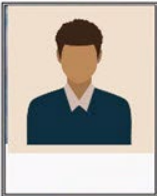
Under **Self Service Images** tab, click the **Reject Image** button

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013662077V050762 [P]	1013662077*PN*200PROV*USDVA	VAPATIENT, ONE	666-00-0002	01/01/1983	

PRIMARY VIEW DATA - Updated: MAR 29, 2022@07:26:34 [Check External Identity Verification Tool](#)

**You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be indicated below. If the address needs to be updated, see the Enrollment System POC.**

Data Review | **Self Service Images** | Documentation | Approval

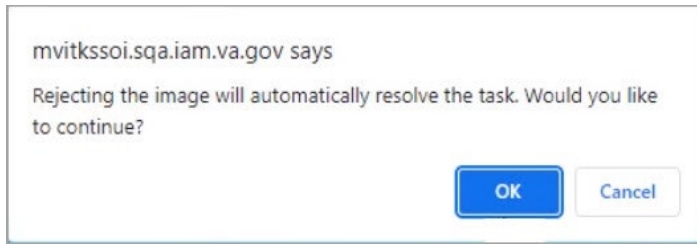
	<b>Last Name</b> VAPATIENT <b>First Name</b> ONE <b>Middle Name</b> <b>ICN</b> 1013662077V050762 <b>DOB</b> 01/01/1983 <b>Birth Sex</b> MALE <b>SSN</b>
---	---

File Name	Uploaded By	Upload Date
1 <a href="#">PROOFING VERIFICATION DOCUMENT</a>	742V1_PROOF	3/29/22 9:48:29 AM.191

Accept Image **Reject Image**

**Figure 5:25. Select Reject Image Button**

A pop up will appear to confirm the rejection. Select **OK** to confirm. Confirming the image rejection the Proofing Task will auto-resolve and cancel the request.



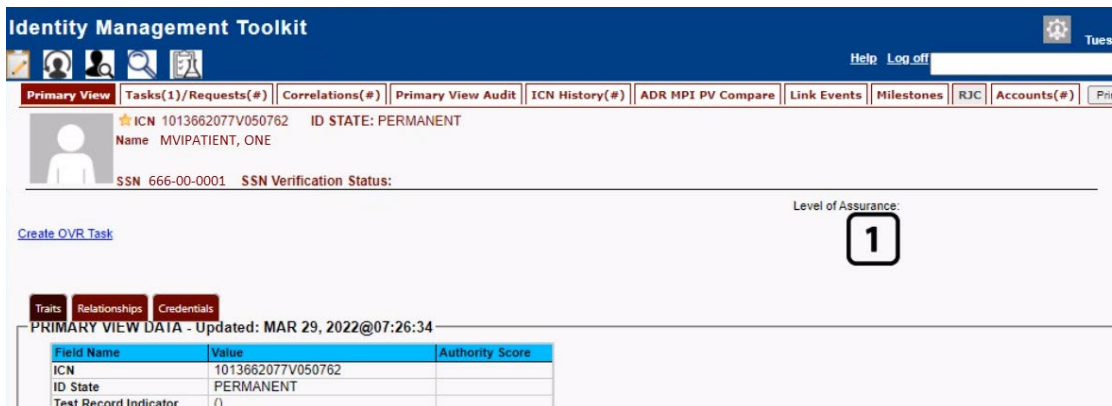
**Figure 5:26. Reject/Resolve Confirmation Message**

Auto-resolved will go to **Task Details** tab instead of staying on the Person Verification Tab



**Figure 5:27. Resolved Task Status**

The LOA on the Primary View will remain at 1



**Figure 5:28. Level of Assurance Does Not Change**

The Veteran will receive an email indicating that their request was cancelled and direct them to come into their nearest facility to resolve any issues that may keep them from qualifying for a VHIC card. Examples of these emails are:

- The card request was cancelled due to review issues such as a bad photo, unacceptable documents submitted, etc.

REDACTED

**Figure 5:29. Request Cancellation Review Issue**

- The card request was cancelled due to other reasons such as 30 day timeout.

REDACTED

**Figure 5:30. Request Cancellation Email Timed Out**

## 6. Troubleshooting

For a thorough set of troubleshooting guidelines, please refer to the *Veteran Health Identification Card User Guide - Volume 4 - Troubleshooting* document.