

Veteran Health Identification Card (VHIC 4.24)

User Guide



Volume 1 - Card Request – All Users

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Revision History

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1. Introduction

1.1. Purpose

The purpose of this User Guide is to provide general system information, as well as accessibility and user roles with the VHIC application. This User Guide will provide a detailed walkthrough of creating a Veteran Health Identification Card request using the VHIC application. This User Guide will also provide the detailed steps on how VHIC Administrators can deactivate all of the VHICs associated to a selected Veteran.

1.2. Document Orientation

1.2.1. Organization of the Manual

This User Guide is divided into four 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 walk the user through the steps needed to access the VHIC application, as well as some general guidelines on using the VHIC application.

The fourth section will give the user step-by-step details of how to complete the Identity Proofing process before starting a card request for a Veteran. The VHIC user must verify the Veteran's Identity Proofing Level is at Level 2 in the Identity Management Toolkit.

The fifth section explains the process involved with creating a VHIC for a Veteran. A step-by-step process will navigate the VHIC Associate through the screens in the VHIC application. Once all of the required information has been provided, the final step in the process will allow a VHIC request to be submitted for processing.

Each day, these card requests are transmitted from the VHIC system to a vendor to print and mail the cards to the Veterans, the preferred facility, or the requesting facility. Typically, the cards are received in 7-10 business days from date of request. To ensure the VHIC is received at the appropriate address, the VHIC Associate must verify that the correct address is used, and the Print Vendor verifies that the address is valid. If the U.S. Postal Service cannot deliver the card, it is returned to the requesting facility.

The sixth section covers how to request card deactivation all of the VHICs for a specific Veteran.

The seventh section will provide information on the different reports available to VHIC Associates and the types of metrics that can be obtained.

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 the use of commands, menu options, and navigation tools).
- 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

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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
	NOTE: 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. Veteran Health Identification Card – What is it?

The VHIC serves as an identification mechanism for Veterans that are enrolled in the VA Healthcare system and supports efficiencies at VA medical facilities throughout the United States. Although not required by Veterans to receive medical care at a VA facility, it does enable Veterans to check in for VA appointments more quickly. The VHIC system is a web-based application that VHIC Associates use to issue VHICs to enrolled Veterans.



Figure 2-1: Example of what the VHIC looks like

2.1. 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*. The VHIC URL is 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.

2.2. Browser

Once users are logged into their VA desktop, they will access VHIC using *Google Chrome or Microsoft Edge* by either entering the URL listed above or via the bookmark saved during an earlier session. Please do **NOT** use the *Refresh* button at the top of your browser window if you mistype the VHIC URL. The *Refresh* button will redirect you to the VA website. Please re-enter the VHIC URL and try again.

2.2.1. Browser Incompatibility Issue

In some instances, users may experience image misplacement or misalignment. This is most likely due to the current browser compatibility settings. You will want to ensure that the browser is not set to Compatibility View. This process is explained in the *Veteran Health Identification Card User Guide - Volume 4 - Troubleshooting* document.

2.3. Proper Navigation of the VHIC Application

The correct way to navigate through the VHIC application is to use the **[Back]** and **[Next]** buttons that are located at the bottom of each screen instead of using the Browser's built in Back button. Please do **NOT** use the **[Back]** button at the top of your browser window to navigate back to a previous screen; this will cause errors to occur.



Figure 2-2: VHIC Navigation Buttons

The VHIC user can also navigate to the different features within the VHIC application by clicking on one of the navigation links located in the header near the top left of the screen. The user's assigned role will determine which links are available as seen below. To see the full home screens for each user role, refer to the [3.2 System Menu section](#).

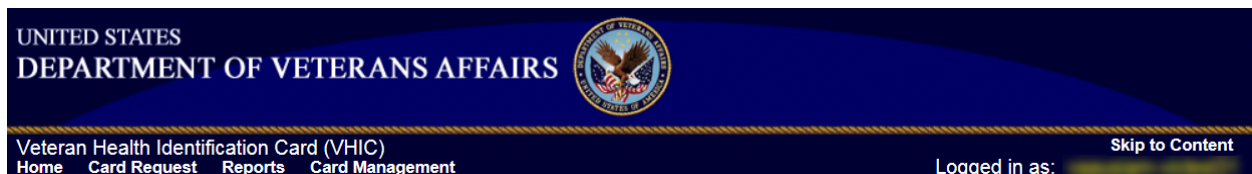


Figure 2-3: VHIC Administrator

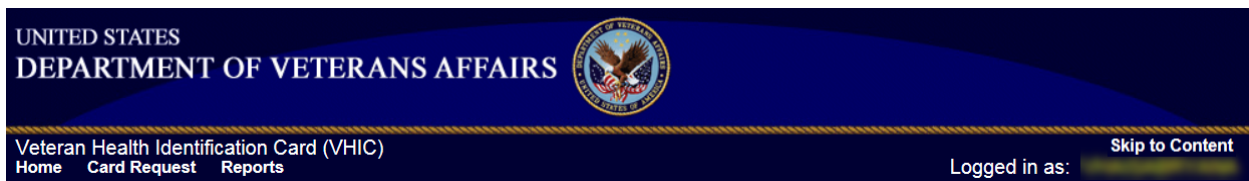


Figure 2-4: VHC Associate and VHC Supervisor menu



Figure 2-5: VHC Auditor and VHC Read-Only User menu

2.4. Roles within VHC

The VHC application is built to accommodate a specific set of pre-established user roles. During the provisioning process, the VHC user will have a role assigned to them, which will determine what aspects of the VHC application are available to them. The following breaks down the specific roles and the areas of access that accompany each role.

If, while utilizing the VHC application, a user finds they do not have access to items they feel they should have access to or find that they have access to items they should not, based on the definitions listed below, the VHC user should report this information to their VHC Supervisor. The VHC Supervisor should then verify that the proper role has been assigned.

2.4.1. VHC Associate

The VHC Associate role shall be assigned to individuals responsible for processing a card request and resolving card request issues. Associates have the ability to create a card request and have access to a limited number of reports.

2.4.2. VHC Supervisor

The VHC Supervisor shall automatically inherit all access and privileges given to the VHC Associate. The VHC Supervisor role is allowed to submit a request for user access to the VHC application. VHC Supervisors have the ability to create a card request and have access to most available reports (excluding national versions).

2.4.3. VHC Administrator

The VHC Administrator role is reserved for the VHC Business (HEC) team members responsible for the creation and maintenance of all other VHC accounts/roles. The VHC

Administrator shall automatically inherit privileges given to the VHIC Supervisor. Administrators have the ability to create a card request, manage cards, and have access to all available reports.

2.4.4. VHIC Technical Administrator (Tier 3)

The VHIC Technical Administrator (Tier 3) is a role reserved for system developers. They inherently possess access and privileges given to the VHIC Administrator. Technical Administrators (Tier 3) have the ability to create a card request and have access to all available reports as well as access to the Administration page.

2.4.5. VHIC Auditor

The VHIC Auditor role shall be assigned to users with read-only access to the VHIC System. The VHIC Auditor does not have the ability to create a card request but does have access to all available reports.

2.4.6. VHIC Read-Only User

The VHIC Read-Only User role shall be assigned to users with read-only access to the VHIC System. The VHIC Read-Only user does not have the ability to create a card request but does have access to a limited number of reports.

2.4.7. VHIC Card Replacement Enrollment Services Users

The VHIC Card Replacement User role shall be assigned to Enrollment System (ES) users with limited access to the VHIC System. The VHIC Card Replacement user does not have the ability to create a new card request but does have access to the Card Replacement functionality.

Detailed information on VHIC Roles and Access levels can be found in the **Veteran Health Identification Card (VHIC) Roles and Access Guide** document.

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.

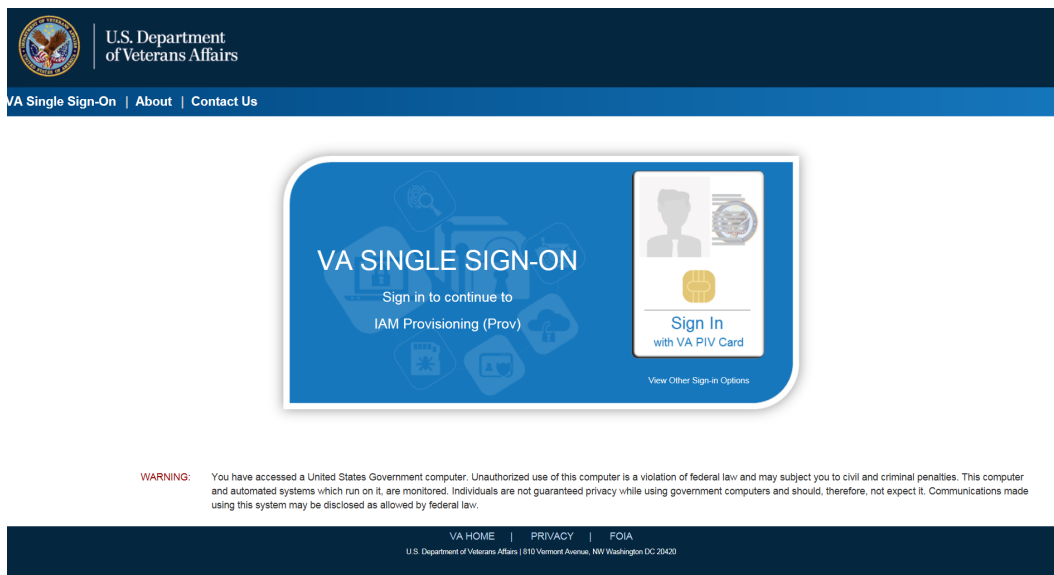


Figure 3-1: SSOi Login Screen

3.2. 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.

3.3. System Menu

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

i **NOTE:** As IE is no longer supported by Microsoft, you will need to copy the URL link and open in Chrome or Edge.

3.3.1. VHIC Administrator and Technical Administrator Tier 3

The VHIC Administrator and VHIC Technical Administrator Tier 3 users will be presented with three menu options: **Card Request**, **Reports** and **Card Management**. They can navigate to each of these application modules by either clicking on one of the links located in the header at the top left of the screen or by clicking on one of the icon buttons in the middle of the screen.

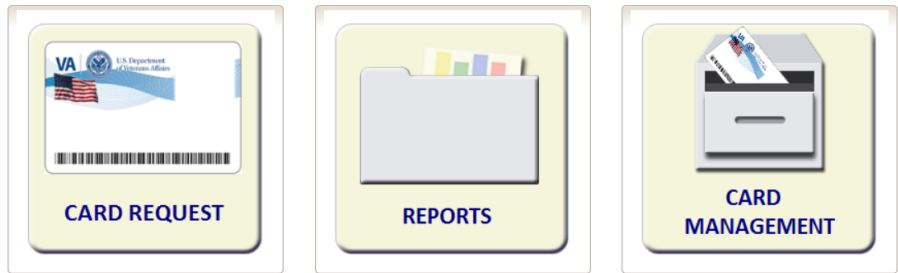
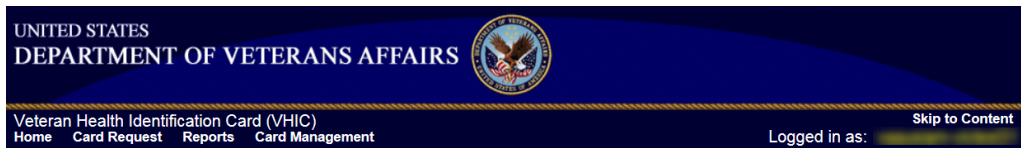


Figure 3-2: VHIC Administrator

3.3.2. VHIC Associate and Supervisor

The VHIC Associate and VHIC Supervisor users will be presented with two menu options: Card Request and Reports. They can navigate to each of these application modules by either clicking on one of the links located in the header at the top left of the screen or by clicking on one of the icon buttons in the middle of the screen.

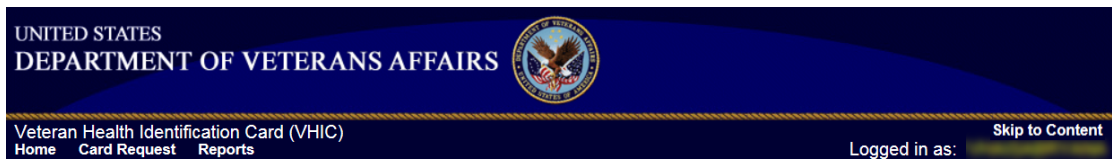


Figure 3-3: VHIC Associate and VHIC Supervisor Home screen

3.3.3. VHIC Auditor and Read-Only User

The VHIC Auditor and VHIC Read-Only users will be presented with the Reports menu option. They can navigate to Reports by clicking on the icon button in the middle of the screen.



Figure 3-4: VHIIC Auditor and VHIIC Read-Only User Home screen

3.4. 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.

REDACTED

Figure 3-5: VHIC System Status Banner

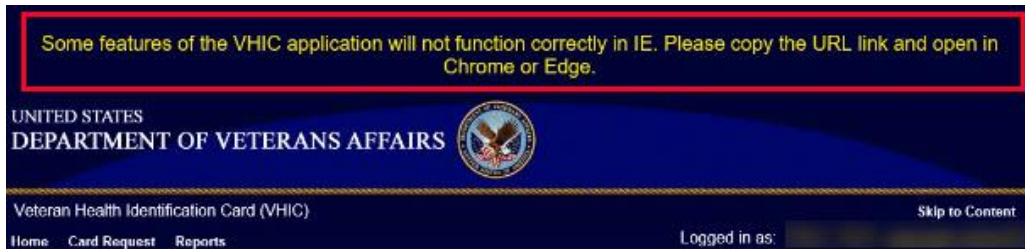


Figure 3-6: VHIC Preferred Browser Reminder

4. Proofing Veteran before Requesting a VHIC Card

4.1. Accessing the Identity Management Toolkit

4.1.1. 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.”

4.1.1.1. SSOi

SSOi: REDACTED

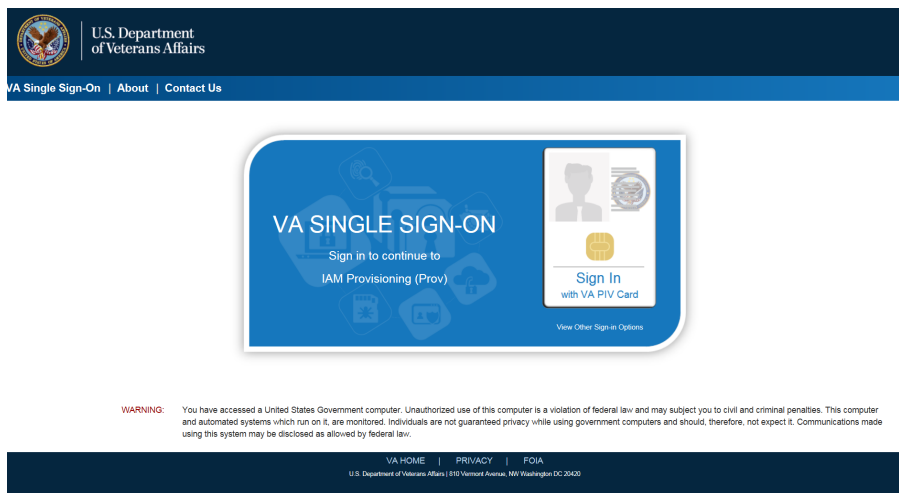


Figure 4-1: Identity Management Toolkit SSOi Logon Screen

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.

4.1.2. Accessing Identity Management Toolkit from within the VHIC Application

4.1.2.1. 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.

The screenshot shows a five-step process bar at the top: Step 1 (Enter Search Terms), Step 2 (Select Veteran), Step 3 (Capture Veteran Image), Step 4 (Select Mailing Address), and Step 5 (Save Card Request). Below the bar, a red heading reads: **IMPORTANT Have you Identity Proofed the Veteran in Identity Management Toolkit?** followed by a blue hyperlink: **(Click here to open Identity Management Toolkit in another window)**. A red arrow points from this link to the text "Identity Management Toolkit" in the paragraph below. The paragraph states: "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:" followed by a bulleted list: "• The Member ID from the front of the Veteran's VHIC." and "• Last Name, First Name, DOB and SSN." A note follows: "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)."

The form contains several input fields:

- Name:** Last Name, First Name, Middle Name.
- Person:** Date of Birth (format YYYYMMDD), Gender (dropdown), Home Phone.
- Address:** Street Address, City, State, Zip Code.
- Identification:** SSN (format #####), EDIPI / Member ID, ICN.

At the bottom right, there is a help icon (question mark in a circle), a "Clear" button, and a "Search" button.

Figure 4-2: Step 1: Enter Search Terms with Identity Management Toolkit hyperlink

4.1.2.2. Step 5 of the VHIC Application

The VHIC user will also see a message at the bottom of the Step 5: Save Card Request AFTER a card request has been saved on hold due to *Veteran Not Proofed*.

IMPORTANT: This Veteran still needs to have their Identity Proofing completed.

Follow the steps below:

1. Copy the Veteran's ICN above and click here to open the REDACTED in another window.
2. Complete Proofing for the Veteran in Identity Management Toolkit.
3. Enter the Veteran's ICN on Step 1 of the VHIC Card Request Process.
4. Complete card request process and submit.

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.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

	Service Connected	N	Card Number	14647
	Medal of Honor	N	Member ID	2110029147
	Purple Heart	N	ICN	1008532889V700144
	Prisoner of War	N	Plan ID	7346-243-588
			VISN	7
			Facility	508

Name as it will appear on card:
TWELVE S VAPATIENT

Address card will be mailed to:
TWELVE SIX VAPATIENT
14164 LAKEPOINT DR
WILLIS, TX 77318-3164 USA

Card Status	Saved On Hold
Card Request Date	03/01/2023

Replacement Reason:
Not a replacement card

No Branch of Service is available

Reason for Hold:

Veteran not proofed

IMPORTANT: This Veteran still needs to have their Identity Proofing completed. Follow the steps below:

1. Copy the Veteran's ICN above and click here to open the [Identity Management Toolkit](#) in another window.
2. Complete Proofing for the Veteran in Identity Management Toolkit.
3. Enter Veteran's ICN on Step 1 of the VHIC Card Request Process.
4. Complete card request process and submit.

Figure 4-3: Step 5 - Save Card Request with Identity Management Toolkit hyperlink

4.1.3. Logging out of Identity Management Toolkit

To Log Off:

5. Click **Log off** in the menu bar. You can log off from most of the pages except the logon screen. Logoff is also available from the Navigation Bars.



Figure 4-4: Log Off link located in the menu bar

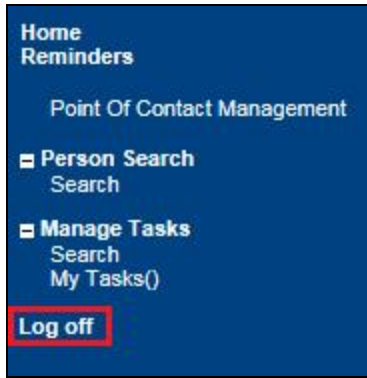


Figure 4-5: Log Off link located in the Navigation pane

6. IdM TK has a built-in idle feature. After 60 minutes of inactivity, the idle warning message is displayed as seen in *Figure 4-6: Identity Management Toolkit Idle message*. Enter your password and click **Submit**. After you log back on, you are returned to the screen you were previously working on. If you do not have a password, exit the browser and log in through VHIC link/SSOi again.

REDACTED

Figure 4-6: Identity Management Toolkit Idle message

4.2. Proofing Process and Steps

This section will give the VHIC user the step-by-step details of the proofing process in the Identity Management Toolkit.

4.2.1. Looking up the Veteran

When you first log into the **Identity Management Toolkit** application, you will be able to search for the Veteran by either entering the *Veteran's ICN* or their *Identity traits* in the **Quick Search** section. You can also click on the **[Search]** link on the left side of the screen to be taken to the full identity traits search page to enter more traits as needed.

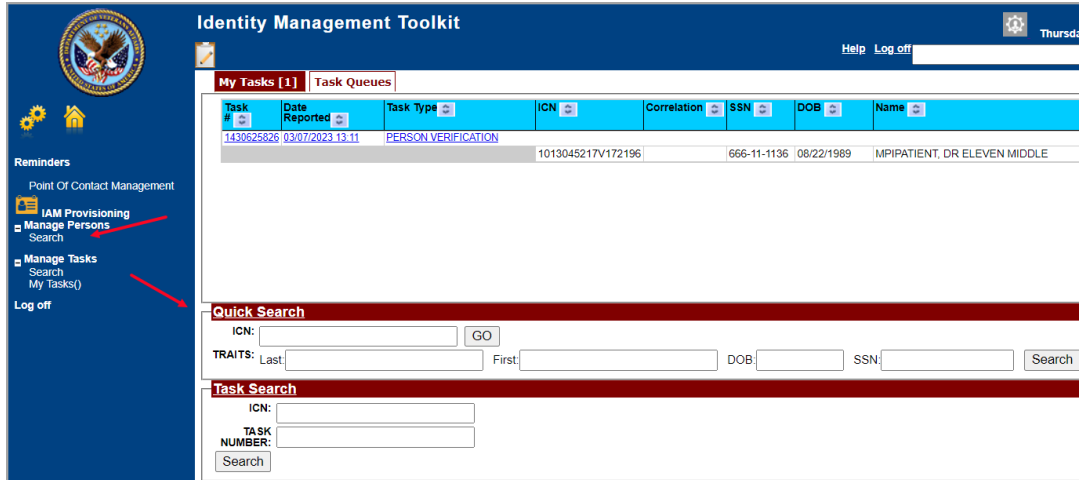


Figure 4-7: Identity Management Toolkit Search Screen

4.2.1.1. Quick Search

4.2.1.1.1. Quick Search with Identity Traits

Enter the Identity Traits for the Veteran that you want to start an Identity Proofing for. Once you have entered the traits and click the **[Search]** button.

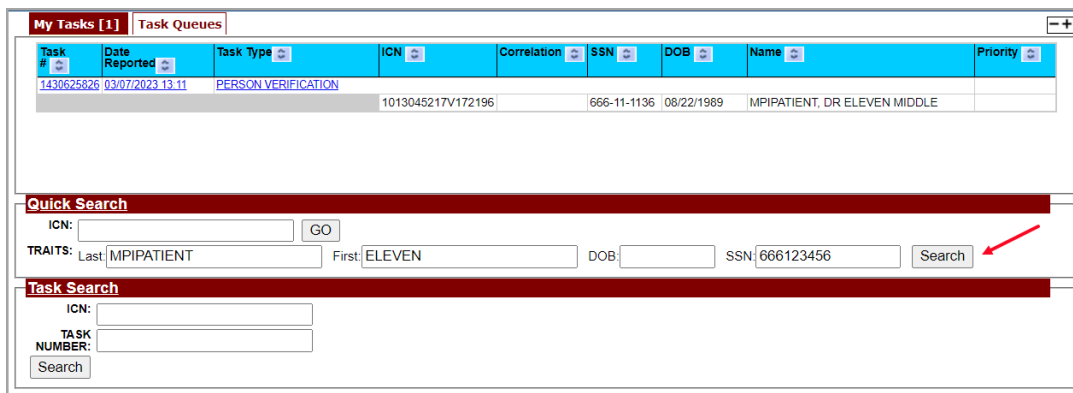


Figure 4-8: Identity Management Toolkit Quick Search with Traits

MVI requires at least two additional traits other than middle name for a valid search and will take you the *Primary View* screen for the Veteran located. More details will be provided in the section entitled *Primary View*.

Identity Management Toolkit Monday February 27th, 2023 Help Log off

Primary View | Tasks(9)/Requests(4) | Correlations(4) | Print

MPIPATIENT, DR ELEVEN MIDDLE
 666111136
 FEMALE
 08/22/1989 SCORE: 12.2

ICN 1013045217V172196 ID STATE: PERMANENT
 Name MPIPATIENT, DR ELEVEN MIDDLE
 SSN 666-11-1136 SSN Verification Status: VERIFIED

Level of Assurance: **1**

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28

Field Name	Value	Authority Score
ICN	1013045217V172196	
ID State	PERMANENT	
Test Record Indicator	()	
Last Name	MPIPATIENT	774
First Name	ELEVEN	774
Middle Name	MIDDLE	774
Prefix	DR	0
Suffix		
Preferred Name		
SSN	666-11-1136 - VERIFIED	774
DOB	08/22/1989	774
MBI		
Birth Sex	FEMALE	774
Administrative Sex		
Date of Death		
Source of Notification		
Notification Provider		

Figure 4-9: Identity Management Toolkit Quick Search - MVI Search Results

4.2.1.1.2. Quick Search with ICN

Enter the *Veteran's* ICN in the ICN field then click the [GO] button. This will take you the *Primary View* screen for the selected Veteran as shown in the section entitled Primary View.

My Tasks [1] | Task Queues

Task #	Date Reported	Task Type	ICN	Correlation	SSN	DOB	Name	Priority
1430625826	03/07/2023 13:11	PERSON VERIFICATION	1013045217V172196		666-11-1136	08/22/1989	MPIPATIENT, DR ELEVEN MIDDLE	

Quick Search

ICN:

TRAITS: Last: First: DOB: SSN:

Task Search

ICN:

TASK NUMBER:

Figure 4-10: Identity Management Toolkit Quick Search with ICN

4.2.1.1.2. Person Search

When you are on the *Home* screen of the Identity Management Toolkit and you want to be able to enter more identity traits to search for the Veteran, click on the **Search** link on the left side of the screen.

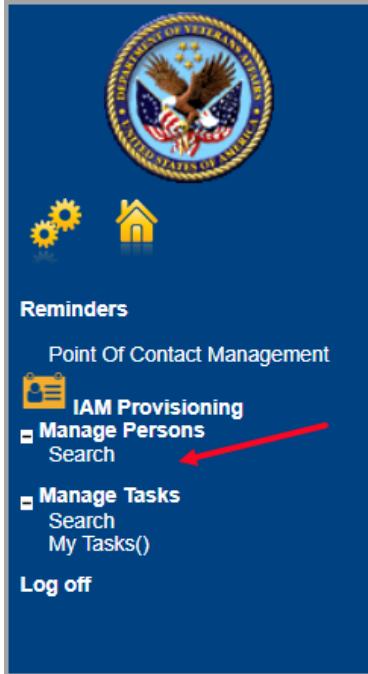


Figure 4-11: Identity Management Toolkit Search Screen; Click Search

This will take you to the *Search For Person* screen. On this screen you can either enter only the *Veteran's ICN* and click the **[Search]** button, or enter as many of the *Veteran's Identity Traits* that you need in order to find the *Veteran record* that you are looking for and click the **[Search]** button.

If you are using a criteria-based search, the Last name plus two other fields (not including Middle Name) are required.

Figure 4-12: Identity Management Toolkit Search For Person screen

Once you have entered the search criteria for the Veteran you are looking for, click the **[Search]** button. This will take you the *Primary View* screen for the selected Veteran as shown below in section the section entitled Primary View.

Search For Person

* IEN/Station Number /

* ICN

SSN

* Last Name

First Name

Middle Name

Date of Birth

Birth Sex

Mother's Maiden Name

POB City

POB State

Street Address

Line 1

Line 2

Line 3

City

State

Zip Code

Phone


* At least one of these fields is required. For criteria-based searches, Last Name plus two other fields (not including Middle Name) are required. Providing additional traits will improve your search results.

Figure 4-13: Identity Management Toolkit Search For Person screen; Click Search

4.2.2. Primary View

Once you have looked up the Veteran that you are searching for, you will be taken to the **Primary View Data** screen. Verify the *SSN Verification Status* and that the traits displayed in the *Primary View Data* section is correct and take note of the *Level of Assurance*.

Primary View | Tasks(10)/Requests(3) | Correlations(#) | Print


ICN 1013045217V172196 ID STATE: PERMANENT
Name MPIPATIENT, DR ELEVEN MIDDLE
SSN 666-11-1136 SSN Verification Status: VERIFIED

Level of Assurance: **1**

PRIMARY VIEW DATA - Updated: FEB 27, 2023@12:47:36

Field Name	Value	Authority Score
ICN	1013045217V172196	
ID State	PERMANENT	
Test Record Indicator	()	
Last Name	MPIPATIENT	774
First Name	ELEVEN	774
Middle Name	MIDDLE	774
Prefix	DR	0
Suffix		
Preferred Name		
SSN	666-11-1136 - VERIFIED	774
DOB	08/22/1989	774
MBI		
Birth Sex	FEMALE	774
Administrative Sex		
Date of Death		
[- Source of Notification		
[- Notification Provider		
[- Supporting Document		
[- Date Last Updated		
[- Entered By		
[- Edited By		
[- Status		
MMN		
DoD TIN		
IRS ITIN		
FIN		
File/Claim Number		
POB City	RIVERTON	0
POB State	VIRGINIA	0
POB Province		
POB Country	UNITED STATES	0
ID Interoperability Type		
Person Type	PATIENT	
Home Phone		
Work Phone		
Cell Phone		
Email		
VA Email		
ID Theft		
Self Identified Gender		
Identity		
Sexual Orientation		
Description		
Pronoun		
Pronoun Description		

Sexual Orientation Data

Value	Status	Created Date	Updated Date
No Sexual Orientation records			

Address Data

	Residential	Work	Correspondence
Address Line 1	123 SESAME STREET		
Address Line 2			
Address Line 3			
City	RIVERTON		
State	VIRGINIA		
Zip Code	22697-9		
Province			
Country	UNITED STATES		
Postal Code			

Alias

Name	SSN
NO ALIASES FOUND	

ICN Creation Data

Entered By:	PSIM
Date Entered:	MAR 28, 2018@11:14:28
Facility of Original Creation:	ENROLLMENT SYSTEM REDESIGN

[Refresh View](#)

Figure 4-14: Identity Management Toolkit Primary View Screen

4.2.3. If Level of Assurance is Level 1 – Complete Proofing

If the traits in the *Primary View* are correct and the *Level of Assurance* is displayed as **Level 1**,



click on the **Tasks/Requests** tab at the top of the screen to complete the proofing process. Pay attention to the SSN Verification Status, it will be handled slightly differently if the SSN Verification Status for the Veteran is not “Verified”. The person verification will not be completed without HC IdM approval.



NOTE: You will be verifying identity traits with supporting documentation. Any identity traits that are incorrect or have legally changed need to be updated, see your MVI POC and do not open a Proofing task. If the address needs to be updated, see the Enrollment System POC and do not open a Proofing task.

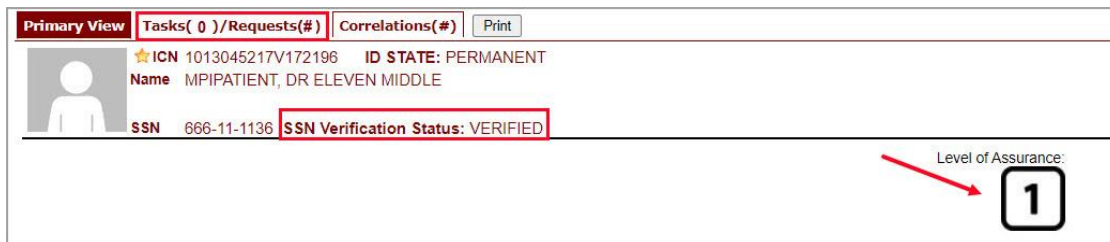


Figure 4-15: Tasks/Requests tab highlighted

Once you are on the Tasks/Requests screen, click on the **Proofing Tab** button.

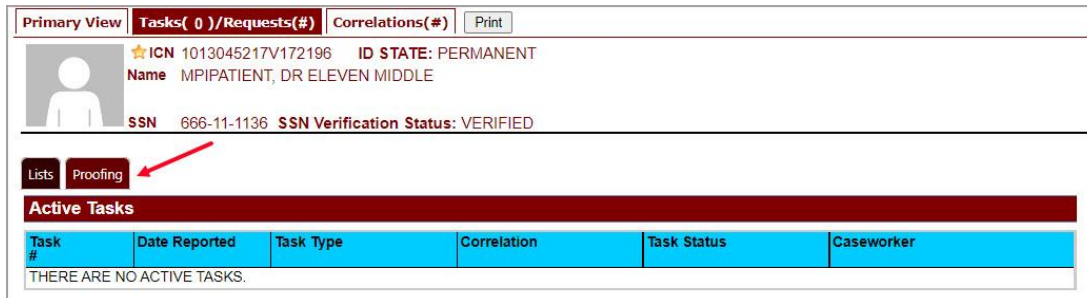


Figure 4-16: Tasks/Requests screen; click Proofing Tab

With the Proofing Tab selected, you will be able to see a list of all Verification Tasks (if any) and a list of Active Tasks for the selected ICN. In order to create a new Proofing Task, select the New Proofing Task button.

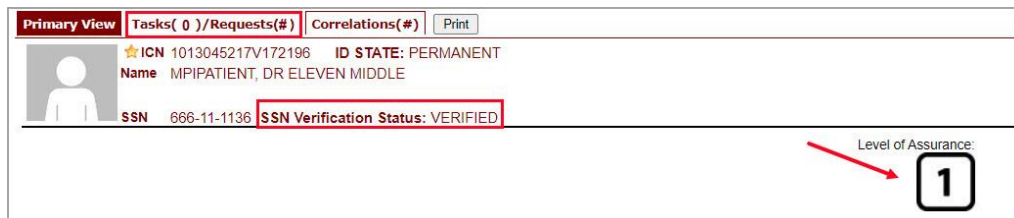


Figure 4-17: New Proofing Task Button Selected

The system will inform you that legal documentation is required to complete the task and must be attached if identity trait changes are made.

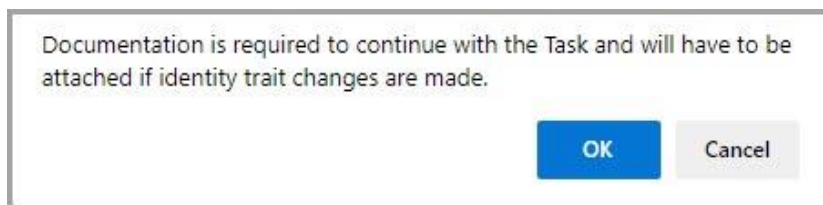


Figure 4-18: Identification Confirmation Message

Selecting “OK” creates a **Person Verification Task** and takes you to the **Task Details** screen. Now click on the **Person Verification** tab at the top of the screen in order to work the **Task**.

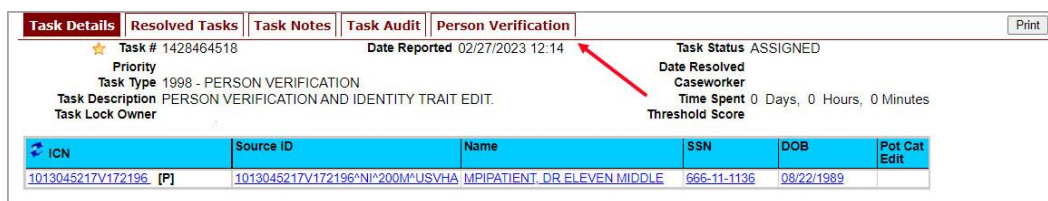


Figure 4-19: Task Details screen; Click Person Verification

When you get to the **Person Verification** screen, you will see the Veteran’s information from the Primary View screen populated under **MVI Value** column. Notice that there are multiple tabs on the **Person Verification** screen. You will need to walk through and complete each tab in order to complete the **Person Verification** process.



NOTE: If any changes need to be made to the **Veteran’s Identity** Information, those changes will need to be updated before the proofing process can be completed. The Veteran will need to be directed to the appropriate MVI POC and the VHIC Clerk will need to follow the procedures outlined in 4.2.5 if the *Proofing Task* was opened.

Task Details	Resolved Tasks	Task Notes	Task Audit	Person Verification	Print
★ Task # 1428464518		Date Reported 02/27/2023 12:14		Task Status ASSIGNED	
Priority		Task Type 1998 - PERSON VERIFICATION		Date Resolved	
Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.		Task Lock Owner BRYANT, APRIL-POC		Caseworker	
				Time Spent 0 Days, 0 Hours, 0 Minutes	
				Threshold Score	
ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR.ELEVEN.MIDDLE	666-11-1136	08/22/1989	
PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 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		Documentation		Approval	
Field Name	MVI Value	Verify	New Value		
ICN	1013045217V172196				
Last Name	MPIPATIENT	<input type="checkbox"/>	<input type="text"/>		
First Name	ELEVEN	<input type="checkbox"/>	<input type="text"/>		
Middle Name	MIDDLE	<input type="checkbox"/>	<input type="text"/>		
Suffix		<input type="checkbox"/>	<input type="text"/>		
DOB	AUGUST 22, 1989	<input type="checkbox"/>	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
Birth Sex	FEMALE	<input type="checkbox"/>	<input type="text"/>		
SSN	666111136	<input type="checkbox"/>	<input type="text"/>		
SSN Verification Status	VERIFIED				
				Save Draft Submit	
• To delete the current MVI Value, enter "@" in the New Value column for the field that should be null.					

Figure 4-20: Identity Management Toolkit Person Verification screen

Next you will need to verify the information in the **MVI Value** column with the information on the documents that were submitted for proof of identity.

Select the check box in the **Verify** column that corresponds to the appropriate trait. The cell in the **Verify** column will turn green to indicate that they have been authenticated. You do not need to select the verification box if there is no value for a trait in the **Primary View** such as the **Suffix** field in the below example. Once the traits are verified, you will have the options to **Submit**, or **Save a Draft** of your work.

Task Details	Resolved Tasks	Task Notes	Task Audit	Person Verification	Print
Task # 1428464518		Date Reported 02/27/2023 12:14		Task Status ASSIGNED	
Priority		Date Resolved		Caseworker	
Task Type 1998 - PERSON VERIFICATION		Time Spent 0 Days, 0 Hours, 0 Minutes		Threshold Score	
Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.					
Task Lock Owner					

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR_ELEVEN MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 [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 **Documentation** Approval

Field Name	MVI Value	Verify	New Value
ICN	1013045217V172196		
Last Name	MPIPATIENT	✓	
First Name	ELEVEN	✓	
Middle Name	MIDDLE	✓	
Suffix		✓	
DOB	AUGUST 22, 1989	✓	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Birth Sex	FEMALE	✓	<input type="text"/>
SSN	666111136	✓	<input type="text"/>
SSN Verification Status	VERIFIED		

Save Draft Submit

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

Figure 4-21: Data Review Tab Trait Verification

Once you click submit, you will be moved to the second tab, **Documentation**. Please note that the **Data Review** tab now contains a green check mark. This indicates that the information has been submitted and that you are ready to move on to the next step in the process. You will not be able to **Submit** or **Save Draft** on the **Documentation** tab until the verification on the **Data Review** tab has been submitted.

Task Details	Resolved Tasks	Task Notes	Task Audit	Person Verification	Print
Task # 1428464518		Date Reported 02/27/2023 12:14		Task Status ASSIGNED	
Priority		Date Resolved		Caseworker	
Task Type 1998 - PERSON VERIFICATION		Time Spent 0 Days, 0 Hours, 0 Minutes		Threshold Score	
Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.					
Task Lock Owner					

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR_ELEVEN MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 [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 **Documentation** Approval

Figure 4-22: Data Verification Indicator

On the Documentation tab you will see the verified **Identity Traits**, a **Verification Document(s) Instruction** section, and a **Verification Document(s)** section.

The **Verification Document(s) Instruction** section lists the documents allowed by the VA for the support of a change, such as Level of Assurance.

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

★ Task # 1428464518 Date Reported 02/27/2023 12:14 Task Status ASSIGNED

Priority Date Resolved
 Task Type 1998 - PERSON VERIFICATION 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
1013045217V172196 [P]	1013045217V172196*N*200M*USVHA	MPIPATIENT_DR_ELEVEN.MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 [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 Documentation Approval

Field Name	MVI Value	New Value
ICN	1013045217V172196	1013045217V172196
Last Name	MPIPATIENT	MPIPATIENT
First Name	ELEVEN	ELEVEN
Middle Name	MIDDLE	MIDDLE
Suffix		
DOB	08/22/1989	08/22/1989
Birth Sex	FEMALE	FEMALE
SSN	666-11-1136	666-11-1136

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).

Please note the 1010 can only be submitted for corrections such as typos and misspellings but not legal changes. All requests submitted with only the 1010 as documentation will be reviewed by HC IdM for approval.

Changed Field	Allowed Documents
Level of Assurance	<ul style="list-style-type: none"> State-Issued Driver's License Passport Federal, State, or Local Government-issued photo ID containing name and DOB 1010 (For Corrections Only)

Figure 4-23: Verification Document Instruction

Once you have selected the check box indicating the type of **Verification Document** you reviewed, enter the details of those documents in the fields provided.

Note the Green Check in the **Allowed Documents** box. This is a system check indicating that this is a valid document type for this action. You may **Save a Draft** at this time or click **Submit** to move forward with the **Identity Proofing**.

Task Details	Resolved Tasks	Task Notes	Task Audit	Person Verification	Print
Task # 1428464518 Priority Task Type 1998 - PERSON VERIFICATION Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT. Task Lock Owner			Date Reported 02/27/2023 12:14	Task Status ASSIGNED	
			Date Resolved	Caseworker	
			Time Spent 0 Days, 0 Hours, 0 Minutes	Threshold Score	

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR_ELEVEN_MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 [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 Documentation Approval

Field Name	MVI Value	New Value
ICN	1013045217V172196	1013045217V172196
Last Name	MPIPATIENT	MPIPATIENT
First Name	ELEVEN	ELEVEN
Middle Name	MIDDLE	MIDDLE
Suffix		
DOB	08/22/1989	08/22/1989
Birth Sex	FEMALE	FEMALE
SSN	666-11-1136	666-11-1136
SSN Verification Status	VERIFIED	VERIFIED

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).

Please note the 1010 can only be submitted for corrections such as typos and misspellings but not legal changes. All requests submitted with only the 1010 as documentation will be reviewed by HC IdM for approval.

Changed Field	Allowed Documents
Level of Assurance <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> State-Issued Driver's License Passport Federal, State, or Local Government-issued photo ID containing name and DOB 1010 (For Corrections Only)

Verification Document(s)

State-Issued Driver's License

Passport

Id Number: 12345687	Expiration Date: 11/19/2029
Country of Issuance: USA	State of Issuance:
ID Type: Passport	* REQUIRED

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

1010 (For Corrections Only)

Appointment Status

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

No

Figure 4-24: Verification Document Section; Enter document details

After you click the submit button, you will be returned to the Primary View screen where you will see a message at the top of the screen saying, “Task complete and resolved” and you can confirm that the **Level of Assurance** has been updated to 2.

Primary View	Tasks(10)/Requests(#)	Correlations(#)	Print
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> Task complete. Person traits verified. </div>			
<div style="display: flex; align-items: center;"> <div> <p>ICN 1013045217V172196 ID STATE: PERMANENT</p> <p>Name MPIPATIENT, DR ELEVEN MIDDLE</p> <p>SSN 666-11-1136 SSN Verification Status: VERIFIED</p> </div> </div>			
			Level of Assurance: 2

Figure 4-25: Person Verification Updated Message

If for some reason the *Level of Assurance* is still showing as **Level 1**, then scroll to the bottom of the Primary View screen and click on the **[Refresh View]** button. The *Level of Assurance* should then be updated to **Level 2**.

Figure 4-26: Refresh View button

i **NOTE:** It is possible for an Identity Management Toolkit veteran record to indicate LOA 2 without a precise Date of Birth (MM/DD/YY). Even though the LOA is 2, the card request will be placed into an **On Hold** status until resolved. See [Section 5.6.6 Imprecise Date of Birth](#) for more information

Field Name	Value	Authority Score
ICN	1013045217V172196	
ID State	PERMANENT	
Test Record Indicator	()	
Last Name	MPIPATIENT	774
First Name	ELEVEN	774
Middle Name	MIDDLE	774
Prefix	DR	0
Suffix		
Preferred Name		
SSN	666-11-1136 - VERIFIED	774
DOB	09/1941	774
MBI		

Figure 4-27: Imprecise Date of Birth Reported in Toolkit

Selecting the **Tasks/Requests** Tab will show the list of **Resolved Tasks**, you may confirm the resolution of your **Person Verification Task** here as well.

The screenshot shows the 'Tasks(10)/Requests(3)' tab selected. The user profile at the top includes ICN 1013045217V172196, ID STATE: PERMANENT, Name: MPIPATIENT, DR ELEVEN MIDDLE, and SSN: 666-11-1136. Below this, there are tabs for Lists, Documentation, MPI Historical Exceptions, and Proofing. The 'Active Tasks' section is empty, with the message 'THERE ARE NO ACTIVE TASKS.' The 'Resolved Tasks' section contains one entry:

Task #	Date Reported	Task Type	Correlation	Task Status	Date Resolved	Caseworker
1428464518	02/27/2023	1998 - PERSON VERIFICATION		RESOLVED	02/27/2023	PROOFER, ONE

The 'Related Requests(3)' section contains one entry:

Request #	Date Reported	Request Type	Status	Date Resolved	Caseworker	Submitter	Request Site	ICN	Name
1103422133	08/28/2021	PERSON VERIFICATION APPROVAL	RESOLVED	02/27/2023	PROOFER, ONE	PROOFER, ONE	200IP-IDENTITY PROOFING	1013045217V172196	MPIPATIENT, DR ELEVEN MIDDLE

Figure 4-28: Task/Request Tab; Resolved Tasks

Once the proofing task has been completed and the *Level of Assurance* has been updated to **Level 2**, highlight the *Veteran's ICN* at the top of the screen and copy it, either by clicking [Ctrl + C] or right clicking on the highlighted number and selecting copy from the menu that displays.

The screenshot shows the 'Primary View' tab selected. The user profile at the top includes ICN 1013045217V172196, ID STATE: PERMANENT, Name: MPIPATIENT, DR ELEVEN MIDDLE, and SSN: 666-11-1136. The ICN '1013045217V172196' is highlighted in blue, and a red arrow points to it.

Figure 4-29: The Veteran's ICN is highlighted

4.2.4. If Level of Assurance is Level 2 – Continue to Issue VHIC

If the *Level of Assurance* is displayed as **Level 2** on the Primary View screen, copy the *Veteran's ICN* from the top of the Identity Management Toolkit screen so you can use that to search for the Veteran on **Step 1: Enter Search Terms** of the Card Request process in the **VHIC** application.

This screenshot is identical to Figure 4-29, showing the 'Primary View' tab with the user profile and the ICN '1013045217V172196' highlighted in blue. A red arrow points to the highlighted ICN.

Figure 4-30: The Veteran's ICN is highlighted

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).

<p>Name</p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p>	<p>Person</p> <p>Date of Birth <input type="text"/> (DOB format: YYYYMMDD)</p> <p>Gender <input type="text"/></p> <p>Home Phone <input type="text"/></p>
<p>Address</p> <p>Street Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p>	<p>Identification</p> <p>SSN <input type="text"/> (format: #####-####)</p> <p>EDIPI / Member ID <input type="text"/></p> <p>ICN <input type="text" value="012661460V1474 x"/></p>

Figure 4-31: Step 1: Enter Search Terms - ICN has been entered

4.2.5. Proofing Task Opened in Error, Trait Edit Needed

VHIC Proifiers do not possess the access levels in the MVI Toolkit that are required for making changes to identity traits. If you open a **Person Verification Task** before verifying the Veteran's address and identity traits and realize that a **Trait Change** such as **Middle Name** correction is needed as shown in the below example, please follow the process below.

Verify the correct information by selecting the corresponding check boxes in the **Verify** column. Enter the correct information in the **New Value** column and **Save Draft**. You will not be able to submit this change.

Task Details	Resolved Tasks	Task Notes	Task Audit	Person Verification	Print
★ Task # 1428752167			Date Reported 02/28/2023 13:36	Task Status ASSIGNED	
Priority	Task Type 1998 - PERSON VERIFICATION		Date Resolved	Caseworker	
Task Description PERSON VERIFICATION AND IDENTITY TRAIT EDIT.			Time Spent 0 Days, 0 Hours, 0 Minutes	Threshold Score	
Task Lock Owner					

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR ELEVEN MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: FEB 28, 2023@13:36:52 [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 Documentation Approval

Field Name	MVI Value	Verify	New Value
ICN	1013045217V172196		
Last Name	MPIPATIENT	<input checked="" type="checkbox"/>	<input type="text"/>
First Name	ELEVEN	<input checked="" type="checkbox"/>	<input type="text"/>
Middle Name	MIDDLE	<input type="checkbox"/>	NEW MIDDLE
Suffix		<input type="checkbox"/>	<input type="text"/>
DOB	AUGUST 22, 1989	<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	666111136	<input checked="" type="checkbox"/>	<input type="text"/>
SSN Verification Status	VERIFIED		

Save Draft Submit

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

Figure 4-32: Person Verification Task; Trait Edit Needed

Clicking the **Submit** button will result in the following **Pop-up Message** and you will not be able to move forward with completing the **Person Verification Task**, nor will you be able to close the newly opened **Task**.

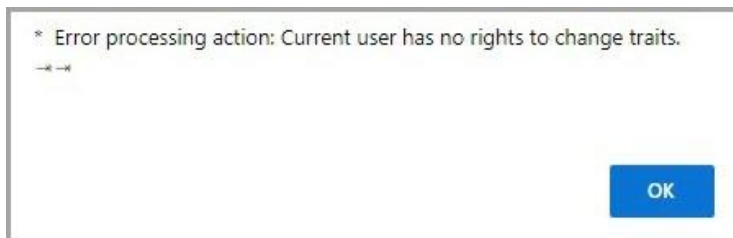


Figure 4-33: Processing Error Message

Selecting “OK” on the **Pop-up Message** will return you to the **Person Verification Tab**. Select the **Task Notes** tab at the top of the screen.

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

Task # 1428464518 | Date Reported 02/27/2023 12:14 | Task Status ASSIGNED

Priority | Date Resolved

Task Type 1998 - PERSON VERIFICATION | 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
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR ELEVEN MIDDLE	666-11-1136	08/22/1989	

PRIMARY VIEW DATA - Updated: AUG 26, 2021@12:18:28 | [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 | Documentation | Approval

Field Name	MVI Value	Verify	New Value
ICN	1013045217V172196		
Last Name	MPIPATIENT	<input type="checkbox"/>	
First Name	ELEVEN	<input type="checkbox"/>	
Middle Name	MIDDLE	<input type="checkbox"/>	
Suffix		<input type="checkbox"/>	
DOB	AUGUST 22, 1989	<input type="checkbox"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Birth Sex	FEMALE	<input type="checkbox"/>	<input type="text"/>
SSN	666111136	<input type="checkbox"/>	<input type="text"/>
SSN Verification Status	VERIFIED		

Save Draft | Submit

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

Figure 4-34: Person Verification; Task Notes Tab Selection

On the **Task Notes** tab, highlight the **Task Number** at the top of the screen and copy it, either by clicking [Ctrl + C] or right clicking on the highlighted number and selecting copy from the menu that displays. You will need to supply this number to your the appropriate POC (MVI for **Identity Trait** edits or **Enrollment System** POC for **Address** change.) Under **New Status**, change the status of your Person Verification Task to **Unassign** and select **Save**.

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

Task # **1428752167** | Priority | Current Status ASSIGNED | Task Role Group | Caseworker | New Status

Task Type 1998 - PERSON VERIFICATION | Time Spent: Days 0 | Hours 0 | Minutes

Date Reported 02/28/2023 13:36 | Task Lock Owner | Date Resolved | Threshold Score

ICN | Add ICN

ICN	Source ID	Name	SSN	DOB	Pot Cat Edit
1013045217V172196 [P]	1013045217V172196*NI*200M*USVHA	MPIPATIENT_DR ELEVEN MIDDLE	666-11-1136	08/22/1989	

Task Notes

Figure 4-35: Unassign Person Verification Task

Contact the appropriate **POC**. Provide them with the **Task Number** and details. They will assign the Task to themselves and complete the **Trait Edit**.

5. Creating a VHIC Card – The Card Request Process

Table 3: Who can process a card request?

At a Glance...	
Who can process a card request?	Administrator, Supervisor, Associate, Tech Admin (Tier 3)

This section will walk the VHIC user through the process of creating a card for a Veteran. During the card request process, issues may arise that will require the card to be put on hold. These cases will be covered in section [5.6 On Hold Reasons Explained](#).

The card issuance process follows numbered steps shown next.

1. Enter Search Terms
2. Select Veteran
3. Capture Veteran Image
4. Select Mailing Address
5. Save Card Request



Figure 5-1: Card Request Navigation Bar

i **NOTE** The appearance of the step block will change to indicate the step you are currently working by appearing to be the brightest. See the illustration below.

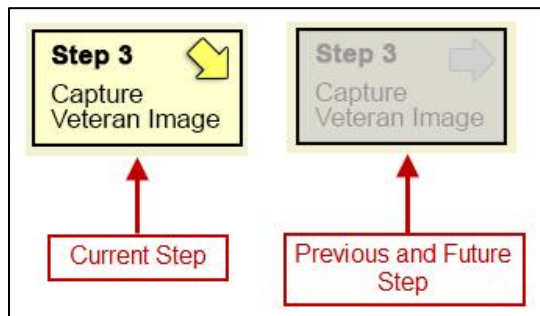


Figure 5-2: Navigation Bar Step appearance by state

These steps are fully explained below. We will now walk through each of the steps required to complete a VHIC card request for New VHICs and Replacement VHICs. We will also go over the steps for placing a card request on hold as well as taking a card request off hold.

5.1. New VHIC: Veteran Level 2 Proofed through Identity Management Toolkit

5.1.1. Step 1: Enter Search Terms

The first step in the process is to find the Veteran in the system. This is accomplished by entering enough search criteria to trigger a match within Master Veteran Index (MVI). The top of the screen offers guidance regarding the set of traits recommended to ensure a best match is found. These are guidelines and not necessarily the required set of traits that must be entered.

However, for optimal search results, copy the Veteran's ICN from the Identity Management Toolkit and paste it 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, and Identification).

The more traits entered, the more likely a match will be returned.

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).

Name
 Last Name
 First Name
 Middle Name

Person
 Date of Birth (format: YYYYMMDD)
 Gender
 Home Phone

Address
 Street Address
 City
 State
 Zip Code

Identification
 SSN (format: #####)
 EDIPI / Member ID
 ICN

Clear Search

Figure 5-3: Enter Search Terms screen

Additional guidance is also available on-screen by clicking on the blue circle containing a question mark.



Figure 5-4: Help icon

This type of help is available throughout the application and will provide additional detail or clarification for that particular step or section.

Once the information has been entered into the required fields, click on **[Search]** to proceed to the next step.

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).

<p>Name</p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p>	<p>Person</p> <p>Date of Birth <input type="text"/> (DOB format: YYYYMMDD)</p> <p>Gender <input type="text"/></p> <p>Home Phone <input type="text"/></p>
<p>Address</p> <p>Street Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p>	<p>Identification</p> <p>SSN <input type="text"/> (format: #####-####-####)</p> <p>EDIPI / Member ID <input type="text"/></p> <p>ICN <input type="text" value="12661460V1474 x"/></p>

Figure 5-5: Enter Search Terms screen

i NOTE:

Entering an Invalid ICN will result in an error message such as the one seen in *Figure 5-6: Invalid ICN Error Message*. Examples of errors include:

- Invalid ICN. ICN must be 17 characters
- Invalid ICN. ICN must not contain special characters
- Invalid ICN format. Please enter valid ICN format, 17 chars (10 digits + V + 6 digits)

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Veteran Health Identification Card (VHCIC) Skip to Content

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

Step 1 Enter Search Terms **Step 2** Select Veteran **Step 3** Capture Veteran Image **Step 4** Select Mailing Address **Step 5** Save Card Request

Invalid ICN. ICN must be 17 characters

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 VHCIC.
- 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).

Name: Last Name, First Name, Middle Name
 Person: Date of Birth (format: YYYYMMDD), Gender, Home Phone
 Address: Street Address, City, State, Zip Code
 Identification: SSN (format: #####-##-####), EDIPI / Member ID, ICN (1818383756380)

Clear Search

Figure 5-6: Invalid ICN Error Message

i **NOTE:** While searching for the Veteran, the system will look for eligibility for a VHCIC card. If the Veteran is not eligible or if their eligibility is in question the VHCIC user will receive one of the following messages. The Veteran will need to be referred to Enrollment Services.

Step 1 Enter Search Terms **Step 2** Select Veteran **Step 3** Capture Veteran Image **Step 4** Select Mailing Address **Step 5** Save Card Request

The veteran is not eligible for a VHCIC card.

Picture	Full Name	SSN	DOB	DOD	Gender
No Photo	SEVEN M VAPATIENT	XXX-XX-9811	10/10/1960		MALE

Back

Figure 5-7: Veteran Not Eligible Message

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Eligibility could not be determined.

Picture	Full Name	SSN	DOB	DOD	Gender
No Photo	SEVENTEEN M VAPATIENT	XXX-XX-8764	6/16/1974		MALE

Back

Figure 5-8: Veteran Eligibility Undetermined

i **NOTE:** Should the search result in a deceased Veteran, a message will show at the top of the screen.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Card requests for deceased veteran(s) are not allowed.
All Cards for deceased veteran(s) have been deactivated in VHIC and unlinked in MVI.

Picture	Full Name	SSN	DOB	DOD	Gender
No Photo	SIX F VAPATIENT	XXX-XX-8336	2/2/1952	12/13/2022	MALE

Back

Figure 5-9. Deceased Veteran Search Results

NOTE: If the Veteran has a Preferred Name on file it will appear within parenthesis where the Full Name appears as seen in Figure 5-10. Full Name Including Preferred Name.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Picture	Full Name	SSN	DOB	DOD	Gender
Veteran Image	VGTSTONE T TESTTHIRTEEN (THIRTEEN)	XXX-XX-0092	8/8/1950		FEMALE

Back

Figure 5-10. Full Name Including Preferred Name

5.1.2. Step 2: Select Veteran

Once the search has completed, the results of that search will be displayed on screen. From the list provided (up to 10 matches may be returned), select the appropriate Veteran by clicking on the Veteran’s name which is hyperlinked.

If the correct Veteran is not in the list, click the **[Back]** button and verify the traits entered are correct. If the traits are correct, try adding additional information to aid in triggering a match.

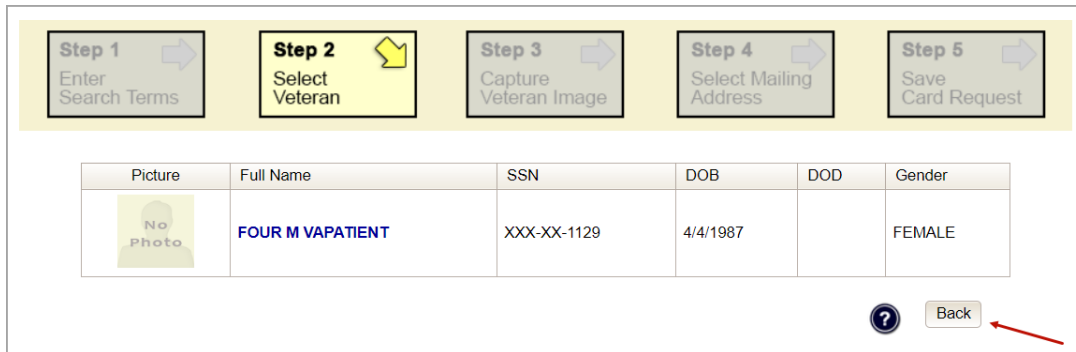


Figure 5-11: Select Veteran screen

5.1.3. Step 3: Capture Veteran Image

Once a selection has been made, the next step in the process is to capture the Veteran image. VHIC provides several ways to handle this operation: Take New Picture, Upload from file, or Reuse Existing Image.

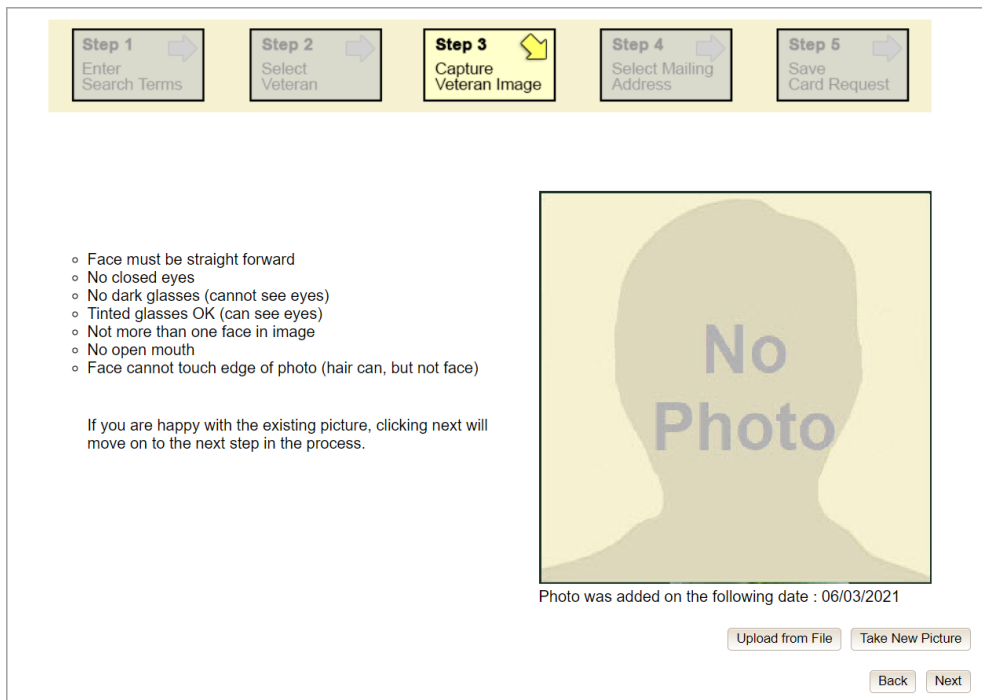


Figure 5-12: Capture Veteran Image screen

5.1.3.1. Take New Picture

Upon arriving to the Capture Veteran Image page, if there is no useable image for the Veteran already on file, a “No Photo” image will appear in the image capture area. Click **[Take New Picture]** to capture the Veteran’s image. The camera should become active and the Veteran should be visible in the image capture window.

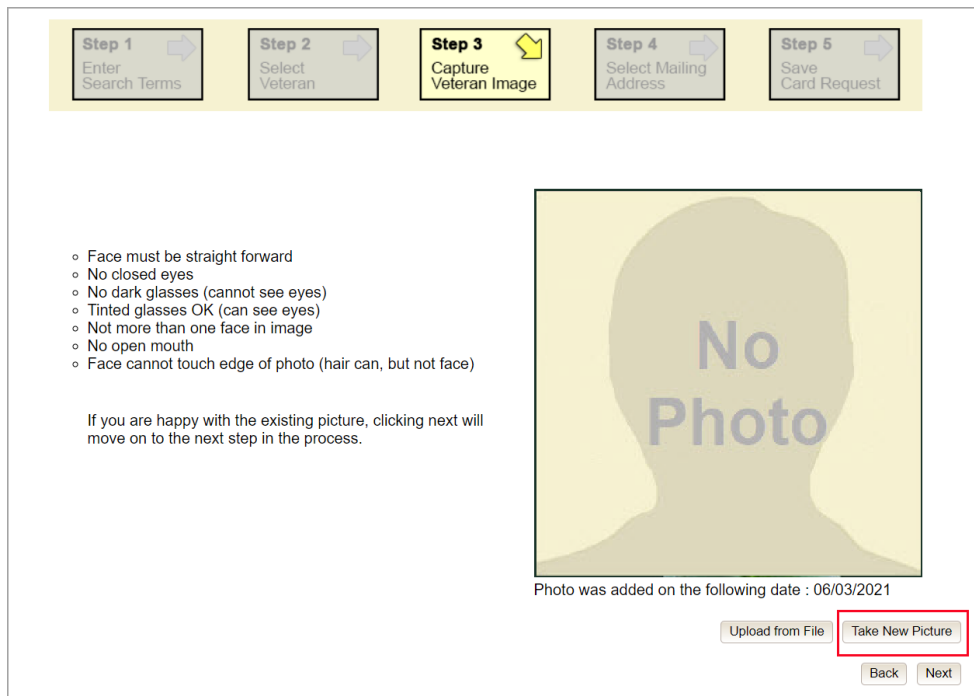


Figure 5-13: Capture Veteran Image screen – Take New Picture

Using the provided silhouette, ensure that that the Veteran is lined up properly. Prior to clicking **[Capture Image]** ensure the additional image capture guidelines provided on screen are met:

- Face must be straight forward
- No closed eyes
- No dark glasses (cannot see eyes)
- Tinted glasses OK (can see eyes)
- Not more than one face in image
- No open mouth
- Face cannot touch edge of photo (hair can, but not face)

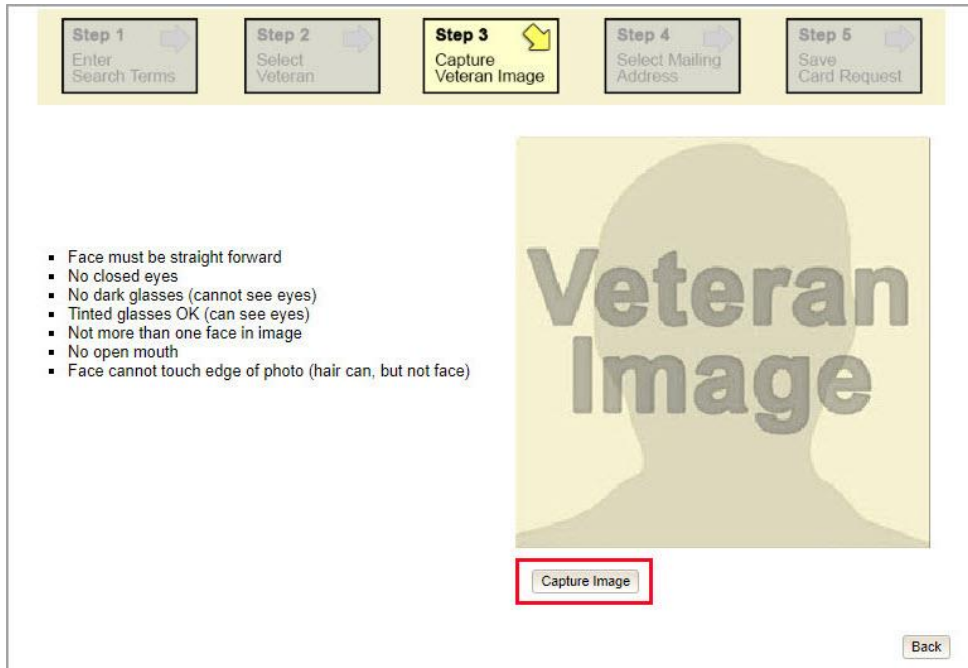


Figure 5-14: Capture Veteran Image screen – Capture Image

Once the image is captured, take a moment to review that the image meets all desired guidelines before proceeding. If the image is acceptable, click [Next] to continue on to the next step.

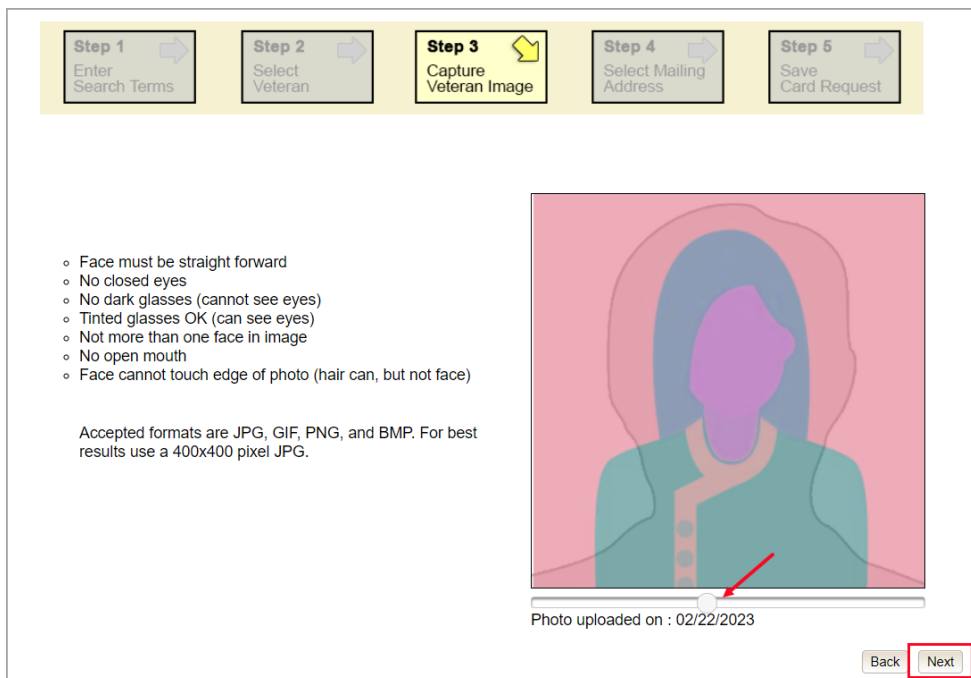


Figure 5-15: Capture Veteran Image screen – Accept new photo; click Next



NOTE: If the image does not meet the guidelines or the Veteran would prefer a new photo be taken or uploaded, this can be done at this point as well by clicking the **[Back]** button to take a new picture or upload a photo.

5.1.3.2. Upload from File

In some cases, it may be necessary to upload an image for a Veteran (i.e., they are unable to be present during the card request process due to health issues, etc.) In these cases, VHIC offers the option to upload a photo by selecting the **[Upload from File]** option.

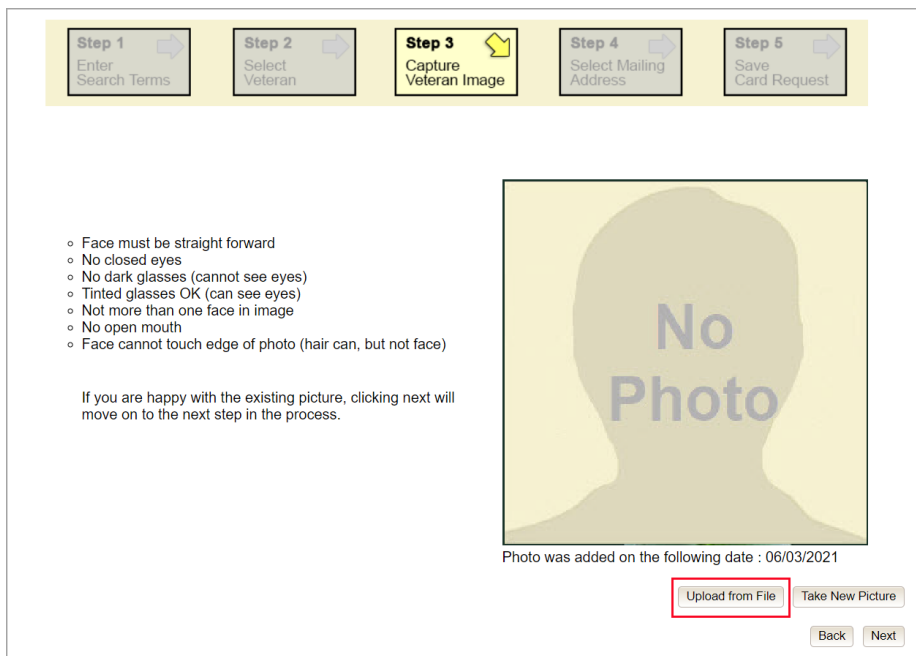


Figure 5-16: Capture Veteran Image screen – Upload from File

Once this option is selected, a **[Choose File]** button will appear next to a text field. Clicking this button will open up another window to allow for the desired image to be located and selected. The accepted file formats are JPG, GIF, PNG, and BMP. For best results use a 400x400 pixel JPG image. It should also be noted that any adjustments that need to be made to the image to meet the specified guidelines, such as crop and resize, this should be done before the image is uploaded.

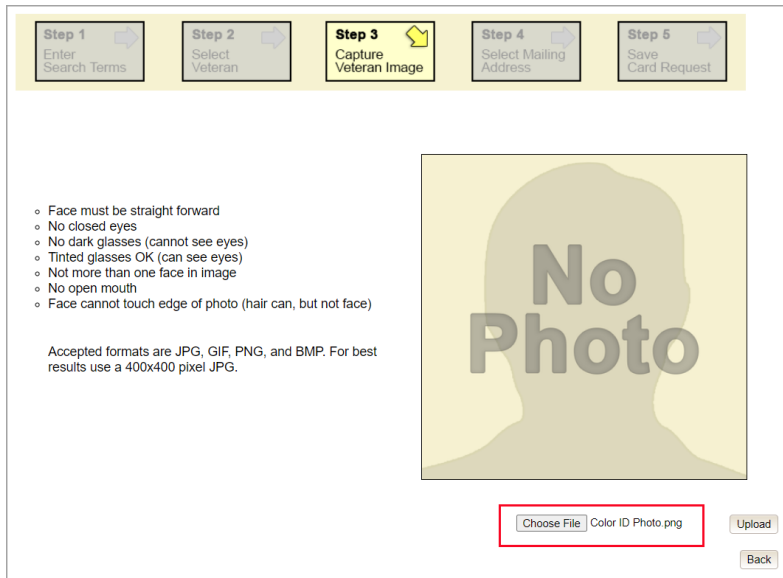


Figure 5-17: Capture Veteran Image screen – Upload photo; click Browse

Once the file has been selected, an **[Upload]** button will become available. Clicking this will import the image and it will now be visible in the image capture area.

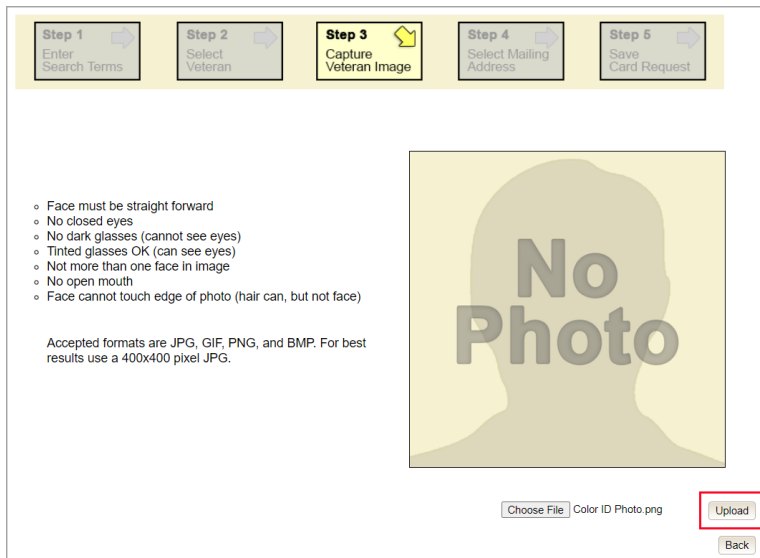


Figure 5-18: Capture Veteran Image screen – Upload photo; click Upload

The user can move the slider below the image window to zoom the image in or out to match the silhouette, the image can also be dragged to line the Veteran’s face inside the silhouette as well.

Once again, be sure to review the image to ensure it meets the specified guidelines before clicking the **[Next]** button to continue.

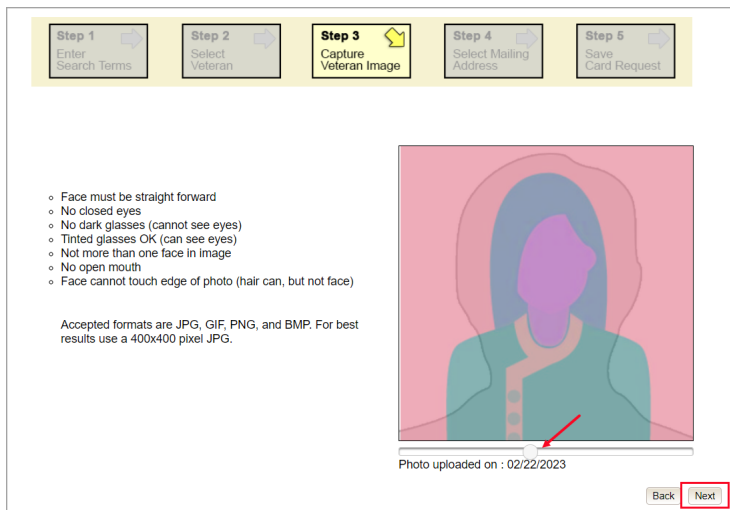


Figure 5-19: Capture Veteran Image screen – Edit photo; click Next

5.1.3.3. Reuse Existing Image

In the event the Veteran has an existing photo in the system that is less than ten years old, this will appear in the image capture area upon entry to Step 3. If this image meets the required guidelines, it may be reused for the current card request process. Simply click [Next] to continue on to Step 4.

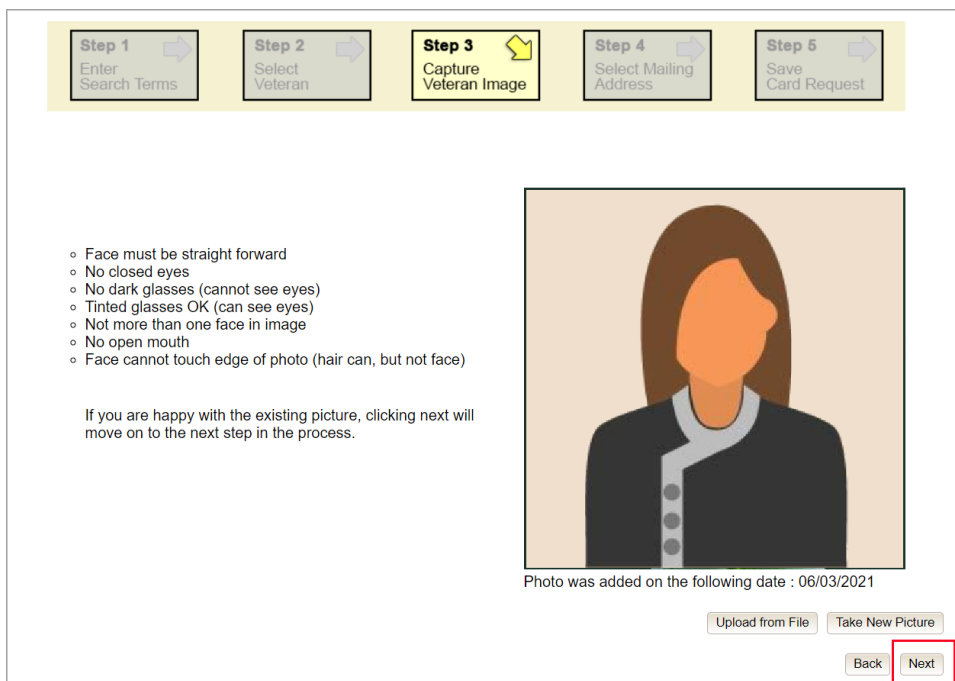


Figure 5-20: Capture Veteran Image screen – Reuse Existing Photo; click Next

The VHIC application will ask the user to confirm that they want to reuse the existing photo for this Veteran. Click the [OK] button to continue to Step 4: Verify Identity Attributes.

Veteran Health Identification Card 4.24

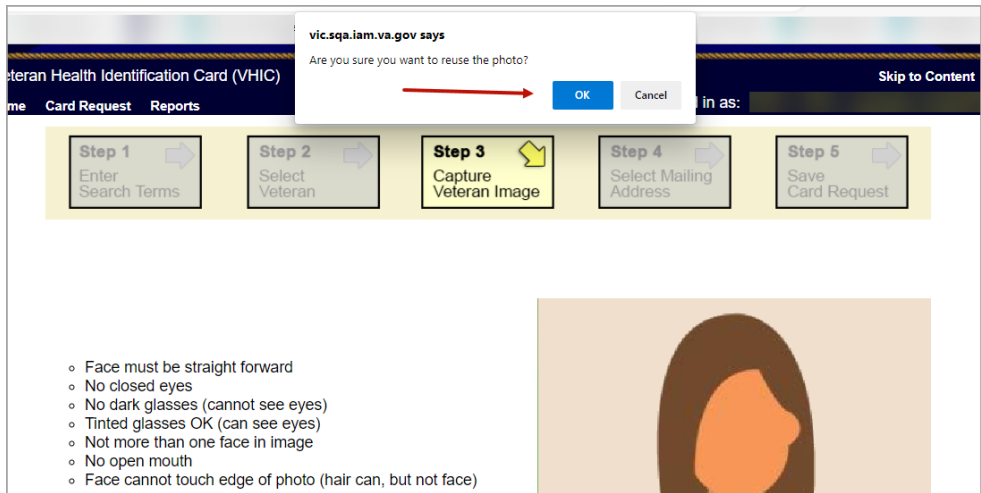


Figure 5-21: Capture Veteran Image screen – Reuse Existing Photo; click OK

i **NOTE:** Greyscale pictures are not permitted to appear on the VHIC card. Attempts to use a greyscale photo will result in an error and you will need to use the **[Back]** button to capture or upload a new photo.

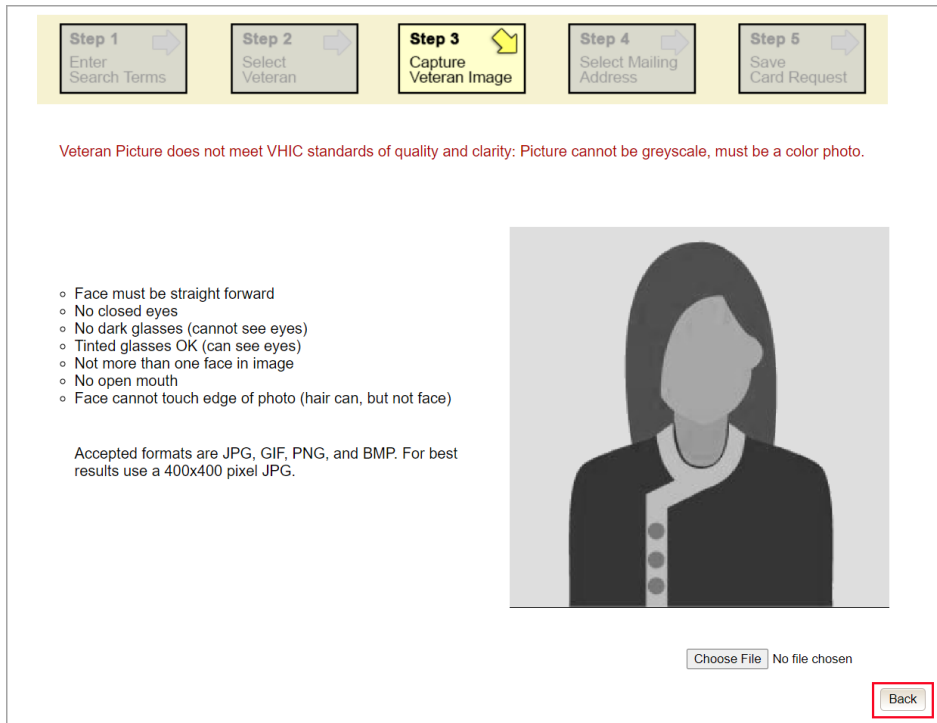


Figure 5-22: Greyscale Photo Error



NOTE: If the image does not meet the guidelines or the Veteran would prefer a new photo be taken or uploaded, this can be done at this point as well by selecting either **[Upload from File]** or **[Take New Picture]**.

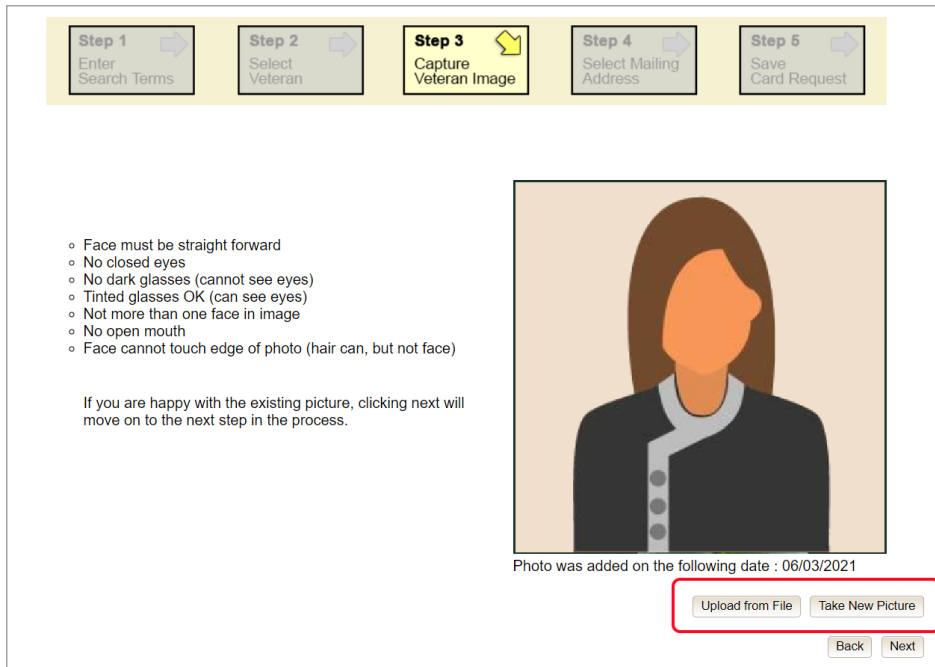


Figure 5-23: Replace Picture

5.1.4. Step 4: Select Mailing Address

This screen displays the information retrieved from the Master Veteran Index (MVI) and the Enrollment System (ES) for the selected Veteran. The purpose of this screen is to verify the displayed information, and to determine where the Veteran's card should be mailed.

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

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

Bad requesting facility address for Facility ID 508 - no address available
 Bad preferred facility address for Facility ID 983 - no address available

Veteran Identity Confirmation

Status
Card Request Status New

Veteran Identity Attributes

First Name
 Last Name
 Preferred Name
 Date of Birth

Requesting Facility Address

Facility Name
 Facility Address

Address

Mail card to: Address received from Enrollment Services
 Address received from MVI
 Requesting facility
 Preferred facility

Recipient
 Street 1
 Street 2
 Street 3
 City
 State
 Zip Code
 Province
 Postal Code
 Country


Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?


Figure 5-24: Select Mailing Address screen with bad facility address


This step provides several mailing options for the card:

- Mail to the address received from Enrollment Services
- Mail to the address received from MVI

- Mail to the requesting facility. If requesting facility is not known a message will be displayed above for the on-hold condition and the Requesting facility button will be grayed out as in *Figure 5-24: Select Mailing Address screen with bad facility address.*
- Mail to the preferred facility

 **NOTE:** If Enrollment has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts to not update their information with ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process.

 **NOTE:** If MVI has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts not to update their information with MVI or ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

 **NOTE:** If no preferred facility information has been received from ES or the preferred facility address is flagged as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. The Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

If the information on the screen is a correct match, select the **[Next]** button in the lower right hand to move forward.

5.1.5. Status Section

At the top of the Step 4 screen is the Status section. When going through the card request process, one of the following Card Request Status options will be displayed: *New*, *Replacement*, or *On Hold*. Since this is a new card request the status displayed is *New*.

5.1.6. Step 5: Save Card Request

Step 5 – Save Card Request – gives the VHIC user and the Veteran one more opportunity to review all of the information on the screen for accuracy.

Veteran Card Details

Service Connected	N	Card Number	
Medal of Honor	N	Member ID	2107346530
Purple Heart	N	ICN	1012991005V582194
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	8/22/1985

Name as it will appear on card:
FOUR O MVIPATIENT III

Preferred name:
PREFERREDNAME

Address card will be mailed to:
FOUR ONE MVIPATIENT III
123 SESAME STREET
FRONT ROYAL, VA 22630 USA

Replacement Reason:
Not a replacement card

Reason for Hold:
Not Applicable

No Branch of Service is available

Back Submit

Figure 5-25: Save Card Request review screen

This screen contains the following information for review:


- Name as it will appear on card
- Address card will be mailed to (*this also contains the name as it will appear in the mailing address*)
- Replacement reason (*if applicable*)
- Reason for hold (*if applicable*)
- Service connected status
- Medal of Honor status
- Purple Heart status
- Prisoner of War status
- Branch of Service selection
- Date of Birth

Other fields that either will be populated or will populate upon final submission are:

- Card Number (populates upon final submission)
- Member ID
- ICN
- Member Benefit Plan ID
- VISN and Facility where request is being processed

5.1.6.1. Branch of Service

If available, the Veteran’s Branch of Service options will be displayed on screen. The Veteran should be given the opportunity to select which logo they would prefer to appear on their card or if they would like to decline the logo option altogether (*default*). The appropriate radio button should be selected based upon the Veteran’s preference. Only those branches of service that are listed in the Enrollment System and in which the Veteran has served will be shown. This will need to be chosen before submitting the card request.

 **NOTE:** Only one Branch of Service logo can appear on the card; those with more than one branch will have to select one, or decline to show any logo.



Branch Of Service

Army

Veteran Declines Branch of Service Logo



Figure 5-26: Branch of Service Selection

5.1.6.2. Photograph Verification

After reviewing and approving the card details the VHIC user will click the **[Submit]** button. A pop-up box will appear requiring the clerk to acknowledge that they have approved the final picture that will be submitted for card printing. Selecting ok will allow the process to continue and submitting the request possible.

The screenshot shows a web interface for 'Veteran Card Details'. At the top, there are five steps: Step 1 (Enter Search Terms), Step 2 (Select Veteran), Step 3 (Capture Veteran Image), Step 4 (Select Mailing Address), and Step 5 (Save Card Request). The main content area is titled 'Veteran Card Details' and contains a preview of a veteran's photo, a barcode, and a list of service details. A red box highlights a pop-up dialog titled 'Validate Veteran Photo' with the text: 'I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.' and 'OK' and 'Cancel' buttons. Below the pop-up, there is a 'Reason for Hold' section with the text 'Not Applicable' and a 'Replacement Reason' section with the text 'Not a replacement card'. At the bottom right, there are 'Back' and 'Submit' buttons.

Service Connected	N	Card Number	
Medal of Honor	N	Member ID	2107346530
Purple Heart	N	ICN	1012991005V582194
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	8/22/1985

Name as it will appear on card:
FOUR O MVIPATIENT III

Preferred name:
PREFERREDNAME

Address card will be mailed to:
FOUR ONE MVIPATIENT III
123 SESAME STREET
FRONT ROYAL, VA 22630 USA

Reason for Hold:
Not Applicable

Replacement Reason:
Not a replacement card

Figure 5-27: Verify Veteran Photo

Should a new photograph be needed, the user may select **[Cancel]** and use the **[Back]** button to return to *Step 3: Capture Veteran Image*.

Service Connected N Card Number
 Medal of Honor N Member ID 2107346530
 Purple Heart N ICN 1012991005V582194
 Prisoner of War N Plan ID 7346-243-588
 VISN 7
 Birth 508
 Birth 8/22/1985

Validate Veteran Photo
 I acknowledge that the veteran picture meets VHAIC standards for quality and clarity of features
 OK Cancel

Name as it will appear on card:
 FOUR O MVIPATIENT III

Preferred name:
 DAWN PREFNAME

Address card will be mailed to:
 FOUR ONE MVIPATIENT III
 123 SESAME STREET
 FRONT ROYAL, VA 22630 USA

Card Request Date Pending

No Branch of Service is available

Reason for Hold:
 Bad data

Replacement Reason:
 Lost

Back Submit

Figure 5-28: Photo Does Not Meet VHAIC Standards

Once veteran photo has been approved the user may continue with the request.


5.1.6.3. Submit Card Request: New

If the card is a new request, meaning the Veteran has never had a VHAIC prior to this request; the Replacement Reason section will state the following: *Not a replacement card.*

Upon submission, a *Card Number* will be generated as well as an *Expiration Date* and *Card Request Date*. The colored field will change from yellow to green and the corresponding Card Status will change from *Pending* to *Submitted*.

Step 1 Enter Search Terms	Step 2 Select Veteran	Step 3 Capture Veteran Image	Step 4 Select Mailing Address	Step 5 Save Card Request
-------------------------------------	---------------------------------	--	---	------------------------------------

Veteran Card Details

	Service Connected	N	Card Number	14631
	Medal of Honor	N	Member ID	2107346530
	Purple Heart	N	ICN	1012991005V582194
	Prisoner of War	N	Plan ID	7346-243-588
			VISN	7
			Facility	508
			Date of Birth	8/22/1985
			Expiration Date	9/26/2028

Name as it will appear on card:
FOUR O MVIPATIENT III

Preferred name:
PREFERREDNAME

Address card will be mailed to:
FOUR ONE MVIPATIENT III
123 SESAME STREET
FRONT ROYAL, VA 22630 USA

Replacement Reason:
Not a replacement card

Card Status	Submitted
Card Request Date	02/22/2023

No Branch of Service is available

Reason for Hold:
Not Applicable

Figure 5-29: New Card Request Submitted

5.2. New VHIC: Veteran has NOT been Level 2 Proofed through Identity Management Toolkit

5.2.1. Step 1: Enter Search Terms

The first step in the process is to find the Veteran in the system. This is accomplished by entering enough search criteria to trigger a match within Master Veteran Index (MVI). The top of the screen offers guidance regarding the set of traits recommended to ensure a best match is found. These are guidelines and not necessarily the required set of traits that must be entered.

However, for optimal search results, copy the Veteran’s ICN from the Identity Management Toolkit and paste it 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, and Identification).

The more traits entered, the more likely a match will be returned. Additional guidance is also available on-screen by clicking on the blue circle containing a question mark.



Figure 5-30: Help icon

This type of help is available throughout the application and will provide additional detail or clarification for that particular step or section.

Once the information has been entered into the required fields, click on **[Search]** to proceed to the next step.

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).

Name
Last Name
First Name
Middle Name

Person
Date of Birth (format: YYYYMMDD)
Gender
Home Phone

Address
Street Address
City
State
Zip Code

Identification
SSN (format: #####)
EDIPI / Member ID
ICN

Figure 5-31: Enter Search Terms screen

5.2.2. Step 2: Select Veteran

Once the search has completed, the results of that search will be displayed on screen. From the list provided (up to 10 matches may be returned), select the appropriate Veteran by clicking on the Veteran's name which is hyperlinked.

If the correct Veteran is not in the list, click the **[Back]** button and verify the traits entered are correct. If the traits are correct, try adding additional information to aid in triggering a match.

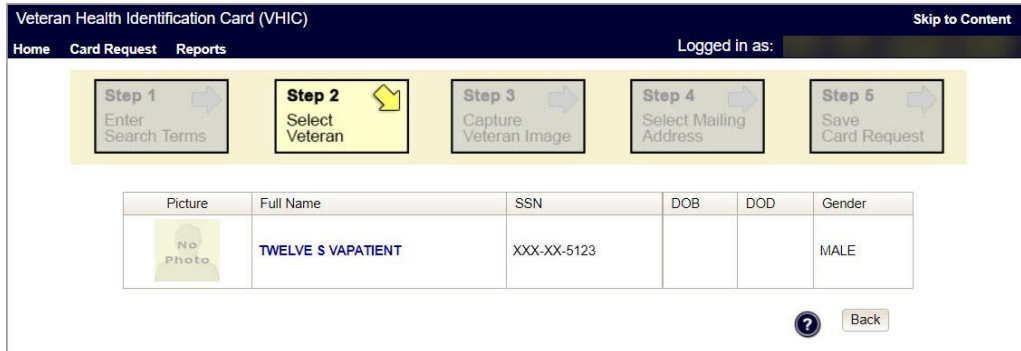


Figure 5-32: Select Veteran screen

5.2.3. Step 3: Capture Veteran Image

Once a selection has been made, the next step in the process is to capture the Veteran image. VHIC provides several ways to handle this operation: Take New Picture, Upload from file, or Reuse Existing Image.

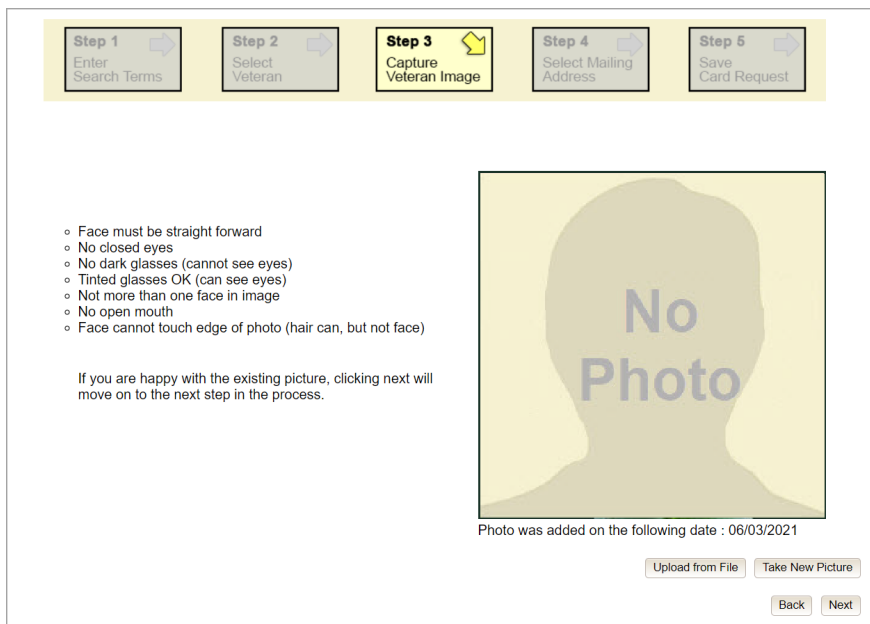


Figure 5-33: Step 3 - Capture Veteran Image screen

5.2.3.1. Take New Picture

Upon arriving to the Capture Veteran Image page, if there is no useable image for the Veteran already on file, a “No Photo” image will appear in the image capture area. Click **[Capture Image]** to capture the Veteran’s image. The camera should become active and the Veteran should be visible in the image capture window.



Figure 5-34: Capture Veteran Image screen – Take New Picture

Using the provided silhouette, ensure that that the Veteran is lined up properly. Prior to clicking **[Capture Image]** ensure the additional image capture guidelines provided on screen are met:

- Face must be straight forward
- No closed eyes
- No dark glasses (cannot see eyes)
- Tinted glasses OK (can see eyes)
- Not more than one face in image
- No open mouth
- Face cannot touch edge of photo (hair can, but not face)

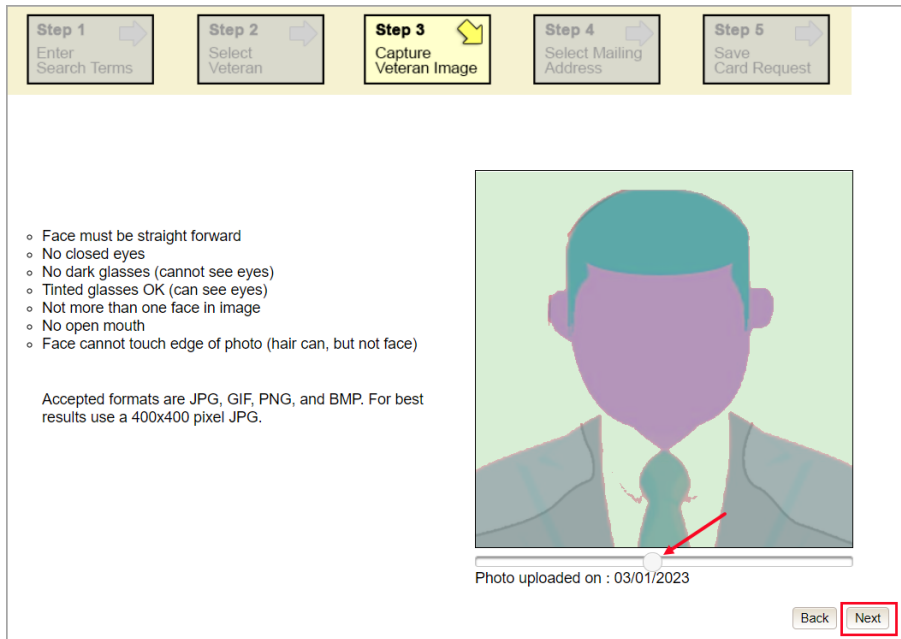


Figure 5-35: Capture Veteran Image screen – Capture Image

Once the image is captured, take a moment to review that the image meets all desired guidelines before proceeding. If the image is acceptable, click [Next] to continue on to the next step.

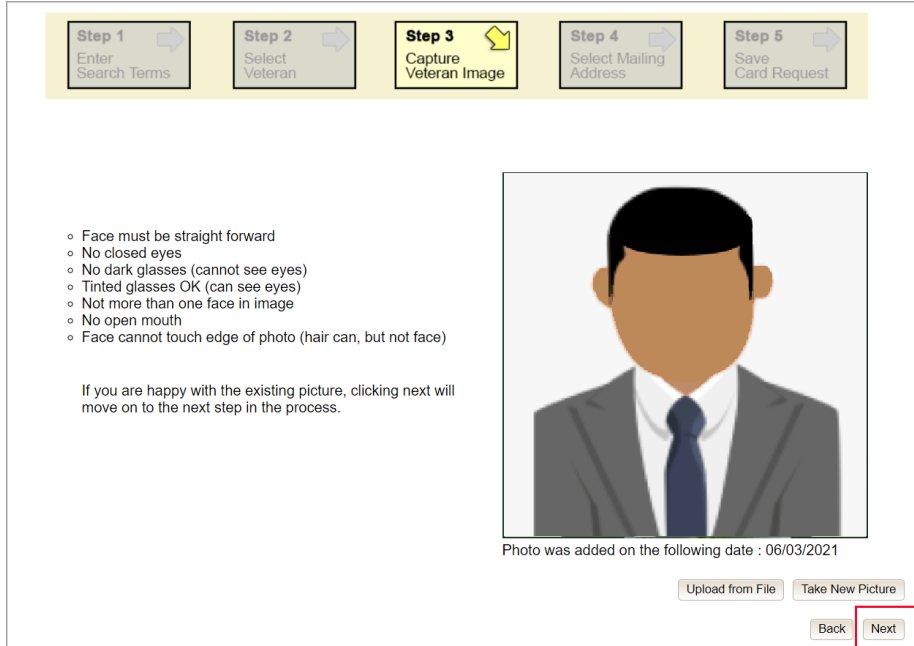


Figure 5-36: Capture Veteran Image screen – Accept new photo; click Next

i **NOTE:** Greyscale pictures are not permitted to appear on the VHIC card. Attempts to use a greyscale photo will result in an error and you will need to use the **[Back]** button to capture or upload a new photo.

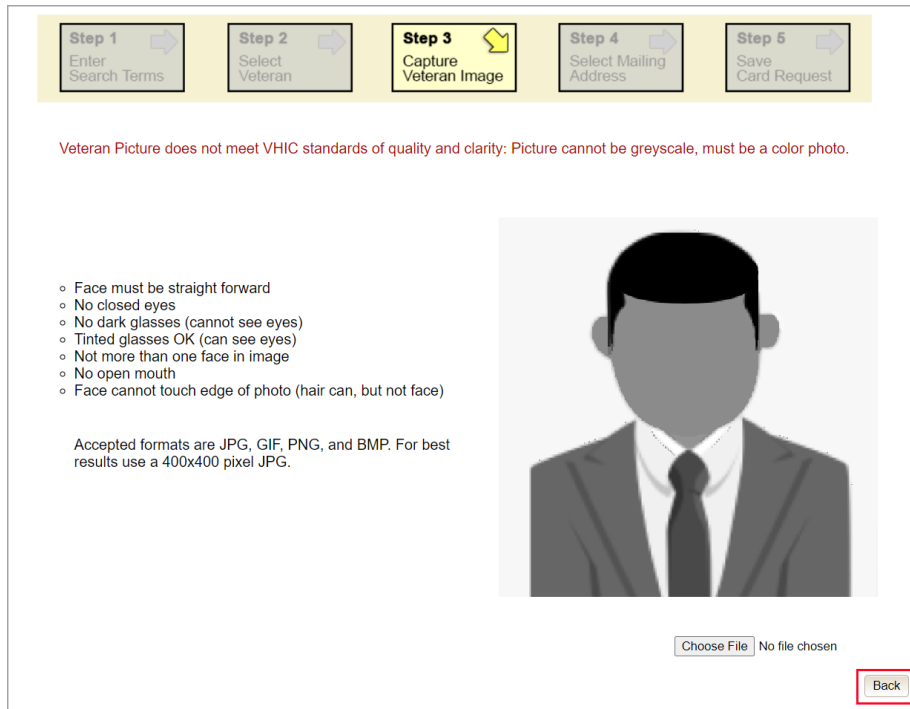


Figure 5-37: Greyscale Photo Error

i **NOTE:** If the image does not meet the guidelines or the Veteran would prefer a new photo be taken or uploaded, this can be done at this point as well by clicking the **[Back]** button to take a new picture or upload a photo.

5.2.4. Step 4: Select Mailing Address

This screen displays the information retrieved from the Master Veteran Index (MVI) and the Enrollment System (ES) for the selected Veteran. The purpose of this screen is to verify the displayed information, and to determine where the Veteran’s card should be mailed.

If the Veteran was not LOA 2 Proofed through the Identity Management Toolkit before the starting the card request process, the VHIC user will see the message:


“WARNING: Veteran not Identity Proofed”

(Select the address to have the card mailed to and click Next to place the card request on hold.)

The VHIC user will need to select the address to have the card mailed to, click the [Next] button, and save the card request on hold.


The screenshot shows a multi-step process bar at the top with five steps: Step 1 (Enter Search Terms), Step 2 (Select Veteran), Step 3 (Capture Veteran Image), Step 4 (Select Mailing Address - highlighted in yellow), and Step 5 (Save Card Request). Below the bar, a warning message reads: "WARNING: Veteran not Identity Proofed (Select the address to have card mailed to and click Next to place the card request on hold)". A secondary warning states: "WARNING: Bad MVI address - no address available". The main heading is "Veteran Identity Confirmation". The form contains several sections: "Status" (Card Request Status: New), "Veteran Identity Attributes" (First Name: TWELVE, Last Name: VAPATIENT, Preferred Name, Date of Birth), "Requesting Facility Address" (Facility Name: ATLANTA VAMC, Facility Address: 1670 CLAIRMONT RD, DECATUR, GA 30033 USA), and "Address" (Mail card to: Address received from Enrollment Services [selected], Address received from MVI, Requesting facility, Preferred facility (580 - HOUSTON VAMC)). Below this are fields for Recipient (TWELVE SIX VAPATIENT), Street 1 (14164 LAKEPOINT DR), Street 2, Street 3, City (WILLIS), State (TX), Zip Code (77318-3164), Province, Postal Code, and Country (USA). At the bottom, a question asks "Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?" with "Back" and "Next" buttons. A red arrow points to the "Next" button.


Figure 5-38: Select Mailing Address screen


 **NOTE:** If the Veteran has a Preferred Name on file it will appear in the space provided as seen in *Figure 5-38: Select Mailing Address screen*.

This step provides several mailing options for the card:

- Mail to the address received from Enrollment Services
- Mail to the address received from MVI
- Mail to the requesting facility. If requesting facility is not known a message will be displayed above for the on-hold condition and the Requesting facility button will be grayed out.as seen in *Figure 5-24: Select Mailing Address screen with bad facility address*.
- Mail to the preferred facility

 **NOTE:** If Enrollment has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts to **not** update their information with ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process.

 **NOTE:** If MVI has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts **not** to update their information with MVI or ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

 **NOTE:** If no preferred facility information has been received from ES or the preferred facility address is flagged as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. The Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

If the information on the screen is a correct match, select the [Next] button in the lower right hand to move forward.

5.2.5. Status Section

At the top of the Step 4 screen is the Status section. When going through the card request process, one of the following Card Request Status options will be displayed: *New*, *Replacement*, or *On Hold*. Since this is a new card request the status displayed is *New*.

5.2.6. Step 5: Save Card Request

Step 5 – Save Card Request – gives the VHIC user and the Veteran one more opportunity to review all of the information on the screen for accuracy.

Veteran Card Details			
Service Connected	N	Card Number	
Medal of Honor	N	Member ID	2110029147
Purple Heart	N	ICN	1008532889V700144
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	

Name as it will appear on card:
TWELVE S VAPATIENT

Address card will be mailed to:
TWELVE SIX VAPATIENT
14164 LAKEPOINT DR
WILLIS, TX 77318-3164 USA

Card Status Pending
Card Request Date

No Branch of Service is available

Replacement Reason:
Not a replacement card

Reason for Hold:
Veteran not proved
Bad data

Back Hold

Figure 5-39: Save Card Request review screen

This screen contains the following information for review:

- Name as it will appear on card
- Address card will be mailed to (*this also contains the name as it will appear in the mailing address*)
- Replacement reason (*if applicable*)

- Reason for hold (*if applicable*)
- Service connected status
- Medal of Honor status
- Purple Heart status
- Prisoner of War status
- Branch of Service selection
- Date of Birth

Other fields that either will be populated or will populate upon final submission are:

- Card Number (populates upon final submission)
- Member ID
- ICN
- Member Benefit Plan ID
- VISN and Facility where request is being processed

5.2.6.1. Branch of Service

If available, the Veteran’s Branch of Service options will be displayed on screen. The Veteran should be given the opportunity to select which logo they would prefer to appear on their card or if they would like to decline the logo option altogether (*default*). The appropriate radio button should be selected based upon the Veteran’s preference. Only those branches of service that are listed in the Enrollment System and in which the Veteran has served will be shown. This will need to be chosen before submitting the card request.

i **NOTE:** Only one Branch of Service logo can appear on the card; those with more than one branch will have to select one, or decline to show any logo.



Figure 5-40: Branch of Service Selection

5.2.6.2. Save Card Request: New

If the card is a new request, meaning the Veteran has never had a VHIC prior to this request; the Replacement Reason section will state the following: *Not a replacement card.*

Since this Veteran has **NOT** had their Identity Proofing completed in the Identity Management Toolkit prior to starting the card request process, the Reason for Hold section will state the following: *Veteran Not Proofed*. The VHIC user will only be presented with the **[Back]** and **[Hold]** buttons. When the **[Hold]** button is selected a pop up will appear for the VHIC user to confirm this action. Selecting **[OK]** will save the request and put the request On Hold.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Service Connected N Card Number 14647
 Medal of Honor N Member ID 2110029147
 Purple Heart N ICN 1008532889V700144
 Prisoner of War N Plan ID 7346-243-588
 VISN 7
 Facility 508
 Date of Birth

Name as it will appear on card:
 TWELVE S VAPATIENT

Address card will be mailed to:
 TWELVE SIX VAPATIENT
 14164 LAKEPOINT DR
 WILLIS, TX 77318-3164 USA

Replacement Reason:
 Not a replacement card

Card will be placed on-hold

Card requests placed on-hold require manual release due to one or more of the following reasons:
 ES is unavailable, eligibility pending, or bad data.

The On-Hold report under the Reports tab is available for tracking these requests.

OK Cancel

Reason for Hold:

Veteran not proofed
 Bad data

Back Hold

Figure 5-41: Save Request With On Hold Status

5.2.6.3. Photograph Verification

After reviewing and approving the card details the VHIC user will click the **[Submit]** button. A pop-up box will appear requiring the clerk to acknowledge that they have approved the final picture that will be submitted for card printing. Selecting ok will allow the process to continue and submitting the request possible.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Service Connected N Card Number 14647
 Medal of Honor N Member ID 2110029147
 Purple Heart N ICN 1008532889V700144
 Prisoner of War N Plan ID 7346-243-588
 VISN 7
 Facility 508
 Date of Birth

Name as it will appear on card:
TWELVE S VAPATIENT

Address card will be mailed to:
TWELVE SIX VAPATIENT
14164 LAKEPOINT DR
WILLIS, TX 77318-3164 USA

Replacement Reason:
Not a replacement card

Reason for Hold:
 Invalid Date of Birth
 Veteran not proofed
 Bad data

Validate Veteran Photo
 I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.
 OK Cancel

Saved On Hold
03/01/2023

Back Hold

Figure 5-42: Validate Veteran Photo

Should a new photograph be needed, the user may select **[Cancel]** and use the **[Back]** button to return to *Step 3: Capture Veteran Image*.

Service Connected N Card Number 2107346530
 Medal of Honor N Member ID 1012991005V582194
 Purple Heart N ICN 7346-243-588
 Prisoner of War N Plan ID 7
 VISN 508
 Birth 8/22/1985

Name as it will appear on card:
FOUR O MVIPATIENT III

Preferred name:
DAWN PREFNAME

Address card will be mailed to:
FOUR ONE MVIPATIENT III
123 SESAME STREET
FRONT ROYAL, VA 22630 USA

Replacement Reason:
Lost

Reason for Hold:
Bad data

Validate Veteran Photo
 I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.
 OK **Cancel**

Card Request Date
Pending

No Branch of Service is available

Back Submit

Figure 5-43: Photo Does Not Meet VHIC Standards

Once veteran photo has been approved the user may continue with the request.

Upon submission, a *Card Number* will be generated as well as the *Card Request Date*. The colored field will change from yellow to orange and the corresponding Card Status will change from *Pending* to *Saved on Hold*.

Step 1 Enter Search Terms


Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details



Service Connected	N	Card Number	14647
Medal of Honor	N	Member ID	2110029147
Purple Heart	N	ICN	1008532889V700144
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	
		Expiration Date	

Name as it will appear on card:
TWELVE S VAPATIENT

Address card will be mailed to:
TWELVE SIX VAPATIENT
14164 LAKEPOINT DR
WILLIS, TX 77318-3164 USA

Replacement Reason:
Not a replacement card

Card Status Saved On Hold

Card Request Date 03/01/2023

No Branch of Service is available

Reason for Hold:
Veteran not proofed

IMPORTANT: This Veteran still needs to have their Identity Proofing completed. Follow the steps below:

1. Copy the Veteran's ICN above and click here to open the [Identity Management Toolkit](#) in another window.
2. Complete Proofing for the Veteran in Identity Management Toolkit.
3. Enter Veteran's ICN on Step 1 of the VHC Card Request Process.
4. Complete card request process and submit.

Figure 5-44: Card Request Saved on Hold – Veteran Not Proofed

Since the Veteran that this card request was for still needs to be proofed, the VHC system will display the message below that will include the next steps that the VHC clerk will need to follow to complete the proofing process.

IMPORTANT: This Veteran still needs to have their Identity Proofing completed.

Follow the steps below:

1. Copy the Veteran's ICN above and click here to open the REDACTED in another window.
2. Complete Proofing for the Veteran in Identity Management Toolkit.
3. Enter Veteran's ICN on Step 1 of the VHC Card Request Process.

4. Complete card request process and submit.

The words REDACTED are a hyperlink that the VHIC user can click on to be able to open the Identity Management Toolkit application in another browser window.

5.3. Resuming an On Hold VHIC Request: Veteran NOT Level 2 Proofed Hold Reason

When the Associate resumes a card request that has been placed On Hold, they will still be taken through the same steps as though it was a New Card or a Replacement. The Associate won't be shown that this is an On Hold Request until they get to Step 4.


5.3.1. Step 1: Enter Search Terms

The first step in the process is to find the Veteran in the system. This is accomplished by entering enough search criteria to trigger a match within Master Veteran Index (MVI). The top of the screen offers guidance regarding the set of traits recommended to ensure a best match is found. These are guidelines and not necessarily the required set of traits that must be entered.

However, for optimal search results, copy the Veteran's ICN from the Identity Management Toolkit and paste it 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, and Identification).

The more traits entered, the more likely a match will be returned. Additional guidance is also available on-screen by clicking on the blue circle containing a question mark.



Figure 5-45: Help icon

This type of help is available throughout the application and will provide additional detail or clarification for that particular step or section.

Since the VHIC user would have just completed the Identity Proofing process in the Identity Management Toolkit application, the VHIC user can paste the Veteran’s ICN in this screen that was copied from Identity Management Toolkit, then click on **[Search]** to proceed to the next step.

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).

Name
 Last Name
 First Name
 Middle Name

Person
 Date of Birth (format: YYYYMMDD)
 Gender
 Home Phone

Address
 Street Address
 City
 State
 Zip Code

Identification
 SSN (format: #####)
 EDIPI / Member ID
 ICN

Figure 5-46: Enter Search Terms screen

5.3.2. Step 2: Select Veteran

Once the search has completed, the results of that search will be displayed on screen. From the list provided (up to 10 matches may be returned), select the appropriate Veteran by clicking on the Veteran’s name which is hyperlinked.

If the correct Veteran is not in the list, click the **[Back]** button and verify the traits entered are correct. If the traits are correct, try adding additional information to aid in triggering a match.

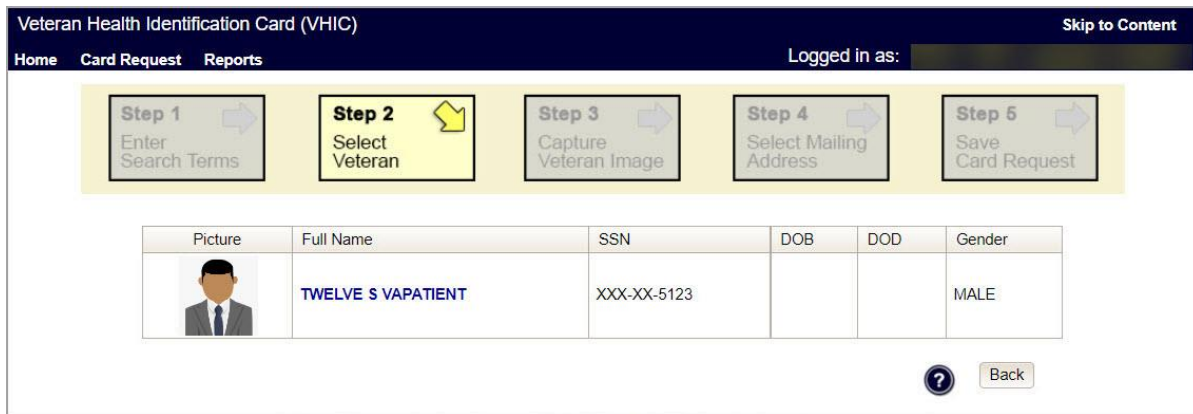


Figure 5-47: Select Veteran screen

5.3.3. Reuse Existing Image

In the event the Veteran has an existing photo in the system that is less than ten years old, this will appear in the image capture area upon entry to Step 3. If this image meets the required guidelines, it may be reused for the current card request process. Simply click **[Next]** to continue on to Step 4.

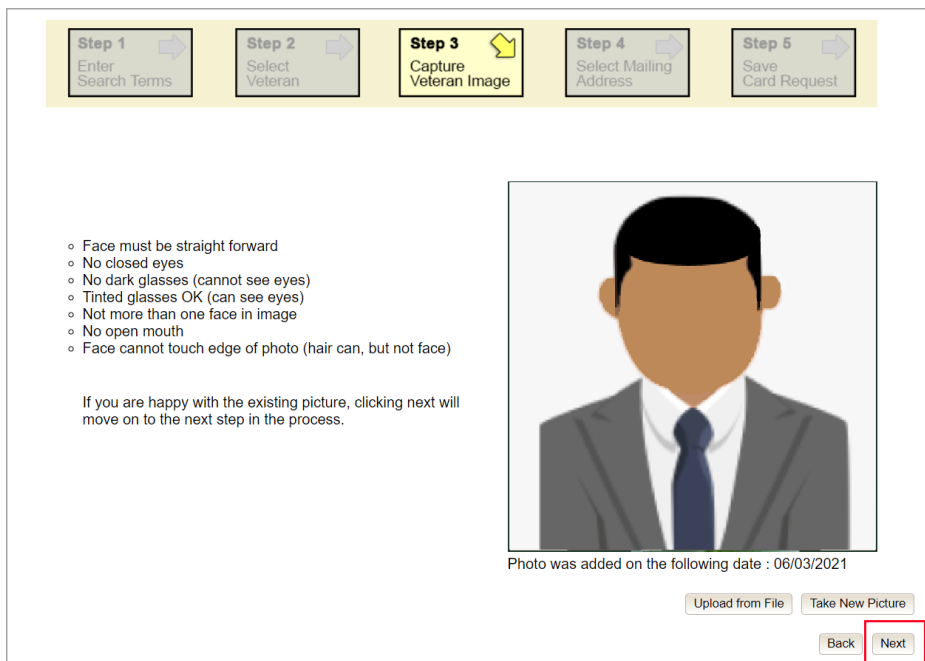


Figure 5-48: Capture Veteran Image screen – Reuse Existing Photo; click Next

VHIC will then ask the user to confirm that they want to reuse the existing photo and then they would click [OK] to continue on to the next step.

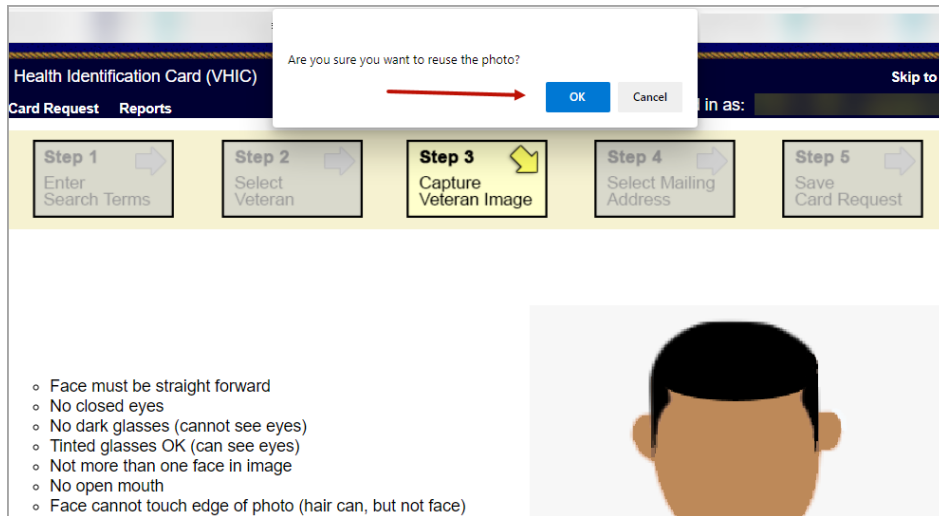


Figure 5-49: Capture Veteran Image screen – Reuse Existing Photo; click OK

5.3.4. Step 4: Review Mailing Address

This screen displays the information retrieved from the Master Veteran Index (MVI) and the Enrollment System (ES) for the selected Veteran. The purpose of this screen is to determine where the Veteran's card should be mailed.

At the top of the Step 4 screen is the Status section. Since this card request for the Veteran was placed on hold due to Veteran Not Proofed, a warning will appear at the top of the page and the status of *On Hold* will be listed.

Step 1
Enter Search Terms

Step 2
Select Veteran

Step 3
Capture Veteran Image

Step 4
Select Mailing Address

Step 5
Save Card Request

WARNING: Veteran not Identity Proofed
(Select the address to have card mailed to and click Next to place the card request on hold)

WARNING: Bad MVI address - no address available

Veteran Identity Confirmation

Status

Card Request Status On Hold

Veteran not proofed

Veteran Identity Attributes

First Name TWELVE

Last Name VAPATIENT

Preferred Name

Date of Birth

Requesting Facility Address

Facility Name ATLANTA VAMC

Facility Address 1670 CLAIRMONT RD
DECATUR, GA 30033 USA

Address

Mail card to:

Address received from Enrollment Services

Address received from MVI

Requesting facility

Preferred facility (580 - HOUSTON VAMC)

Recipient TWELVE SIX VAPATIENT

Street 1 14164 LAKEPOINT DR

Street 2

Street 3

City WILLIS

State TX

Zip Code 77318-3164

Province

Postal Code

Country USA


Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?


?
Back
Next


Figure 5-50: Select Mailing Address screen

This step provides several mailing options for the card:

- Mail to the address received from Enrollment Services
- Mail to the address received from MVI
- Mail to the requesting facility. If requesting facility is not known a message will be displayed above for the on-hold condition and the Requesting facility button will be grayed out.
- Mail to the Preferred Facility

 **NOTE:** If Enrollment has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts **not** to update their information with ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process.

 **NOTE:** If MVI has flagged the Veteran’s address as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. At this point, if the Veteran opts **not** to update their information with MVI or ES, the Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

 **NOTE:** If no preferred facility information has been received from ES or the preferred facility address is flagged as bad, a message stating why, as well as additional guidance on how to proceed, will be displayed near the top of the screen. The Associate **MUST** choose one of the remaining viable address options for mailing the card in order to proceed with the card request process. Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

If the information on the screen is a correct match, select the **[Next]** button in the lower right hand to move forward.

5.3.5. Status Section

At the top of the Step 4 screen is the Status section. Since this card request for the Veteran was placed on hold, the status of *On Hold* will be listed along with the On Hold reason.

The screenshot shows a five-step process bar at the top: Step 1 (Enter Search Terms), Step 2 (Select Veteran), Step 3 (Capture Veteran Image), Step 4 (Select Mailing Address, highlighted in yellow), and Step 5 (Save Card Request). A red-bordered warning box at the top states: "WARNING: Veteran not Identity Proofed (Select the address to have card mailed to and click Next to place the card request on hold)". Below this, a message reads "WARNING: Bad MVI address - no address available". The "Veteran Identity Confirmation" section shows a "Status" dropdown menu with "Card Request Status On Hold" and "Veteran not proofed" below it. The "Veteran Identity Attributes" section includes fields for First Name (TWELVE), Last Name (VAPATIENT), Preferred Name, and Date of Birth. The "Requesting Facility Address" section includes Facility Name (ATLANTA VAMC), Facility Address (1670 CLAIRMONT RD), and City/State/Zip (DECATUR, GA 30033 USA). The "Address" section has a "Mail card to:" section with radio buttons for "Address received from Enrollment Services" (selected), "Address received from MVI", "Requesting facility", and "Preferred facility (580 - HOUSTON VAMC)". Below are fields for Recipient (TWELVE SIX VAPATIENT), Street 1 (14164 LAKEPOINT DR), Street 2, Street 3, City (WILLIS), State (TX), Zip Code (77318-3164), Province, Postal Code, and Country (USA). At the bottom, a question asks "Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?" with a red arrow pointing to the "Next" button.

Figure : Step 4 Status On Hold.

5.3.5.1.1. Completing the Card Request

Once reaching Step 5, the VHIC user can now click **[Submit]** to remove the On Hold status and complete the card request.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Service Connected N Card Number
Medal of Honor N Member ID 2110029147
Purple Heart N ICN 1008532889V700144
Prisoner of War N Plan ID 7346-243-588
VISN 7
Facility 508
Date of Birth 9/12/1941

Name as it will appear on card:
TWELVE S VAPATIENT

Address card will be mailed to:
TWELVE SIX VAPATIENT
14164 LAKEPOINT DR
WILLIS, TX 77318-3164 USA

Card Status Saved On Hold
Card Request Date 03/01/2023

No Branch of Service is available

Replacement Reason:
Not a replacement card

Reason for Hold:
Bad data

Back Submit

Figure 5-51: Save Card Request review screen; click **Submit**

5.3.5.2. Photograph Verification

After reviewing and approving the card details the VHIC user will click the **[Submit]** button. A pop-up box will appear requiring the clerk to acknowledge that they have approved the final picture that will be submitted for card printing. Selecting ok will allow the process to continue and submitting the request possible.

Validate Veteran Photo

I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.

OK Cancel

Figure 5-52: Verify Veteran Photo

Should a new photograph be needed, the user may select **[Cancel]** and use the **[Back]** button to return to *Step 3: Capture Veteran Image*.

Service Connected N Card Number
 Medal of Honor N Member ID 2107346530
 Purple Heart N ICN 1012991005V582194
 Prisoner of War N Plan ID 7346-243-588
 VISN 7
 Facility 508
 Birth 8/22/1985

Validate Veteran Photo
 I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.
 OK Cancel

Name as it will appear on card:
 FOUR O MVIPATIENT III

Preferred name:
 DAWN PREFNAME

Address card will be mailed to:
 FOUR ONE MVIPATIENT III
 123 SESAME STREET
 FRONT ROYAL, VA 22630 USA

Replacement Reason:
 Lost

Reason for Hold:
 Bad data

Card Request Date Pending

No Branch of Service is available

Back Submit

Figure 5-53: Photo Does Not Meet VHIC Standards

Once veteran photo has been approved the user may continue with the request.

The below screen shows that the Card Request was submitted successfully.

If a Branch of Service was selected on the previous screen. The designated choice will appear here, as well as the Expiration Date and the Replacement Reason.

Step 1 Enter Search Terms
Step 2 Select Veteran
Step 3 Capture Veteran Image
Step 4 Select Mailing Address
Step 5 Save Card Request

Veteran Card Details

Service Connected N Card Number 14647
 Medal of Honor N Member ID 2110029147
 Purple Heart N ICN 1008532889V700144
 Prisoner of War N Plan ID 7346-243-588
 VISN 7
 Facility 508
 Date of Birth 9/12/1941
 Expiration Date 3/1/2033

Name as it will appear on card:
 TWELVE S VAPATIENT

Address card will be mailed to:
 TWELVE SIX VAPATIENT
 14164 LAKEPOINT DR
 WILLIS, TX 77318-3164 USA

Replacement Reason:
 Not a replacement card

Card Status Submitted
Card Request Date 03/01/2023

No Branch of Service is available

Reason for Hold:
 Not Applicable

Figure 5-54: Card Request Submitted

5.4. Replacement VHIC: Veteran Level 2 Proofed through Identity Management Toolkit

5.4.1. Step 1: Enter Search Terms

The first step in the process is to find the Veteran in the system. This is accomplished by entering enough search criteria to trigger a match within Master Veteran Index (MVI). The top of the screen offers guidance regarding the set of traits recommended to ensure a best match is found. These are guidelines and not necessarily the required set of traits that must be entered.

However, for optimal search results, copy the Veteran's ICN from the Identity Management Toolkit and paste it 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, and Identification).

The more traits entered, the more likely a match will be returned. Additional guidance is also available on-screen by clicking on the blue circle containing a question mark.



Figure 5-55: Help icon

This type of help is available throughout the application and will provide additional detail or clarification for that particular step or section.

Once the information has been entered into the required fields, click on **[Search]** to proceed to the next step.

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).

Name

Last Name

First Name

Middle Name

Person

Date of Birth (format: YYYYMMDD)

Gender

Home Phone

Address

Street Address

City

State

Zip Code

Identification

SSN (format: #####)

EDIPI / Member ID

ICN

Clear Search

Figure 5-56: Enter Search Terms screen

5.4.2. Step 2: Select Veteran

Once the search has completed, the results of that search will be displayed on screen. From the list provided (up to 10 matches may be returned), select the appropriate Veteran by clicking on the Veteran's name which is hyperlinked.

If the correct Veteran is not in the list, click the **[Back]** button and verify the traits entered are correct. If the traits are correct, try adding additional information to aid in triggering a match.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Picture	Full Name	SSN	DOB	DOD	Gender
	VGTESTFIFTYONE TESTSIXTYTHREE	XXX-XX-0161	12/26/1955		FEMALE

Back

Figure 5-57: Select Veteran for Replacement Card Screen

5.4.3. Step 3: Veteran Image

Since this is a Replacement Card, it is likely the Veteran already has a picture in the system. If the existing photo in the system that is less than ten years old, this will appear in the image capture area upon entry to Step 3. If this image meets the required guidelines, it may be reused for the current card request process. Simply click **[Next]** to continue on to Step 4.

If a new image is required your options are to Take New Picture or Upload from File.

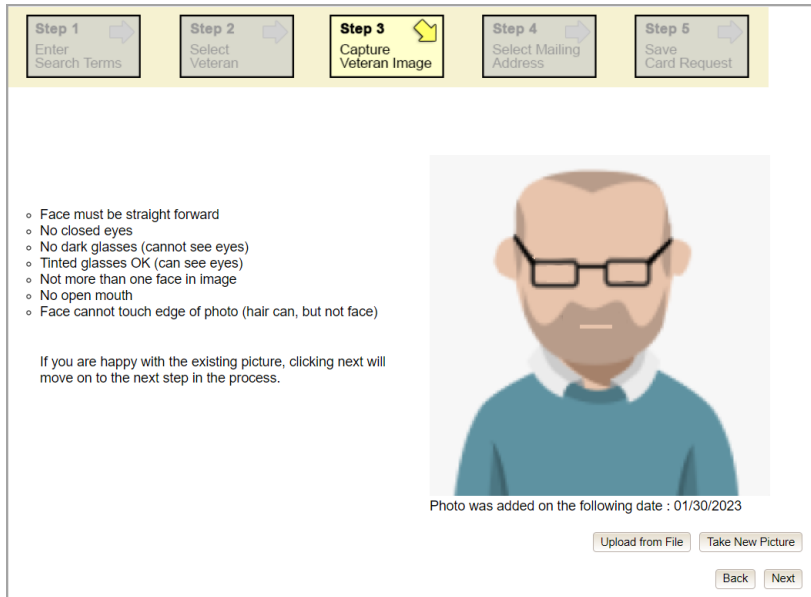


Figure 5-58: Step 3 - Capture Veteran Image screen

5.4.3.1. Take New Picture

Upon arriving to the Capture Veteran Image page, if there is no useable image for the Veteran already on file, a “No Photo” image will appear in the image capture area. Click **[Take New Picture]** to capture the Veteran’s image. The camera should become active and the Veteran should be visible in the image capture window.

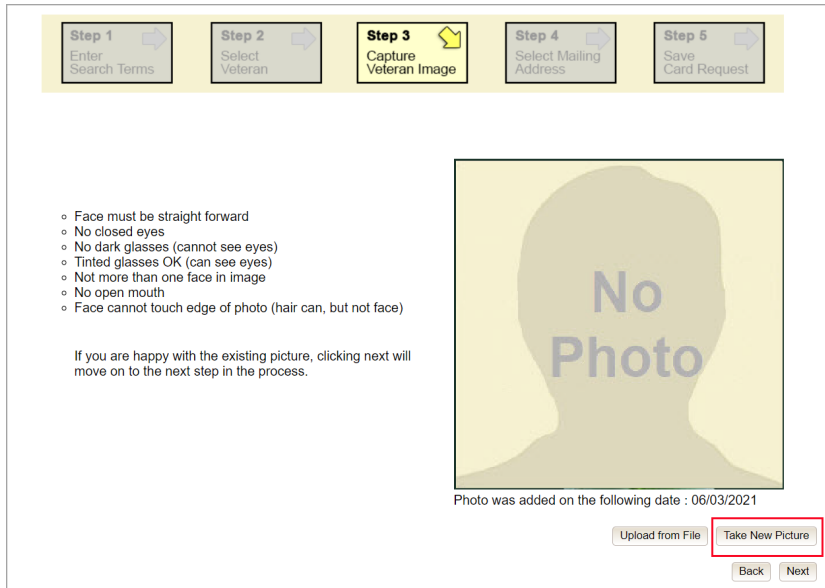


Figure 5-59: Capture Veteran Image screen – Take New Picture

Using the provided silhouette, ensure that that the Veteran is lined up properly. Prior to clicking [Capture Image] ensure the additional image capture guidelines provided on screen are met:

- Face must be straight forward
- No closed eyes
- No dark glasses (cannot see eyes)
- Tinted glasses OK (can see eyes)
- Not more than one face in image
- No open mouth
- Face cannot touch edge of photo (hair can, but not face)

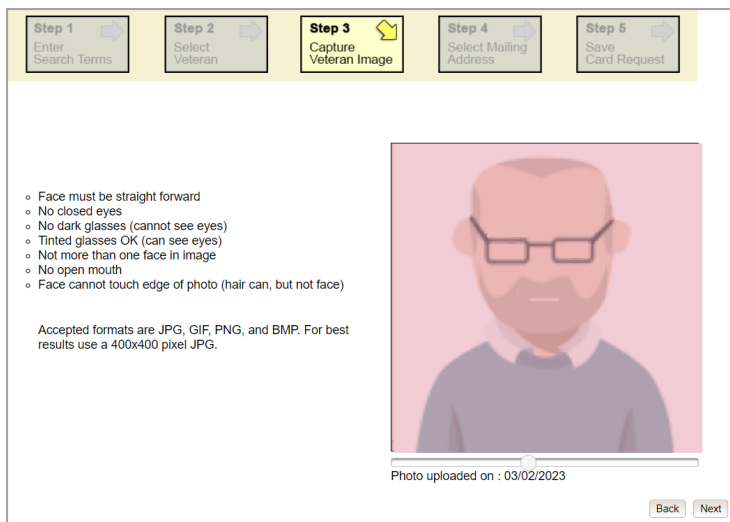


Figure 5-60: Review Replacement New Image Capture

Once the image is captured, take a moment to review that the image meets all desired guidelines before proceeding. If the image is acceptable, click **[Next]** to continue on to the next step.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

- o Face must be straight forward
- o No closed eyes
- o No dark glasses (cannot see eyes)
- o Tinted glasses OK (can see eyes)
- o Not more than one face in image
- o No open mouth
- o Face cannot touch edge of photo (hair can, but not face)

If you are happy with the existing picture, clicking next will move on to the next step in the process.

Photo was added on the following date : 01/30/2023

Upload from File Take New Picture

Back Next

Figure 5-61: Replacement Card Accept New Image

i **NOTE:** If the image does not meet the guidelines or the Veteran would prefer a new photo be taken or uploaded, this can be done at this point as well by clicking the **[Back]** button to take a new picture or upload a photo.

5.4.3.2. Upload New Image From File

In some cases, it may be necessary to upload an image for a Veteran (i.e., they are unable to be present during the card request process due to health issues, etc.) In these cases, VHIC offers the option to upload a photo by selecting the **[Upload from File]** option.

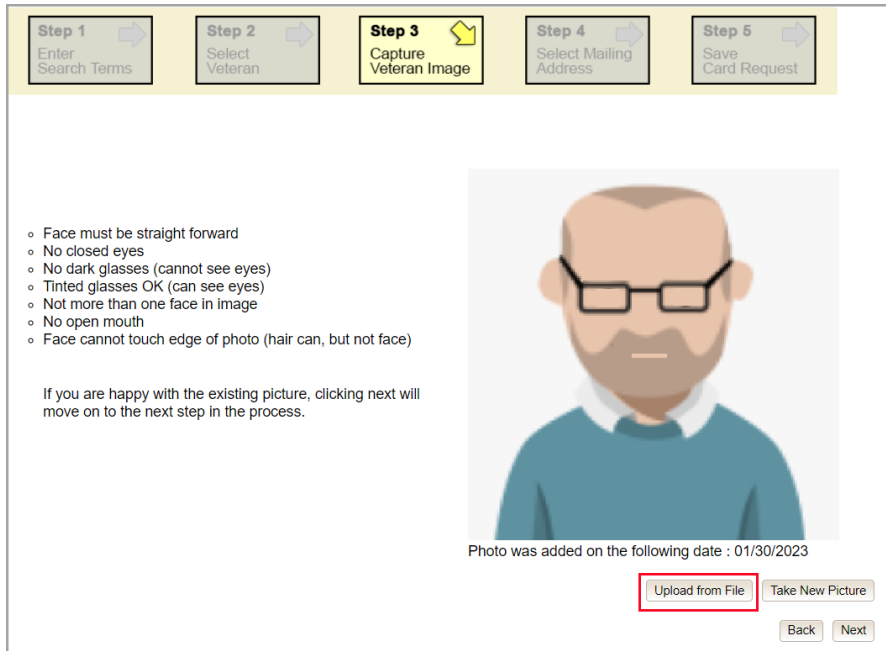


Figure 5-62: Replacement Card New Image Upload from File

Once this option is selected, a **[Browse...]** button will appear next to a text field. Clicking this button will open up another window to allow for the desired image to be located and selected. The accepted file formats are JPG, GIF, PNG, and BMP. For best results use a 400x400 pixel JPG image. It should also be noted that any adjustments that need to be made to the image to meet the specified guidelines, such as crop and resize, this should be done before the image is uploaded.

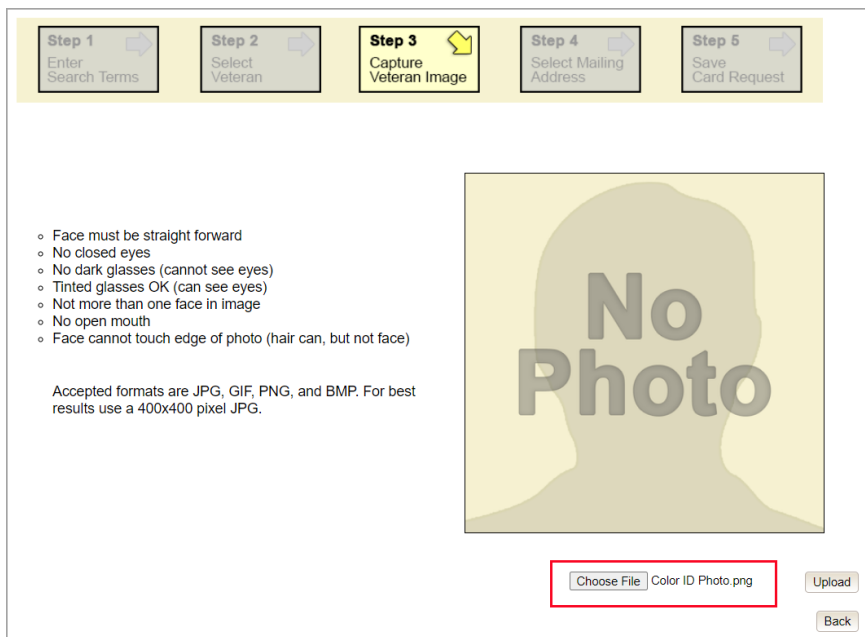


Figure 5-63: Replacement Card Select New Image for Upload

Once the file has been selected, an **[Upload]** button will become available. Clicking this will import the image and it will now be visible in the image capture area.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

- o Face must be straight forward
- o No closed eyes
- o No dark glasses (cannot see eyes)
- o Tinted glasses OK (can see eyes)
- o Not more than one face in image
- o No open mouth
- o Face cannot touch edge of photo (hair can, but not face)

Accepted formats are JPG, GIF, PNG, and BMP. For best results use a 400x400 pixel JPG.

Choose File Color ID Photo.png Upload Back

Figure 5-64: Replacement Card Upload Photo

The user can move the slider below the image window to zoom the image in or out to match the silhouette, the image can also be dragged to line the Veteran’s face inside the silhouette as well.

Once again, be sure to review the image to ensure it meets the specified guidelines before clicking the **[Next]** button to continue.

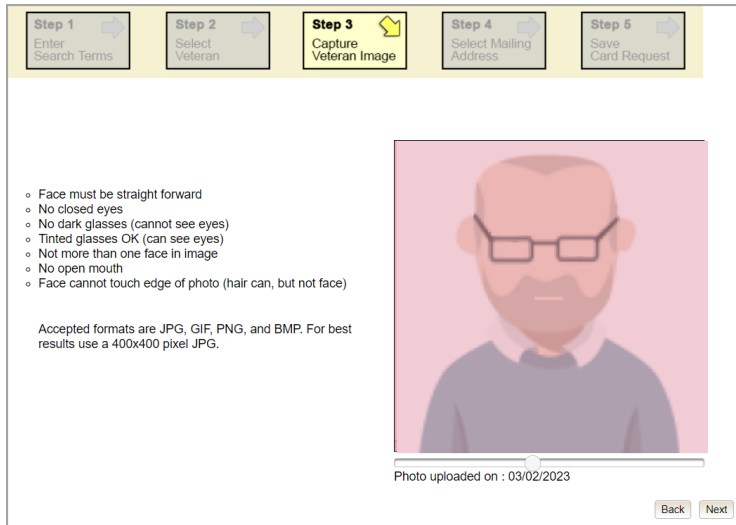


Figure 5-65: Replacement Card Edit photo; click Next

5.4.3.3. Reusing Existing Image for Replacement Card

In the event the Veteran has an existing photo in the system that is less than ten years old, this will appear in the image capture area upon entry to Step 3. If this image meets the required guidelines, it may be reused for the current card request process. Simply click **[Next]** to continue on to Step 4.

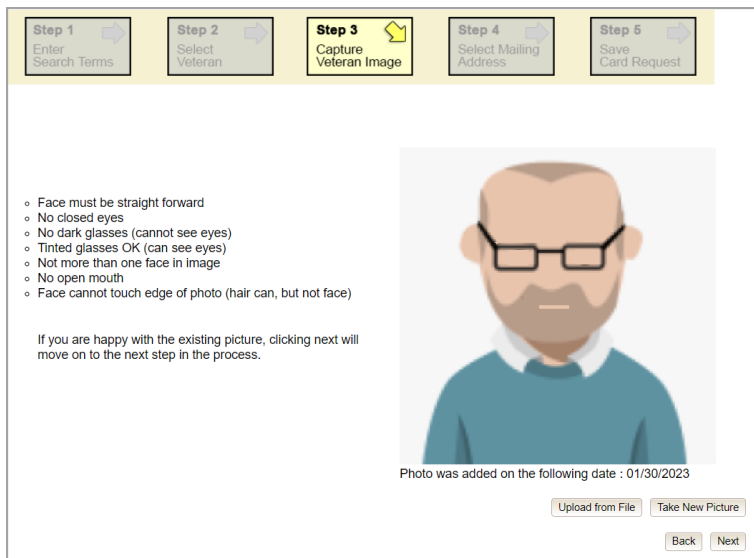


Figure 5-66: Reuse Image for Replacement Card

The VHIC application will ask the user to confirm that they want to reuse the existing photo for this Veteran. Click the **[OK]** button to continue to Step 4: Verify Identity Attributes.

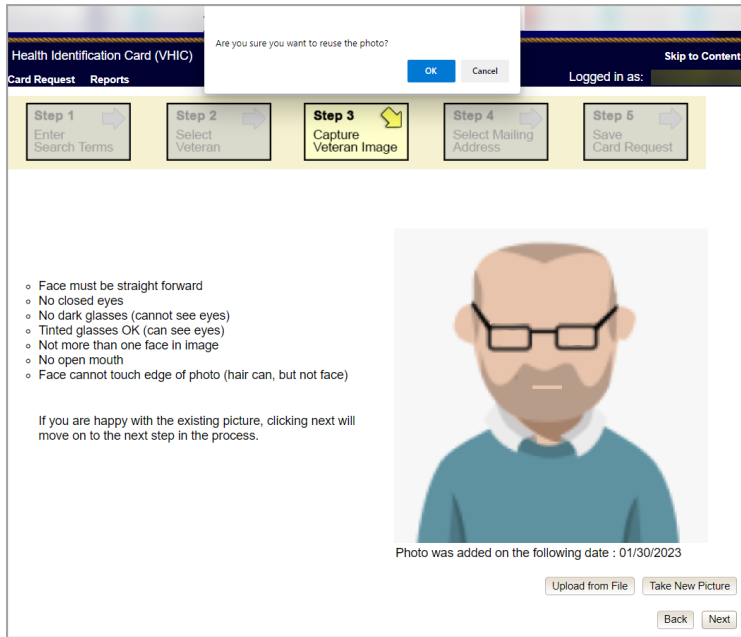


Figure 5-67: Reuse Existing Photo for Replacement Card

i **NOTE:** If the image does not meet the guidelines or the Veteran would prefer a new photo be taken or uploaded, this can be done at this point as well by selecting either **[Upload from File]** or **[Take New Picture]**.

i **NOTE:** Greyscale pictures are not permitted to appear on the VHIC card. Attempts to use a greyscale photo will result in an error and you will need to use the **[Back]** button to capture or upload a new photo.

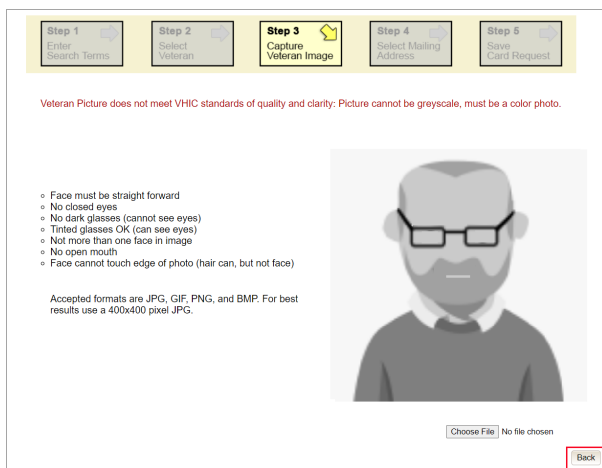


Figure 5-68: Greyscale Photo Error

5.4.4. Step 4: Review Verified Identity Attributes

This screen displays the information retrieved from the Master Veteran Index (MVI) and the Enrollment System (ES) for the selected Veteran. Even though this is a replacement card, these attributes should be review for accuracy and Reason for Replacement information entered.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Identity Confirmation

Status

Card Request Status Replacement

Replacement Reason

Damaged

Veteran Identity Attributes

First Name VGETESTFIFTYONE

Last Name TESTSIXTYTHREE

Preferred Name

Date of Birth 12/26/1955

Requesting Facility Address

Facility Name ATLANTA VAMC

Facility Address 1670 CLAIRMONT RD

DECATUR, GA 30033 USA

Address

Mail card to: Address received from Enrollment Services
 Address received from MVI
 Requesting facility
 Preferred facility (983 - CHYSHR)

Recipient VGETESTFIFTYONE TESTSIXTYTHREE

Street 1 10078 D STREET

Street 2

Street 3

City RESTON

State VA

Zip Code 20191

Province

Postal Code

Country USA

Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?

Figure 5-69: Select Mailing Address screen



NOTE: If the Veteran has a Preferred Name on file it will appear as seen in *Figure 5-69: Select Mailing Address screen*

Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

If the information on the screen is a correct match, select the **[Next]** button in the lower right hand to move forward.

5.4.5. Status Section

At the top of the Step 4 screen is the Status section. When going through the card request process, one of the following Card Request Status options will be displayed: *New*, *Replacement*, or *On Hold*. If the card was previously placed on hold, the reason it was placed on hold will be listed here as well. If this is not the first card for the Veteran, the status of *Replacement* will be listed along with a drop-down list for selecting a *Replacement Reason*.



The screenshot shows a form titled "Status" with two fields. The first field is "Card Request Status" with the value "Replacement". The second field is "Replacement Reason" with the value "NOT SELECTED" and a small downward-pointing arrow indicating a dropdown menu.

Figure 5-70: Card Request Status section

If the *Card Request Status* is *Replacement*, a selection must be made from the drop-down list as to why the card is being replaced. The available options are: *Damaged*, *Expired*, *Incorrect Information*, *Lost*, *Poor Quality*, or *Stolen*.

5.4.5.1. Replacement Options

If the Card Request Status is *Replacement*, a Replacement Reason will have to be provided before the card request process can continue. Based on the primary replacement reason selected, a secondary reason may need to be provided. The options selected here will appear on the final Step 5 screen under *Replacement Reason*.

The following are the available primary replacement reasons:

- Damaged
- Deactivated
- Expired
- Incorrect information
- Lost
- Poor Quality
- Stolen



Figure 5-71: Replacement Reason drop-down list

If *Poor Quality* is selected as a primary replacement reason, one of the following must be selected:

- Photo
- Text
- Other

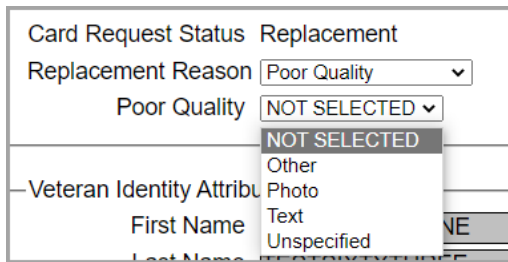


Figure 5-72: Poor Quality Replacement Reasons

If *Damaged* is selected as a primary replacement reason, one of the following must be selected:

- Barcode not working
- Magnetic stripe not working
- Other physical damage

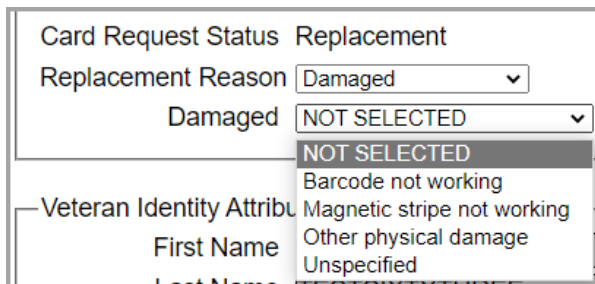


Figure 5-73: Damaged Replacement Reasons

If *Incorrect Information* is selected as a primary replacement reason, one of the following must be selected:

- Branch of Service
- Date of Birth
- Member ID
- ICN
- Member Benefit Plan ID
- Name
- Photo
- Prisoner of War
- Purple Heart
- Service Connected

Other

Card Request Status	Replacement
Replacement Reason	Incorrect Information ▾
Incorrect Information	NOT SELECTED ▾
NOT SELECTED Branch of Service Date of Birth ICN Member Benefit Plan ID Member ID Name Other Photo Prisoner of War Purple Heart Service Connected Unspecified	
Veteran Identity Attribution First Name Last Name Preferred Name Date of Birth Requesting Facility Address Facility Name	

Figure 5-74: Incorrect Information Replacement Reasons

5.4.6. Step 5: Save Card Request

This brings us to Step 5 – Save Card Request. This screen allows the VHIC Admin to verify all of the information shown on the screen as being correct.

If the information on the screen is a correct match, select the **[Submit]** button in the lower right hand to move forward.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Service Connected Y Card Number
Medal of Honor N Member ID 2110317517
Purple Heart N ICN 1013629589V434443
Prisoner of War N Plan ID 7346-243-588
VISN 7
Facility 508
Date of Birth 12/26/1955

Name as it will appear on card:
VGTESTFIFTYONE TESTSIXTYTHREE

Preferred name:

Address card will be mailed to:
VGTESTFIFTYONE TESTSIXTYTHREE
10078 D STREET
RESTON, VA 20191 USA

Card Status Pending
Card Request Date

Branch Of Service
 Space Force
 Veteran Declines Branch of Service Logo

Replacement Reason:
Damaged
Magnetic stripe not working

Reason for Hold:
Bad data

Back Submit

Figure 5-75: Save Card Request review screen

i **NOTE:** The Preferred Name listed on the preview screen will not be printed on the card. It is only housed in the VHIC system.

This screen contains the following information for review:


- Name as it will appear on card
- Address card will be mailed to (*this also contains the name as it will appear in the mailing address*)
- Replacement reason (*if applicable*)
- Reason for hold (*if applicable*)
- Service connected status
- Medal of Honor status
- Purple Heart status
- Prisoner of War status
- Branch of Service selection
- Date of Birth

Other fields that either will be populated or will populate upon final submission are:

- Card Number (populates upon final submission)
- Member ID
- ICN
- Member Benefit Plan ID
- VISN and Facility where request is being processed

5.4.6.1. Branch of Service

If available, the Veteran’s Branch of Service options will be displayed on screen. The Veteran should be given the opportunity to select which logo they would prefer to appear on their card or if they would like to decline the logo option altogether (*default*). The appropriate radio button should be selected based upon the Veteran’s preference. Only those branches of service that are listed in the Enrollment System and in which the Veteran has served will be shown. This will need to be chosen before submitting the card request.

 **NOTE:** Only one Branch of Service logo can appear on the card; those with more than one branch will have to select one, or decline to show any logo.



Branch Of Service

Army

Veteran Declines Branch of Service Logo



Figure 5-76: Branch of Service Selection

5.4.6.2. Photograph Verification

After reviewing and approving the card details the VHIC user will click the **[Submit]** button. A pop-up box will appear requiring the clerk to acknowledge that they have approved the final picture that will be submitted for card printing. Selecting ok will allow the process to continue and submitting the request possible.

The screenshot shows the 'Veteran Card Details' form. At the top, there are navigation buttons: 'Enter Search Terms', 'Select Veteran', 'Capture Veteran Image', 'Select Mailing Address', and 'Save Card Request'. The form contains the following information:

- Veteran Card Details:** Service Connected (Y), Medal of Honor (N), Purple Heart (N), Prisoner of War (N), Card Number, Member ID (2110317517), ICN (1013629589V434443), Plan ID (7346-243-588), VISN (7), Facility (508), Date of Birth (12/26/1955).
- Name as it will appear on card:** VGTESTFIFTYONE TESTSIXTYTHREE
- Preferred name:** SELMA
- Address card will be mailed to:** VGTESTFIFTYONE TESTSIXTYT, 10078 D STREET, RESTON, VA 20191 USA
- Replacement Reason:** Damaged, Magnetic stripe not working
- Reason for Hold:** Bad data (checkbox)

A 'Validate Veteran Photo' dialog box is overlaid on the form, containing the text: 'I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.' with 'OK' and 'Cancel' buttons. A yellow 'Pending' banner is visible at the bottom right of the form area.

Figure 5-77: Verify Veteran Photo

Should a new photograph be needed, the user may select **[Cancel]** and use the **[Back]** button to return to *Step 3: Capture Veteran Image*.

The screenshot shows the 'Veteran Card Details' form for a different veteran. The form contains the following information:

- Veteran Card Details:** Service Connected (N), Medal of Honor (N), Purple Heart (N), Prisoner of War (N), Card Number, Member ID (2107346530), ICN (1012991005V582194), Plan ID (7346-243-588), VISN (7), Facility (508), Birth (8/22/1985).
- Name as it will appear on card:** FOUR O MVIPATIENT III
- Preferred name:** DAWN PREFNAME
- Address card will be mailed to:** FOUR ONE MVIPATIENT III, 123 SESAME STREET, FRONT ROYAL, VA 22630 USA
- Replacement Reason:** Lost
- Reason for Hold:** Bad data (checkbox)

A 'Validate Veteran Photo' dialog box is overlaid on the form, containing the text: 'I acknowledge that the veteran picture meets VHIC standards for quality and clarity of features.' with 'OK' and 'Cancel' buttons. A yellow 'Pending' banner is visible at the bottom right of the form area. A red arrow points to the 'Back' button at the bottom of the form.

Figure 5-78: Photo Does Not Meet VHIC Standards

Once veteran photo has been approved the user may continue with the request.

5.4.6.3. Save Card Request: Replacement

Saving and submitting a replacement card request is essentially the same as submitting a new card request. The only variation will be the replacement reason. The selections made earlier in Step 4 will be reflected on this screen under the Replacement Reason section.

Step 1 Enter Search Terms
Step 2 Select Veteran
Step 3 Capture Veteran Image
Step 4 Select Mailing Address
Step 5 Save Card Request

Veteran Card Details

 Name as it will appear on card: VGTESTFIFTYONE TESTSIXTYTHREE Preferred name: SELMA Address card will be mailed to: VGTESTFIFTYONE TESTSIXTYTHREE 10078 D STREET RESTON, VA 20191 USA Replacement Reason: Damaged Magnetic stripe not working	Service Connected	Y	Card Number	14657
	Medal of Honor	N	Member ID	2110317517
	Purple Heart	N	ICN	1013629589V434443
	Prisoner of War	N	Plan ID	7346-243-588
			VISN	7
			Facility	508
			Date of Birth	12/26/1955
			Expiration Date	1/30/2033
	Card Status		Submitted	
	Card Request Date		03/06/2023	

Veteran Declines Branch of Service Logo

Reason for Hold:
Not Applicable

Figure 5-79: Replacement Card Request Submitted

5.5. Resuming an On Hold Replacement VHIC Request To Remove Hold: Veteran Level 2 Proofed

When the Associate resumes a card request that has been placed On Hold, they will still be taken through the same steps as though it was a New Card or a Replacement. The Associate won't be shown that this is an On Hold Request until they get to Step 4.

5.5.1. Step 1: Enter Search Terms

The first step in the process is to find the Veteran in the system. This is accomplished by entering enough search criteria to trigger a match within Master Veteran Index (MVI). The top of the screen offers guidance regarding the set of traits recommended to ensure a best match is found. These are guidelines and not necessarily the required set of traits that must be entered.

However, for optimal search results, copy the Veteran's ICN from Identity Management Toolkit and paste it 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, and Identification).

The more traits entered, the more likely a match will be returned. Additional guidance is also available on-screen by clicking on the blue circle containing a question mark.



Figure 5-80: Help icon

This type of help is available throughout the application and will provide additional detail or clarification for that particular step or section.

Once the information has been entered into the required fields, click on **[Search]** to proceed to the next step.

Figure 5-81: Enter Search Terms screen

5.5.2. Step 2: Select Veteran

Once the search has completed, the results of that search will be displayed on screen. From the list provided (up to 10 matches may be returned), select the appropriate Veteran by clicking on the Veteran's name which is hyperlinked.

If the correct Veteran is not in the list, click the **[Back]** button and verify the traits entered are correct. If the traits are correct, try adding additional information to aid in triggering a match.

Picture	Full Name	SSN	DOB	DOD	Gender
	VGTESTSEVENTYFIVE TESTEIGHTYSEVEN	XXX-XX-0214	1/20/1950		FEMALE

Figure 5-82: Select Veteran screen

5.5.3. Reuse Existing Image

As we are resuming a request previously placed on hold, there should be an existing photo for reuse. In the event the Veteran has an existing photo in the system that is more than ten years old, this will appear in the image capture area upon entry to Step 3 and a new image should be used.

- Face must be straight forward
- No closed eyes
- No dark glasses (cannot see eyes)
- Tinted glasses OK (can see eyes)
- Not more than one face in image
- No open mouth
- Face cannot touch edge of photo (hair can, but not face)

If you are happy with the existing picture, clicking next will move on to the next step in the process.

Photo was added on the following date : 06/03/2021

Upload from File Take New Picture

Back Next

Figure 5-83: Capture Veteran Image screen – Reuse Existing Photo; click Next

i **NOTE:** Greyscale pictures are not permitted to appear on the VHIC card. Attempts to use a greyscale photo will result in an error and you will need to use the **[Back]** button to capture or upload a new photo.

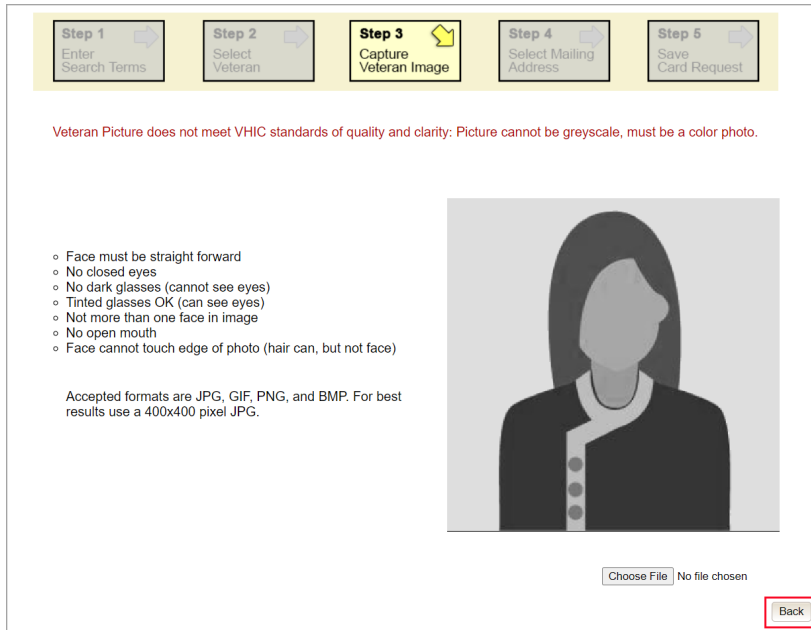


Figure 5-84: Greyscale Photo Error

VHIC will then ask the user to confirm that they want to reuse the existing photo and then they would click **[OK]** to continue on to the next step.

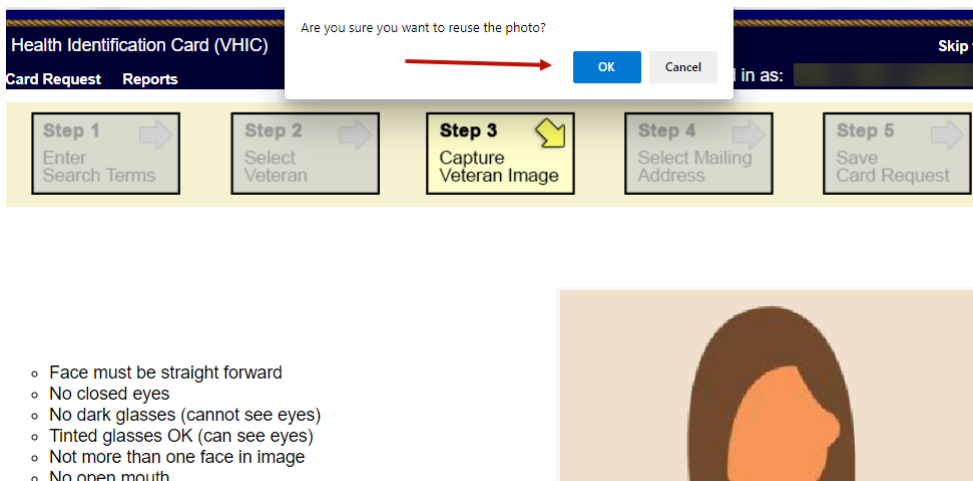


Figure 5-85: Capture Veteran Image screen – Reuse Existing Photo; click OK

5.5.4. Step 4: Review Mailing Address

Since the user is resuming a request previously processed and placed on hold, this card request for the Veteran will show status of *On Hold* will be listed along with the On Hold reason. There is also a drop-down list for selecting a *Replacement Reason* should that reason have changed.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Identity Confirmation

Status
Card Request Status Replacement On Hold
Bad Data: Testing for Bad Data for VIP 24

Replacement Reason Incorrect Information
Incorrect Information Unspecified

Veteran Identity Attributes
First Name VGTESTSEVENTYFIVE
Last Name TESTEIGHTYSEVEN
Preferred Name
Date of Birth 1/20/1950

Requesting Facility Address
Facility Name ATLANTA VAMC
Facility Address 1670 CLAIRMONT RD
DECATUR, GA 30033 USA

Address
Mail card to: Address received from Enrollment Services
 Address received from MVI
 Requesting facility
 Preferred facility (983 - CHYSHR)

Recipient VGTESTSEVENTYFIVE TESTEIGHTYSEVEN
Street 1 3013 ASHBURTON MANOR DR
Street 2
Street 3
City HERNDON
State VA
Zip Code 20171-2270
Province
Postal Code
Country USA

Is the address displayed on screen where the Veteran is to receive his/her new VHIC card?

Back Next


Figure 5-86: Review Mailing Address screen

Selecting a radio button will automatically update the address information based on the selection. The process cannot continue until the appropriate radio button has been selected.

If the information on the screen is a correct match, select the [Next] button in the lower right hand to move forward.

5.5.5. Status Section

At the top of the Step 4 screen is the Status section. Since this card request for the Veteran was placed on hold, the status of *Replacement On Hold* will be listed along with the On Hold reason. There is also a drop-down list for selecting a *Replacement Reason*.



The screenshot shows a form titled "Status" with a "Card Request Status" field set to "Replacement On Hold". Below this, there is a "Bad data: testing bad data" checkbox. At the bottom, the "Replacement Reason" is set to "DAMAGED" in a dropdown menu.

Figure 5-87: Card Request Status section

5.5.6. Step 5: Save Card Request

This brings us to Step 5 – Save Card Request. This screen allows the VHIC Admin to verify all of the information shown on the screen as being correct.

If a Branch of Service option is available to the Veteran, the VHIC associate will see that on this screen and will need to ask the Veteran’s preference for which, if any, BoS they would like to appear on the card.

If, after review, the Veteran states that all items are listed correctly now, the VHIC user can uncheck the *Bad data* checkbox.

When the *Bad data* checkbox is unchecked, the [Hold] button will change to the [Submit] button.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Name as it will appear on card:
VGTESTSEVENTYFIVE
TESTEIGHTYSEVEN

Address card will be mailed to:
VGTESTSEVENTYFIVE
TESTEIGHTYSEVEN
3013 ASHBURTON MANOR DR
HERNDON, VA 20171-2270 USA

Replacement Reason:
Incorrect Information
Unspecified

Service Connected	Y	Card Number	14422
Medal of Honor	N	Member ID	2114324569
Purple Heart	N	ICN	1013760953V215771
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	1/20/1950

Card Status Saved On Hold
Card Request Date 01/12/2023

Branch Of Service

- Coast Guard
- Merchant Seamen
- Veteran Declines Branch of Service Logo

Reason for Hold:

Bad data Details: Testing for Bad Data for VIF

Back Hold

Figure 5-88: Save Card Request review screen; Uncheck Bad Data checkbox

The VHIC user can now click **[Submit]** to complete the card request.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Name as it will appear on card:
FOUR O MVIPATIENT III

Preferred name:
PREFERREDNAME

Address card will be mailed to:
FOUR ONE MVIPATIENT III
123 SESAME STREET
FRONT ROYAL, VA 22630 USA

Replacement Reason:
Damaged
Barcode not working

Service Connected	N	Card Number	14631
Medal of Honor	N	Member ID	2107346530
Purple Heart	N	ICN	1012991005V582194
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	8/22/1985

Card Status Saved On Hold
Card Request Date 02/22/2023

No Branch of Service is available

Reason for Hold:

Bad data

Back Submit

Figure 5-89: Save Card Request review screen; click Submit

5.5.6.1. Photograph Verification

After reviewing and approving the card details the VHIC user will click the **[Submit]** button. A pop-up box will appear requiring the clerk to acknowledge that they have approved the final picture that will be submitted for card printing. Selecting ok will allow the process to continue and submitting the request possible.

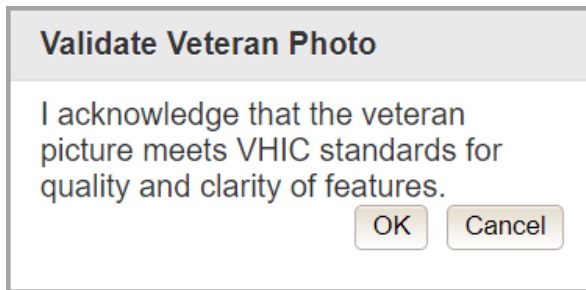


Figure 5-90: Validate Veteran Photo

Should a new photograph be needed, the user may select **[Cancel]** and use the **[Back]** button to return to *Step 3: Capture Veteran Image*.

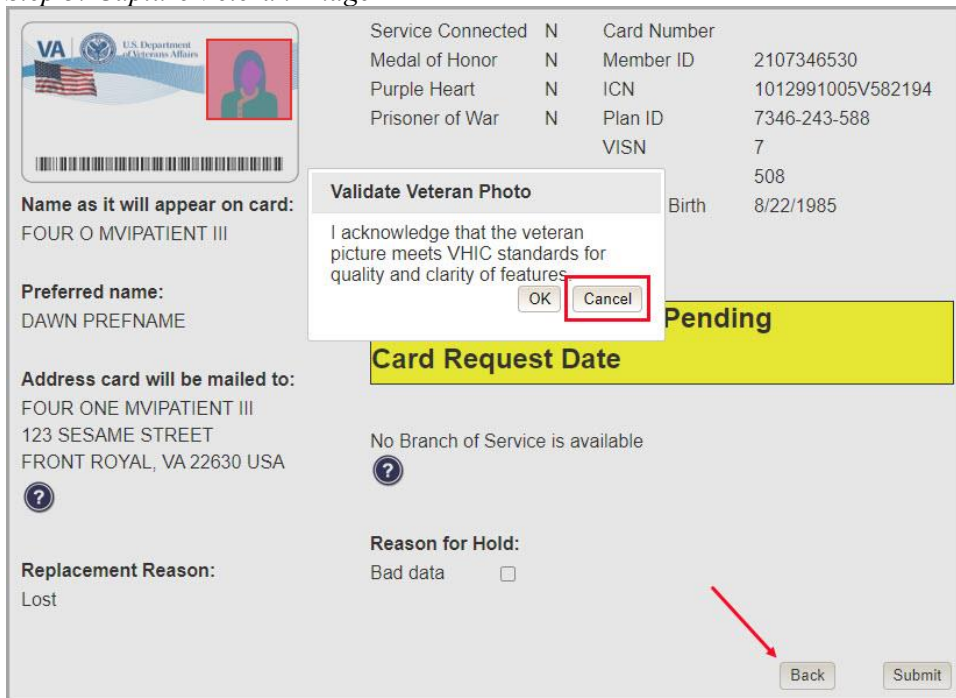


Figure 5-91: Photo Does Not Meet VHIC Standards

Once veteran photo has been approved and the **[Submit]** button selected the request will now show a Submitted status.

If a Branch of Service was selected on the previous screen. The designated choice will appear here, as well as the Expiration Date and the Replacement Reason.

Step 1 Enter Search Terms

Step 2 Select Veteran

Step 3 Capture Veteran Image

Step 4 Select Mailing Address

Step 5 Save Card Request

Veteran Card Details

Card Preview: VA U.S. Department of Veterans Affairs. Name: VGTESTSEVENTYFIVE TESTEIGHTYSEVEN. Address: 3013 ASHBURTON MANOR DR, HERNDON, VA 20171-2270 USA.

Service Connected	Y	Card Number	14422
Medal of Honor	N	Member ID	2114324569
Purple Heart	N	ICN	1013760953V215771
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	1/20/1950

Card Status: Submitted

Card Request Date: 03/01/2023

Branch Of Service:

- Coast Guard
- Merchant Seamen
- Veteran Declines Branch of Service Logo

Replacement Reason:

- Incorrect Information
- Unspecified

Reason for Hold: Not Applicable

Figure 5-92: Replacement Card Request Submitted

5.6. On Hold Reasons Explained

5.6.1. Veteran Not Proofed:

User did NOT complete the proofing process using the Identity Management Toolkit application PRIOR to creating a VHIC request.

If the VHIC user started the VHIC card request BEFORE going into the Identity Management Toolkit application and completing the proofing process, the VHIC application will display the Warning message on Step 4 of the card request process indicating that the Veteran has NOT been Identity Proofed. The VHIC user will see Veteran not proofed as the Reason for Hold on Step 5. The VHIC application will allow you to save the card request on hold. The card request will be saved for 30 days.



Figure 5-93: Veteran Not Proofed Warning message on Step 4: Select Mailing Address

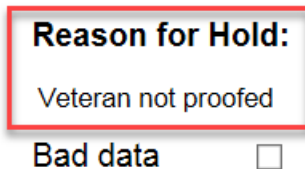


Figure 5-94: Reason for Hold: Veteran Not Proofed

Once the VHIC user completes the Identity Proofing in the Identity Management Toolkit application, they can return to the VHIC application to take the card request off hold. The VHIC user will start a card request as they would normally. The VHIC user will see the On Hold Reason – Veteran Not Proofed displayed on Step 4 of the card request process.

Veteran Identity Confirmation

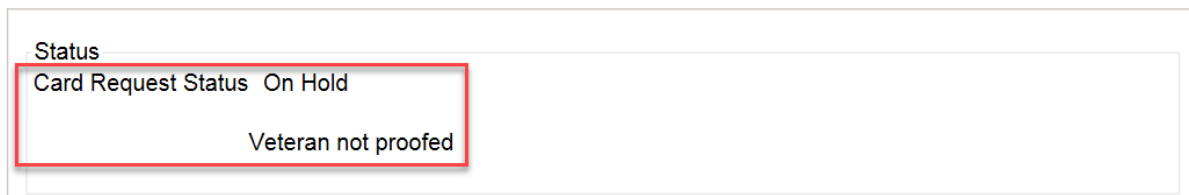


Figure 5-95: Card Request Status: On Hold - Veteran Not Proofed

Continue with the card request process and submit the card request as outlined in section [4.3 Resuming an On Hold VHIC Request: Veteran NOT Level 2 Proofed Hold Reason](#)



NOTE: There is a background job that runs every morning at 8:00 a.m. Eastern Time that will check the proofing status of any cards placed on hold. As long as there are no other issues with the card request, the job will submit the card request to the print vendor.

5.6.2. Enrollment Services Unavailable

If you get to Step 6 and see the message “Enrollment Unavailable” displayed under **Reason for Hold**, which means that VHIC is unable to communicate to Enrollment Services at this time,

select the Branch of Service (if available) and click on the **[Hold]** button. This will save the card request for 30 days.



Reason for Hold:
Enrollment unavailable
Bad data

Figure 5-96: Reason for Hold: Enrollment Unavailable

Next, log a ticket by calling the Enterprise Service Desk at REDACTED, option #3 (Applications), then option #1 or create a ticket through the **[yourIT]** shortcut on your desktop.

i **NOTE:** There is a background job that runs every morning at 8:00 a.m. Eastern Time that will check the eligibility status of any cards placed on hold.

- If the Eligibility status is confirmed as “Eligible” and there are no other issues with the card request, the job will submit the card request to the print vendor.
- If the Eligibility status is confirmed as “Not Eligible”, the card request will be terminated, and no card will be issued.

5.6.3. Eligibility Pending

If you get to Step 6 and see the message “Eligibility Pending” displayed under **Reason for Hold**, which means that Enrollment Services has returned an eligibility status of “Pending” at this time, select the Branch of Service (if available) and click on the **[Hold]** button. This will save the card request for seven (7) days.



Reason for Hold:
Eligibility Pending
Bad data

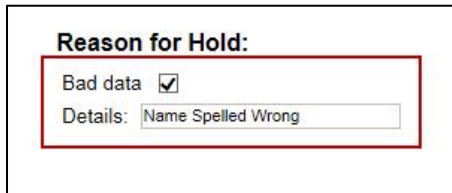
Figure 5-97: Reason for Hold: Eligibility Pending

i **NOTE:** The Veteran should go to Enrollment Services to have the record updated as needed. There is a background job that runs every morning at 8:00 a.m. Eastern Time that will check the eligibility status of any cards placed on hold.

- If the Eligibility status is confirmed as “Eligible” and there are no other issues with the card request, the job will submit the card request to the print vendor.
- If the Eligibility status is confirmed as “Not Eligible” or is not updated within Seven (7) days, the card request will be terminated, and no card will be issued.

5.6.4. Bad Data – Other

If you get to Step 6: Save Card Request and any information that is displayed on the screen needs to get changed/updated, click the checkbox next to Bad Data under Reason for Hold. A Details field will be displayed and you can enter a description on what information needs to be updated. Then select the Branch of Service (if available) and click on the **[Hold]** button. This will save the card request for 30 days.



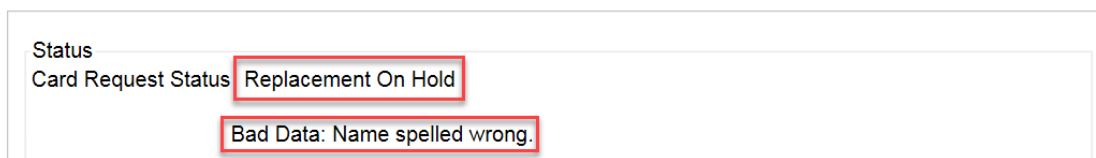
The screenshot shows a form titled "Reason for Hold:". Below the title, there is a checkbox labeled "Bad data" which is checked. To the right of the checkbox is a text input field containing the text "Name Spelled Wrong".

Figure 5-98: Reason for Hold: Bad Data – Name Spelled Wrong

The Veteran should go to Enrollment Services to have the record updated as needed. A card request placed on hold with **Bad Data** as the **Reason for Hold** will NOT be updated and submitted by the background job.

The Veteran will need to return to complete the card request after they have had the information updated. You will need to start a card request as you would normally. On Step 4 of the card request process, you will see the On Hold Reason – Bad Data: (reason entered when saved) displayed.

Veteran Identity Confirmation



The screenshot shows a form titled "Veteran Identity Confirmation". Under the "Status" section, the "Card Request Status" is "Replacement On Hold". Below this, there is a text field containing "Bad Data: Name spelled wrong.".

Figure 5-99: Card Request Status: Replacement on Hold - Bad Data: Name Spelled Wrong

Continue with the card request process. When you get to Step 6, you will need to uncheck the checkbox next to Bad Data in order to be able to submit the card request.



The screenshot shows a form titled "Reason for Hold:". Below the title, there is a checkbox labeled "Bad data" which is unchecked.

Figure 5-100: Reason for Hold: Bad Data Unchecked

5.6.5. No EDIPI

If you get to Step 6 and see the message “No EDIPI” displayed under Reason for Hold, it means that the VA does not have Defense Enrollment Eligibility Reporting System (DEERS) data for that individual at this time. Select the Branch of Service (if available) and click on the **[Hold]** button. This will save the card request for thirty (30) days and a request will be generated for HC IdM remediation once you select the hold button.

The screenshot shows a web form for a card request. At the top left, the address is listed: "Address card will be mailed to: SIX VAPATIENT, 1217 MARLBORO DR, LITTLE ROCK, AR 72201 USA". To the right, a yellow box displays "Card Status Pending" and "Card Request Date". Below this, there is a "Branch Of Service" section with radio buttons for "Navy" and "Veteran Declines Branch of Service Logo", with the latter selected. A "Replacement Reason:" section shows "Lost". The "Reason for Hold:" section has "No EDIPI" selected, and "Bad data" is also visible with an unchecked checkbox. A red box highlights the "Bad data" option. At the bottom right, there are "Back" and "Hold" buttons, with a red arrow pointing to the "Hold" button.

Figure 5-101: Reason for Hold: No EDIPI

A Confirmation message will appear, select the **[OK]** button.

The screenshot shows a confirmation dialog box with the title "Card will be placed on-hold". The text inside reads: "Card requests placed on-hold require manual release due to one or more of the following reasons: ES is unavailable, eligibility pending, or bad data." Below this, it says: "The On-Hold report under the Reports tab is available for tracking these requests." At the bottom, there are "OK" and "Cancel" buttons.

Figure 5-102: On Hold Request Confirmation Box

If a second request is generated before the thirty (30) days the user will get a message indicating that a request is open in the system.

A service request for EDIPI generation already exists - please allow time for completion.

Veteran Card Details

Service Connected	N	Card Number	12273
Medal of Honor	N	Member ID	
Purple Heart	N	ICN	1012991008V153263
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	4/4/1987
		Expiration Date	9/26/2028

Name as it will appear on card:
SIX F MPIPATIENT

Figure 5-103: Active Request Exists in System Message

5.6.6. Imprecise Date of Birth

If you get to Step 6 and see the message “Invalid Date of Birth” displayed under Reason for Hold, it means that the VA received an imprecise Date of Birth, such as Month/year instead of Month/Date/Year. A request needs to be created for HC IdM remediation. Select the Branch of Service (if available) and click on the **[Hold]** button. This will save the card request for thirty (30) days and generate the remediation request for HC IdM.

Home Card Request Reports Card Management Site 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

Veteran Card Details

Service Connected	N	Card Number	
Medal of Honor	N	Member ID	2107710011
Purple Heart	N	ICN	1013020501V903479
Prisoner of War	N	Plan ID	7346-243-588
		VISN	7
		Facility	508
		Date of Birth	

Name as it will appear on card:
THREE M MPIPATIENT

Address card will be mailed to:
MISS THREE MIDDLE MPIPATIENT
123 SESAME STREET
RIVERTON, VA 22630 USA

Replacement Reason:
Not a replacement card

Card Status Pending
Card Request Date

No Branch of Service is available

Reason for Hold:

- Eligibility Pending
- Invalid Date of Birth
- Bad data

Back Hold

Figure 5-104: Reason for Hold: No EDIPI

A Confirmation request message will appear, select the [OK] button.



Figure 5-105: On Hold Request Confirmation Request

The screen will change showing that the Card Request Status has been updated and saved.

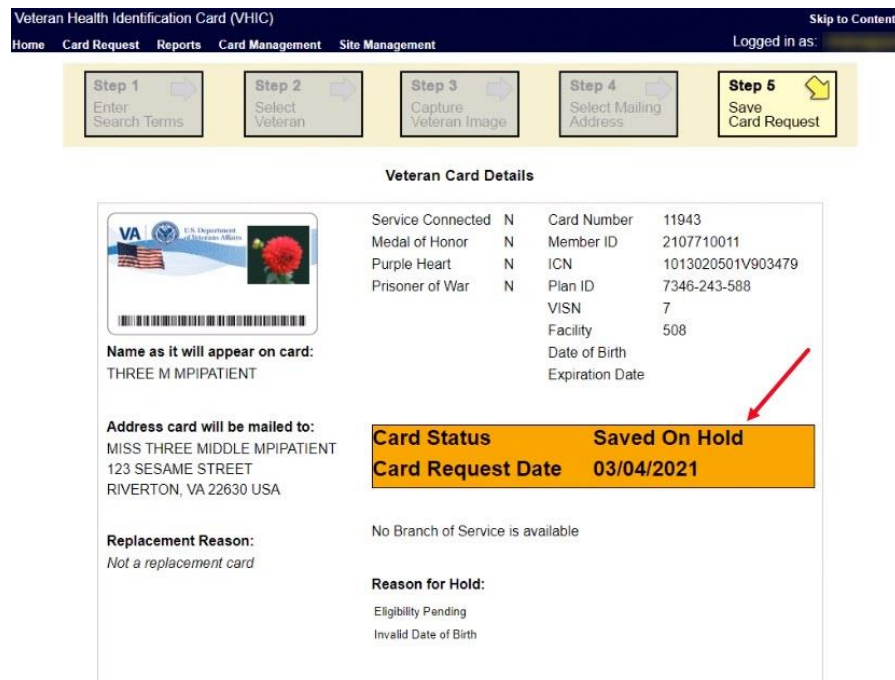


Figure 5-106: Saved on Hold

5.6.7. Manual Review Required

If you get to Step 5 and see the message “Manual Review Required” displayed under **Reason for Hold**, it means that the veteran has submitted their request through the VA Self Service Portal and the request could not be completed without VA review. The hold could be due to an error with the picture, information change request, etc. Once the manual review has been completed a background process will clear the hold. Submitting the request Unchecking the Card Hold manually will not clear the hold even if the TK task has been successfully processed. See *VHC User Guide Vol 6 Self Service Process* for information about this type of request.

Reason for Hold:

Manual review required

Bad data

Figure 5-107: Manual Review Required Hold.

5.6.8. No Facility Address

If you get to Step 5 and see the message “No Facility Address” displayed under **Reason for Hold**, it means that there is no facility address on file.

Reason for Hold:

No Facility Address

Bad data

Figure 5-108 No Facility Address

5.7. Requesting a VHIC for a Veteran within ten (10) days of a previous VHIC request

VHIC Users will not be able to request a new VHIC for a Veteran if there has been a previous request made within the past ten (10) days. They will be shown a message on Step 2 of the VHIC card request process stating:

“This Veteran has a recent VHIC request in process. Please remind the Veteran the VHIC should be received with 10 days after the request was submitted.”

Step 1
Enter Search Terms

Step 2
Select Veteran

Step 3
Capture Veteran Image

Step 4
Select Mailing Address

Step 5
Save Card Request

This Veteran has a recent VHIC request in process. Please remind the Veteran the VHIC should be received within 10 days after the request was submitted.

Picture	Full Name	SSN	DOB	DOD	Gender
	ELEVEN M MVIPATIENT	XXX-XX-0069	10/10/1952		MALE

? Back

Figure 5-109: Replacement Card has been requested within the past 10 days

If for some reason a new VHIC request must be made to include any changes within 10 days of the previous card request, **ONLY** the VHIC Administrator will be able to submit a new card request. In this instance, the VHIC user will need to submit a request to the **VHA HEC VHIC Program Team** mail group via an encrypted message to deactivate the submitted card request. Once the VHIC user is notified that their card request has been deactivated, they can submit a new card request with the corrected information

Information to include in the request are listed below:

- Veteran’s First and Last Name
- Member ID and/or Card Number
- Site Point of Contact
- Reason for needing a new card requested within 10 days of the previous request.



NOTE: If the Member ID and/or Card Number are not available, provide the Date of Birth and SSN instead.

5.8. Requesting a VHIC for a Veteran with an existing Date of Death

VHIC Users will not be able to request a new VHIC for a Veteran if a Date of Death has been reported for them. They will be shown a message on Step 2 of the VHIC card request process stating:

Card requests for deceased veteran(s) are not allowed. All Cards for deceased veteran(s) have been deactivated in VHIC and unlinked in MVI.

The screenshot shows a five-step process bar at the top. Step 2, 'Select Veteran', is highlighted with a yellow background and a yellow arrow pointing to it. Below the process bar is a red-bordered notification box containing the text: 'Card requests for deceased veteran(s) are not allowed. All Cards for deceased veteran(s) have been deactivated in VHIC and unlinked in MVI.' Below the notification is a table with the following data:

Picture	Full Name	SSN	DOB	DOD	Gender
No Photo	ELEVEN M MVIPATIENT	XXX-XX-1123	12/22/1990	02/02/2017	FEMALE

At the bottom right of the form, there is a question mark icon and a 'Back' button.

Figure 5-110: Deceased Veteran Notification

The Veteran should be referred to Enrollment. This could be to either the facility enrollment department (possibly parent facility), or the HEC Enrollment & Eligibility Division (REDACTED) for assistance.

6. Card Deactivations

Card deactivations can **ONLY** be completed by the VHIC Administrator. The VHIC user will need to submit a request to the **VHA HEC VHIC Program Team** mail group via an encrypted message.

Information to include in the request are listed below:

- Veteran's First and Last Name
- Member ID and/or Card Number
- Site Point of Contact
- One of the following deactivation reasons:
 - Cancelled/Declined (enrollment)
 - Damaged
 - Deceased
 - Identity Theft
 - Lost
 - Stolen
 - Other – With detailed explanation



NOTE: If the Member ID and/or Card Number are not available, provide the Date of Birth and SSN instead.



NOTE: Once the VHIC user is notified that their card request has been deactivated, they can submit a new card request with the corrected information.

VHIC Administrators can find detailed information on how to deactivate all of the VHICs for a given Veteran in the *Veteran Health Identification Card User Guide - Volume 3 – Admins* document.

7. Reports

A comprehensive walkthrough of all of the different reports that are available to VHIC users and the types of metrics that can be obtained, as well as an explanation of the user role permissions for accessing the reports are included in the *Veteran Health Identification Card User Guide - Volume 2 - Reports* document.

8. Troubleshooting

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