



## Application Submission

1. Login to your VMSDEP Applicant profile
2. To submit your application, you will need to link your account to a veteran, fill out the necessary information, and upload the necessary documents. To begin this process, click on the *Link Veteran* button.

The screenshot shows the VMSDEP Test Applicant profile page. The header includes the VMSDEP logo and the text "VMSDEP TEST Environment". The main content area is titled "Test Test Applicant" with the applicant ID "Applicant: A-80-9024-509". Below this, there are sections for "Applicant Profile information", "Related Veteran Information", and "Application Information".

Applicant Profile information	
Last Name *	TestApplicant
First Name *	Test
Middle Initial	
Birth Security Number	AAA-AAA-AAAA
Year 500	Year 500
Date Of Birth	1/1/2000
Address 1 *	XX
Address 2	
City *	XX
State Province	Virginia
Postal Code *	12345
Email Address (System Generated) *	whotest-app@scott@gmail.com
Email Address (Manual)	
Phone Number *	(123)456-7890
Phone Number (Manual)	

Below the applicant information, there is a "Related Veteran Information" section with a yellow "Link Veteran" button. Underneath is the "Application Information" section, which includes a note: "To continue with the application process, please check back after the Linked Veterans eligibility has been verified by DHS".

3. To check if your veteran has a VMSDEP profile, enter their Social Security Number and click the *Lookup Veteran* button.

The screenshot shows the "Link Related Veteran" form. It has a title "Link Related Veteran" and a subtitle "Link Related Veteran". The form contains several input fields: "Related Veteran First Name", "Related Veteran Last Name", "Related Veteran Date of Birth", and "Related Veteran Social Security Number". The Social Security Number field is currently filled with "XXXXXXXXXX". There is a yellow "Lookup Veteran" button next to the Social Security Number field. At the bottom of the form, there are three buttons: "Cancel", "Create New Veteran", and "Close".

4. If your veteran does NOT have a VMSDEP profile, click the *Create New Veteran* button. On the next page, follow the instructions for *Veteran Verification*. If your veteran DOES have a profile, click *Link Veteran* to attach them to your VMSDEP Application.

- ONLY after your linked veteran has been verified can you proceed with your application. Click the *Edit* button, and fill in the remaining fields to complete your application. Once all the questions have been answered, click the *Save* button.

The screenshot shows the 'Test TestApplicant' form in the VMSDEP Test Environment. The form is divided into several sections:

- Applicant Profile Information:** Includes fields for Last Name (TestApplicant), First Name (Test), Middle Initial, Social Security Number (\*\*\*-\*\*-\*\*\*\*), Year COB, Date Of Birth (1/1/2000), Address 1 (XX), Address 2, City (XX), State Province (Virginia), Postal Code (12345), Email Address (System Generated) (whobestapp12345@gmail.com), Email Address (Personal), Phone Number (123) 456-7890, and Phone Number (Personal).
- Related Veteran Information:** Includes fields for Related Veteran Name (Test TestVeteran), Related Veteran Date Of Birth (3/15/1975), Related Veterans ID (\*\*\*-\*\*-\*\*\*\*), Veteran ID#, and Related Verification Status (Verified). A 'View More Linked Veterans' button is located below this section.

- To upload the necessary documents, click the *Upload* button next to each document.

The screenshot shows the 'Associated Documents' section. The title 'Associated Documents' is in a large, bold, blue font. Below it, the text 'Applicant's Proof of Dependency Documentation' is followed by an 'Upload' button with an upward arrow icon. A mouse cursor is pointing at the 'Upload' button.

- Once all questions have been answered AND all necessary documents have been uploaded, click on the *Submit Application* button. At this time, your VMSDEP Application has been submitted, and DVS will adjudicate. When your Application status is updated, you will receive an email to review.
- Any updates to your verification will display under *Application History*.