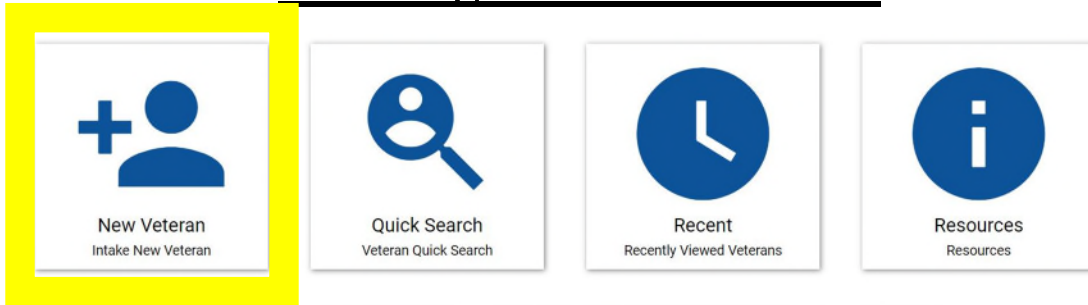


Tyler's Veteran's Benefits (TVB) Quick Reference Guide

Creating a Veteran Folder



Step 1. Click the + **New Veteran** Button on the TVB Home Screen

Step 2. Fill in the ***Required Fields***:

- a. Intake Date (Automatically populates to today's date)
- b. First Name
- c. Last Name
- d. SSN
- e. Veteran Status (Automatically populates status to **Active**)

Step 3. Field Office – Press **Assign to Me** which will select your field office and assign the veteran folder to you. (You must have first selected your default field office in **My Account** to have this function active.)

Step 4. Capture any additional information in Veteran Tab such as address, phone number and email address.

Step 5. Click Save

Special Notes:

- After you create a new veteran folder, TVB generates a Veteran Number for that folder in TVB. The number is located underneath the veteran's name and will be displayed like the example below:

