

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

Contact and Dependent

Step 1. From the veteran's splash page click on the **Edit Veteran** button

Step 2. This will open up the full veteran's folder, From the veteran's folder click on **Contact and Dependent**

Veteran Claim Military Service **Contact and Dependent** Medical Condition Document Communication Note Email Address Work Request

Contact's Personal Info

Contact Type * Point of Contact * Yes No

First Name * Current * Yes No

Middle Name Is contact a dependent? * Yes No

Last Name * Same as veteran address Yes No

Step 3. Fill in the ***Required Fields***:

- a. Contact Type
- b. First Name
- c. Last Name
- d. Point of Contact
- e. Current (Are they currently in a relationship with the veteran)
- f. Is contact a dependent

Step 4. Click Save

Special Notes:

- Data entered will transfer over into applicable fields when generating forms in TVB such as the 21-686C
- Under the TVB "Claim" tab a required field is: **Is Veteran the Claimant?** If you select **No** a new field will populate titled "**Claimant**" and will display any **Dependents**, you capture in the veteran's TVB Folder.
- If you click Yes on the field that states: "**Same as veteran address**" it will populate the current address.

