

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

Adding a Document to a Veteran's Folder

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

The screenshot shows the Tyler's Veteran's Benefits (TVB) splash page for a veteran named John Deere. At the top, the name 'John Deere' is displayed next to a logo, with the Veteran Number: VET-VB-00000015 and Claim Count: 0. Below this, a blue header bar contains fields for Veteran Status: Active, DOB, VA File Number: 123889754, SSN: xxx-xx-9754, Age, POA, and Combined Disability %. A yellow arrow points to the 'Edit Veteran' button, which is a blue square with a white pencil icon. To the right of the button is a list of contact information: Email (Runslikeadeer@gmail.com), Mobile phone (336 - 867 - 5309), Evening phone (336 - 867 - 5309), Daytime phone (336 - 867 - 5309), Address (220 Riddle Circle, Advance, SC 27284), and SSN (xxx-xx-9754). To the right of the contact information is a grid of nine buttons: Add Note (Add Quick Note), Add Vet Comm (Add Veteran Communication), New Claim (Create New Claim), View Notes (View Notes), View Comm Log (View Communications), View Claims (View Claims), Documents (View Documents), Ratings (View Ratings), and Awards (View Awards). To the right of the grid is a 'VA Benefits Claims' section with a 'Login' button.

Step 2. The new page contains all the veteran's information and is categorized by tabs at the top of the screen. Locate the tab that says **Document** to continue the upload document process.

The screenshot shows the Tyler's Veteran's Benefits (TVB) page for John Deere. The page is categorized by tabs at the top: Veteran, Claim, Military Service, Contact and Dependent, Medical Condition, Document, and Communication. The 'Document' tab is highlighted in yellow. The page also displays the Veteran's information: John Deere, Veteran Number: VET-VB-00000015, Claim Count: 0, and a blue header bar with fields for Veteran Status: Active, DOB, VA File Number: 123889754, SSN: xxx-xx-9754, Age, POA, and Combined Disability %.

Step 3. Clicking on **Document** provides a drag and drop window to easily upload documents. Pressing the dropdown option of **New Document** Takes the user to another page that will upload the documents.



Document Category *

Document Type *

Document Name *

Document Date * (mm/dd/yyyy)

Comments

Save

Step 4. Fill in the ***Required Fields***:

- Document Category: Choice is made from pre-populated list
- Document Type: Choice made in **Document Category** populates the selections available for this field.
- Document Name: Users choice
- Document Date: auto populates today's date.

Step 5. Click Save

Special Notes:

- When submitting a claim through TVB, documents uploaded in the **Documents** Tab populate in **Claim Package** under **Veteran Documents**.
- Previously uploaded Documents are listed in the Document tab and can be downloaded by clicking on the **File's Name**

