Tyler's Veteran's Benefits (TVB) Quick Reference Guide
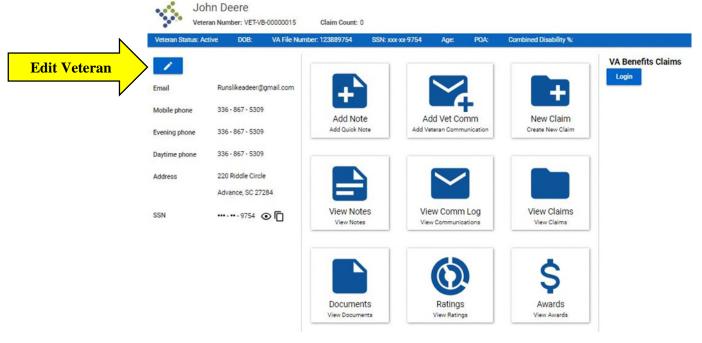
Adding a Document to a Veteran's Folder
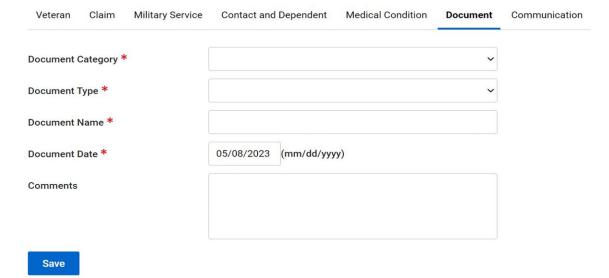
Step 1. From the Veteran's splash page click **Edit Veteran**

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.

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 *   [05/08/2023] (mm/dd/yyyy)

Comments   [   ]

Save

Step 4. Fill in the *Required Fields*:

    a. Document Category: Choice is made from pre-populated list
    b. Document Type: Choice made in **Document Category** populates the selections available for this field.
    c. Document Name: Users choice
    d. 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**