*Quick*Submit Quick Reference Guide

User Access	Register	Upload Documents	View Uploads

Search for *Quick*Submit:
https://digitization.gcio.com/va/upload
 	
Log in using the PIV card process.
If new user and not Registered?
▪ Register as the following:
  ▪ VA Business Partner
  ▪ Veteran
  ▪ Veteran Family Member
  ▪ VA Employee/Contractor
▪ Access is available upon registration.
▪ Logoff!
  ▪ Click ellipses by username and select to Logout.
OR
 	
Log in using ID.*me*
If no ID.me account?
▪ Follow the instructions to create an ID.me account.
If new user and not Registered?
▪ Register as the following:
  ▪ VA Business Partner
  ▪ Veteran
  ▪ Veteran Family Member
▪ Access is available upon registration.
▪ Logoff!
  ▪ Click ellipses by username and Logout.
	Select one of the following methods
	1. **VA Business Partner**:
	  ▪ Username and Email pre-populate
	  Enter
	  ▪ User Role,
	  ▪ Accreditation # (if applicable)
	  ▪ Organizations (multiple allowed)
	
	2. **Veteran**:
	  ▪ Username and Email pre-populate
	  Enter
	  ▪ Veteran File Number
	  ▪ Zip Code
	
	3. **Veteran Family Member**:
	  ▪ Username and Email pre-populate
	
	4. **Select VA Employee/Contractor**:
	  ▪ Username and Email pre-populate
	  Enter
	  ▪ Role (Internal Employee/Contractor or COR. COR request goes to approval queue)
	  ▪ Organization
	
	Next
	▪ Select **Register** button
	Access is available upon registration
		Enter information and attach files
		
		VA Business Partner or VA Employee/Contractor
		▪ **Veteran Information**
		  ▪ First Name, MI, Last Name
		  ▪ File Number
		  ▪ Zip Code
		  ▪ Emergent Indicator
		▪ **Submission Information**
		  ▪ Organization
		  ▪ Benefit Claim Type
		
		Veteran or Veteran Family Member
		▪ **Veteran Information**
		  ▪ First Name, MI, Last Name
		  ▪ File Number
		  ▪ Zip Code
		
		All User types
		▪ **Attach Files**
		  ▪ Maximum of 30
		  ▪ Allowed file types: pdf, doc/docx, jpg/jpeg, tiff, png
		  ▪ Recommended resolution is 300 dpi
		  ▪ Maximum file size is 200 mb
		▪ **Select Submit**
		  ▪ Confirmation message displays
			View Uploads Table
			▪ List of the users' submissions
			▪ Displays a summary for the packets
			  ▪ Veteran Name, File Number, Zip Code, Emergent Indicator, Benefit Claim Type, Submitter, Organization, Files, Current Stage, etc.
			▪ Results may be sorted or filtered by column
			▪ Columns may be moved or re-ordered
			▪ Only files uploaded by the user are displayed (unless COR user)
			▪ List may be exported (Export Upload History)
			▪ The Current Stage column informs the user where files are in the upload process.
			  ▪ Uploading, Evidence Received, Vendor Processing, Submission Failed-Resubmit, Available in Mail Portal, Complete

Help Documentation	Email	Phone
User Guide Log into *Quick*Submit | Help | User Guide	✉ For Issues with submissions, please contact Business Transformation Services (BTS) at VCIP.VBACO@va.gov	☎ For questions regarding VA benefits or claims status, please call 1-800-827-1000 or visit VA.gov Home | Veterans Affairs