

VA Consolidated Onboarding Document Instructions

It is recommended that you complete your onboarding document on a PC (not a Mac). To complete the onboarding document, you must use "**Adobe Reader**" **ONLY**. You may download the Reader from the internet (get.adobe.com/reader). Do not select "Install the Acrobat Reader Chrome Extension" (uncheck the box). Always read the Terms & Conditions.

COMPLETE THE DOCUMENT

- 1) **SAVE** the onboarding document to your computer first.
- 2) Then, open the onboarding document using Adobe Reader. **Click** on the blue "Show" button on page 2 to reveal all of the required fields.
- 3) **Complete** all required fields (in red) pages 2-7. Optional fields (in blue/gray boxes) are completed as required by your individual responses. Do NOT alter the onboarding document fields or information (other than what you are entering).
- 4) **SAVE and close** the document. REOPEN the document with Adobe Reader. Verify that the box on page 7 has changed a green box with the word "**VALID**". Do not submit an onboarding document that is not **VALID**. If you are having trouble validating your document, please reach out to the VA onboarding office.
- 5) Once **VALID**, **PRINT** the onboarding document and **SIGN** all fields indicated by a blue star (digital signatures are **not** accepted). Then **SCAN** the signed copy into your computer.

SECURELY SUBMIT THE DOCUMENT

Send an encrypted email to Sherman.James@va.gov including **TWO** versions of your document:

- 1.) The scanned, **signed** onboarding document AND
- 2.) The **electronic** onboarding document (*in the original fillable PDF format*).

***No pictures or images of the documents will be accepted. Scanned pdfs only.**

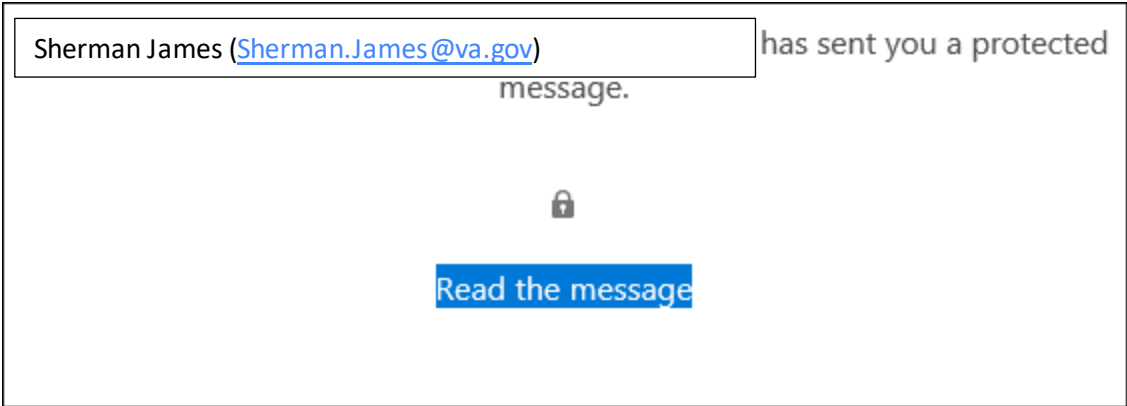
Additional requirements to be submitted with the consolidated onboarding document: *Only submit these if they apply*

- Naturalized US Citizens: Submit documentation to support your status (e.g. copy of naturalization certificate or US passport)
- Non-US Citizens: Submit documentation showing your current status.

ENCRYPTION

Unable to send an encrypted email? Follow these instructions...

- Email Sherman.James@va.gov to let us know you are ready to send in your document; and we will send you a secure link to use for submission.
- Below is what you will see with the secure link...



After clicking the button, you will be emailed a code.



After entering the code, you can then view the secure message.

test RMS



[Redacted] <[Redacted]@va.gov>

Today, 9:31 AM

[Redacted]@gmail.com ↵

Encrypt: This message is encrypted. Recipients can't remove encryption.

Hi I am a test of RMS Rights Management

You can then click “Reply” and attach your onboarding documents.



After you press "Send" you will have submitted your Consolidated Onboarding Document securely. Thank you!