

QuickSubmit Quick Reference Guide

User Access	Register	Upload Documents	View Uploads
<p>Search for <i>QuickSubmit</i>: https://digitization.gcio.com/va/upload</p> <p>Log in using the PIV card process. <i>If new user and not Registered?</i></p> <ul style="list-style-type: none"> Register as the following: <ul style="list-style-type: none"> VA Business Partner Veteran Veteran Family Member VA Employee Access is available upon registration. Logoff! <ul style="list-style-type: none"> Click ellipses by username and select to Logout. <p>OR</p> <p>Log in using ID.me <i>If no ID.me account?</i></p> <ul style="list-style-type: none"> Follow the instructions to create an ID.me account. <p><i>If new user and not Registered?</i></p> <ul style="list-style-type: none"> Register as the following: <ul style="list-style-type: none"> VA Business Partner Veteran Veteran Family Member Access is available upon registration. Logoff! <ul style="list-style-type: none"> Click ellipses by username and Logout. 	<p>Select one of the following methods</p> <ol style="list-style-type: none"> VA Business Partner: <ul style="list-style-type: none"> Username and Email pre-populate Enter <ul style="list-style-type: none"> User Role, Accreditation # (if applicable) Organizations (multiple allowed) Veteran: <ul style="list-style-type: none"> Username and Email pre-populate Enter <ul style="list-style-type: none"> Veteran File Number Zip Code Veteran Family Member: <ul style="list-style-type: none"> Username and Email pre-populate Select VA Employee: <ul style="list-style-type: none"> Username and Email pre-populate Enter <ul style="list-style-type: none"> Role (Internal Employee or COR. COR request goes to approval queue) Organization <p>Next</p> <ul style="list-style-type: none"> Select Register button <p>Access is available upon registration</p>	<p>Enter information and attach files</p> <p>VA Business Partner or VA Employee</p> <ul style="list-style-type: none"> Veteran Information <ul style="list-style-type: none"> First Name, MI, Last Name File Number Zip Code Emergent Indicator Submission Information <ul style="list-style-type: none"> Organization Benefit Claim Type <p>Veteran or Veteran Family Member</p> <ul style="list-style-type: none"> Veteran Information <ul style="list-style-type: none"> First Name, MI, Last Name File Number Zip Code <p>All User types</p> <ul style="list-style-type: none"> Attach Files <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Confirmation message displays 	<p>View Uploads Table</p> <ul style="list-style-type: none"> List of the users' submissions Displays a summary for the packets <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Uploading, Evidence Received, Vendor Processing, Submission Failed-Resubmit, Available in Mail Portal, Complete
Help Documentation		Email	Phone



User Guide Log into *QuickSubmit* | 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](https://www.va.gov) | [Veterans Affairs](https://www.va.gov/veterans-affairs)