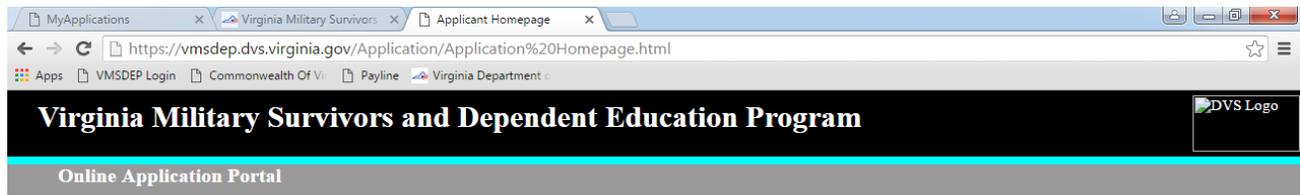


How To Upload Documents to Your VMSDEP Application

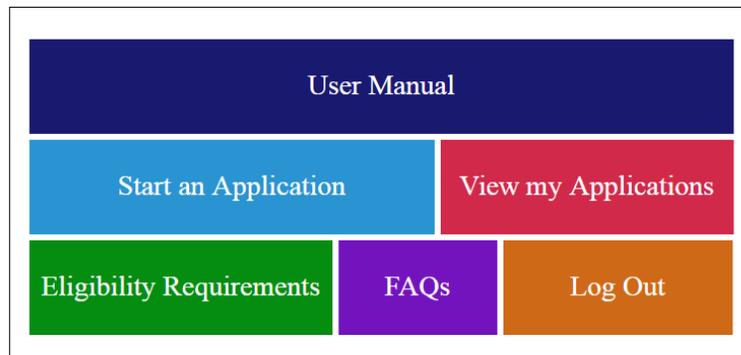
1. Log into your account at

<https://vmsdep.dvs.virginia.gov/Application/Login/Login.aspx>

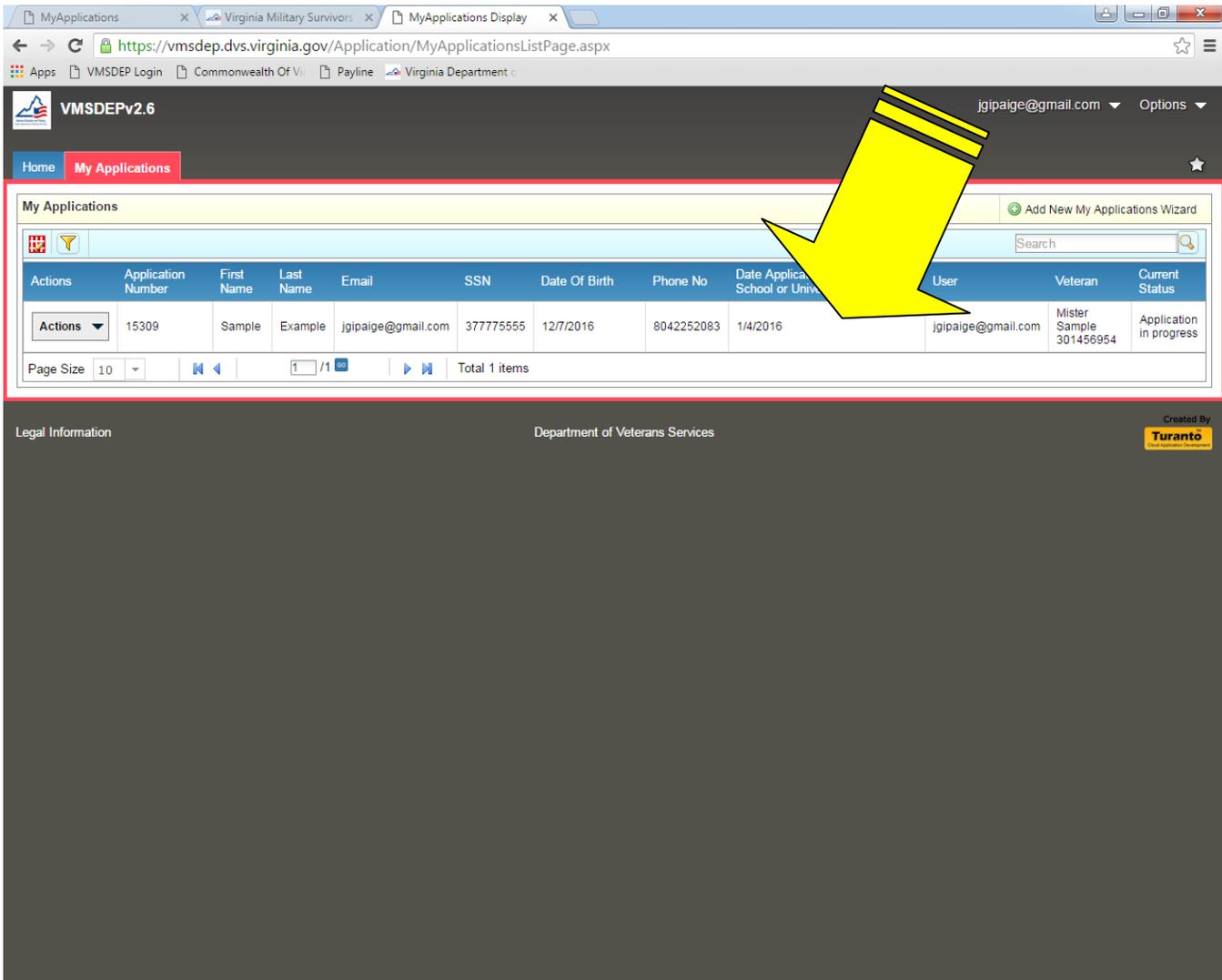
2. Select *View my Applications*



Welcome to the Virginia Military Survivors and Dependent Education Program site. The purpose of the Virginia Military Survivors and Dependent Education Program (VMSDEP) is to provide eligible students enrolled in a Virginia public college or university (institution) with certain education benefits in acknowledgement of the military service and sacrifice of their military parent or spouse. Please do not submit your VMSDEP Application until you have applied to a Commonwealth of Virginia college/university.



3. Double click anywhere within the row

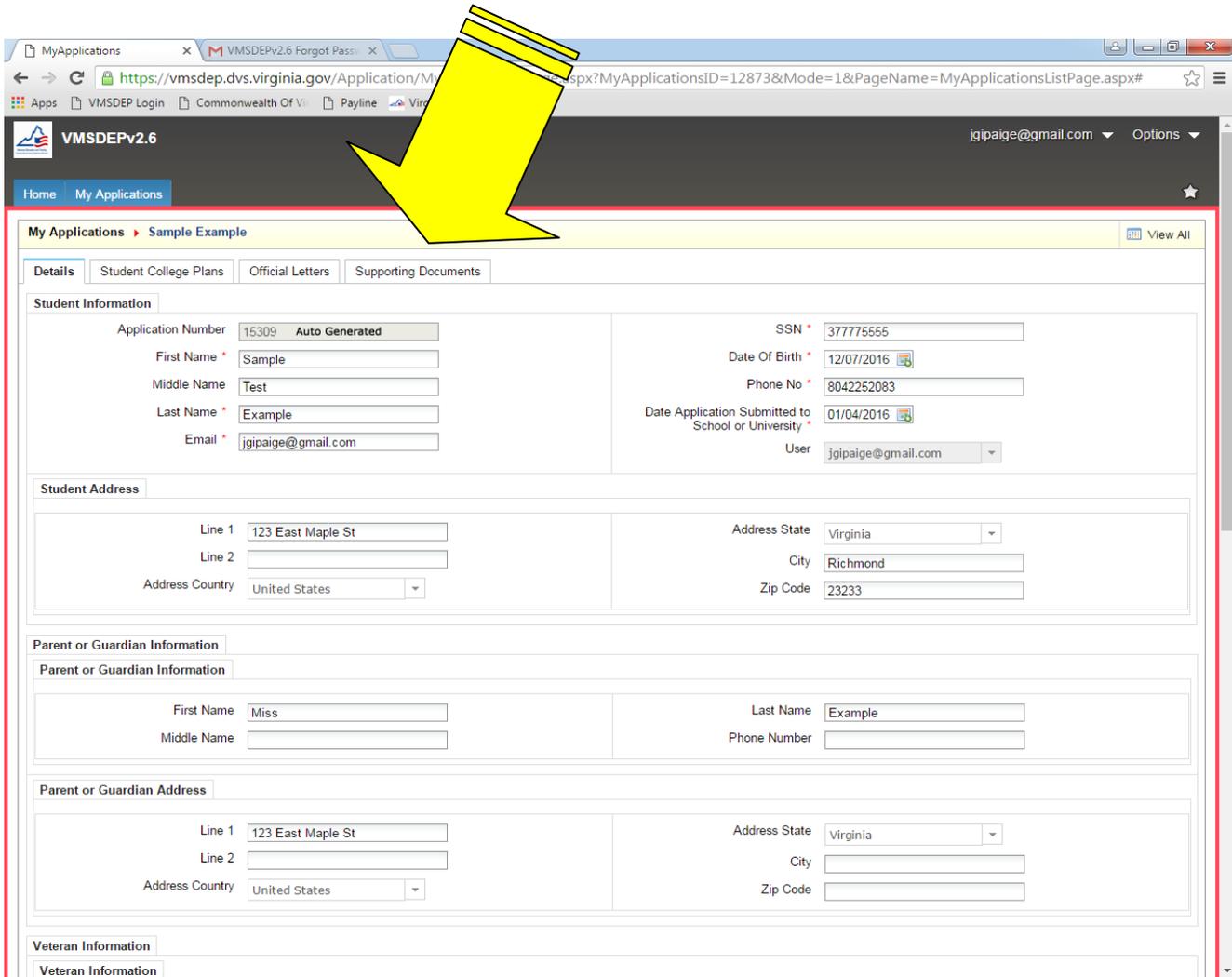


The screenshot shows a web browser window with the URL <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsListPage.aspx>. The page title is "VMSDEPv2.6" and the user is logged in as "jgipaige@gmail.com". The main content area is titled "My Applications" and contains a table with the following data:

Actions	Application Number	First Name	Last Name	Email	SSN	Date Of Birth	Phone No	Date Applied School or Univ	User	Veteran	Current Status
Actions	15309	Sample	Example	jgipaige@gmail.com	377775555	12/7/2016	8042252083	1/4/2016	jgipaige@gmail.com	Mister Sample 301456954	Application in progress

The table also includes a search bar, a "Page Size" dropdown set to 10, and a "Total 1 items" indicator. A yellow arrow points to the first row of the table, indicating where to double-click.

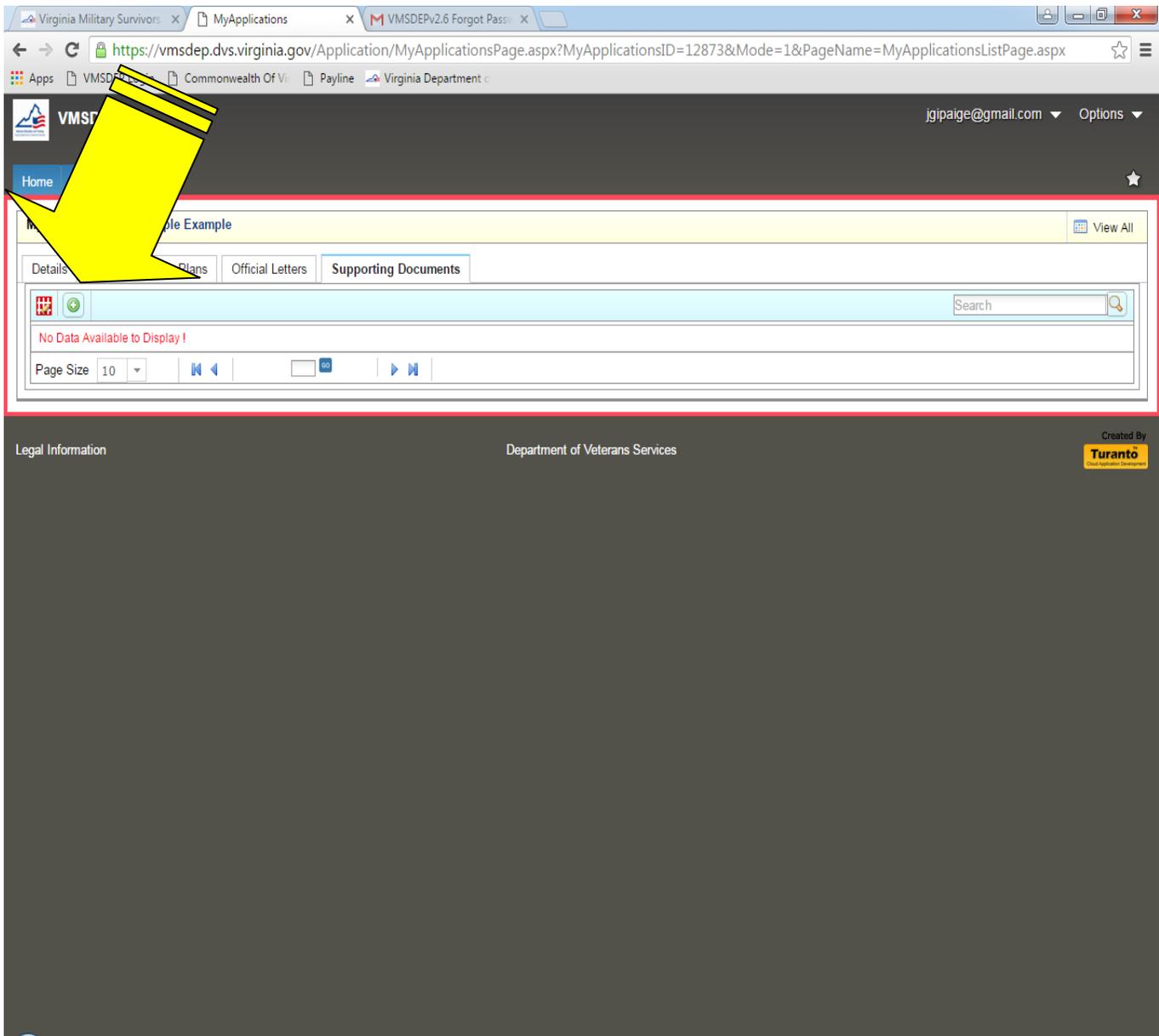
4. Click *Supporting Documents* tab.



The screenshot shows the VMSDEPv2.6 application interface. The browser address bar displays the URL: <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsListPage.aspx?MyApplicationsID=12873&Mode=1&PageName=MyApplicationsListPage.aspx#>. The page title is "My Applications > Sample Example". The "Supporting Documents" tab is selected and highlighted in yellow, with a large yellow arrow pointing to it. The form contains the following sections:

- Student Information**
 - Application Number: 15309 Auto Generated
 - First Name: Sample
 - Middle Name: Test
 - Last Name: Example
 - Email: jgipaige@gmail.com
 - SSN: 37775555
 - Date of Birth: 12/07/2016
 - Phone No: 8042252083
 - Date Application Submitted to School or University: 01/04/2016
 - User: jgipaige@gmail.com
- Student Address**
 - Line 1: 123 East Maple St
 - Line 2:
 - Address Country: United States
 - Address State: Virginia
 - City: Richmond
 - Zip Code: 23233
- Parent or Guardian Information**
 - First Name: Miss
 - Middle Name:
 - Last Name: Example
 - Phone Number:
- Parent or Guardian Address**
 - Line 1: 123 East Maple St
 - Line 2:
 - Address Country: United States
 - Address State: Virginia
 - City:
 - Zip Code:
- Veteran Information**
 - Veteran Information:

5. Click the “green” plus sign

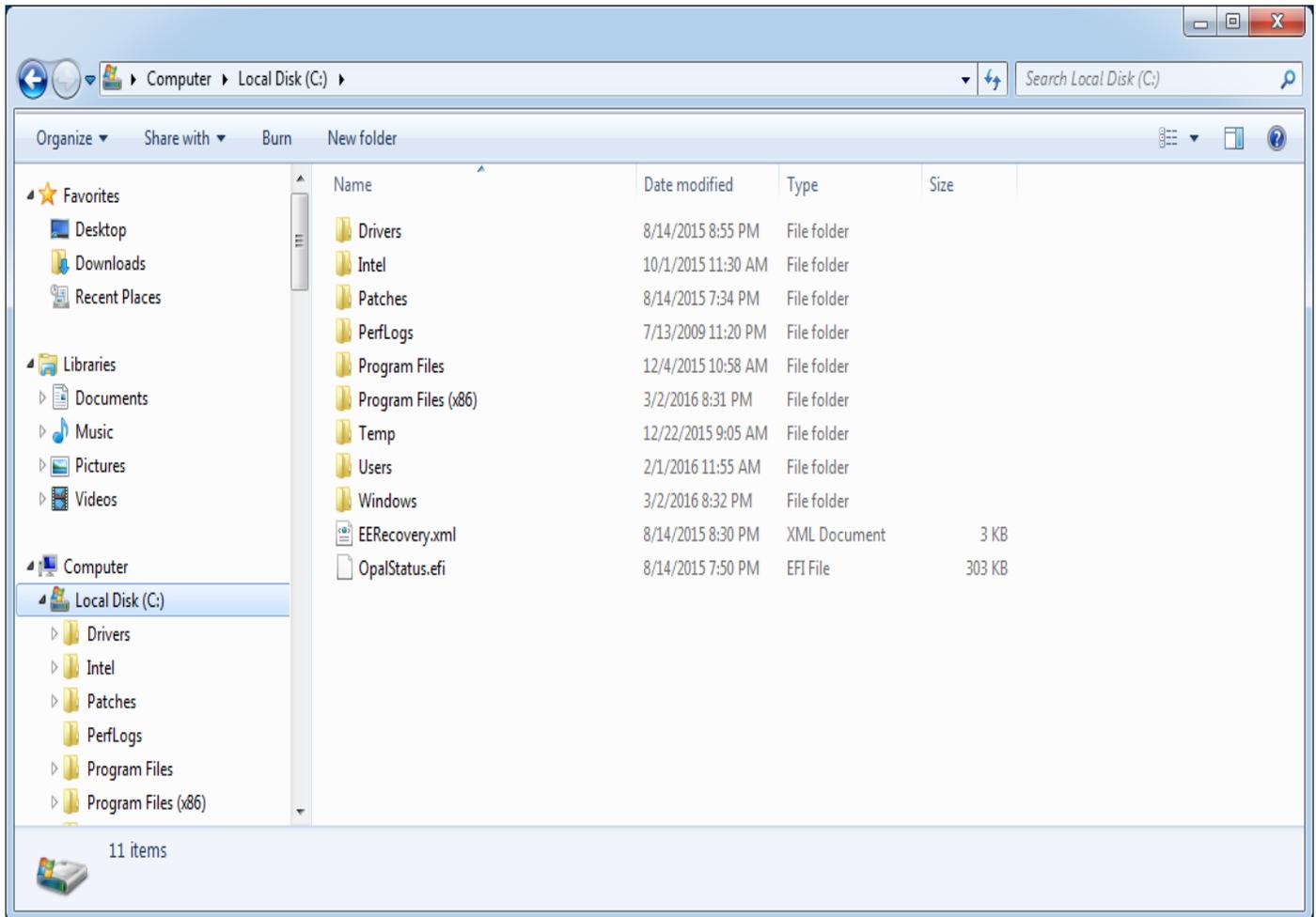


The screenshot shows a web browser window with the URL <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsPage.aspx?MyApplicationsID=12873&Mode=1&PageName=MyApplicationsListPage.aspx>. The page header includes the VMSF logo, the user email `jjpaige@gmail.com`, and an `Options` dropdown. A navigation bar contains `Home` and `View All` links. Below this is a tabbed interface with `Details`, `Plans`, `Official Letters`, and `Supporting Documents` tabs. The `Supporting Documents` tab is active, showing a search bar with a `Search` input field and a magnifying glass icon. A green plus sign icon is located to the left of the search bar, highlighted by a large yellow arrow. Below the search bar, a red message states `No Data Available to Display!`. At the bottom of the search area, there is a `Page Size` dropdown set to `10` and navigation controls. The footer contains `Legal Information`, `Department of Veterans Services`, and a `Turanto` logo with the text `Created By` and `Cloud Application Development`.

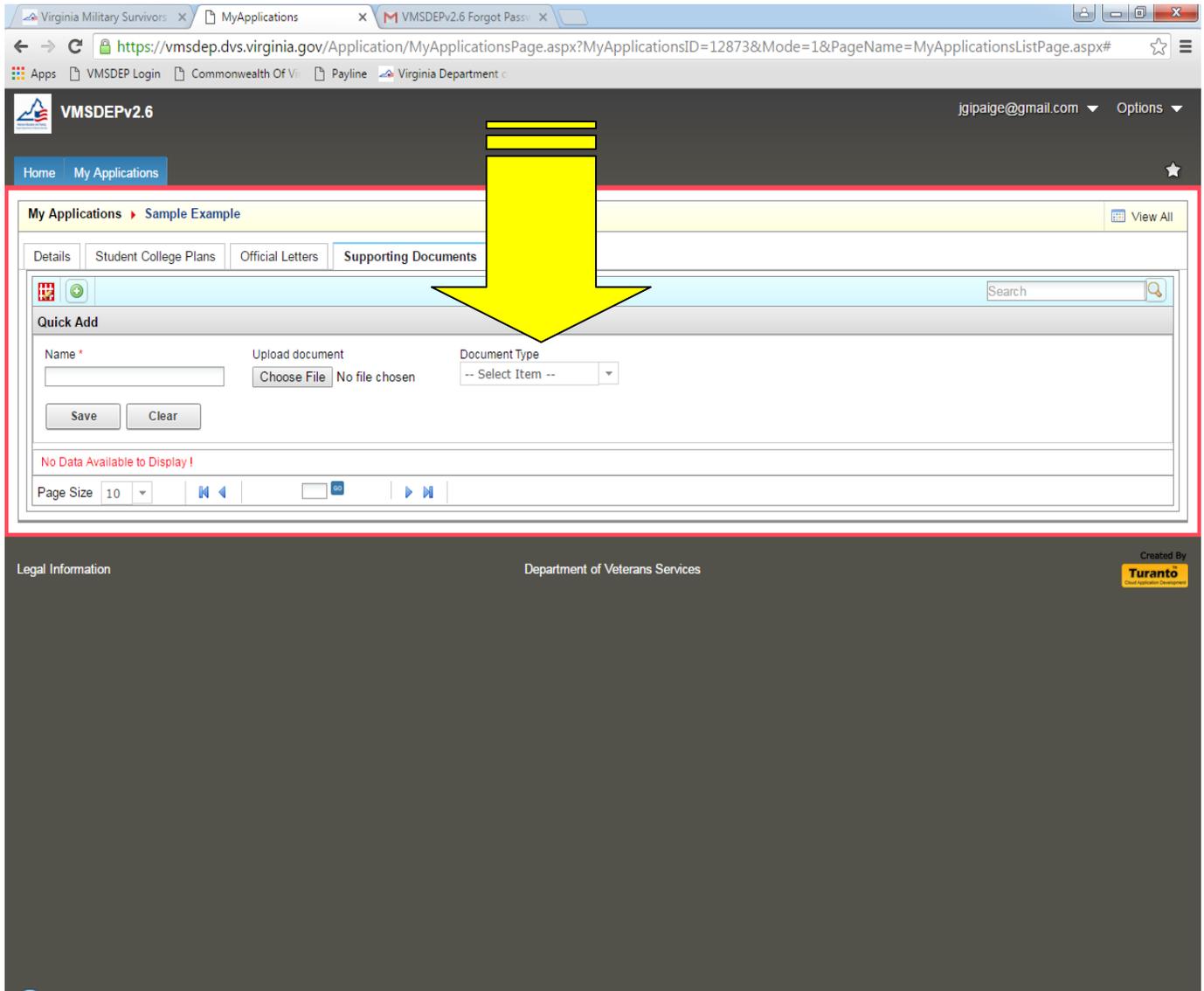
6. A) Name the document, B) Choose File.....

The screenshot shows a web browser window with the URL <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsPage.aspx?MyApplicationsID=12873&Mode=1&PageName=MyApplicationsListPage.aspx#>. The page title is "VMSDEPv2.6" and the user is logged in as "jgipaige@gmail.com". The main content area is titled "My Applications" and includes a "Supporting Documents" section. This section has a search bar and a "Quick" table with the following columns: "Name", "Upload Document", and "Document Type". The "Name" column has an input field, the "Upload Document" column has a "Choose File" button and the text "No file chosen", and the "Document Type" column has a dropdown menu with "-- Select Item --". Below the table, there are "Save" and "Clear" buttons. A message "No Data Available to Display !" is shown below the table. The footer contains "Legal Information", "Department of Veterans Services", and "Created By Turanto". Two yellow arrows point to the "Name" input field and the "Choose File" button.

7. Locate and double click the file **YOU** saved on your hard drive, jump drive, flash drive or thumb drive



C) Choose Document Type



The screenshot shows a web browser window with the URL <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsPage.aspx?MyApplicationsID=12873&Mode=1&PageName=MyApplicationsListPage.aspx#>. The page title is "VMSDEPv2.6" and the user is logged in as "jgipaige@gmail.com". The navigation menu includes "Home" and "My Applications". The main content area is titled "My Applications" and shows a "Sample Example" application. The "Supporting Documents" tab is selected, and a "Quick Add" form is visible. The form has a "Name" field, an "Upload document" section with a "Choose File" button and "No file chosen" text, and a "Document Type" dropdown menu. A yellow arrow points to the "Document Type" dropdown menu. Below the form, there is a "No Data Available to Display !" message and a "Page Size" dropdown set to "10". The footer contains "Legal Information", "Department of Veterans Services", and a "Created By Turanto" logo.

8. Once you've completed each section, click Save

The screenshot shows a web browser window with the URL <https://vmsdep.dvs.virginia.gov/Application/MyApplicationsPage.aspx?MyApplicationsID=12873&Mode=1&PageName=MyApplicationsListPage.aspx#>. The page title is "VMSDEPv2.6" and the user is logged in as "jgpaige@gmail.com". The main content area is titled "My Applications" and shows a "Sample Example" application. The "Supporting Documents" tab is active, and a "Quick Add" form is visible. The form has a "Name" field with the value "Test", an "Upload document" section with a "Choose File" button and a file named "DVS Furn...ist.xls", and a "Document Type" dropdown menu set to "Other". Below the form are "Save" and "Clear" buttons. A large yellow arrow points to the "Save" button. The footer of the page includes "Department of Veterans Services" and "Created By Turanto".

9. Repeat these steps for each different set of documents you would like to upload.