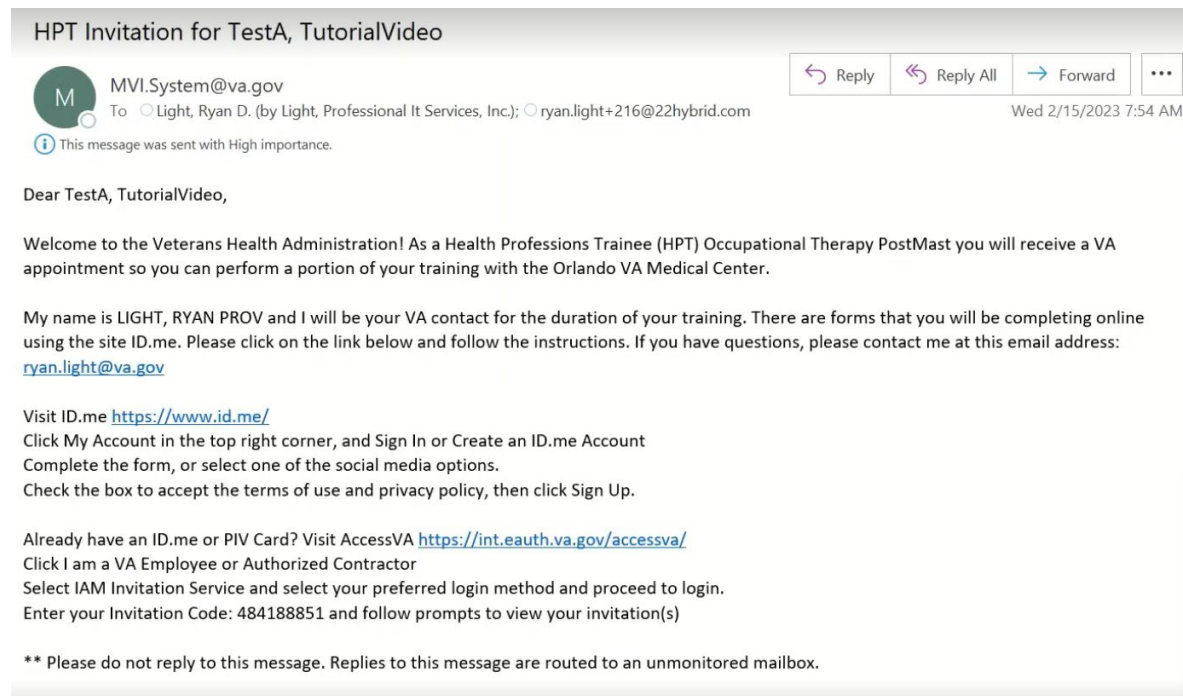


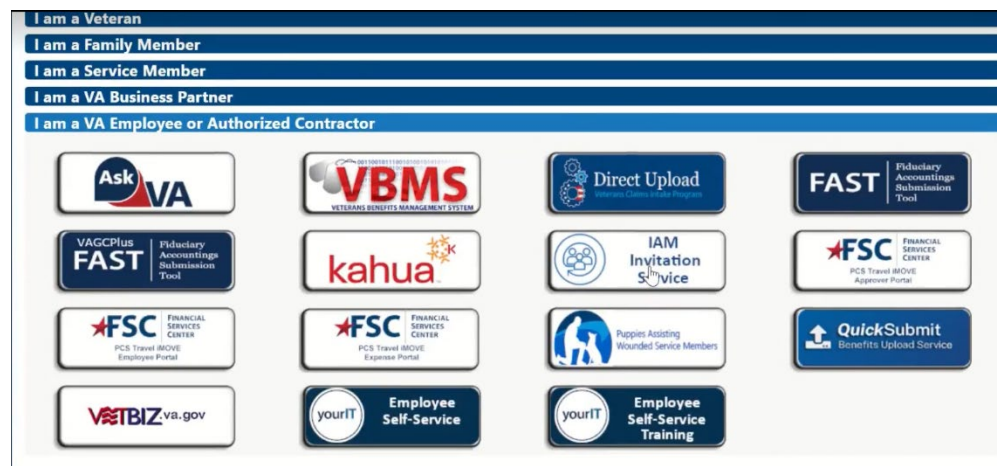
HPT will receive the invitation through email welcoming them to VA system. This welcome letter includes:

- Instruction on setting up ID.me account
- Link to ID.me
- Access VA link
- Invitation code required for onboarding process



After HPT opens Access VA Link system will redirect them to Access VA page where they will select

I am a VA Employee or Authorized Contractor then **IAM Invitation Service**



HPT will then have to log in using **ID.me**



Choose a secure VA Partner to sign into IAM Invitation Service:
Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)

	Sign in with DS Logon		Sign in with DoD CAC Card		Sign in with VA PIV Card
	Sign in with ID.me		Sign in with LOGIN.GOV		Sign in with My HealtheVet

HPT will select will accept



Secure Login Redirect

You are being sent to a secure webpage on the ID.me website to register or log in to your account. After you log in, you will be sent to IAM Invitation Service.

By continuing you agree to the [terms of VA System use](#).

HPT will login using ID.me account. HPT can create account by selecting on create an account if they have not created an ID.me account.

Sign in to ID.me

New to ID.me?
[Create an ID.me account](#)

Email
Enter your email address

Password
Enter password

Once logged in HPT will be redirected to IAM Invitation service. **NOTE: HPT will need invitation code on HPT invitation email.** HPT will select enter it here on *Have an invitation code* box.

U.S. Department of Veterans Affairs
IAM Invitation Service Home | Welcome TUTORIALVIDEO TESTA | Logout

Invitations Received [Have an Invitation Code? You can enter it here](#)

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Status Legend
 ✖ New
 ⏸ Pending
 ✔ Completed

Invisor	Type	Status Completion Rate	Invitation Date	Action
No Invitation records found. Have an Invitation Code? You can enter it here				

VA | U.S. Department of Veterans Affairs | (800) CALL-GOVT | info@agency.gov

HPT will enter invitation code and select submit

Enter Invitation Code

Enter Invitation Code

If you do not see your invitation in the Invitations Received screen, please enter the Invitation Code received in the email and click at the Submit button.

List of invitations will be refreshed.

Invitation Code*

484188851

Close Submit

HPT will then be able to see HPT/GME onboarding coordinator name, Employee Type, Completion status, invitation date, and ability to check details and message HPT/GME coordinator.

U.S. Department of Veterans Affairs
IAM Invitation Service Home | Welcome TUTORIALVIDEO TESTA | Logout

Invitations Received [Have an Invitation Code? You can enter it here](#)

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Status Legend
 ✖ New
 ⏸ Pending
 ✔ Completed

Invisor	Type	Status Completion Rate	Invitation Date	Action
+ LIGHT, RYAN PROV	HPT	PENDING 0%	02/15/2023	Details Messages

VA | U.S. Department of Veterans Affairs | (800) CALL-GOVT | info@agency.gov

For HPT to complete required (6) onboarding forms select expand (+) sign.

Invitations Received

Have an Invitation Code? You can [enter it here](#)

Status Legend

- ✖ New
- ! Pending
- ✔ Completed

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Invitor	Type	Status Completion Rate	Invitation Date	Action
+ LIGHT, RYAN PROV	HPT	PENDING <div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <div style="width: 100px; height: 15px; background-color: #ccc; border: 1px solid #ccc;"></div> </div> 0%	02/15/2023	Details Messages

****HPT must first complete the Initial work sheet before submitting other forms.****

Invitor	Type	Status Completion Rate	Invitation Date	Action
- LIGHT, RYAN PROV	HPT	PENDING <div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <div style="width: 100px; height: 15px; background-color: #ccc; border: 1px solid #ccc;"></div> </div> 0%	02/15/2023	Details Messages
<div style="border: 1px solid #ccc; padding: 5px;"> <p>✖ <u>INITIAL WORKSHEET</u> <i>(SUBMIT THIS FORM FIRST)</i></p> <p>✖ <u>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</u></p> <p>✖ <u>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</u></p> <p>✖ <u>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</u></p> <p>✖ <u>APPOINTMENT AFFIDAVITS (SF 61)</u> <i>(Confirm information and submit document. You will sign the document in person at the VA.)</i></p> <p>✖ <u>WITHOUT COMPENSATION AGREEMENT (FL-10-294)</u></p> </div>				

When completing initial worksheet HPT will be redirected to fillable form. HPT will fill out info and *submit form data*.

U.S. Department of Veterans Affairs

IAM Invitation Service Home Welcome TUTORIALVIDEO TESTA Logout

Form: INITIAL WORKSHEET | Invitation Type: HPT

1 Data Entry 2 Signature 3 Review and Submit 4 Confirmation

Required fields are marked with an asterisk (*)

Name Information must exactly match the display on two ID:
<https://www.oit.va.gov/programs/piv>

I - GENERAL INFORMATION

NAME			PRESENT ADDRESS	
PREFIX	FIRST NAME		STREET ADDRESS*	
	TUTORIALVIDEO		13800 Veterans Way	
MIDDLE NAME			CITY*	

DEA DOCUMENT UPLOAD

DEA DOCUMENT
Optional
Select file **and click at the Upload button.**
Upload image file(s) (jpg, png, bmp, tif, gif)

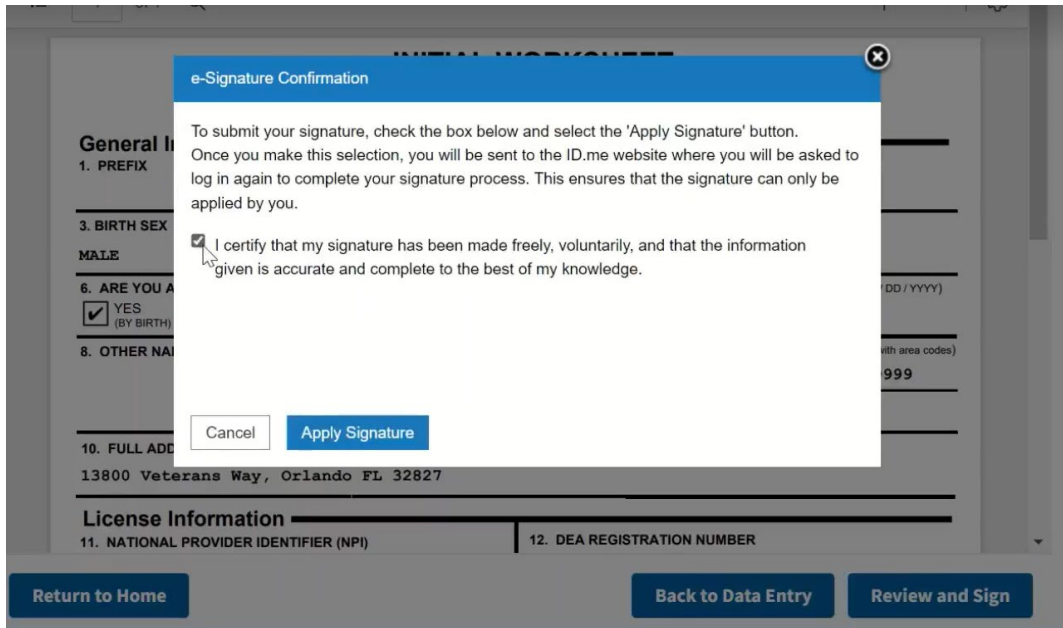
Drag file here or [choose from folder](#)

Upload

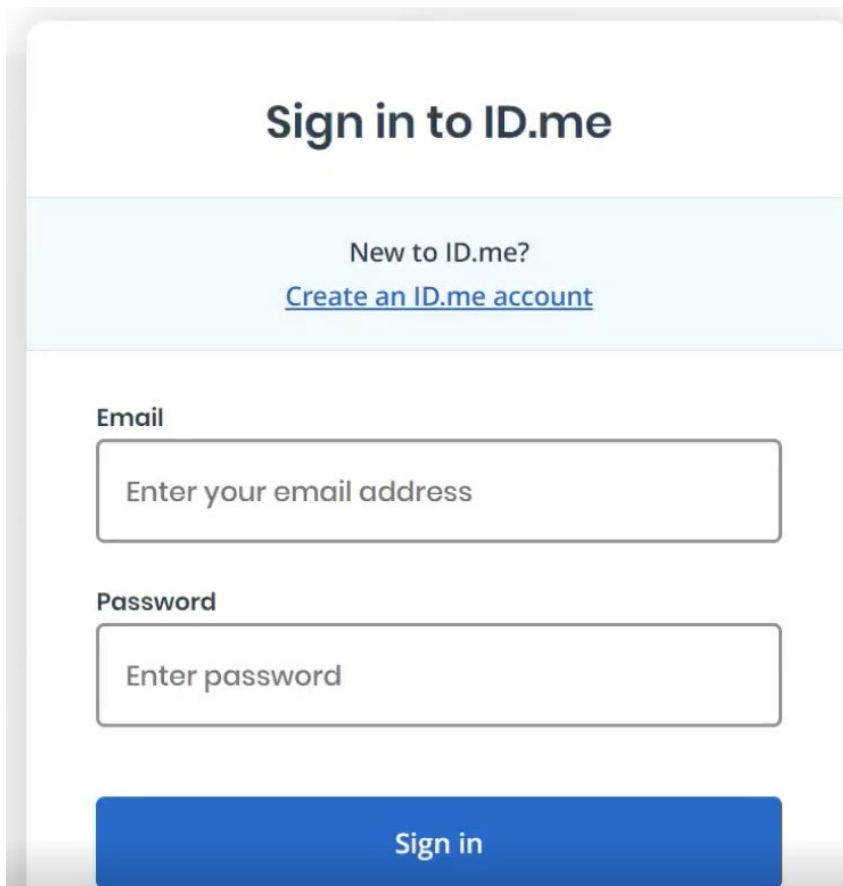
Submit Form Data

Return to Home Save Draft

HPT will then have to electronically sign by selecting Review and sign. Then Selecting I certify and Apply signature.



HPT will then be asked to sign into ID.me account.



HPT will be redirected back to IAM invitation service. HPT will review worksheet for accuracy then *submit* worksheet.

3. BIRTH SEX MALE	4. SOCIAL SECURITY NUMBER 874-23-4122	5. PLACE OF BIRTH (Include city and state or country) Swansboro, NC UNITED STATES
6. ARE YOU A U.S. CITIZEN? <input checked="" type="checkbox"/> YES (BY BIRTH) <input type="checkbox"/> YES (NATURALIZED) <input type="checkbox"/> NO (If "NO", provide country of citizenship)		7. DATE OF BIRTH (MM / DD / YYYY) 07/23/1989
8. OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)		9. PHONE NUMBERS (with area codes) Primary 914-999-9999 Alternate
10. FULL ADDRESS 13800 Veterans Way, Orlando FL 32827		
License Information		
11. NATIONAL PROVIDER IDENTIFIER (NPI)		12. DEA REGISTRATION NUMBER
Applicant's Signature: Digitally signed by TUTORIALVIDEO TESTA Date: 2023-02-15 08:18:11 EST		Date: 02/15/2023 MM / DD / YYYY

[Return to Home](#) [Back to Data Entry](#) [Submit](#)

HPT will receive notification form was successfully submitted. HPT will return to Home.

U.S. Department of Veterans Affairs

IAM Invitation Service Home Welcome TUTORIALVIDEO TESTA [Logout](#)

Form: INITIAL WORKSHEET | Invitation Type: HPT

1 Data Entry 2 Signature 3 Review and Submit 4 Confirmation

Success status
Form information was submitted successfully.

[Return to Home](#)

VA U.S. Department of Veterans Affairs (800) CALL-GOVT info@agency.gov

After completing Initial Worksheet HPT will complete the rest of the forms. HPT can always edit a completed form by selecting Rest form on the right side of the link.

****NOTE: Resetting initial worksheet will require all other completed forms.****

Invitor	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 17%	02/15/2023	Details Messages Reset Form
<p> INITIAL WORKSHEET Reset Form</p> <p> APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</p> <p> RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</p> <p> DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</p> <p> APPOINTMENT AFFIDAVITS (SF 61) (Confirm information and submit document. You will sign the document in person at the VA.)</p> <p> WITHOUT COMPENSATION AGREEMENT (FL-10-294) (Confirm information and submit document. You will sign the document in person at the VA.)</p>				

HPT can message HPT coordinator but do not use as a form of instant messaging.

Invitor	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 17%	02/15/2023	Details Messages

After HPT completes all Forms Status bar will show 100% and will select **Submit**.

U.S. Department of Veterans Affairs

IAM Invitation Service Home
Welcome TUTORIALVIDEO TESTA [Logout](#)

Invitations Received

Have an Invitation Code? You can [enter it here](#)

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

You completed all the forms within invitation(s) below. You **MUST** click at the corresponding Submit (separately for each invitation), to enable further processing.

Invitor	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 100%	02/15/2023	Details Messages Submit Reset Form
<p> INITIAL WORKSHEET Reset Form</p> <p> APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D) Reset Form</p>				

Status Legend

- New
- Pending
- Completed