**Instructions for Recertification**

1. Do a new VS21A an enter the applicants’ benefits.
   1. All six months for fixed incomes.
   2. Three months for applicants on an employment plan.

Graphical user interface, table

Description automatically generated

1. Click on the **VSO Comments** tab to enter a note to the Authorizer and to add a private one for the case.
   1. This is where you want to enter what you received for docs and notes about the case.

Graphical user interface, text, application, email

Description automatically generated

1. Once all benefits and notes are added, upload the documents in one file. You want to have the VS21A open and be either on the **VS-21A** tab, OR the **Benefits (VSO)** tab, OR the **VSO Comments** tab.

Graphical user interface, text, application

Description automatically generated

1. Click on the **Documents** tab then click on the **Upload.**

Graphical user interface, application, PowerPoint

Description automatically generated

1. There are three important steps.
   1. Choose File (blue arrow)
   2. Select the correct Document Type Groups (yellow arrow) Choose ALL or DVS - MIS
   3. Select the correct Document Type (red arrow) Choose **Re-cert Packet**

Graphical user interface, text, application

Description automatically generated

Example: See Document Types, VERY INPORTMANT CHOOSE **RE-CERT PACKET** (red box)

This will help **YOU** and the **AUTHORIZER** to find the documents easy.

Graphical user interface, text, application

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