

Department of Veterans Affairs

Office of Information and Technology (OI&T)

Account Provisioning/Deprovisioning System (APD) HPT WOC Provisioning – HPT Provisioning for the HPT



January 2024

Version 2.1

Revision History

Date	Revision	Description	Author
1/10/2024	2.1	Technical Edits	IAM
10/5/2023	2.0	Initial Draft	IAM

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HPT Provisioning Guide

Welcome!

You have reached the IAM Invitation Service homepage. From here, you will be able to complete your required forms, message your Coordinator, and view your current provisioning status. Please use this document as a guide to lead you through the process.

Gaining Access to Forms

1. Once you have signed into the IIS, click the red **“enter it here”** link in the center of the page.

U.S. Department of Veterans Affairs

IAM Invitation Service Home Welcome MICKEY GRACE 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.

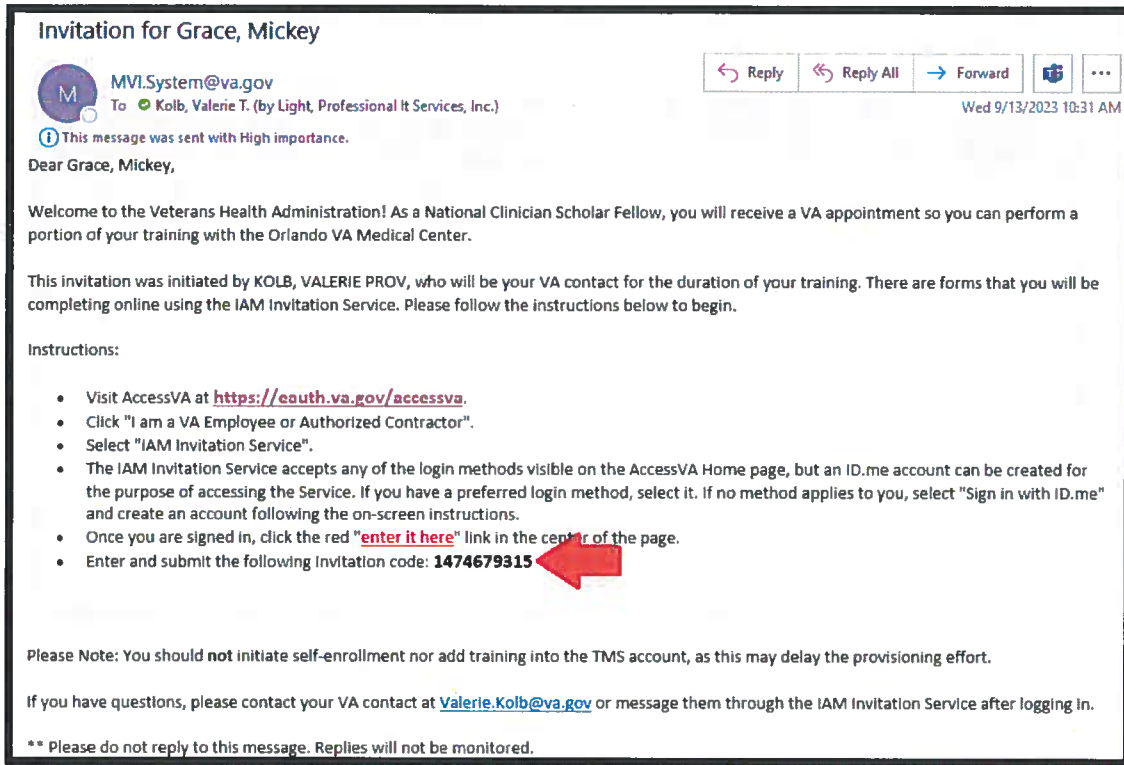
Invitor	Type	Status	Completion Rate	Invitation Date	Action
No Invitation records found. Have an Invitation Code? You can enter it here					

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

Status Legend

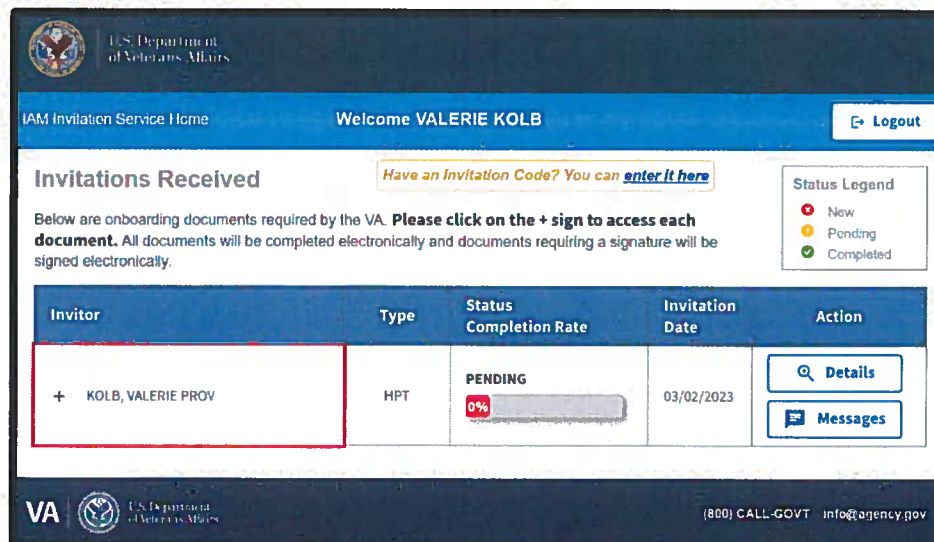
- New
- Pending
- Completed

2. Enter the invitation code located in your invitation email.



Completing Required Documents

1. Once you are ready to begin completing your paperwork, click the + sign to the left of your Inviter's name to see the list of required documents. This should be located in the row with a 0% PENDING status.



2. You must complete the initial worksheet before you can access any other listed documents. To do so, click the form labeled **INITIAL WORKSHEET**. Fill out all applicable information to the best of your knowledge.

Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 0%	03/02/2023	Details Messages

✗ **INITIAL WORKSHEET** (SUBMIT THIS FORM FIRST)

✗ [APPLICATION FOR HEALTH PROFESSIONS TRAINEES \(VA FORM 10-2850D\)](#)

✗ [RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT](#)

✗ [DECLARATION OF FEDERAL EMPLOYMENT \(OF 305\)](#)

✗ [APPOINTMENT AFFIDAVITS \(SF 61\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)

✗ [WITHOUT COMPENSATION AGREEMENT \(FL-10-294\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)

Note: If your name, date of birth, or social security number are populating incorrectly, please utilize the red Notify VA of Identity Changes button at the top of the **INITIAL WORKSHEET**. Do not submit forms with incorrect information.

U.S. Department of Veterans Affairs

IAM Invitation Service Home
Welcome MICKEY GRACE
[Logout](#)

Form: **INITIAL WORKSHEET** | Invitation Type: HPT

Required fields are marked with an asterisk (*)

1
Data Entry

2
 Signature

3
 Review and Submit

4
 Confirmation

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

If your name, date of birth, or social security number are incorrect, you **MUST** click at the **Notify VA of Identity Changes** button.

Notify VA of Identity Changes

I - GENERAL INFORMATION

- a. When you submit your identity change request, your forms will be locked. Once the request is approved, your forms will be updated with the corrected name, and they will be unlocked for you to proceed.

Note: Although your initial worksheet will have pre-populated fields based on the information provided when creating your ID.me account, some fields can be edited!

Initial Worksheet Editable Fields

IAM Invitation Service Home

Welcome MICKEY GRACE

Logout

Form: INITIAL WORKSHEET | Invitation Type: HPT

1

2

3

4

Data Entry

Signature

Review and Submit

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>

If your name, date of birth, or social security number are incorrect, you **MUST** click at the **Notify VA of Identity Changes** button.

Notify VA of Identity Changes

I - GENERAL INFORMATION

NAME

PREFIX

FIRST NAME

MIDDLE NAME

LAST NAME

SUFFIX

OTHER NAMES USED

PRESENT ADDRESS

STREET ADDRESS*

CITY*

STATE*

ZIP CODE*

DATE OF BIRTH

BIRTH SEX*

SSN NUMBER

MICKEY

GRACE

24563 148th Dr

Rosedale

NY - New York

11422

08/08/1980

FEMALE

390-56-5488

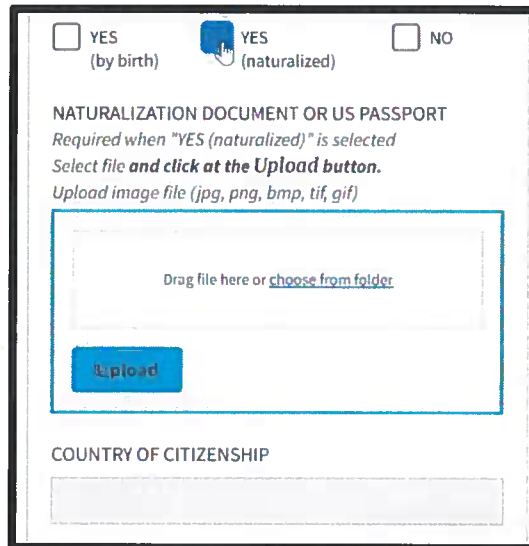
Updated 10/5/2023

Initial Worksheet Editable Fields (continued)

PLACE OF BIRTH	CITIZENSHIP										
<p>PLACE OF BIRTH CITY *</p> <input type="text"/>	<p>ARE YOU A U.S. CITIZEN? *</p> <p>(If "NO", provide country of citizenship)</p> <p><input type="checkbox"/> YES (by birth) <input type="checkbox"/> YES (naturalized) <input type="checkbox"/> NO</p>										
<p>PLACE OF BIRTH STATE</p> <input type="text"/>	<p>NATURALIZATION DOCUMENT OR US PASSPORT</p> <p>Required when "YES (naturalized)" is selected</p> <p>Select file and click at the Upload button.</p> <p>Upload image file (jpg, png, bmp, tif, gif)</p> <div><p>Drag file here or choose from folder</p><p>Upload</p></div>										
<p>PLACE OF BIRTH COUNTRY *</p> <input type="text"/>	<p>COUNTRY OF CITIZENSHIP</p> <input type="text"/>										
<p>PHONE NUMBERS</p> <table><thead><tr><th>PRIMARY *</th><th>ALTERNATE</th></tr><tr><th>### ### ####</th><th>### ### ####</th></tr></thead><tbody><tr><td><input type="text" value="815 999 9999"/></td><td><input type="text"/></td></tr></tbody></table>	PRIMARY *	ALTERNATE	### ### ####	### ### ####	<input type="text" value="815 999 9999"/>	<input type="text"/>	<p>IDENTIFIERS</p> <table><thead><tr><th>NATIONAL PROVIDER IDENTIFIER (NPI)</th><th>DEA REGISTRATION NUMBER</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	NATIONAL PROVIDER IDENTIFIER (NPI)	DEA REGISTRATION NUMBER	<input type="text"/>	<input type="text"/>
PRIMARY *	ALTERNATE										
### ### ####	### ### ####										
<input type="text" value="815 999 9999"/>	<input type="text"/>										
NATIONAL PROVIDER IDENTIFIER (NPI)	DEA REGISTRATION NUMBER										
<input type="text"/>	<input type="text"/>										

Passport Upload

By selecting the **Yes (naturalized)** option when asked about your citizenship status, you will be required to upload a naturalization document or US passport. You may either drag the file from your computer or click **choose from folder** to find the file via file explorer. Click **Upload**.



☐ YES (by birth) ☒ YES (naturalized) ☐ NO

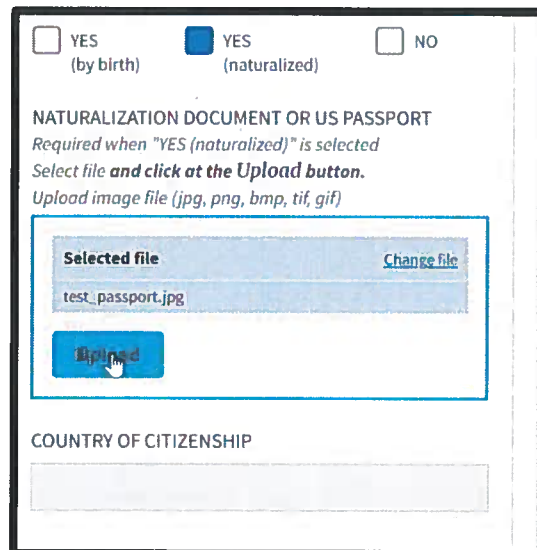
NATURALIZATION DOCUMENT OR US PASSPORT
Required when "YES (naturalized)" is selected
*Select file **and click at the Upload button.***
Upload image file (jpg, png, bmp, tif, gif)

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

Upload

COUNTRY OF CITIZENSHIP

1. After adding your document, click the **Upload** button again before submitting the form.



☐ YES (by birth) ☒ YES (naturalized) ☐ NO

NATURALIZATION DOCUMENT OR US PASSPORT
Required when "YES (naturalized)" is selected
*Select file **and click at the Upload button.***
Upload image file (jpg, png, bmp, tif, gif)

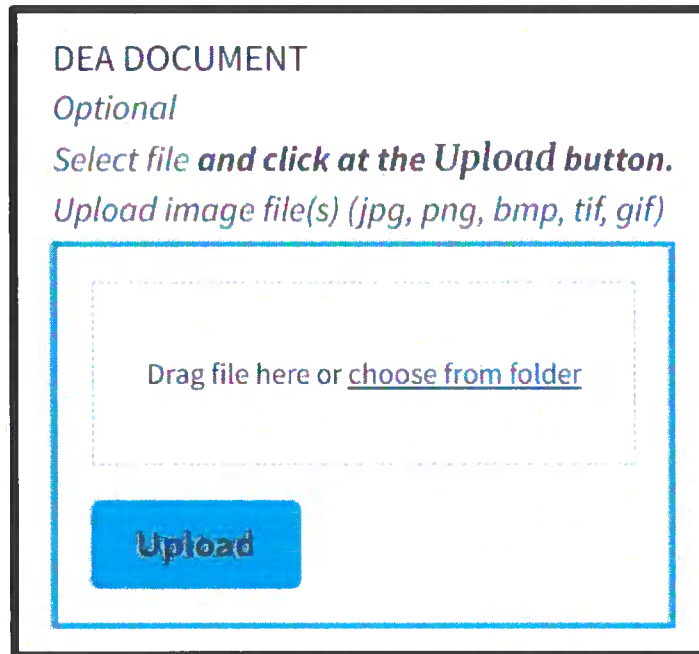
Selected file [Change file](#)
test_passport.jpg

Upload

COUNTRY OF CITIZENSHIP

DEA Upload

You may upload your DEA license or document following the same procedure as the Passport Upload. Select your file and click the **Upload** button prior to submitting. Once again, you will need to click the **Upload** button again in order to finish adding the document.



DEA DOCUMENT

Optional

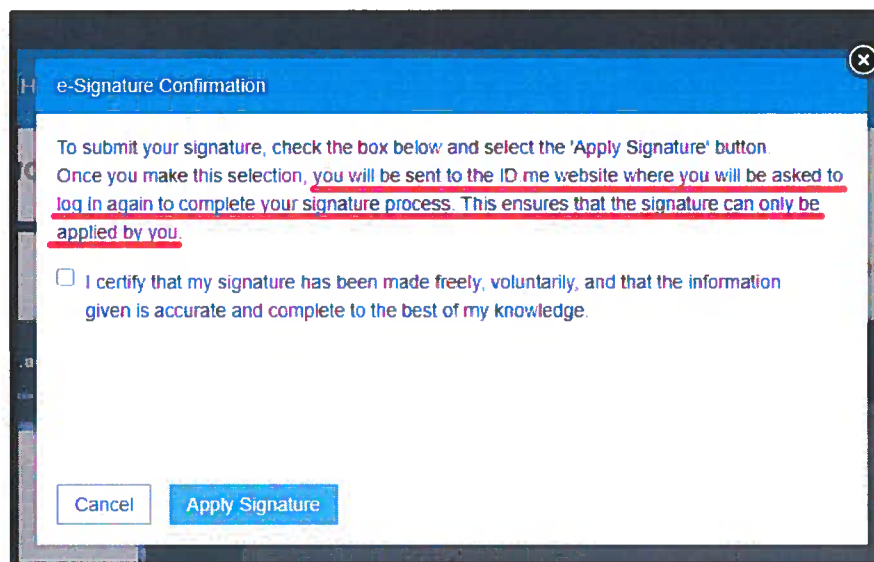
Select file **and click at the Upload button.**

Upload image file(s) (jpg, png, bmp, tif, gif)

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

Upload

2. At the end of each document, you will be asked to review your responses and allow for electronic signature. When you do this, you will automatically be required to sign in and confirm your account for security purposes. Once completed, submit the document.



e-Signature Confirmation

To submit your signature, check the box below and select the 'Apply Signature' button. Once you make this selection, you will be sent to the ID.me website where you will be asked to log in again to complete your signature process. This ensures that the signature can only be applied by you.

☐ I certify that my signature has been made freely, voluntarily, and that the information given is accurate and complete to the best of my knowledge.

[Cancel](#) [Apply Signature](#)

3. After completing the “**INITIAL WORKSHEET**,” you will be able to complete all other required documents in any order you prefer.
4. If you have any questions throughout the process, use the “Messages” button on the homepage to reach your HPT Coordinator/Inviter.

Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 17%	03/02/2023	Details Messages Reset Form

- ✓ **INITIAL WORKSHEET**
- ✗ [APPLICATION FOR HEALTH PROFESSIONS TRAINEES \(VA FORM 10-2850D\)](#)
- ✗ [RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT](#)
- ✗ [DECLARATION OF FEDERAL EMPLOYMENT \(OF 306\)](#)
- ✗ [APPOINTMENT AFFIDAVITS \(SF 61\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)
- ✗ [WITHOUT COMPENSATION AGREEMENT \(FL-10-294\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)

5. If at any point you need to change something on a completed document, click the “**Reset Form**” button to the right of the form on the homepage.


Please Note: Resetting the “**INITIAL WORKSHEET**” document will reset **all** completed documents, requiring you to fill them out again.












Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 50%	03/02/2023	Details Messages Reset Form Reset Form Reset Form

- ✓ **INITIAL WORKSHEET**
- ✓ [APPLICATION FOR HEALTH PROFESSIONS TRAINEES \(VA FORM 10-2850D\)](#)
- ✓ [RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT](#)
- ✗ [DECLARATION OF FEDERAL EMPLOYMENT \(OF 306\)](#)
- ✗ [APPOINTMENT AFFIDAVITS \(SF 61\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)
- ✗ [WITHOUT COMPENSATION AGREEMENT \(FL-10-294\)](#)
(Confirm information and submit document. You will sign the document in person at the VA.)

Submitting Your Forms

1. Once you have completed all required documents and are ready to submit them to your coordinator, return to the IAM Invitation Service Homepage.
2. Click the green Submit button located on the right side of the row with your Inviter's name.

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

Invitor	Type	Status Completion Rate	Invitation Date	Action
 KOLB, VALERIE PROV	HPT	PENDING 	03/02/2023	<div> Details</div> <div> Messages</div> <div></div>
				Reset Form
 <u>INITIAL WORKSHEET</u>				Reset Form
 APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)				Reset Form
 RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT				Reset Form
 DECLARATION OF FEDERAL EMPLOYMENT (OF 306)				Reset Form
 APPOINTMENT AFFIDAVITS (SF 61)				Reset Form
 WITHOUT COMPENSATION AGREEMENT (FL-10-294)				Reset Form

3. Once submitted, your coordinator will be notified and will reach out to discuss your next steps.

Signing Ceremony

1. When your designated official initiates your signing ceremony, you will receive an email notifying you of your next steps.

Congratulations! Your Signing Ceremony has been initiated by LIGHT, RYAN.

Please navigate to the IAM Invitation Service as instructed below to sign your required forms.

Final signatures on the documents listed below must be done in the presence of a designated VA Official during the first day of orientation of your appointment, unless instructed to do so earlier.

Instructions:

- Visit AccessVA at <https://int.eauth.va.gov/accessva/>.
- Click "I am a VA Employee or Authorized Contractor".
- Select "IAM Invitation Service".
- Log in via the same method you used when you first began your provisioning process.
- Once you are signed in, you will see the yellow "!" icon next to the forms needing Appointee signatures.
- After signing the three documents please click the green "Finalize Appointee" button to conclude your portion of the ceremony.

2. Log into the **IAM Invitation Service** using the same method you used when completing your forms at the beginning of your provisioning process.
3. Three forms will be labeled with a yellow exclamation point symbol, indicating that further action is needed.

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

Inviter	Type	Status Completion Rate	Invitation Date	Action
LIGHT, RYAN	HPT	APPOINTEE 50%	04/21/2023	Details Messages
<div><div>✓ INITIAL WORKSHEET</div><div>✓ APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</div><div>✓ RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</div><div><div>! DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</div><div>! APPOINTMENT AFFIDAVITS (SF 61)</div><div>! WITHOUT COMPENSATION AGREEMENT (FL-10-294)</div></div></div>				

4. At the end of the document, you will be asked to review your responses and allow for electronic signature. When you do this, you will automatically be required to sign in and confirm your account for security purposes.
5. Once completed, submit the document. Once you have signed the required forms, click the **Finalize Appointee** button under the Action column.

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

Inviter	Type	Status Completion Rate	Invitation Date	Action
LIGHT, RYAN	HPT	APPOINTEE 100%	04/21/2023	Details Messages Finalize Appointee

- ✓ **INITIAL WORKSHEET**
- ✓ [APPLICATION FOR HEALTH PROFESSIONS TRAINEES \(VA FORM 10-2850D\)](#)
- ✓ [RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT](#)
- ✓ [DECLARATION OF FEDERAL EMPLOYMENT \(OF 306\)](#)
- ✓ [APPOINTMENT AFFIDAVITS \(SF 61\)](#)
- ✓ [WITHOUT COMPENSATION AGREEMENT \(FL-10-294\)](#)

6. Your designated official will the complete the process for your signing ceremony.