

## Step-by-Step Instructions for Submitting a VAVS Report Online

- 1) Go to [www.elks.org/vets/vavs/report.cfm](http://www.elks.org/vets/vavs/report.cfm).
- 2) Log in with your regular elks.org username and password.
  - a. If you do not have an elks.org username and password, you must register for one. Go to elks.org and click on "Register" in the top right corner of the page, right above the stripes on the American flag. Be sure to enter your name, Lodge number, and member number.
  - b. If you are currently registered as a VAVS Representative or Deputy Representative, you will be able to submit a report for your assigned facility (or facilities).
- 3) At the top of the report, there will be a yellow box with basic instructions. Beneath that, you have the option to choose your facility. You will only be allowed to submit reports for facilities at which you are the designated VAVS Representative or Deputy Representative. Choose the correct facility.
- 4) Choose the correct month and year from the drop-down fields. Please note that the system will not let you skip reports. If you did not visit your facility or spend any funds during a certain month, you will be required to submit a blank form for that month before the system will allow you to move forward.
  - a. For example, you cannot submit a report for August 2017 until a report for July 2017 is submitted. You are also unable to combine months or facilities.
- 5) Click "Create Report." *(At any point during this report, you can scroll down to the bottom to click "save report". This is especially useful if you would like to complete the report at another time.)* If you are returning to complete a report, all reports in progress will be available on the main dashboard at [www.elks.org/vets/vavs/reports.cfm](http://www.elks.org/vets/vavs/reports.cfm).
- 6) Verify that the facility address and name are correct, along with the bank information we have on file. If this is incorrect, email [Vets@elks.org](mailto:Vets@elks.org) with changes.
- 7) Enter the income you received. After your first report, your existing balance will automatically load the ending balance from your last report. This information cannot be edited, so please double check all math before submitting a report.
- 8) Complete the "Description of Programs" section of the report. All required fields are marked with a red asterisk. You cannot skip these fields.
  - a. For example, if no VAVS Representatives assisted that month, you must type No in the answer field.
- 9) Submit the numbers for your monthly data. Estimate any information you are unsure of. Please note that these fields will not accept ranges. For example, you will not be able to type "25-35 veterans attended." You must estimate that 30 veterans attended.

- 10) Enter the funds you spent this month and what you spent them on. Be clear. Do not use generic terms like “supplies” or “miscellaneous”. Make sure you enter all funds spent this month, to ensure that your ending balance is correct. For each item, estimate how many veterans were served.
- 11) If everything is correct, click “submit report to ENVSC.”
- 12) You will receive an email confirming that we received your report.
- 13) Once our office has reviewed your report and found it acceptable, you will receive a second email verifying that the report was approved.
- 14) If our staff has questions about the report, you will receive a different email asking you to edit or clarify the report. This will open your report up for editing. You will then be able to go back to the report and change only the specific thing you were asked about. When you are finished, click “submit report to ENVSC.”

If you have any problems at all, please contact the ENVSC office at 773-755-4736 or [Vets@elks.org](mailto:Vets@elks.org).