



User Registration
1st Time User for the Portal System
Website: <http://vip.vba.va.gov>

What Do I Need In Order To Register?

- **VA Lender ID number** – this is the number that was issued to your company by VA which is an 11 digit number. However, the system will only use the first 10 digits (the 11th digit is not utilized).
- **PIN Number** – this is the last 4 digits of the 10 digits VA servicer ID number
- **User's name**
- **User's social security number**
- **User's email address**

Where Do I Go To Register?

- You need to register at the Veteran's Information Portal website:
<http://vip.vba.va.gov>

How Do I Register?

At the above website complete the following:

- Click on the word "Register" in the upper left corner on this web page
- On the next screen select the option "Click here to Register" at the bottom of the page. This option will give a user access to TAS, ACE - Automated Certificate of Eligibility and WBLS - Web-based Loan Summary Sheet
- Complete information that is requested. All items with a red * are required fields.

Upon completion of the registration process, the system will give the user a **User Name** and a default **Password**. Both of these items are case sensitive. Print this screen so you have this information to log in. Click on the function in the paragraph provided on this page that will return you to the log in screen and input your User Name and Password.

What If The System Wants Me To Change My Password When I'm Logging In?

- Input your old password (this is the password you were given at the registration screen)
- Create a new password, here are the rules: Password must be 8 characters long – no more and no less; Within the password 1 character **must** be a capital letter, 1 **must** be a lower case letter, 1 **must** be a number and 1 **must** be a special character (capitals of the numbers on the keyboard)
- Click on Change Password. If you have changed your password successfully, the system will tell you your password has been changed and you will be logged into the Veteran's Information Portal homepage. If you do not get confirmation that your password was successfully changed, you have not changed your password.