ORDERING AN ELECTRONIC COE

After logging into the Veterans Information Portal:

1. Choose the WebLGY application.

2. Click on "**Eligibility**".

3. From the drop down box, select "**Automated Certificate of Eligibility**".

4. Input all requested information (name, SSN, date of birth, etc.), then "**Submit**".

At this point, you will either get a message that you can view/print the COE or that the system was unable to process your case online. If the system cannot process the case online, the following steps must be completed:

1. Click on the "**Electronic Application**" link.

2. Input required information. This information comes directly from the application for the COE, VA Form 26-1880.

3. Supporting documentation such as the DD-214 or HUD-1 Settlement Statement may be scanned and uploaded for submission with the electronic application.

4. Provide your e-mail address so that you can be notified when the application has been processed.

Be sure to keep the reference number generated by the application. Using the reference number, you may track the progress of the electronic application.

If you choose not to use the electronic application process, the mailing address of the eligibility center is provided on the screen.