

Tips for Web Filers



Please read all information and instructions prior to entering the data. The instructions provide important details about completing the form and will help make your web experience a positive one.

1. How to Register a Company:

If you have never submitted a VETS-100 Report in the past: Click on the [No, I am filing for the first time](#) link. Complete the registration form by typing your company's information into the appropriate fields and click "Register." A confirmation e-mail will be sent to your e-mail address. Go to your e-mail mailbox and click "Confirm VETS-100 Report Registration" to proceed. **Please Note:** *Your password must be between 8 and 10 characters and must include at least one digit and one alphabetic character and cannot contain special characters.*

If you have submitted a VETS-100 Report in the past: Click on the [Yes, I have filed before](#) link. Complete the registration form by typing your company's information into the appropriate fields and click "Register." A confirmation e-mail will be sent to your e-mail address. Go to your e-mail mailbox and click "Confirm VETS-100 Report Registration" to proceed. **Please Note:** *Your password must be between 8 and 10 characters and must include at least one digit and one alphabetic character and cannot contain special characters.*

If you have already registered with our new 2009 system and you're ready to file: Click on the [file my VETS-100 and VETS-100A now](#) link. This will take you to the login page where you will fill in your username and password to enter the system.

New Company Registration Page

[Forgot Password / Reset Password](#) WV HireVetsFirst

New Company Registration

Note: If you are a Contracting Officer, please register using the [Contracting Officer Registration Page](#)

If you already have a Vets 100 Company Number, but do not have a login, please register using the [Existing Company Registration Page](#)

Company Information

Employer Identification Number (EIN):

Company Name:

Address:

City: State: ZIP:

County:

Contact Info

First Name:

Last Name:

Email:

Phone:

Password:

Confirm Password:

Password and Confirm Password must match. Password must be between 8 and 10 characters, contain at least one digit and one alphabetic character, and must not contain special characters.

Email Confirmation



- Once you click the link in the confirmation email, a window will open asking you to paste the *validation code* sent to you in your confirmation email.

Registration Confirmation Page

Registration Confirmation

Please paste in the validation code from your confirmation email and press Submit.

06CFBB2C73C8DD7E702B9BEA14AC641D82F843D5

You have entered an invalid verification code

If you need any assistance. Please contact the Vets 100 Helpdesk at (301) 306-6752 or send an email to helpdesk@vets100.com

2. **Log In:** Use your e-mail address and password to log onto the VETS-100 system.

Login Page

VETS100

Please Login

Email:

Password:

After you log in, the main menu will display the Parent company demographic information and display several menu options. The menu options include the “Report Wizard,” “File VETS-100 Report,” “File VETS-100A report,” “Upload Electronic Submission,” and “Upload MSC Hiring Locations Electronic Submission.”

Main Menu

Main Menu

Welcome: Dan Smith Company Number: T059620
 Email: DSmith@AnyCorp.com Any Corporation, Inc.
 Anywhere Drive
 Beltsville, MD 20705

Report Wizard
 Use the [Report Wizard](#) to determine which Report (Vets 100 or Vets 100A) your company is required to complete.

File a New Report
[File Vets 100 Report](#) [File Vets 100A Report](#)
[Upload VETS-100/100A Electronic Submission](#) [Upload Multiple Establishment-State Consolidated Hiring Locations](#)

Reports Previously Filed [Generate All PDF's for Current Cycle](#)

Company No.	Company Name	Hiring Location	EIN	Processed	Edit	View PDF
T059620	FYI 11785 Beltsville Drive Calverton MD 20705		00-0000004			

3. **The Report Wizard:** The Report Wizard will help you determine which version of the VETS-100 Report your company is required to file by answering a couple questions. The questionnaire will then direct you to the correct report(s) to file. In some cases your company will file both a VETS-100 and a VETS-100A.
4. **File your VETS-100 and VETS-100A Report:** Enter data in each field as requested. The page automatically totals the numbers entered on the form in Row 10 on the VETS-100 form and Row 11 on the VETS-100A form. Once you have completed the report, click the “ Submit” button.

VETS-100 Form

Edit Report

Subcontractor Multiple Establishment - Headquarters MSC # Period Ending

Company No.	T059561	EIN	12-3456780		
Name of Parent Company	Patty's World Bank	Address	1400 Estelle Dr		
City	Oxon Hill	County	State MD	Zip	20742
Company Contact	Patricia Porter	Tel	(301) 555-5555	Email	pporter@worldbank.com

Name of Hiring Location Address

City County State Zip

NAICS DUNS EIN

Job Categories	Special Disabled Veterans (L)	Vietnam Era Veterans (M)	Other Protected Veterans (N)	Special Disabled Veterans (O)	Vietnam Era Veterans (P)	Recently Separated Veterans (Q)	Other Protected Veterans (R)	Total New Hires (S)
Officials and Managers	1							
Professionals	2							
Technicians	3							
Sales Workers	4	8		9			5	
Office and Clerical	5							
Craft Workers (Skilled)	6							
Operative (Semi-skilled)	7						6	
Laborers (Unskilled)	8	1						
Service Workers	9							
Total	10	9	9	9	11			

Maximum Number Minimum Number

VETS-100A Form

Edit Report
 Subcontractor: Multiple Establishment - Headquarters MISC #: Period Ending:

Company No.	T059561	EIN	12-3456780			
Name of Parent Company	Patty's World Bank	Address	1400 Estelle Dr			
City	Oxon Hill	County	State	MD	Zip	20742
Company Contact	Patricia Porter	Tel	(301) 555-5555	Email	pporter@worldbank.com	

Name of Hiring Location: Address:
 City: County: State: Zip:

NAICS: DUNS: EIN:

Job Categories	Disabled Veterans (L)	Other Protected Veterans (M)	Armed Forces Service Medal Veterans (N)	Recently Separated Veterans (O)	Total Employees (P)	Disabled Veterans (Q)	Other Protected Veterans (R)	Armed Forces Service Medal Veterans (S)	Recently Separated Veterans (T)	Total New Hires (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS	1									
FIRST/MID LEVEL OFFICIALS AND MANAGERS	2									
PROFESSIONALS	3			2						
TECHNICIANS	4					9				
SALES WORKERS	5									
ADMINISTRATIVE SUPPORT WORKERS	6	4		5						
CRAFT WORKERS	7									
OPERATIVES	8									
LABORERS/HELPER	9									
SERVICE WORKERS	10									
Total	11	4		7		9				

Maximum Number: Minimum Number:

Your Report has not been submitted until you have seen the dialog box that reads “Completed record has been inserted into the database.” You can view your submitted reports by returning to the main menu.

- How to Upload an Electronic File:** When uploading an electronic file, you will click on the **browse button**, select the **CSV data file** from your computer, and click “Upload File.” Once the file has been uploaded successfully (i.e. “File is Valid”), click on “Process File” to complete the upload. You can view your submitted reports by clicking on “Home” and returning to the main menu.

Upload File

(<https://vets100.vitsc.com/UploadFile.aspx>)

Helpdesk	Workflow	Performance
Electronic File Upload		
Import File: <input type="text"/>		<input type="button" value="Browse..."/>
<input type="button" value="Upload File"/>		
File: C:\Documents and Settings\PHALL\Desktop\test files\For DOL1.csv		
Total Rows in Data File: 9		
Import File Type: VETS100A		
File is Valid		
<input type="button" value="Process File"/>		<input type="checkbox"/> Replace all Hiring Locations/Reports for this company

Process File

(<https://vets100.vitsc.com/UploadFile.aspx>)

Helpdesk	Workflow	Performance
Electronic File Upload		
Import File: C:\Documents and Settings\PHALL\Desktop\test file		<input type="button" value="Browse..."/>
<input type="button" value="Upload File"/>		

6. **Upload your MSC Hiring Locations:** When uploading your MSC hiring location file, you will click on the **browse button**, select the **CSV data file** from your computer, and click “Upload File.” Once the file has been uploaded successfully (i.e. “File is Valid”), click on “Process File” to complete the upload. You can view your submitted reports by clicking on “Home” and returning to the main menu.

Upload File

(<https://vets100.vitsc.com/UploadHLFile.aspx>)

Helpdesk Workflow Performance

Electronic File Upload

Import File: Browse...

Upload File

File: C:\Documents and Settings\PHALL\Desktop\VETS documents\MSC TEST\MSC-VETS100
Total Rows in Data File: 5

Import File Type: HL
Import File Type: HL
Import File Type: HL
Import File Type: HL
File is Valid

Process File Replace all Hiring Locations/Reports for this company

Process File

(<https://vets100.vitsc.com/UploadHLFile.aspx>)

Helpdesk Workflow Performance

Electronic File Upload

Import File: C:\Documents and Settings\PHALL\Desktop\test file Browse...

Upload File

Please Note: Due to periods of heavy traffic, the web page may halt or may not accept your submission. To prevent this from happening please do not wait until the last minute to file your submission. The web page is very active within two weeks of the deadline.



To the extent possible, the web page will tell you what errors are preventing acceptance of your form. If you cannot resolve a problem, you can send an email to helpdesk@vets100.com or contact help desk at (301) 586-1580.