

VA IAM Invitation Service Guide for WOC HPT

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 onboarding status. Please use this document as a guide to lead you through the process.

Completing Required Documents

- 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.

U.S. Department of Veterans Affairs
IAM Invitation Service Home Welcome VALERIE KOLB 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.

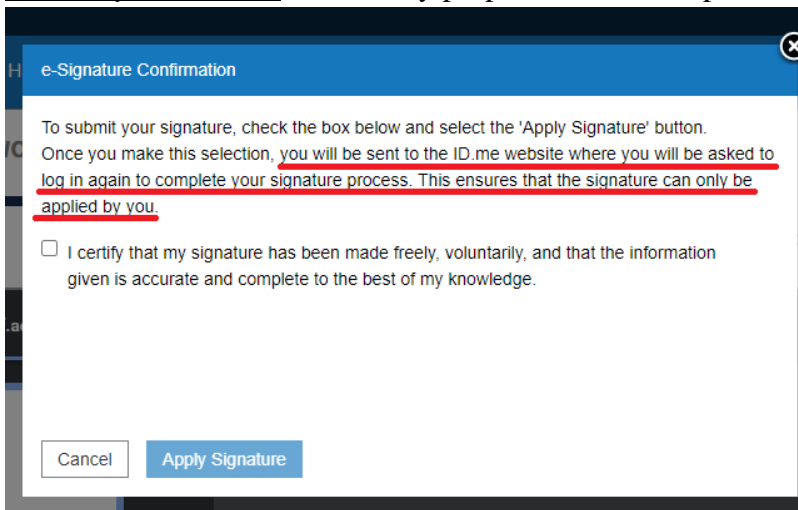
Invitor	Type	Status Completion Rate	Invitation Date	Action
+ KOLB, VALERIE PROV	HPT	PENDING 0%	03/02/2023	Details Messages

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

- 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 information applicable 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
<ul style="list-style-type: none"> ✘ <u>INITIAL WORKSHEET</u> (SUBMIT THIS FORM FIRST) ✘ 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.) 				

- 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. Once completed, submit the document.



- After completing the “Initial Worksheet,” you will be able to complete all other required documents in the order you prefer.
- If you have any questions throughout the process, use the “Messages” button on the homepage to reach your HPT Coordinator.

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

- 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
<ul style="list-style-type: none"> ✓ 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) <i>(Confirm information and submit document. You will sign the document in person at the VA.)</i> ✗ WITHOUT COMPENSATION AGREEMENT (FL-10-294) <i>(Confirm information and submit document. You will sign the document in person at the VA.)</i> 				

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 [Submit](#) (separately for each invitation), to enable further processing.

Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 100%	03/02/2023	Details Messages Submit Reset Form Reset Form Reset Form Reset Form Reset Form Reset Form

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