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**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS
Division of Veterans Benefits**

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February 2, 2016

WDVA Bulletin No. 1042

TO: County / Tribal Veterans Service Offices

SUBJECT: VBATS Account Authorization – Required WDVA Form 2419

In the pursuit of enhancing WDVA system security and protecting veterans' privacy, effective immediately, **WDVA Form 2419 (VBATS ACCOUNT AUTHORIZATION — COUNTY / TRIBAL VETERAN SERVICE OFFICES)** is required for all users to gain access and to login to the Veterans Benefit Application Tracking System (VBATS).

The **WDVA Form 2419** must be received and approved by WDVA before a VBATS login will be issued to any personnel requesting access.

- Concerning every new VBATS access request -- the WDVA Form 2419 must be signed by the County / Tribal Executive, Administrator or Administrative Coordinator, as well as the individual the account will be assigned to (the VBATS user).
- Concerning every deactivation of a VBATS account – the WDVA Form 2419 must have the '**Replacement For**' name field filled in and the box must be checked.

Email the completed WDVA Form 2419 to: eligibility@dva.wisconsin.gov. Please include "Form 2419" in the subject line of the email.

The WDVA Form 2419 must be emailed to: eligibility@dva.wisconsin.gov with the term "form 2419" in the subject line of the email. **If it is not emailed to that email address with that term, your VBATS login will be delayed or not be created.**

If you have any questions, please contact Brian Jones by phone at (608) 267-1782 or by email at brian.jones@dva.wisconsin.gov.