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**STATE OF WISCONSIN
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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.