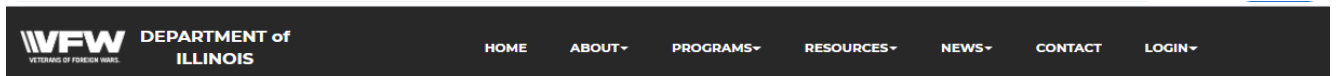


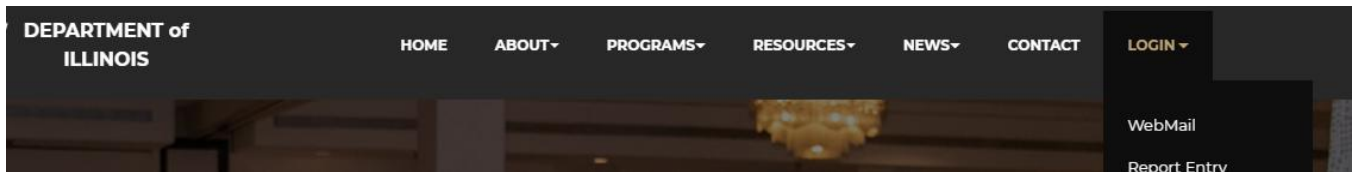
ONLINE REPORTING STEP-BY-STEP

X-Sheet reporting is done electronically via the Program Entry link on our website. To gain access, please follow these instructions.

- From the Department of Illinois webpage (www.vfwil.org) click the Login button



- A drop-down menu will appear with a handful of different options. Click **REPORT ENTRY**.



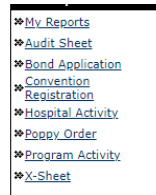
- A page with login information will load. It will have two spots to login. **You will use the form on top to login.**

A screenshot of the VFW login form. The form is titled 'Login :'. It has two input fields: 'Username:' and 'Password:'. Below the fields is a 'LOGIN' button. To the right of the form is a silhouette of a person in a military uniform saluting. Below the form is a link: 'forgot_username_password?'. On the left side of the form, there is a small icon and the text 'Log In'.

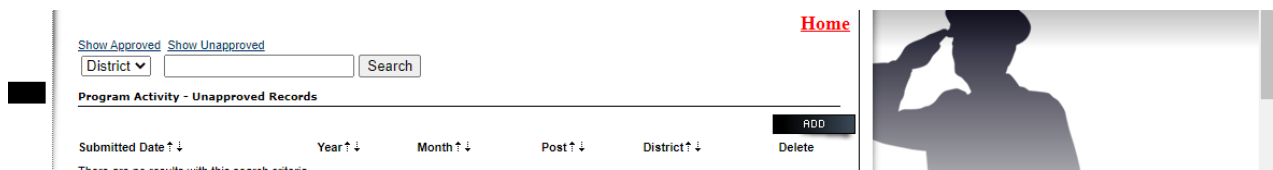
- This information is uniform for every **Post** in the State.
Username: Post number (99,198,311, etc)
Password: District number (3,4,5, etc.)

To report data for a **District**, use the following Login information:
Username: 200+ District Number (20003, 20004, 20016, 20019,)
Password: District Number (3,4,11, 16, 19, etc)

- Once logged in, on the left-hand side of the page, there will be a column of various forms.



- Click **Program Activity**
- When the page loads, click the small black box on the **right hand** side of the screen that says **ADD**



- When the page loads, you'll be looking at the Report Entry form. The Post Information should already be filled in for it. If not, it asks for the Post number, District number, and an Email address to send a copy of that report to.

!!!IMPORTANT!!! When reporting, be sure to fill out the areas where it asks for the number of Members, how much money, and how many hours were spent. If you don't report on all 3, sometimes the approved entries won't populate the x-sheet.

- Once you have all of your information filled out, hit the submit button at the bottom of the screen. A copy of what you just submitted will be sent to your email. Submissions will be held pending approval and posted to the x-sheet (usually within a day or two).