

Fiduciary Accountings Submission Tool (FAST) Training Job Aid

Create and Submit a Fiduciary Fund Usage Review



Objective

To provide the Fiduciary with steps on how to create and submit a Fiduciary Fund Usage Review.



Audience

User: Fiduciary

Prerequisite

Fiduciary received a Fund Usage Due Letter.

Instructions

1. To log into FAST please enter the [Access VA website](#)

You can only access FAST under the following categories:

- *I am a Family Member*
- *I am a VA Business Partner*
- *I am a VA Employee or Authorized Contractor*

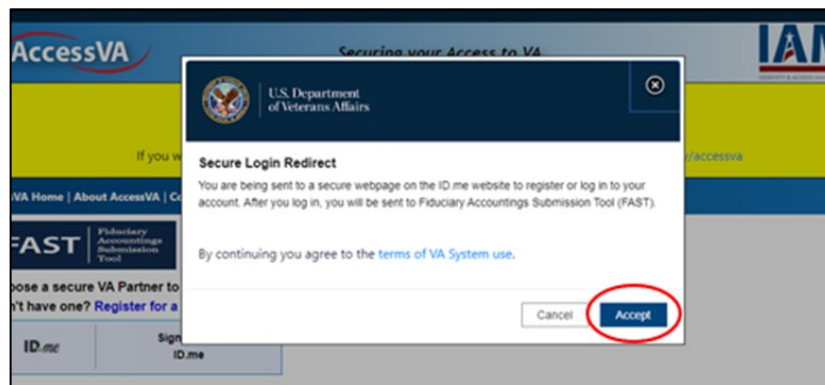
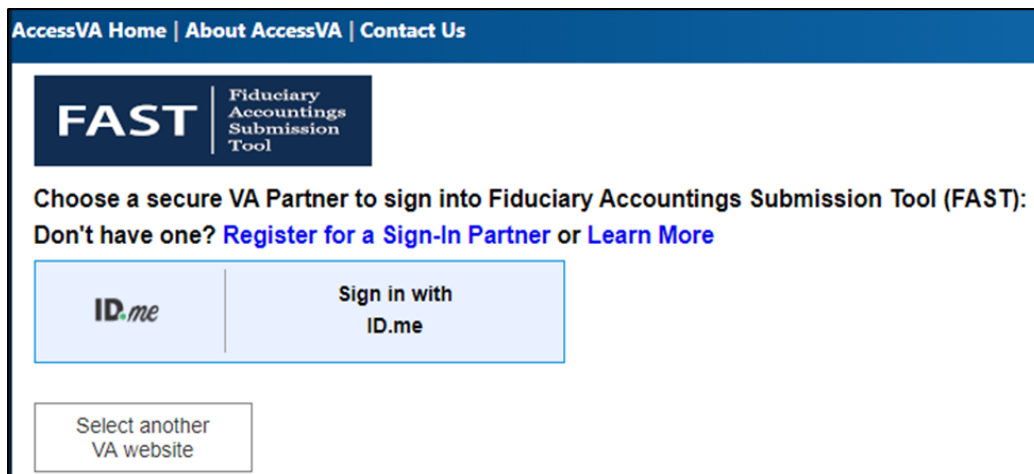


Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

2. Click the **FAST** button.

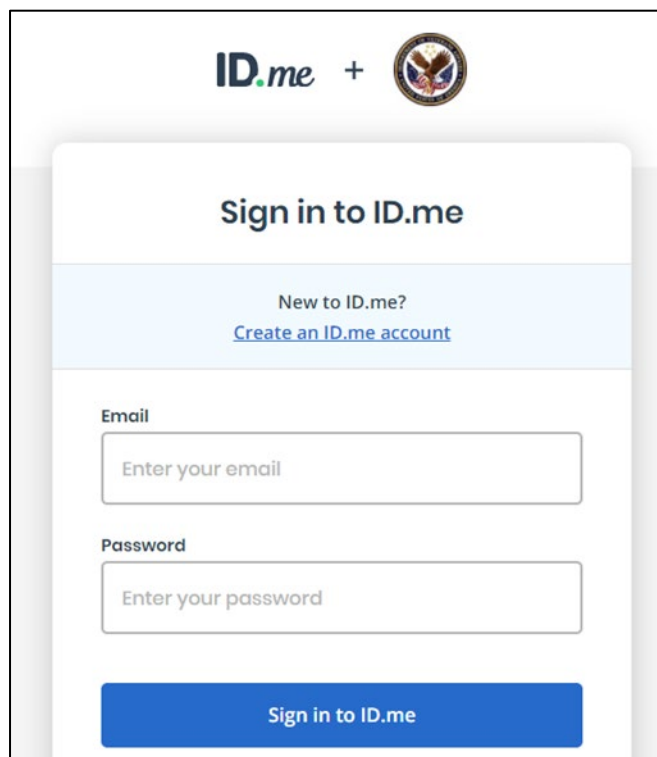


3. Click on the ID.me button then click **Accept**.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

4. Enter your **email** and **password**. Then click **Sign in to ID.me**, this will allow you to access **FAST**.

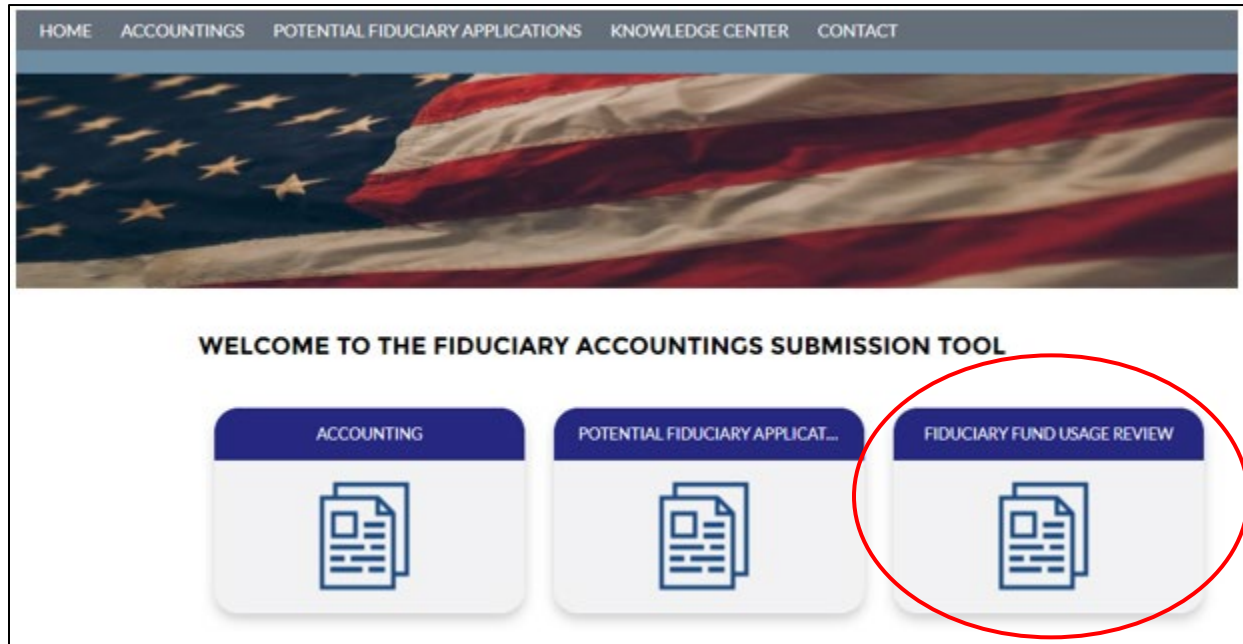


The screenshot shows the ID.me sign-in page. At the top, it features the ID.me logo and the U.S. Department of Veterans Affairs seal. The main heading is "Sign in to ID.me". Below this, there is a light blue banner with the text "New to ID.me?" and a link "Create an ID.me account". The sign-in form consists of two input fields: "Email" with the placeholder text "Enter your email" and "Password" with the placeholder text "Enter your password". At the bottom of the form is a blue button labeled "Sign in to ID.me".

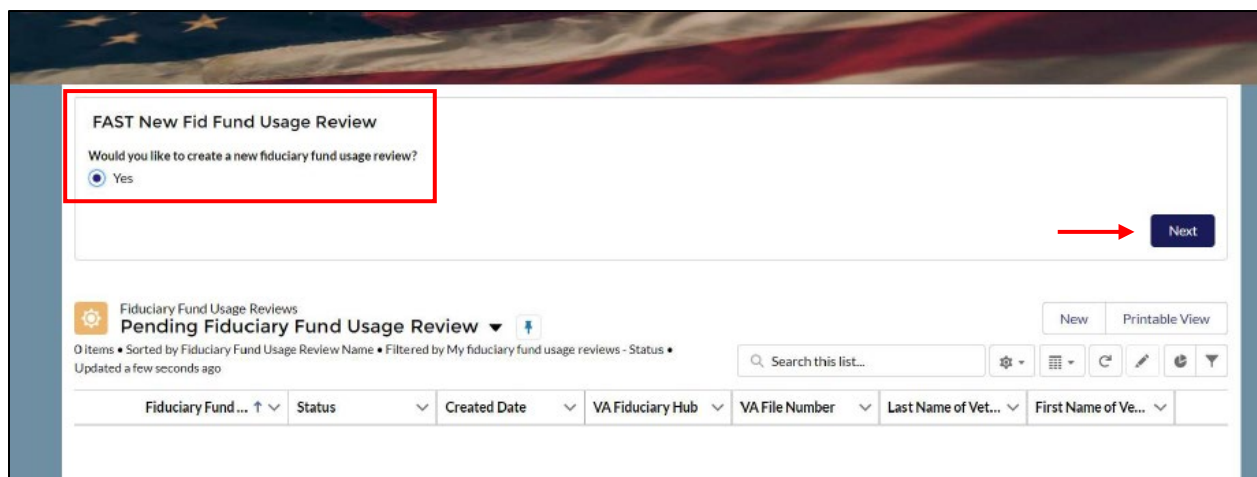


Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

- Once logged into FAST, click on **Fiduciary Fund Usage Review** on the FAST Homepage.



- Select **Yes** under the prompt: Would you like to create a new fiduciary fund usage review? Then, click **Next**.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create and Submit a Fiduciary Fund Usage Review

7. The Fiduciary will now be prompted to enter a series of data fields. At any time, the Fiduciary may click **Previous** to go back to a previous question. All required data fields are denoted by an asterisk. Once fields are complete click **Next**.
- Enter the applicable **Veteran's First Name**
 - Enter the applicable **Veteran's Middle Name** (if applicable). *Veteran's middle name is not a required field.*
 - Enter the applicable **Veteran's Last Name**
 - Enter the applicable **Beneficiary's First Name**
 - Enter the applicable **Beneficiary's Last Name**
 - Enter the applicable **Fiduciary Hub**
 - Enter the **VA File Number**. *The VA file number is an 8- or 9-digit number (This number may be found in your VA correspondence).*

Please see image below for reference

The image shows a screenshot of the 'FAST New Fid Fund Usage Review' form. The form contains several input fields with red arrows pointing to them from blue callout boxes. The callouts are: 'Veteran First Name' pointing to the first text field; 'Veteran Last Name' pointing to the third text field; 'Beneficiary First Name' pointing to the fourth text field; 'Beneficiary Last Name' pointing to the fifth text field; 'Fiduciary Hub' pointing to the dropdown menu; and 'VA File Number' pointing to the sixth text field. The form also includes a 'Previous' button and a 'Next' button at the bottom right.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

- Fill in the **Start** and **End Date** for the review period fields and click **Next**.

Please note: The start date will be the beginning date of the 1st bank statement and the end date will be the ending date of the 3rd bank statement.

FAST New Fid Fund Usage Review
Please enter the Starting and ending dates for this review period.

Starting Date (Format: MM/DD/YYYY or MMM D, YYYY)

Ending Date (Format: MM/DD/YYYY or MMM D, YYYY)

Previous **Next**

- Click the **Finish** button.

FAST New Fid Fund Usage Review
Fiduciary Fund Usage Review Created

Click 'Finish' to create a new Draft Fiduciary Fund Usage Review. Once completed, please select the name from the list below to update and submit the record.

Finish

Fiduciary Fund Usage Reviews
Pending Fiduciary Fund Usage Review

0 items • Sorted by Fiduciary Fund Usage Review Name • Filtered by My fiduciary fund usage reviews - Status • Updated 4 minutes ago

Fiduciary Fund ...	Status	Created Date	VA Fiduciary Hub	VA File Number	Last Name of Vet...	First Name of Ve...
--------------------	--------	--------------	------------------	----------------	---------------------	---------------------

- In the **Pending** list view click on the name of your **Fiduciary Fund Usage Review**.

Fiduciary Fund Usage Reviews
Pending Fiduciary Fund Usage Review

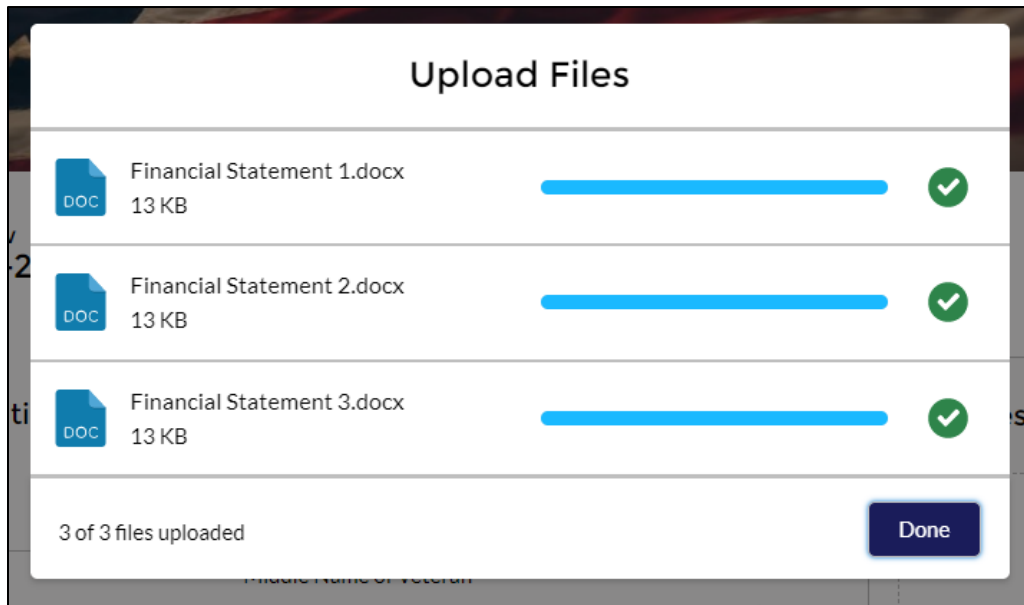
3 items • Sorted by Fiduciary Fund Usage Review Name • Filtered by My fiduciary fund usage reviews - Status • Updated a few seconds ago

Fiduciary Fund Usage Revie...	Status	Created Date	VA Fiduciary Hub	VA File Number	Last Name...	First Name...
1 Demo 3-3-2020 5-3-2020	Draft	5/19/2021 9:55 AM	Columbia 319	123456789	Demo	Training



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

13. Once the files are uploaded click the **Done** button.



14. Once files are uploaded and the necessary fields are completed, click the **Acknowledgement** button located at the top right of the screen.

The screenshot shows the main form for a "Fiduciary Fund Usage Review" with the demo ID "Demo 3-3-2020 5-3-2020". At the top right, there are two buttons: "Acknowledgement" (highlighted with a red arrow) and "Submit". Below the title is a section for "General Request Information" with two columns of input fields. To the right is a "Notes & Attach..." section with an "Upload Files" button and a list of attached documents including receipts, invoices, and financial statements.

Fiduciary Fund Usage Review Demo 3-3-2020 5-3-2020	
▼ General Request Information	
Fiduciary Fund Usage Review Name Demo 3-3-2020 5-3-2020	First Name of Veteran Training
Name of Fiduciary Lil John John	Middle Name of Veteran
VA Fiduciary Hub Columbia 319	Last Name of Veteran Demo
Starting Date 3/3/2020	VA File Number 123456789
Ending Date 5/3/2020	First Name of Beneficiary Demo
Signature of the Fiduciary	Last Name of Beneficiary Training
Submitted Date 5/19/2021	Status Draft
Rejection Reason	Revisions Requested

Notes & Attach... (6+) Upload Files

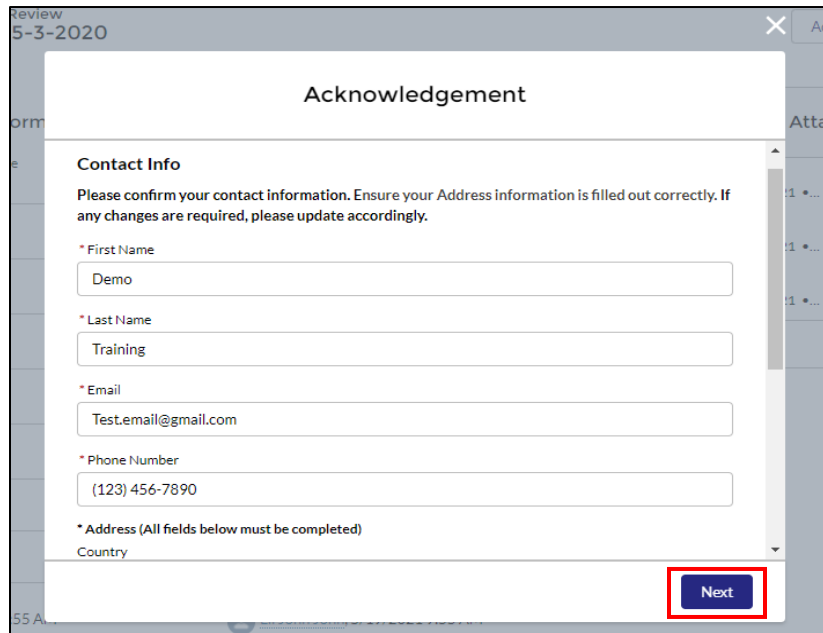
- receipts May 19, 2021 •...
- receipts 2 May 19, 2021 •...
- Invoice 4 May 19, 2021 •...
- Invoice 2 May 19, 2021 •...
- Invoice 1 May 19, 2021 •...
- Financial State... May 19, 2021 •...

View All

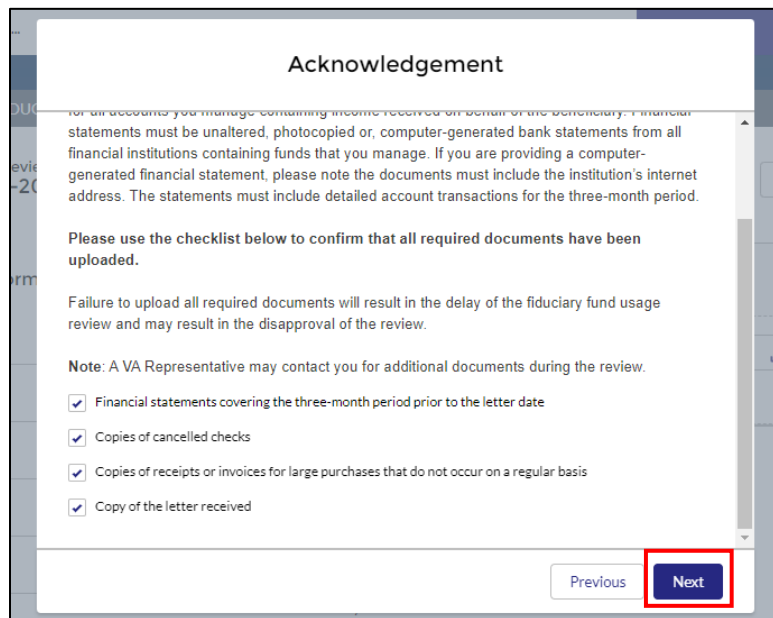


Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

15. Review the contact information and enter your mailing address, then click **Next**.



16. In the **Acknowledgement of Attached Documents** section, mark the checkboxes to acknowledge you've uploaded the required documents, then click **Next**. Then in the **Legal Acknowledgements** mark the checkboxes after reviewing to the statements, then click **Next**.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

17. Once the **Acknowledgements** section is complete, click the **Submit** button

Fiduciary Fund Usage Review
Demo 3-3-2020 5-3-2020

General Request Information

Fiduciary Fund Usage Review Name Demo 3-3-2020 5-3-2020	First Name of Veteran Training
Name of Fiduciary Lil John John	Middle Name of Veteran
VA Fiduciary Hub Columbia 319	Last Name of Veteran Demo
Starting Date 3/3/2020	VA File Number 123456789
Ending Date 5/3/2020	First Name of Beneficiary Demo
Signature of the Fiduciary	Last Name of Beneficiary Training

Notes & Attach... (6+) Upload Files

- receipts May 19, 2021 • ...
- receipts 2 May 19, 2021 • ...
- Invoice 4 May 19, 2021 • ...
- Invoice 2 May 19, 2021 • ...
- Invoice 1 May 19, 2021 • ...
- Financial State... May 19, 2021 • ...

View All

18. Within the **submission** screen input your signature and comments if any. Then click **Save**.

Submit

*Signature of the Fiduciary: Fiduciary Aguilera

*Submitted Date: 3/23/2021

Additional Remarks: Please Review this Fid Fund Usage Review.

Cancel Save



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Create and Submit a Fiduciary Fund Usage Review

19. Once the Fiduciary Fund Usage Review has been **submitted**, the status will update to **“Submitted”**

Fiduciary Fund Usage Review
Demo 3-3-2020 5-3-2020

Upload Files

▼ General Request Information

Fiduciary Fund Usage Review Name Demo 3-3-2020 5-3-2020	First Name of Veteran Training
Name of Fiduciary Lil John John	Middle Name of Veteran
Starting Date 3/3/2020	Last Name of Veteran Demo
Ending Date 5/3/2020	VA File Number 123456789
VA Fiduciary Hub Columbia 319	First Name of Beneficiary Demo
Signature of the Fiduciary LLJ	Last Name of Beneficiary Training
Submitted Date 5/19/2021	Status Submitted

Notes & Attach... (6+) Upload Files

Financial State... May 19, 2021 • ...	Financial State... May 19, 2021 • ...
Financial State... May 19, 2021 • ...	Invoice 4 May 19, 2021 • ...
Invoice 1 May 19, 2021 • ...	Invoice 2 May 19, 2021 • ...

[View All](#)

20. A notification **email** will be sent informing you of your submission.

Sandbox: DEPT OF VA - FAST Fiduciary Fund Usage Review Received

VANOReply@va.gov

↩ Reply
↩ Reply All
➡ Forward
⋮

Wed 05/19/2021 11:29 AM

Thank you for using the Department of Veterans Affairs Fiduciary Accountings Submission Tool (FAST). We have received your fund usage review, and our fiduciary staff will review your documents soon.

You can check the status of your fund usage review on FAST at <https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.my.va.gov%2FFAST&data=04%7C01%7C%7Ccb4fd3804d8b4083e1ab08d91adad417%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C637570349448135643%7CUnknown%7CTWfPbGZsb3d8eyJWjoiMC4wLjAwMDAilCjQjoiV2luMzliCjBtIl6ik1haWwiLCjXVCi6Mn0%3D%7C1000&data=a95USnSNs5TwsjfGPhuvbqBp%2BAo%2B0GXClInFYGKrn%2B0%3D&reserved=0>.

If you have questions or need assistance you can call us at 1-888-407-0144. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.

You can also send electronic inquiries through the Internet at <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Firis.va.gov%2F&data=04%7C01%7C%7Ccb4fd3804d8b4083e1ab08d91adad417%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C637570349448135643%7CUnknown%7CTWfPbGZsb3d8eyJWjoiMC4wLjAwMDAilCjQjoiV2luMzliCjBtIl6ik1haWwiLCjXVCi6Mn0%3D%7C1000&data=AOMt2X9OIDBAtleJjXEWptTs2vsl8juqWzHjZ87QoA%3D&reserved=0>.

Sincerely yours,

RO Director
VA Regional Office

PLEASE DO NOT REPLY TO THIS MESSAGE BY EMAIL. This is a system generated correspondence from the Department of Veterans Affairs - Fiduciary Accountings Submission Tool (FAST) web-based application.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create and Submit a Fiduciary Fund Usage Review

Outcome

The Fiduciary will have completed the submission of a Fiduciary Fund Usage Review and it will be sent to a Legal Instrument Examiner (LIE) for review.

