Fiduciary Accountings Submission Tool (FAST) Training Job Aid
Navigate FAST Homepage and Features

Objective
To provide the Fiduciary with steps on how to navigate the FAST homepage

Audience
User: Fiduciary

Prerequisite
Fiduciaries will have successfully self-registered or logged into FAST via the VA website single sign on link prior to accessing the FAST homepage.

Instructions
1. Access FAST Homepage
2. **View three main features.** If the user decides to access Manage Accountings click **Scenario 1.** If the user decides to access Knowledge Center click **Scenario 2.** If the user decides to access Contact Us click **Scenario 3.**

### Scenario 1: Manage Accountings

1. **Select Manage Accountings.** Access the **Manage Accounting** feature to submit a new accounting, view approved/disapproved accountings, and/or view accountings in draft status.

![Fiduciary Accountings Submission Tool (FAST) Homepage](image)

*Image: Fiduciary Accountings Submission Tool (FAST) homepage with menu options for **Manage Accountings**, **Knowledge Center**, and **Contact Us**.*
Scenario 2: Knowledge Center

1. Select **Knowledge Center**. Access the Knowledge Center to view the following: FAQs, knowledge articles, and/or browse topics related to an accounting.

   ![Knowledge Center Image]

   **Knowledge Center**

   To assist you in completing your accounting, please visit the website: [https://www.benefits.va.gov/fiduciary](https://www.benefits.va.gov/fiduciary)

   - Under the tab labeled “Complete a Fiduciary Accounting,” you will find video tutorials explaining how to prepare, complete, and submit your accounting by mail.

   - Under the tab labeled “A Guide for Fiduciaries,” you will find a checklist detailing the responsibilities of a fiduciary and basic accounting information.


Scenario 3: Contact Us

1. Select **Contact Us**. Access the Contact Us homepage to route questions related to the tool via email or phone.

**Outcome**

The Fiduciary will learn the three features available on the FAST Community Homepage.