

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

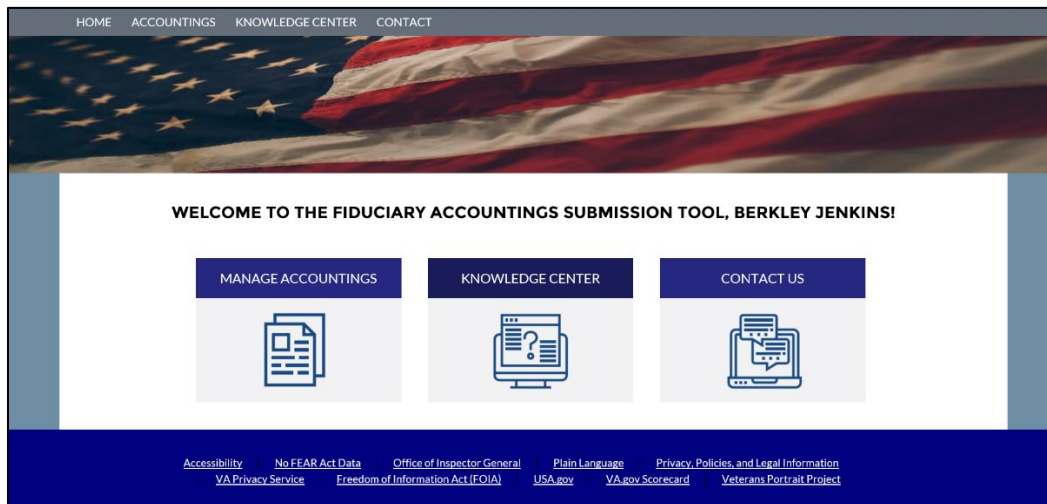
User: Fiduciary

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**



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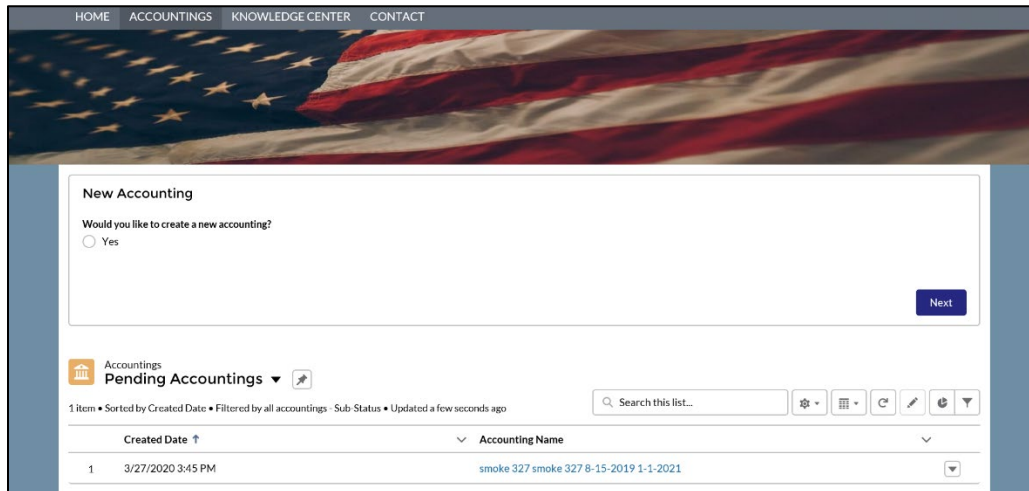
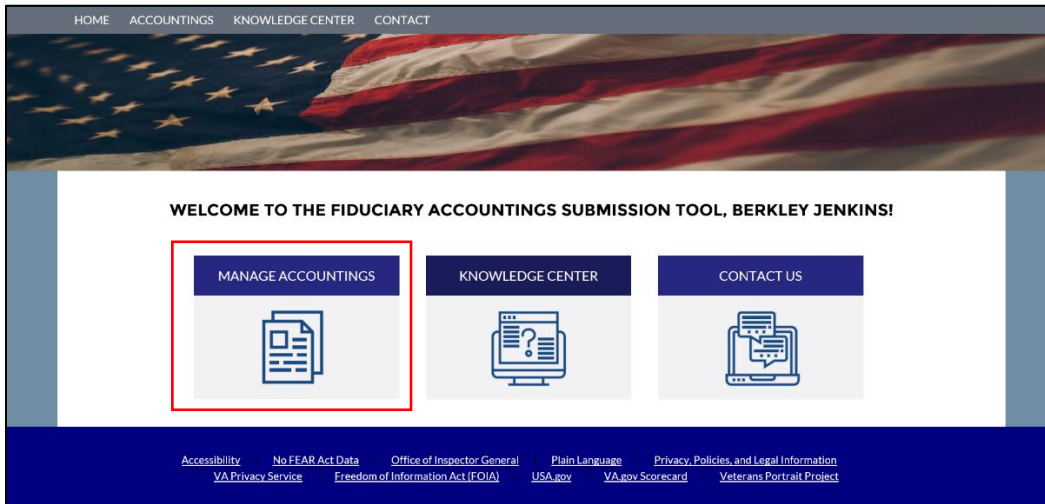
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2. View three main features. If the user decides to access Manage Accountings click [Scenario 1](#). If the user decides to access Knowledge Center click [Scenario 2](#). If the user decides to access Contact Us click [Scenario 3](#).

Scenario 1: Manage Accountings

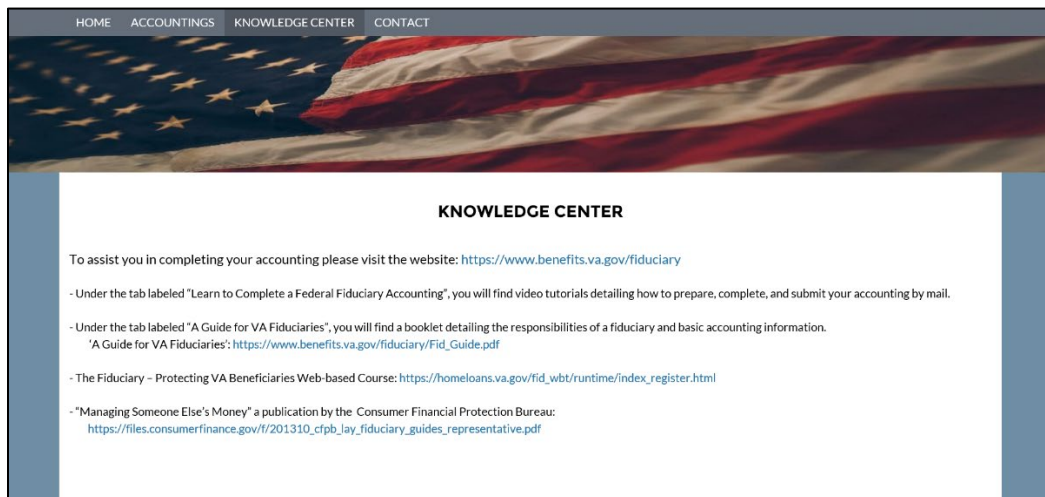
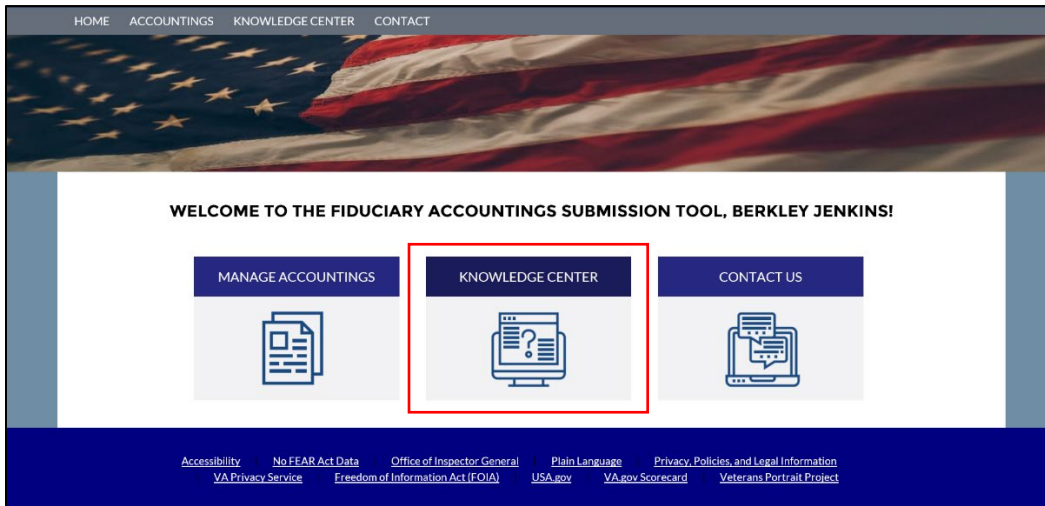
1. Select Manage Accountings. Access the Manage Accounting feature to submit a new accounting, view approved/disapproved accountings, and/or view accountings in draft status.



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Scenario 2: Knowledge Center

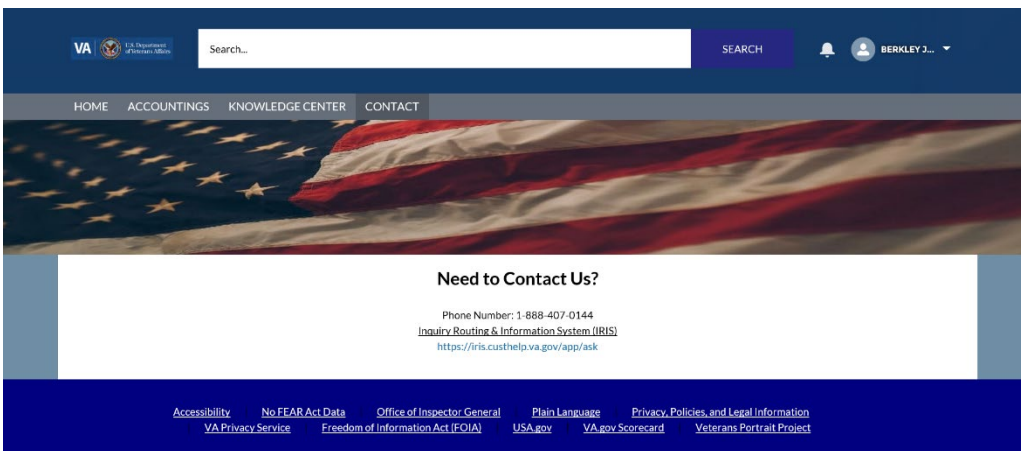
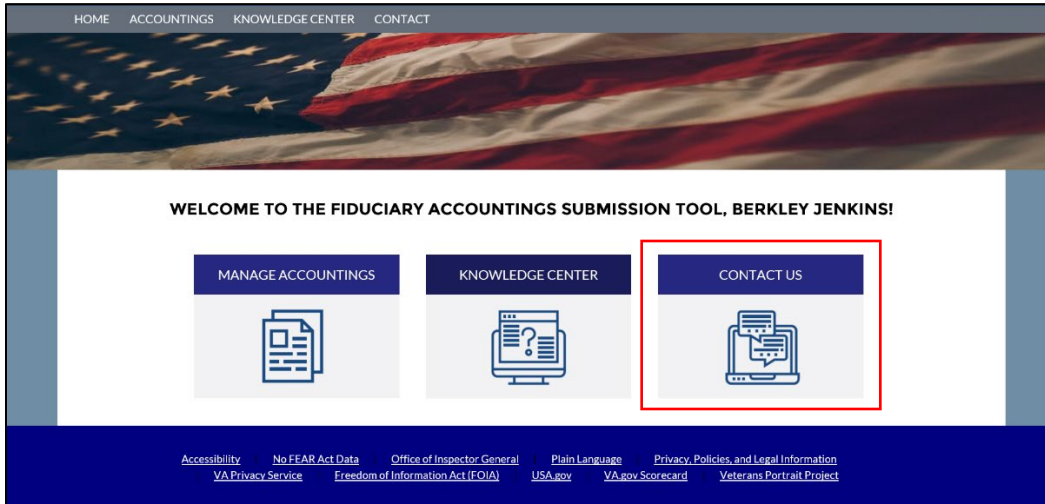
1. Select Knowledge Center. Access the Knowledge Center to view the following: FAQs, knowledge articles, and/or browse topics related to an accounting.



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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.

