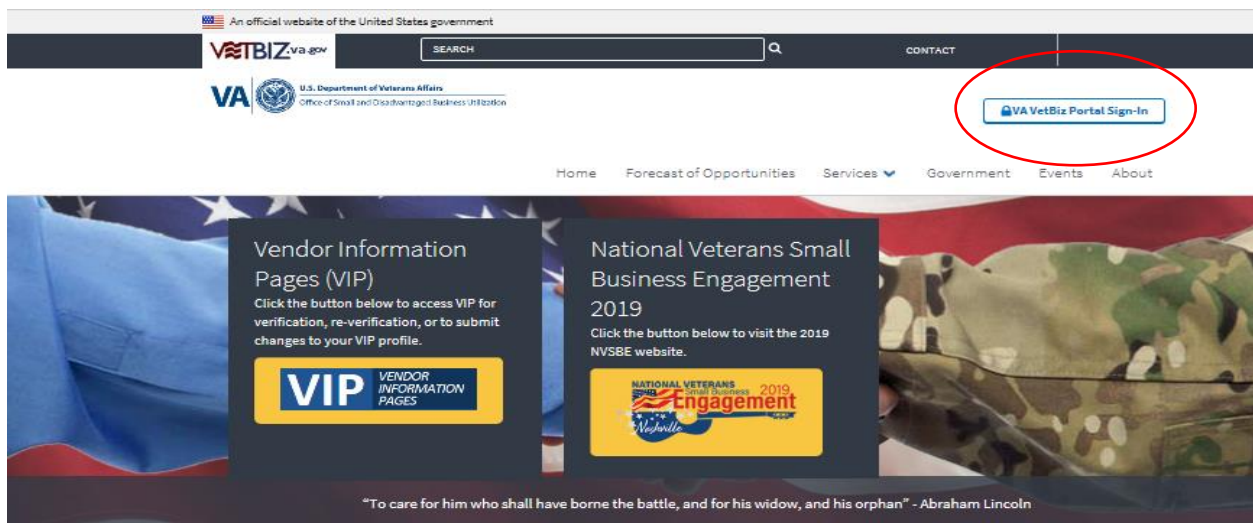


VA VetBiz Portal and VA Business Intelligence Tools Access Guide

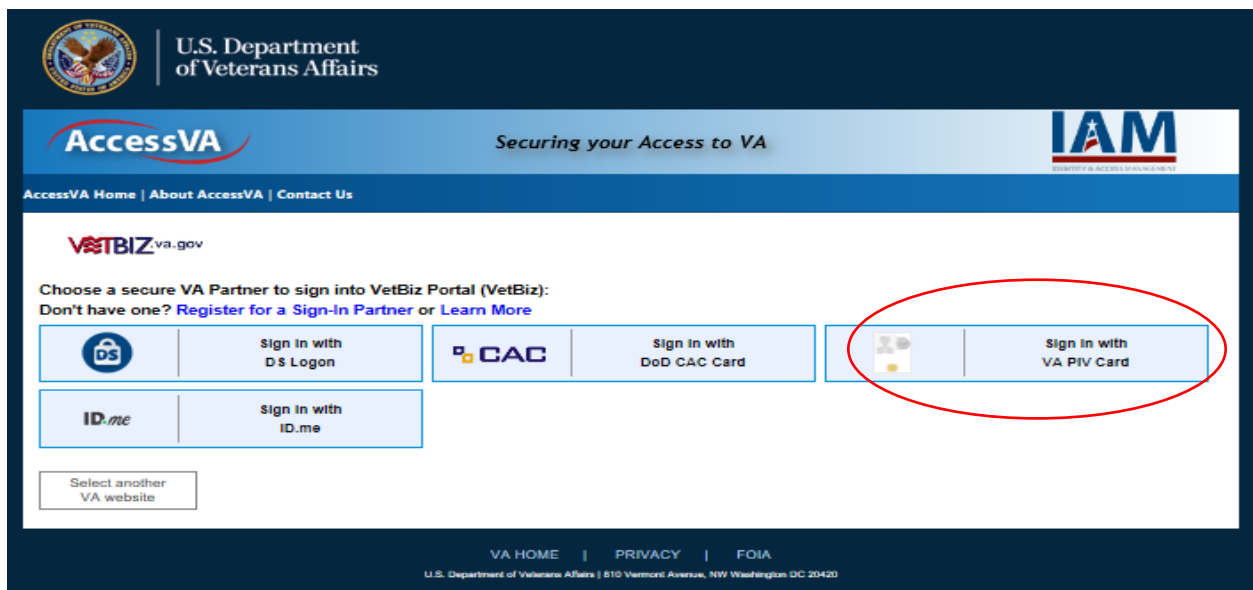
This instruction guide is a two-step process: step one outlines how to gain access to the VetBiz Portal, and step two outlines how authorized users can access the VA Business Intelligence Tools (VABIT) market research tools (e.g. Fedmine).

Step One: New User – accessing VetBiz Portal

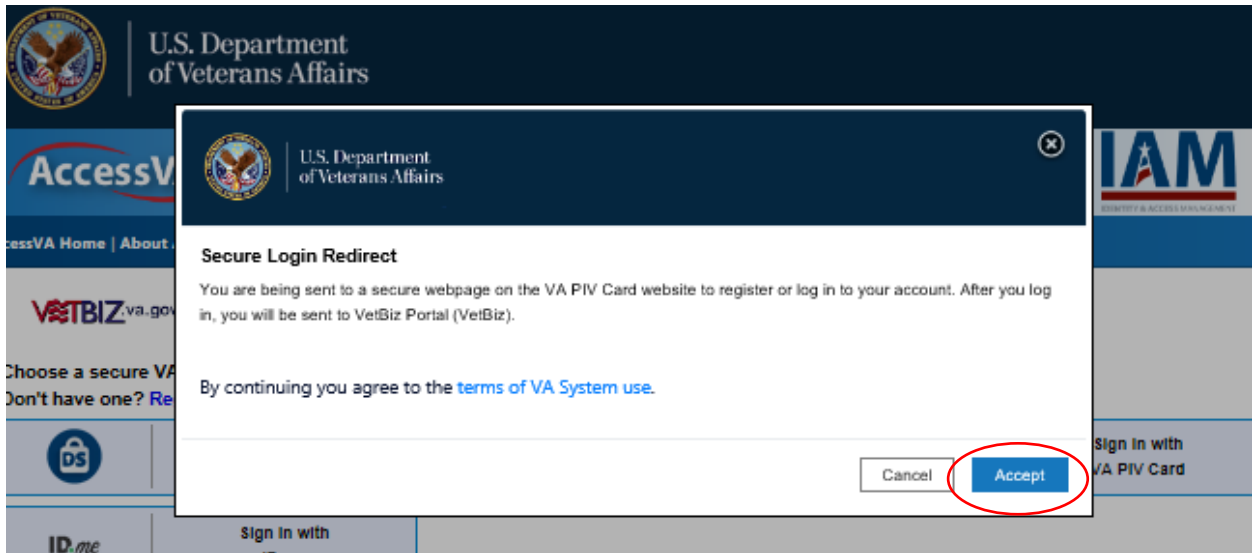
1. Go to <https://www.vetbiz.va.gov/>
2. Select **VA VetBiz Portal Sign-In** button.



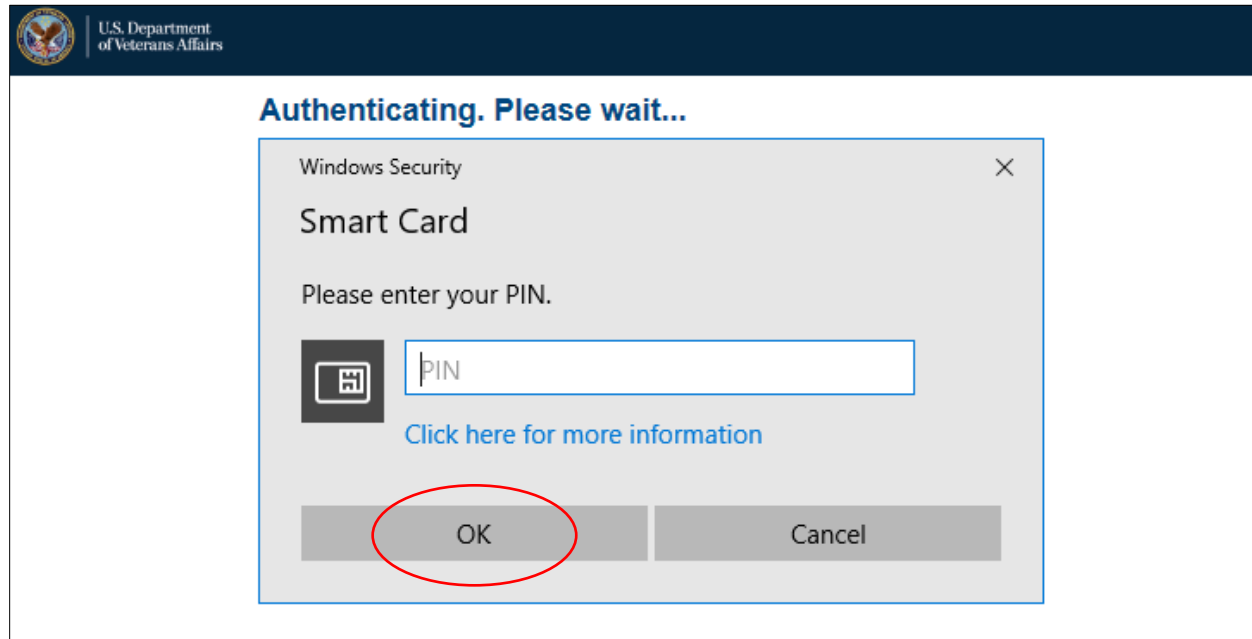
3. Select **Sign in with VA PIV Card**.



4. Select **Accept** on Secure Login Redirect page. You will then be prompted to select a Certificate.

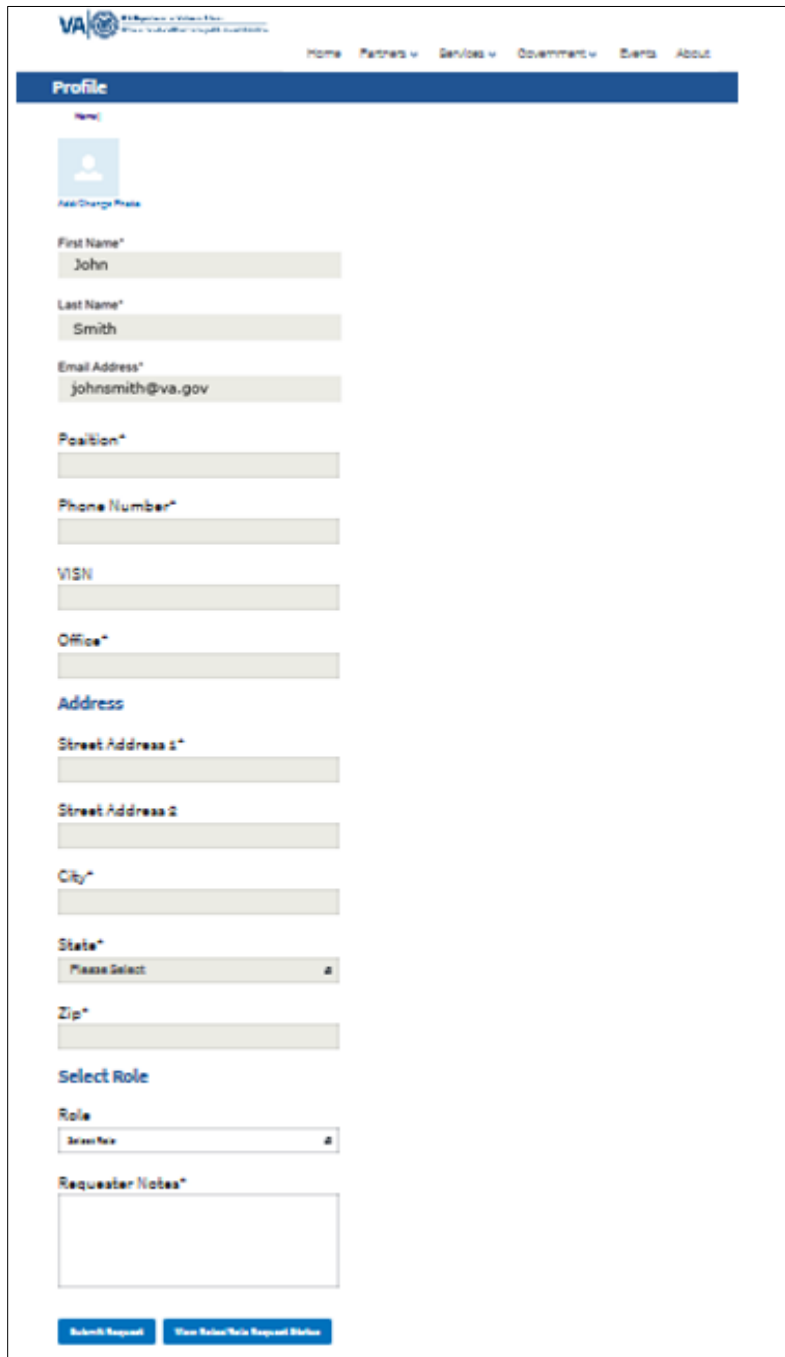


5. Enter your PIV PIN and select **OK**.



Note: After you have selected OK, you will then be redirected back to the VetBiz Portal where you will create your profile.

- To create your profile, fill out the registration form and select the appropriate role. Then submit your request.



The screenshot shows the 'Profile' registration form on the VA website. The form includes the following fields:

- Name:** A section with a profile picture placeholder and a link to 'Add Change Photo'.
- First Name***: Text input containing 'John'.
- Last Name***: Text input containing 'Smith'.
- Email Address***: Text input containing 'johnsmith@va.gov'.
- Position***: Text input (empty).
- Phone Number***: Text input (empty).
- VISH**: Text input (empty).
- Office***: Text input (empty).
- Address**: A section with the following fields:
 - Street Address 1***: Text input (empty).
 - Street Address 2**: Text input (empty).
 - City***: Text input (empty).
 - State***: Dropdown menu with 'Please Select' and a state selection icon.
 - Zip***: Text input (empty).
- Select Role**: A section with a dropdown menu for 'Role' showing 'Select Role' and a state selection icon.
- Requester Notes***: A large text area for additional information.

At the bottom of the form are two buttons: 'Submit Request' and 'View Status/Revoke Request/Cancel'.

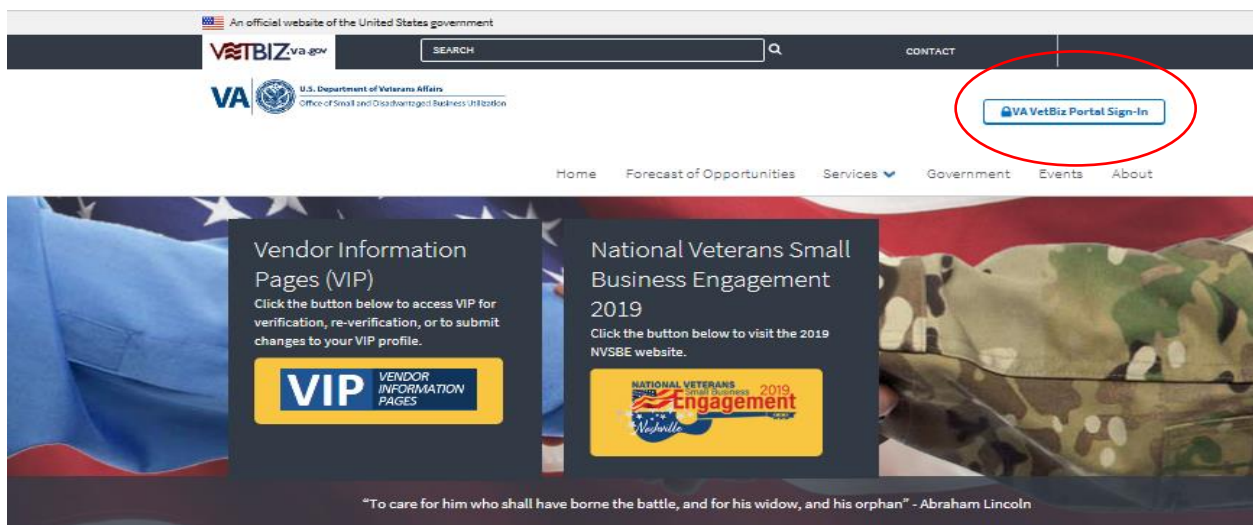
Note: All VA staff will have automatic access to the VetBiz Portal and its market research resources (including market research guides, checklists, and templates). However, depending on your role, further authorisation may be required to access VABIT (e.g. Fedmine).

7. Once your request is submitted, you will receive an email notification confirming your submission. Allow 24–to–72–hours for account approval. Once account is approved, you will receive an approval email.
8. If your account role is eligible/authorized, you can continue to Step two to access VABIT and utilize the market research tools.

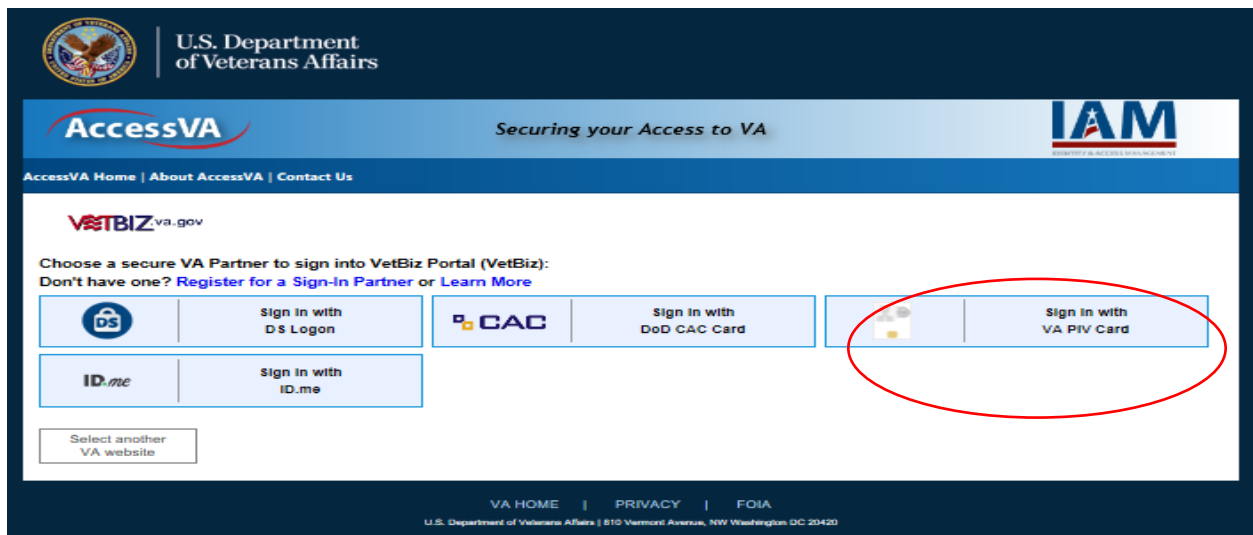
Step Two: Existing User – accessing VABIT (authorized users)

Note: authorized users includes SBLS, OSDDBU staff and selected SAC staff.

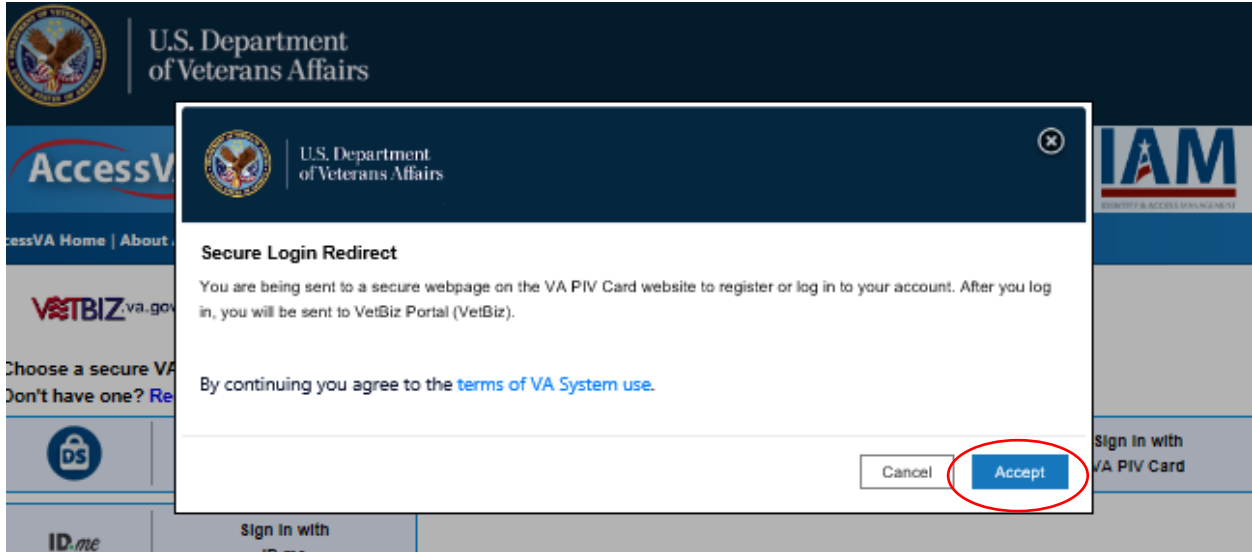
1. Go to <https://www.vetbiz.va.gov/>
2. Select VA VetBiz Portal Sign-In button.



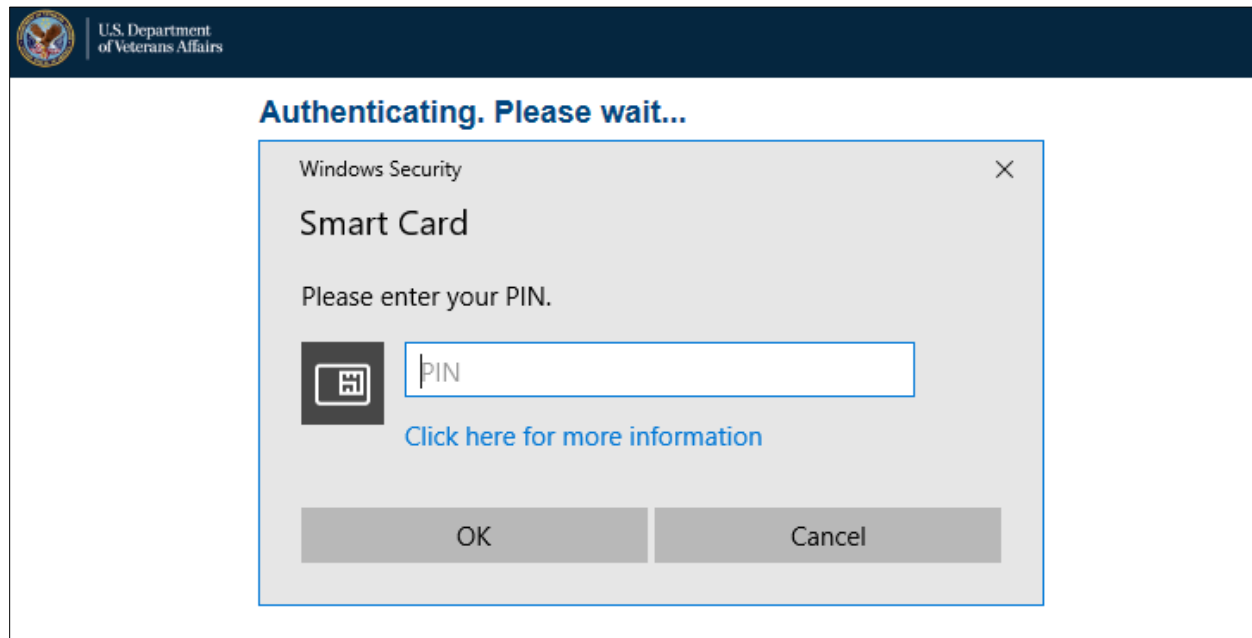
3. Select Sign in with VA PIV Card.



4. Select **Accept** on Secure Login Redirect page and you will be prompted to select a Certificate.

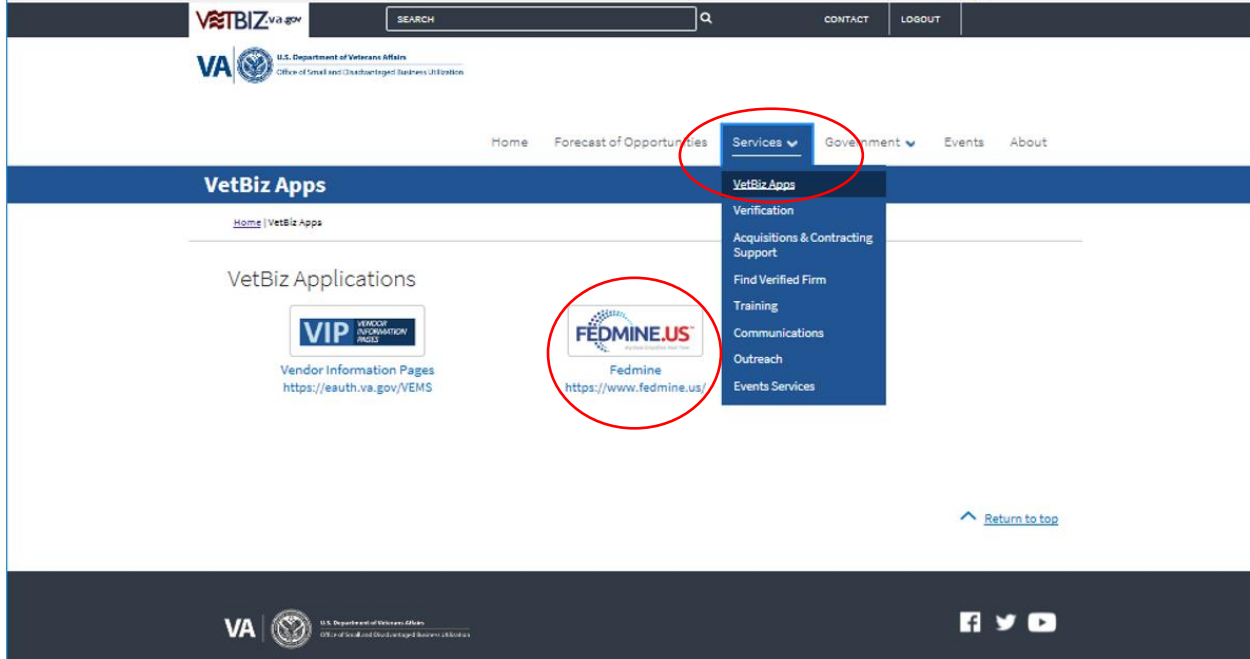


5. Enter your PIV PIN and select OK.



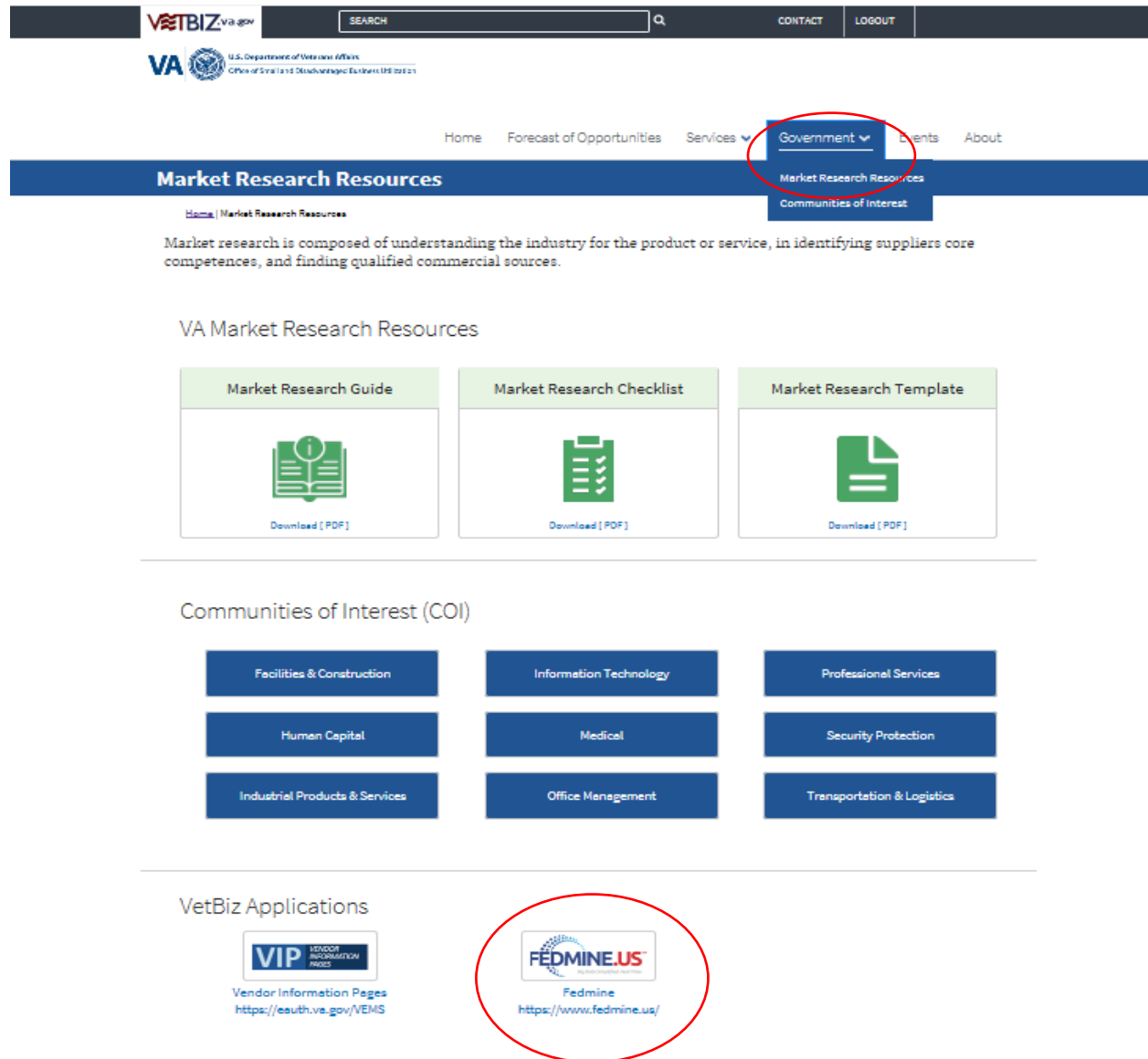
*Note: After you have selected OK, you will then be redirected back to the VetBiz Portal where you will be able to navigate the portal and access the market research tools on the **Services** and **Government** tabs.*

6. For quick access to the market research tools, in the **Services** tab, select **VetBiz Apps**, and click on the **Fedmine.US** logo. You will then be redirected to the Fedmine application where you will navigate the site and utilize the various market research tools.



The market research tools can also be accessed via the **Government** tab **Market Research Resources**. Scroll to the bottom of the page and click on the **Fedmine.US** logo.

You will then be redirected to the Fedmine application where you will navigate the site and utilize the various market research tools.



Contact

- For Technical Support Hours: 8 a.m.–6 p.m. (Eastern)

Contact: 1–866–584–2344

Email: VetBizTier2@va.gov

- For Role/ Permission

Email: VAMarketResearch@va.gov