How to Obtain a Company Number

1) The VETS-100 web page has the capability to assign a first time filer a company number if this is the first time being introduced to the VETS-100 reporting requirements.

2) If your company does not have a company number, press the "Need Company Number" button at the bottom of the "VETS-100 User Login Page."

3) The "Need Company Number" button will take you to the "VETS-100 Company Registration" page where you will enter the following information:

   • Employer Identification Number
   • Company Name
   • Address of the company
   • City
   • State
   • Zip Code
   • E-mail address, which is optional and only used if you would like to receive a confirmation e-mail once your report has been submitted.

4) Based on your company name, address, city, zip code, and Employer Identification Number the web page will perform a search to see if we currently have any matching records of your company in our database.

5) If there is match, the end user will have the capability to choose from a list of company names that may match the information they entered in step 3. If there are no matches at all, then the web page will go directly to the data entry screen that displays the electronic VETS-100 form and the system will **automatically** assign a company number. The web site will assign a company number with the following prefix "W0".

6) Your VETS-100 report has not been submitted until you have reached the dialog box that reads **"Your VETS-100 has been submitted".** Please keep in mind that this dialog box will only appear with certain internet browsers. The report that you have just submitted will appear in print preview, which also assures you that the report has been submitted. **It is advisable to print a copy of the print preview submission for your records.**

7) If you are submitting multiple-site reports, once you print the print preview page for the first report form you submitted, click the link on the print preview page that reads **"Enter Another Vets 100".** This link will enable you to enter another submission and take you through the same steps that you completed for your previous report.

8) If you submit a state consolidated form, you may e-mail the list of addresses to Helpdesk@vets100.com, or you may mail a hard copy to VETS-100 Reporting Office, P.O. Box 726 Lanham, MD 20703-0726. Please include your company name, company number, and state name on all address lists. **Do Not** send an extra hard copy of your submission.

9) Some of the most common errors that have occurred in the reporting process include:
   1. The company number is entered incorrectly (this halts the login process).
   2. Users have not completed all of the required fields.
   3. The information is entered in the wrong manner, i.e. dates and identification numbers are entered in the incorrect format.

To the extent possible, the web page will tell you what errors are preventing acceptance of your form. This error message will appear at the top of the web page and tell you exactly what error you have encountered. However, due to differences in browsers, some users may not be able to view all of the help messages provided. If you cannot resolve a problem, you can send e-mail to helpdesk**@vets100.com** . You also can call **(301) 306-6752.** Please include your browser type and the error message that you have received.