Ordering Batteries Online

The VA Denver Acquisition & Logistics Center has made it possible for veterans who are authorized to receive batteries from the Department of Veterans Affairs to order their batteries online. Veterans may order a 6-month supply of each authorized type of battery.

The VA online ordering system is a Level 2 application; users are required to register through the E-Authentication credentialing process. E-Authentication is a government-managed service that makes it possible for you to use log-in IDs (identity credentials) to gain access to government services online.

At this time, your Level 2 credentials may be used to access two valuable VA sites:



Additional services will be made available in the near future.

Follow these procedures to gain access to the VA site to order batteries:

Step 1 – Login

Click on the following link, or copy the link and paste it into your browser's address line to begin the process:

http://www.va.gov/eauth/

You should be at the following web page:



Click on the VA Application - Remote Order Entry System link on the left.

You should be at the following web page:



Click on: Follow this link to access ROES using your ORC Level 2 credential.

You should be at the following web page:

You are not logged in	- tree	Home FAQ	E-Authentication Home Privacy Po	olicy Contact US
DORC			Authentio	ation
Operational Research Cons	artanta, mc.			
My Account	Government Services	Recent Update	s General Info He	elp
Login Create Account	Forgot ID/Password			
ORC is an E-Auth credentials for ac	entication Credential Service Pr cessing Government Services. You are atter	rovider approved b npting to access V	oy the U.S. Government Agency GSA <mark>A - ROES</mark>	∖to issue
	Current User		New User	
User ID:	Forgot User ID?	Ne yo	ew Users click below to register for ur ORC eAuthentication Credential.	
Password	: Forgot Password?			
	Log In		Register	
	<u>(</u>	Authentication		

If you have a current Level 2 credential, enter your "User ID" and "Password", click on the button, and skip to Step 3 of this guide.

If you *do not* have a Level 2 credential, click on the **Register** button and continue to **Step 2**.

Step 2 – Registration

Choose the government agencies you want to access:



At this time, veterans must check the **MyHealtheVet** box to register for access to the VA online ordering system.

After choosing MyHealtheVet, click on the Continue button.

Fill in the Required Information:

You are not logged in	the second se	Home FAQ E-Auther	ntication Home	Privacy Policy	Contact US
	A reason and the second			11110	- 1
20RC			Authe	intica	tion
Operational Research Consu	ltants, Inc.			H.,	
My Account	Government Services	Recent Updates	General Info	Help	
Login Create Account	Forgot ID/Password				4
View/Print Instruction	ns		Use	r Registration	- Step 2
You require a Le	evel 2 Credential				
* - Field is required	1				
First Name:*	M.I.: Last Name:*	Date of Birth:*			
Karlyn	M Schlundt	Month: September 👻	Day: 15	Year: 1936	
Place of Birth					
City:* Two Rivers	State:* V	WI 🖌 Or Region:			
Country:* United St	ates	*			
Social Security Num	1ber (last 4 digits):* ###-##	£-2003 Example: ###	-##-6789		
Business Address a	nd Phone Number				
Job Title: Productio	on Supervisor Comp	oany Name:* Mirro Alumin	um		
Address Line 1:* 1	1622 Washington Street				
Address Line 2:					
City:* Manitowoc	State:*	WI 💟 Or Region:			
Zip/Postal Code:*	54220 Country:* Unit	ted States	*		
Phone Number:* 9	920-303-3003 Extension:	For US Ex: 800-555	5-1234		
Home Address and	Phone Number				
Address Line 1:* 1	1234 Forrest Avenue				
Address Line 2:					
City:* Two Rivers	State:*	WI 🔽 Or Region:			
Zip/Postal Code:*	54241 Country:* Unit	ted States	*		
Phone Number:* 9	920-720-7220 Extension:	For US Ex: 800-55	5-1234		
Email:* WisconsinVe	steran@aol.com Confirm	n Email:* WisconsinVetera	an@aol.com		
Submit Reset					
		Authentication			

After you have filled in all required information, click on the Submit button.

Confirm Your Information:

You are not logged in		der.	Hom	e FAQ E-Au	uthentication	Home Privacy	Policy Contact US
ZURC				4	e	thent	ication
Operational Research Cor	sultants, Inc.			4	1 and	and hard on the	-
My Account	Governme	nt Services	Recen	t Updates	Genera	al Info	Help
Login Create Account	Forgot ID/Pas	sword					
						User Regi	stration - Step 3
		ORC eA	uthentication	User Confirm	nation		
Please confirm t finished.	hat the follow	ing informati	ion is correct, t	hen click the (Continue but	ton at the bott	om when
You are reque	sting Level 2	access cred	lentials				
<u>First Name</u> : Karlyn	<u>M.I.</u> : M	<u>Last Nam</u> Schlundt	<u>ie</u> :				
Date of Birth: September 1	<mark>91:</mark> 5, 1936 Tw	ace of Birth vo Rivers, WI	US				
SSN: 2003 Job Title: Prod	uction Superv	isor					
Business Addr	ess and Phon	e Number:					
1622 Washin	igton Street	mum					
Manitowoc, V 920-303-300	VI 54220 US 3						
Home Address	and Phone M	lumber					
1234 Forrest Two Rivers, V	Avenue VI 54241 US						
920-720-722	0						
Primary Email	: WisconsinVe	eteran@aol.c	om				
		Make a	a Change		Continue		
			Auther	ntication			

Check the information carefully!

If you need to change anything, click on the	Make a Change	button

If all the information is correct, click on the Continue button.

Create Your User ID:

You will use this information when accessing any website credentialed though the eAuthentication system.

Operational Research Consultan	ts, Inc.		T C	Authe		tion
Login Create Account Forg	got ID/Password	Recein Opt	lates	General 1110	нер	
	ORC eAu	thentication User	ID Creation	Use	er Registration	- Step 4
User ID(1):*	Pass	word(2):*	Con	firm Password	(2):*	
newusername	••••		•••			
(2) Your pas Characte Secret Question:*	what is your favorite mo	t 8 Characters lon ne Capital letter. vie?	g and include	at least one Sp	ecial	
Secret Answer:* G	one with the Wind	Confirm Secret	Answer:* Go	one with the Wind		25
By clicking the subm complete.	it button you are conf	irming that the in	formation yo	u have provideo	d is accurate a	nd
Submit						
			ion			

After filling in all of the required information, click on the Submit button.



Printing the Registration Form:

You are not logged in	Home FAQ E-Authentication Home Privacy Policy Contact US
DORC	Authentication
Operational Research Consultants, Inc.	
My Account Government Services	Recent Updates General Info Help
Login Create Account Forgot ID/Password	
	User Registration - Step 4
ORC eAuthenticat	tion Registration Print Instructions
Your User ID (newusername) been successfully c	reated in the eAuthentication system.
To <u>Complete</u> the Level 2 Credential Registration	Process, you MUST :
 Print out the two pages displayed after orientation is portrait before printing). Follow the Instructions on the first printing 	er clicking on the " Continue " button (make sure printer nted page
	Continue
	c Authentication
Click on the Continue butto	on to print the registration paperwork.
The first page to print outlines the steps you must take to complete the registration process.	Descriptioner Research Consultance, Inc. DRC eAuthentication Registration Instructions (Level 2) (Page 1)
Unless you live in the Fairfax, VA area, you must take the second page (below) to a Notary to have your signature verified before mailing the form to ORC.	 To receive the Level 2 credential you requested, you MUST complete <u>all</u> of the following steps: Activate your account by accessing your email account for the Activation Instructions. a. If you did not receive the activation email: verify that the email address you provided on the Registration Form (next page) is valid, check your SPAM folder verify that you are not blocking/filtering emails from CSP_DoNotReply@orc.com. You must add this email address to your allowable list of emails; we will NOT reply to your automated blocking as this account is system generated and not manned.) b. To receive another activation email, go to "Help" tab. Click on the "On-Line Help" link,
If you live in or near Fairfax, VA, you may take Page 2 to the ORC with	 and choose the "Account Activation" category. Verify your identity (in person) to an ORC representative or a Notary Public, sign the form, and have your signature notarized (or authenticated by the ORC representative). Copy a valid, non-expired, Government issued, photo ID (i.e., driver's license, military ID, etc.) containing your picture, full legal name, signature and home address. If the photo ID does not contain your home address, a copy of a second valid ID (i.e., voter registration card, utility bill, etc.) containing your full legal name and address must be provided. All forms of identification must match names exactly. Send the completed Registration Form (next page only) and the copy of your ID(s) (from step 3) to ORC via certified mail, UPS, or Federal Express at the following address:

ORC, Inc. 11250 Waples Mill Road South Tower, Suite 210 Fairfax, VA 22030 Attn: CSP Registration

your required ID.

Level 2 Registration Printout – Page 2

20RC	Authentication
Operational Research Consultants, Inc.	and the second sec
ORC eA	uthentication Registration Instructions (Level 2) (Page 2)
	User ID: newusername
F ull Legal Name: Karlyn M 55N (Last 4 digits): 2003 Primary Email: Wisconsir	N Schlundt Date of Birth: September 15, 1936 Place of Birth: Two Rivers, WI US Veteran@aol.com
Home Address and Phone I 1234 Forrest Avenue Two 920-720-7220	Iumber: Rivers, WI 54241 US/Iirro Aluminum 1622 Washington Street Manitowoc, WI 5422
	920-303-3003
Notary - Please verify the i he signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes
Notary - Please verify the i he signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt
Notary - Please verify the in the signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt Requestor Name:
Notary - Please verify the i the signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt Requestor Name: Requestor Signature:
Notary - Please verify the i	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt Requestor Name: Requestor Signature: Notary/RA/LRA Name:
Notary - Please verify the i the signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt Requestor Name: Requestor Signature: Notary/RA/LRA Name: Notary/RA/LRA Signature:
Notary - Please verify the i the signature.	920-303-3003 dentity of the individual applying for this ORC Credential and witnes Karlyn M. Schlundt Requestor Name: Requestor Signature: Notary/RA/LRA Name: Date: of Commissions

You will receive your credentials in an e-mail. The process takes approximately one week. Contact the Help Desk if you do not receive a response by the end of one week.

After receiving your credentials, you can and move on to Step 3.

Step 3 – Accessing the VA Online Ordering System

After logging into the system, click on the VA ROES link:



The following web page will open:



To order batteries:

- Click on the <u>Click here for Veteran Online Ordering</u> link
- > Read the information concerning the online ordering site
- Click on the Order Batteries link on the left
- The following page will open:

Department of Veterans Affairs - Denver Acquisition and Logistics Center Request for Hearing Aid Batteries								
Enter Last Name: •••••• *								
Enter Last 4 numbers of SSN: 🚥 *								
Enter Date of Birth (MM/DD/YYYY): 09/15/1936 *								
Enter E-mail (Optional): WisconsinVeteran@aol								
* Required Field								
Submit								
Previous Page								

Fill in the required information and click on the Submit button.

If the following dialog box appears, please contact us at the number in the box:

Window	rs Internet Explorer 🛛 🔀
♪	Unable to identify veteran. Please contact the Denver ALC at (303) 914-5145.
	ОК

Assuming everything matches, you will see your information on the next page.

- Verify that we have your correct mailing address -

- Make sure you see your hearing aids on the list -

Please send us an e-mail to inform us if any of the following apply:

- There are hearing aids on the list that are no longer in use -

-You own and use hearing aids that are not on the list -

- The serial numbers listed do not mach the numbers on your aid(s) -

Department of Veterans Affairs - Denver Acquisition and Logistics Center Request for Hearing Aid Batteries							
Na Addre	Name: SCHLUNDT, KARLYN M Address: 1234 FORREST AVE TWO RIVERS, WI 54241 If address is not correct, please contact the Denver ALC at 303-914-5145 or send an email to DALC.CSS@VA.GOV for changes prior ordering batteries.						
Issue Date	Battery	Make	Model	Serial Number	Date Last Ordered	Check to Order Batteries	
10-12-04	ZA312	STARKEY	AXT ITE DE MS	011392309	10-03-07	N	
10-12-04	ZA312	STARKEY	AXT ITE DE MS	011392308	10-03-07		
Home	10-12-04 ZA312 STARKEY AXT ITE DE MS 011392308 10-03-07 M Home Submit Your Order						

Check the boxes in the far right column for each type of battery that your need.

When you have checked all the batteries you need at this time, click the <u>Submit Your Order</u> button. You should see the following dialog box:

Microsoft	: Internet Explorer
	ORDER STATUS
	Order received for the following item: ZA10 BATTERIES Quantity Ordered: 84
	Contact the DALC at 303-914-5145 to address any problems or changes with your order. When calling the DALC please reference the error number(s) listed above if available.
	ОК

Click on the button to complete the transaction.

You will be back at the order page.

Note the change in the "Check to Order Batteries" column.

Each line item ordered changes to "* Recently Ordered"

Department of Veterans Affairs - Denver Acquisition and Logistics Center Request for Hearing Aid Batteries								
Nai Addre	Name: SCHLUNDT, KARLYN M Address: 1234 FORREST AVE TWO RIVERS, WI 54241 If address is not correct, please contact the Denver ALC at 303-914-5145 or send an email to DALC.CSS@VA.GOV for changes prior ordering batteries.							
Issue Date	Battery	Make	Model	Serial Number	Date Last Ordered	Check to Order Batteries		
10-12-04	ZA312	STARKEY	AXT ITE DE MS	011392309	03-12-08	* Recently Ordered		
10-12-04	ZA312	STARKEY	AXT ITE DE MS	011392308	03-12-08	* Recently Ordered		
Home * - Item h If you	as been order feel this is in	Submit Your Order red in the past 5 mo error or your battery	nths and is not available for reor y supply is not sufficient please o	der at this time. contact the DALC at	303-914-514	-5.		

Click on the Home key to close the ordering application.

Thank you for utilizing the VA's online Remote Order Entry System (ROES).