

## Tips for Web Filers

The VETS-100 web page includes the following information:

- Final VETS-100 Reporting Form for 2007.
- Letter to VETS-100 Users. Reporting Form.
- 2007 Electronic Submission Instructions.
- VETS-100 User Login.
- Code of Federal Regulations. Number.
- VETS-100 Submission Verification Page. Reporting Office.
- Tips for Completing the Web-Based
- Federal Contractor Program Fact Sheet. VETS-100 Frequently Asked Questions.
- Criteria Identifying Other Protected Veterans.
- How to Obtain a VETS-100 Company
- E-mail addresses to contact the VETS-100

Please read all information and instructions prior to entering data. They provide important details about completing the form and will help to make your web experience a positive one. Once you are prepared to submit your report, click the "Click here to file the 2007 VETS-100 report" link on the VETS-100 home page. This link will give you the option of entering your e-mail address so you can receive an e-mail confirmation once your submission has been accepted. Also, please enter your company number as it appears on your pre-printed VETS-100 Report that was mailed to you, and click the "Login" button to continue. The web then proceeds to an electronic replica of the VETS-100 Reporting Form. Enter data in each field as requested. Although it may not appear on the screen, the page automatically totals the numbers entered on the form in Row 10, Columns L-S.

Once you have completed the report, click the "Submit" button. Your VETS-100 Report has not been submitted until you have seen 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 and not others. If you do not see any dialog boxes, a second indication that the report has been accepted is the report that you have just submitted will appear in print preview. It is advisable to print a copy of this page for your records. If you are submitting multiple site reports, once you print the preview page for the first form you submitted, click the link on the print preview page that reads "Enter Another VETS-100." This link will enable you to submit another report. If you submit a state consolidated form, please e-mail the list of addresses to [HelpDesk@vets100.com](mailto:HelpDesk@vets100.com), or mail a hardcopy listing to the return address on the VETS-100 Report. Please include your company name, company number, and state name on all address lists.

Some common errors that have occurred when filing via the web page include:

- Web page halts or does not accept your submission. Commonly, this occurs due to heavy traffic on the web page at the time. Please do not wait until the last minute to file your submission. The web page is very active during the last two weeks before the deadline and often is slow due to traffic.
- User has not completed all required fields.
- Error ODBC Drivers error '80040e14 is caused by several different things. Most common is leaving the Type of Form or Type of Reporting Organizations blank. This error can also be caused by leaving out the County information or by using an apostrophe ( ' ) within your company name.
- Web links appear scrambled. Some of our links cannot be viewed without Acrobat Reader. You can download the most recent version of Acrobat Reader by using the button on the lower left corner of the VETS-100 home page.

To the extent possible, the web page will tell you what errors are preventing acceptance of your form. This error message will appear in the center of the page in a dialog box and will also indicate 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 an email to [HelpDesk@vets100.com](mailto:HelpDesk@vets100.com) or contact our staff at (301) 306-6752.