

OJP TRAINING AND TECHNICAL ASSISTANCE

USER GUIDE



BULLETPROOF VEST PARTNERSHIP (BVP) RECEIPTS AND PAYMENT REQUESTS

Guide Provided By

BJA

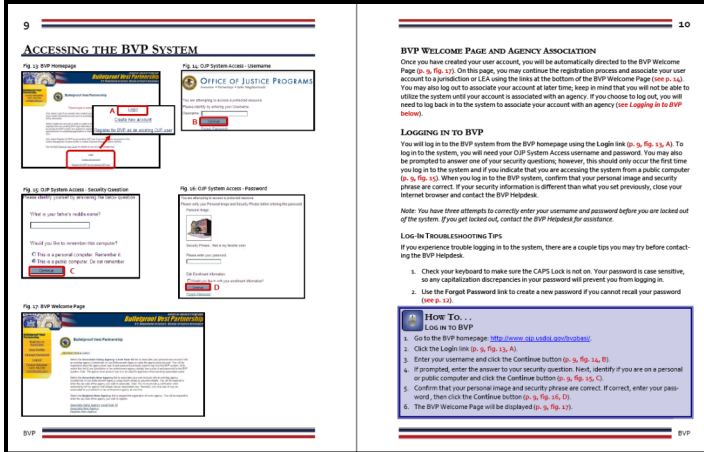
Bureau of Justice Assistance
U.S. Department of Justice



U.S. Department of Justice
Office of Justice Programs

HELPFUL RESOURCES

USING THE GUIDE



This guide is designed as a reference guide to help you access the Bulletproof Vest Partnership system. All the pages follow the same basic format. On the **left** page, figures such as screenshots and diagrams will be displayed. Often, figures will be annotated in red to highlight important concepts. On the **right**, text provides information and instructions related to each topic. References in red [e.g., (p. 1, fig. 1, A)] correspond with the annotations on associated figures.

KEY CONTACTS

U.S. DEPARTMENT OF JUSTICE

BUREAU OF JUSTICE ASSISTANCE

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USER SUPPORT

BVP HELPDESK

vests@usdoj.gov

(877) 758-3787

RESOURCE LINKS

BVP Home Page: <http://www.ojp.usdoj.gov/bvpbasi/>

BVP FAQs: <http://www.ojp.usdoj.gov/bvpbasi/bvpfaqs.htm>

BVP Program Resources: <http://www.ojp.usdoj.gov/bvpbasi/bvpprogramresources.htm>

BVP User and Agency Registration User Guide: <http://www.ojp.usdoj.gov/bvpbasi/docs/BVPUserAgencyRegistrationGuide.pdf>

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GETTING STARTED WITH RECEIPTS & PAYMENTS

Fig. 1: User Account Table

User Account Type	Functions & Responsibilities
Law Enforcement Agency (LEA)	<ul style="list-style-type: none"> • Each LEA is associated with one jurisdiction • Report receipts for vests purchased • Submit receipts to jurisdiction for approval • Cannot request a payment from BJA; only jurisdictions can request a payment
Jurisdiction with <u>zero</u> associated LEAs	<ul style="list-style-type: none"> • Report receipts for vests purchased • Request a payment from BJA • Not responsible for overseeing any LEA activities
Jurisdiction with <u>one</u> associated LEA	<ul style="list-style-type: none"> • Report receipts for vests purchased • Review (and deny, if necessary) receipts submitted by the LEA • Request a payment from BJA for both the jurisdiction and associated LEA's receipts
Jurisdiction with <u>two or more</u> associated LEAs	<ul style="list-style-type: none"> • Report receipts for vests purchased • Review (and deny, if necessary) receipts submitted by LEAs within their jurisdiction • Request a payment from BJA for both the jurisdiction and associated LEAs' receipts

Welcome to the *Bulletproof Vest Partnership (BVP) Receipts and Payments* user guide. This guide will provide you with detailed instructions on submitting receipts for vest purchases and requesting payments for these purchases.

THE BVP SYSTEM

The BVP system enables jurisdictions and law enforcement agencies (LEA) to work with the Bureau of Justice Assistance (BJA) to receive funding reimbursement for the purchase of bullet resistant and stab protective vests. BVP is the program application and payment management system utilized by BJA to allow you, as a representative for your jurisdiction or LEA, to register your agency, apply for funds, submit receipts, and request payments. **This user guide covers the receipt reporting and payment request processes.**

REPORTING A RECEIPT

Following your agency's purchase of protective vests, you will then need to submit the receipt for these purchases. The receipt reporting process requires that you provide exact information on the vests you purchased, who you purchased them from, and which vests were assigned to officers in your agency.

The workflow varies slightly depending on what type of BVP user account you have; be sure to read the **User Account Table (p. 1, fig. 1)** before attempting to report a receipt. For detailed instructions and explanations for the receipt reporting process, review **Reporting Receipts for Vest Purchases (p. 5)**.

REQUESTING A PAYMENT

Once you have submitted receipts and entered vest assignments, your jurisdiction may submit a request to BJA for reimbursements. In order to request a payment, a jurisdiction needs to validate all receipt information and ensure their banking information is accurate in the BVP system. The workflow varies slightly depending on what type of BVP user account you have; be sure to read the BVP User Accounts section before attempting to request payment. For detailed instructions and explanations for the payment request process, review **Requesting Payments for Vest Purchases (p. 23)**.

BVP USER ACCOUNTS

There are four different types of BVP users and understanding which type of account you have is critical to completing the receipt reporting and payment request processes. The **User Account Table (p. 1, fig. 1)** outlines the functions and responsibilities of the four different types of BVP user accounts.

GETTING STARTED WITH RECEIPTS & PAYMENTS

Fig. 2: BVP Homepage

Bulletproof Vest Partnership
U.S. Department of Justice, Bureau of Justice Assistance

Please login or select registration

Only select Login if you already have created a personal user account. If you do not have a personal user account, you must create a personal account prior to accessing the jurisdictional (LEA) information.

Select Create new account in order to create a new personal account separate from any existing BVP login information you may have. Users accessing the BVP system are required to register themselves with a password prior to completing applications or making payment to LEA.

Only select Register for BVP as an existing OJP user if you already have an account in the Grants Management System (GMS) or Grants Payment Request System (GPRS).

See the [BVP External User Guide](#) for details of user account management.

[Login](#)
[Create new account](#)
[Register for BVP as an existing OJP user](#)

Fig. 3: OJP System Access - Log in Process

You are attempting to access a protected resource
Please identify by entering your Username.

Username:

[Continue](#) **B** [Forgot Password](#)

Please identify yourself by answering the below question :

What is your father's middle name?


Would you like to remember this computer?

This is a personal computer. Remember it.
 This is a public computer. Do not remember.

[Continue](#) **C**

You are attempting to access a protected resource
Please verify your Personal Image and Security Phrase before entering the password

Personal Image :



Security Phrase : Red is my favorite color

Please enter your password.

Edit Enrollment Information

Would you like to edit your enrollment information?

[Continue](#) **D** [Forgot Password](#)

LOGGING IN TO THE BVP SYSTEM

You will log in to the BVP system from the BVP homepage using the **Login** link (p. 3, fig. 2, A). To log in to the system, you will need your OJP System Access username and password. You may also be prompted to answer one of your security questions; however, this should only occur the first time you log in to the system or if you indicate that you are accessing the system from a public computer. When you log in to the BVP system, confirm that your personal image and security phrase are correct. If your security information is different than what you set previously, close your Internet browser and contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

Note: You have three attempts to correctly enter your username and password before you are locked out of the system. If you get locked out, contact the BVP Helpdesk for assistance.

LOG-IN TROUBLESHOOTING TIPS

If you experience trouble logging in to the system, there are a couple tips you may try before contacting the BVP Helpdesk.

1. Check your keyboard to make sure the CAPS Lock is not on. Your password is case sensitive, so any capitalization discrepancies in your password will prevent you from logging in.
2. Use the **Forgot Password** link to create a new password if you cannot recall your password.



HOW TO... LOG IN TO BVP

1. Go to the BVP homepage: <http://www.ojp.usdoj.gov/bvpbasi/>.
2. Click the **Login** link (p. 3, fig. 2, A).
3. Enter your username and click the **Continue** button (p. 3, fig. 3, B).
4. If prompted, enter the answer to your security question. Next, identify if you are on a personal or public computer and click the **Continue** button (C).
5. Confirm that your personal image and security phrase are correct. If correct, enter your password, then click the **Continue** button to complete the login process (D).

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 4: BVP Menu

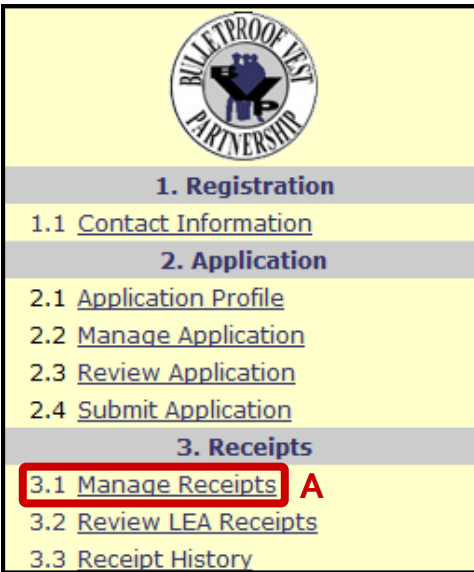


Fig. 5: Manage Receipts Page

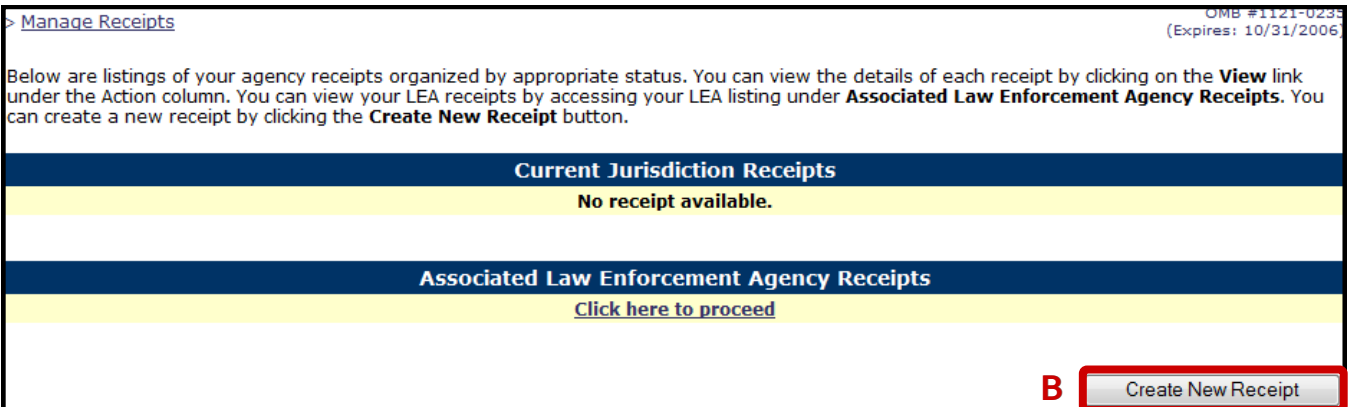
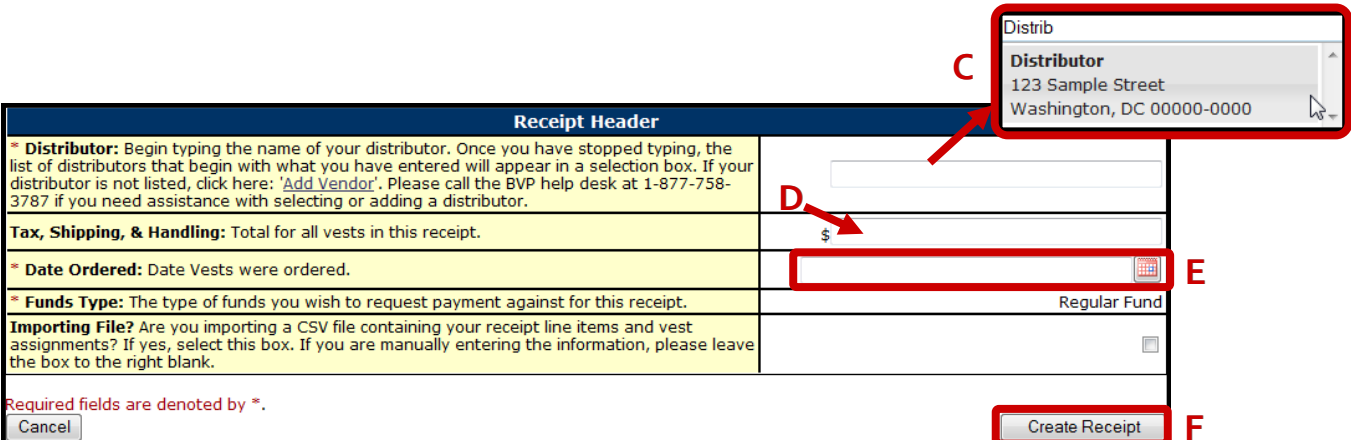


Fig. 6: Receipt Header



CREATING A RECEIPT—ALL USERS

After purchasing bullet resistant or stab protective vests, your agency will need to enter receipts for these purchases into BVP. To do so, your agency must create a receipt with the information that proves your original purchase of the vest(s). To report a receipt, your agency must have (1) funds available in BVP, and (2) funds eligible for the reported receipt based on receipt order date. After creating a receipt, all users must add at least one receipt line item to the receipt. Review **Adding a Receipt Line Item** (p. 12) for more information.

VALIDATING RECEIPT INFORMATION

There are a number of validations that your agency must pass in order to successfully submit a receipt. These validations ensure the information you are entering is accurate, which is critical for BJA to prevent fraud or abuse of the BVP reimbursement program. All data fields marked with a red asterisk (*) in the BVP system are required fields. Be sure to enter information in these fields exactly as it appears on your receipt(s) of purchase.



How To . . .

CREATE A NEW RECEIPT

1. Click the **Manage Receipts** link (p. 5, fig. 4, A).
2. Click the **Create a New Receipt** button (p. 5, fig. 5, B).
3. Review the information that appears above the **Receipt Header** form. This includes important information about which receipts are eligible for reporting, as well as vest information.
4. Enter the name of the distributor whom you purchased the vest(s) from.
Note: Begin typing the name of the distributor, then wait for the system to generate a list of the distributors that match the title you have entered.
5. Click the name of the distributor from the list (p. 5, fig. 6, C).
Note: If the distributor you purchased the vest(s) from does not appear in the list, click the Add Vendor link in the Distributor row. Complete the Add Vendor form, then click the Add Vendor and Continue button.
6. (Optional) Enter a dollar amount (e.g., 10.00) in the **Tax, Shipping & Handling** field (D).
Note: The Tax, Shipping & Handling cost cannot exceed 15% of the sum of the unit price multiplied by the quantity of vests. This amount does not represent the total receipt value.
7. Select the date on which your jurisdiction ordered the vests by clicking within the **Date Ordered** field (E), then click the date of the order from the pop-up calendar box.
8. Check whether you are importing a CSV file with your receipt line items. If you are importing this file, go to the How to Create a New Receipt by Importing a CSV file (p. 8).
9. Click the **Create Receipt** button (F).
Note: Click the Cancel button to clear the data fields and return to the previous page.

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 7: BVP Menu

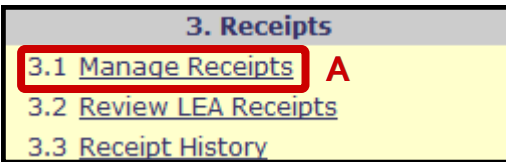


Fig. 8: Manage Receipts Page

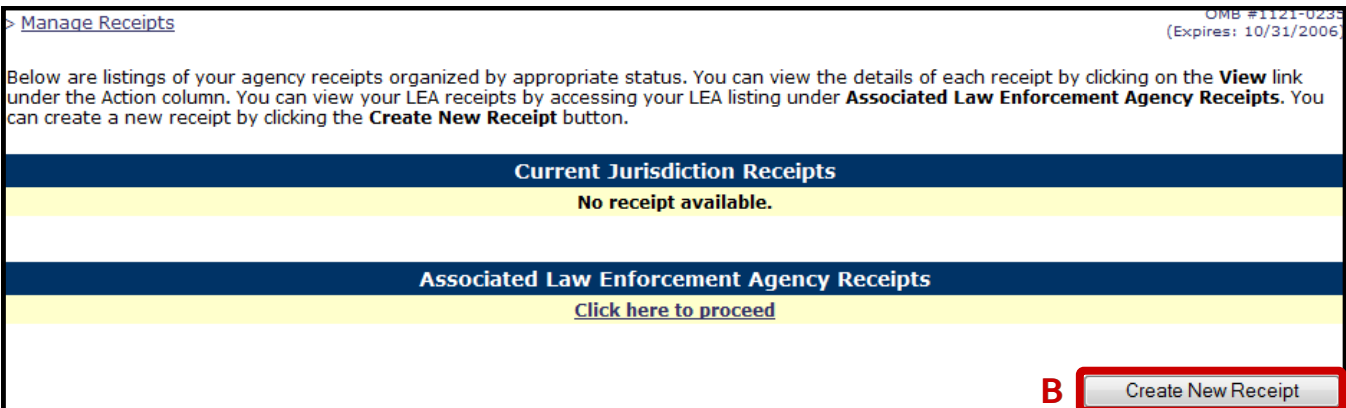
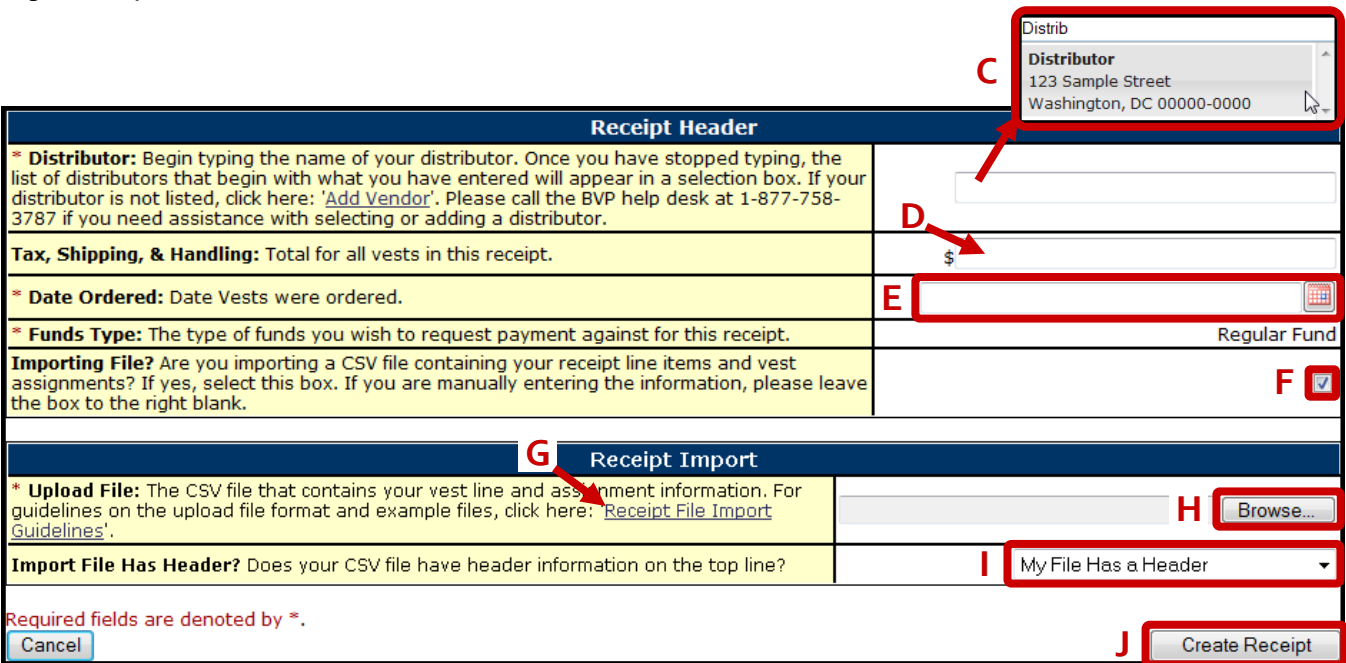


Fig. 9: Receipt Header



IMPORTING A RECEIPT—ALL USERS

BVP users may create a new receipt by importing a properly formatted comma-separated values (CSV) file. This allows users to maintain their receipt information in an external application, such as Microsoft Excel. However, it is critical to format this file exactly as defined in the Receipt File Import Guidelines (p. 7, fig. 9, G).



HOW TO . . .

CREATE A NEW RECEIPT BY IMPORTING A CSV FILE

1. Click the **Manage Receipts** link (p. 7, fig. 7, A).
2. Click the **Create a New Receipt** button (p. 7, fig. 8, B).
3. Review the information that appears above the **Receipt Header** form. This includes important information about which receipts are eligible for reporting, as well as vest information.
4. Enter the name of the distributor whom you purchased the vest(s) from.
Note: Begin typing the name of the distributor, then wait for the system to generate a list of the distributors that match the title you have entered.
5. Click the name of the distributor from the list (p. 7, fig. 9, C).
Note: If the distributor you purchased the vest(s) from does not appear in the list, click the Add Vendor link in the Distributor row. Complete the Add Vendor form, then click the Add Vendor and Continue button.
6. (Optional) Enter a dollar amount (e.g., 10.00) in the **Tax, Shipping & Handling** field (D).
Note: The Tax, Shipping & Handling cost cannot exceed 15% of the sum of the unit price multiplied by the quantity of vests. This amount does not represent the total receipt value.
7. Select the date on which your jurisdiction ordered the vests by clicking within the **Date Ordered** field (E), then clicking the date of the order from the pop-up calendar box.
8. Click the empty check-box for the **Importing File?** field (F).
9. Click the **Receipt File Import Guidelines** link (G) and ensure you have followed the formatting rules exactly.
WARNING: If you do not format your file exactly as defined in the guidelines, your receipt will be rejected.
10. Click the **Browse** button (H), then locate and select the CSV file you wish to upload.
11. Select whether you added a header to your imported CSV file (I).
12. Click the **Create Receipt** button (J).

Note: Click the Cancel button to clear the data fields and return to the previous page.

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 10: BVP Menu

3. Receipts

3.1 Manage Receipts A

3.2 Review LEA Receipts

3.3 Receipt History

Fig. 11: Current Receipts

Current Jurisdiction Receipts																				
Receipt Status	Quantity			Cost																
Created	1			\$1,000.00																
<div style="border: 1px solid gray; padding: 2px;"> ▼ Receipts </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #ffffcc;"> <th>Ordered Date</th> <th>Vendor</th> <th>Fund Type</th> <th>Quantity</th> <th>Tax Shipping & Handling</th> <th>Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>03/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$1,000.00</td> <td style="text-align: center;">View B</td> </tr> </tbody> </table>							Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action	03/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View B
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action														
03/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View B														

Fig. 12: Current Receipts

Receipt Header	
Name	Jurisdiction
Vendor	Distributor
Ordered Date	03/01/2012
Fund Type	Regular Fund
Total Quantity	1
Tax Shipping & Handling	\$0.00
Total Cost	\$1,000.00
Status	C Created
Action	Edit Delete Delete

Fig. 13: Deletion Confirmation

Please confirm that you want to delete the following receipt information by clicking the button **Delete** below.

Receipt Header (to be deleted)	
Name	Jurisdiction
Vendor	Distributor
Ordered Date	03/01/2012
Fund Type	Regular Fund
Total Quantity	1
Tax Shipping & Handling	\$0.00
Total Cost	\$1,000.00
Status	Created

Receipt Line Item (to be deleted)					
Model	Manufacturer	Price per Unit	Quantity	Cost	Action
Model	Manufacturer	\$1,000.00	1	\$1,000.00	N/A

▼ Vest Assignments

Officer Name	Vest Serial Number	Received Date
Officer Name	000000000	04/01/2012

Cancel
D Delete

DELETING A RECEIPT—ALL USERS

All BVP users have the ability to delete their own agency's receipts, if necessary. The receipt deletion process is final; a deleted receipt cannot be retrieved.

LEA Users

Once you submit a receipt to your jurisdiction, the receipt cannot be deleted. If the jurisdiction denies your receipt, then you can edit or delete the receipt.

Jurisdiction Users

Once you request payment for a receipt, the receipt cannot be deleted.



HOW TO . . .

DELETE A RECEIPT

1. Click the **Manage Receipts** link (p. 9, fig. 10, A).
2. Click the **View** link (p. 9, fig. 11, B) for the receipt you wish to delete.
3. Click the **Delete** link (p. 9, fig. 12, C).

WARNING: You cannot undo the receipt deletion process once you complete the next step.

4. Click the **Delete** button (p. 9, fig. 13, D) to finalize the deletion.

Note: Click the Cancel button to clear the data fields and return to the previous page.

ADDING A RECEIPT LINE ITEM—ALL USERS

After creating a receipt, you must enter all the receipt line items as they appear on your receipt of purchase. This information includes the manufacturer name, model name, and exact price per unit (the cost of one vest).

NIJ Approved Vests

The BVP program only supports the purchase of body armor that has been tested and found to comply with current National Institute of Justice (NIJ) Ballistic or Stab Standards. As a result, you will only be able to receive reimbursement for purchasing approved vest models from approved manufacturers. A list of acceptable manufacturers and models is available on the following website:

<http://www.nij.gov/nij/topics/technology/body-armor/compliant-ballistic-armor.htm>



HOW TO . . .

ADD A RECEIPT LINE ITEM

1. Click the **Manage Receipts** link (p. 11, fig. 14, A).
2. Click the **View** link (p. 11, fig. 15, B) for the receipt you wish to add a line item to .
3. Click the **Add Receipt Line Item** link (p. 11, fig. 16, C).
4. Enter the name of the vest manufacturer (p. 11, fig. 17, D).
Note: Begin typing the name of the manufacturer, then wait for the system to generate a list of the manufacturers that match the title you have entered.
Note: Only vests that were on the NIJ approved list of vests on the date the vests were ordered will appear in the manufacturer and model fields.
5. Click the name of the manufacturer from the list (D).
6. Enter the name of the vest model (E).
Note: Begin typing the name of the vest model, then wait for the system to generate a list of the models that match the title you have entered.
7. Click the name of the model from the list.
8. Enter the exact price per unit (F) for the model of vest you are adding (e.g., 500.25).
9. Click the **Save** button (G).
Note: Click the Cancel button to clear the data fields and return to the previous page.

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 18: BVP Menu

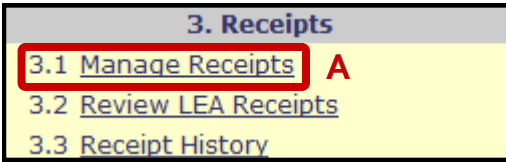


Fig. 19: Current Receipts

Current Jurisdiction Receipts						
Receipt Status	Quantity	Cost				
Created	1	\$1,000.00				
▼ Receipts						
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action
04/01/2012	Distributor	Regular Fund	0	\$0.00	\$0.00	View
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View B

Fig. 20: Receipt Line Items

Receipt Line Items						
Model	Manufacturer	Price per Unit	Quantity	Cost	Action C	Add Receipt Line Item
Model	Manufacturer	\$1,000.00	1	\$1,000.00	Edit receipt line item F Edit vest assignment Delete receipt line item	
▼ Vest Assignments						
Officer Name	Vest Serial Number		Received Date			
Officer Name	000000000		04/02/2012			

Fig. 21: Save Receipt Line Item Edits

* **Manufacturer:** Begin typing the name of the Manufacturer. Once you have stopped typing, the list of manufacturers that begin with what you have entered will appear in a selection box. If the manufacturer is not listed, call the BVP help desk at 1-877-758-3787 for assistance.

* **Model:** Begin typing the name of the Model provided by the manufacturer selected. Once you have stopped typing, the list of models provided by the manufacturer with what you have entered will appear in a selection box. If the model is not listed, call the BVP help desk at 1-877-758-3787 for assistance.

* **Price per Unit:** Enter the cost of a vest for the manufacturer/model combination selected.

Required fields are denoted by *.

Manufacturer

Model

1000.00

D E

Fig. 22: Delete Receipt Line Item

Receipt Line Item (to be deleted)						
Model	Manufacturer	Price per Unit	Quantity	Cost	Action	
Model	Manufacturer	\$1,000.00	1	\$1,000.00	N/A	
▼ Vest Assignments						
Officer Name	Vest Serial Number		Received Date			
Officer Name	000000000		04/02/2012			

G

EDITING A RECEIPT LINE ITEM—ALL USERS



HOW TO . . .

EDIT A RECEIPT LINE ITEM

1. Click the **Manage Receipts** link (p. 13, fig. 18, A).
2. Click the **View** link (p. 13, fig. 19, B) for the receipt you wish to edit a line item on.
3. Click the **Edit receipt line item** link (p. 13, fig. 20, C).
4. Change the line item information.
Note: For more details on this process, see How to Add a Receipt Line Item (p. 12), steps 4-8.
5. If you are done editing the line item, click the **Save** button (p. 13, fig. 21, D) to complete the process .
6. If you would like to also edit the vest assignment information, click the **Save and Go to Vest Assignment** button (E).
Note: Click the Cancel button to clear the data fields and return to the previous page.
Note: For more details on this process, see How to Add/Edit a Vest Assignment (p. 16).



HOW TO . . .

DELETE A RECEIPT LINE ITEM

1. Click the **Manage Receipts** link (p. 13, fig. 18, A).
2. Click the **View** link (p. 13, fig. 19, B) for the receipt you wish to delete a line item from.
3. Click the **Delete receipt line item** link (p. 13, fig. 20, F).
4. Click the **Delete** button (p. 13, fig. 22, G) to finalize the deletion.
Note: Click the Cancel button to clear the data fields and return to the previous page.

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 23: BVP Menu

3. Receipts

3.1 Manage Receipts A

3.2 Review LEA Receipts

3.3 Receipt History

Fig. 24: Current Receipts

Current Jurisdiction Receipts																											
Receipt Status	Quantity	Cost																									
Created	1	\$1,000.00																									
<div style="border: 1px solid black; padding: 2px;"> ▼ Receipts </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #ffffcc;"> <th>Ordered Date</th> <th>Vendor</th> <th>Fund Type</th> <th>Quantity</th> <th>Tax Shipping & Handling</th> <th>Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>04/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: center;">View</td> </tr> <tr> <td>04/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$1,000.00</td> <td style="text-align: center;">View B</td> </tr> </tbody> </table>							Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action	04/01/2012	Distributor	Regular Fund	0	\$0.00	\$0.00	View	04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View B
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action																					
04/01/2012	Distributor	Regular Fund	0	\$0.00	\$0.00	View																					
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View B																					

Fig. 25: Receipt Line Items

Receipt Line Items												
Model	Manufacturer	Price per Unit	Quantity	Cost	Action							
Model	Manufacturer	\$1,000.00	1	\$1,000.00	<div style="display: flex; justify-content: space-between; align-items: center;"> Add Receipt Line Item Edit vest assignment </div>							
<div style="display: flex; justify-content: space-around; font-size: small;"> Edit receipt line item Delete receipt line item C </div>												
<div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> ▼ Vest Assignments </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #ffffcc;"> <th>Officer Name</th> <th>Vest Serial Number</th> <th>Received Date</th> </tr> </thead> <tbody> <tr> <td>Officer Name</td> <td>000000000</td> <td>04/02/2012</td> </tr> </tbody> </table>							Officer Name	Vest Serial Number	Received Date	Officer Name	000000000	04/02/2012
Officer Name	Vest Serial Number	Received Date										
Officer Name	000000000	04/02/2012										

Fig. 26: Vest Assignment List

Vest Assignment List						
Line	*Serial Number	*Officer First Name	*Officer Last Name	*Received Date	Delete	
1	000000000	Officer	Name	04/02/2012 D	<div style="display: flex; justify-content: space-around;"> G G </div>	
2					<div style="display: flex; justify-content: space-around;"> G G </div>	

Required fields are denoted by *.

Cancel
E Add
Save
Save and Go to Edit Receipt Line Item

F

ADDING/EDITING A VEST ASSIGNMENT—ALL USERS

All receipts must include all of your agency's vest assignments in order to receive a reimbursement through BVP. For every vest purchased, you need to enter the specific serial number of the vest and identify which officer within your agency was assigned this vest.

You cannot duplicate serial numbers in the vest assignments from a single manufacturer. You can assign the same officer with more than one vest within a replacement cycle. However, you must provide an explanation on why the officer needs a replacement vest in order to submit the assignment.



HOW TO . . .

ADD/EDIT A VEST ASSIGNMENT

1. Click the **Manage Receipts** link (p. 15, fig. 23, A).
2. Click the **View** link (p. 15, fig. 24, B) for the receipt you wish to add an assignment to.
3. Click the **Edit vest assignment** link (p. 15, fig. 25, C) for the receipt line item you wish to add an assignment to.
4. Make any necessary changes to the existing vest assignments (p. 15, fig. 26, D).
5. If you need to add a new vest assignment, click the **Add** button (E).
6. Enter the serial number, officer name, and received date fields for the new vest assignment.
7. Repeat steps 5 and 6 until all the vest assignments for your agency's order have been added.
8. Click the **Save** button (F).

Note: Clicking the Save button will return you to the Receipt Details page. You may also click the Save and Go to Edit Receipt Line Item button to save the vest assignment and then move to the Edit Receipt Line Item page.

Note: Click the Cancel button to clear the data fields and return to the previous page.

REPORTING RECEIPTS FOR VEST PURCHASES

Fig. 27: Deleting a Vest Assignment

Vest Assignment List					
Line	*Serial Number	*Officer First Name	*Officer Last Name	*Received Date	Delete
1	000000000	Officer	Name	04/02/2012	D <input type="checkbox"/>
2					<input type="checkbox"/>

Required fields are denoted by *.

Buttons: Cancel, Add, **E** Save, Save and Go to Edit Receipt Line Item

Fig. 28: BVP Menu

3. Receipts

3.1 Manage Receipts

3.2 Receipt History **F**

Fig. 29: Historic Receipts

Historic LEA Receipts																				
Receipt Status			Quantity	Cost																
Sent for BVP Approval			1	\$500.00																
<ul style="list-style-type: none"> Receipts <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ordered Date</th> <th>Vendor</th> <th>Fund Type</th> <th>Quantity</th> <th>Tax Shipping & Handling</th> <th>Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>04/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td>1</td> <td>\$0.00</td> <td>\$500.00</td> <td>View G</td> </tr> </tbody> </table> 							Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action	04/01/2012	Distributor	Regular Fund	1	\$0.00	\$500.00	View G
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action														
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$500.00	View G														

Fig. 30: Receipt Status

Receipt Status

Sent for BVP Approval

▶ Receipts

Approved by BVP

▶ Receipts **H**

DELETE A VEST ASSIGNMENT—ALL USERS



HOW TO . . .

DELETE A VEST ASSIGNMENT

1. Click the **Manage Receipts** link (p. 15, fig. 23, A).
2. Click the **View** link (p. 15, fig. 24, B) for the receipt you wish to delete an assignment from.
3. Click the **Edit vest assignment** link (p. 15, fig. 25, C) for the receipt line item you wish to delete an assignment from.
4. Click in the open check box (p. 17, fig. 26, D) for the vest assignment you wish to delete.
5. Click the **Save** button (E).

Note: Click the Cancel button to clear the data fields and return to the previous page.



HOW TO . . .

VIEW RECEIPT HISTORY

1. Click the **Receipt History** link (p. 17, fig. 28, F).
2. Click the **View** link (p. 17, fig. 29, G) on a particular receipt to access receipt line item information.
3. To display receipts from a different status in the BVP system, click the **Receipts** drop-down menu (p. 17, fig. 30, H).

SUBMITTING RECEIPTS TO A JURISDICTION

Fig. 31: BVP Menu

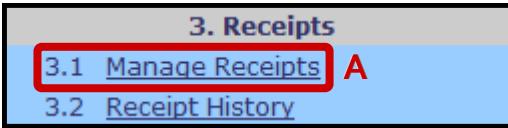


Fig. 32: Submit LEA Receipts

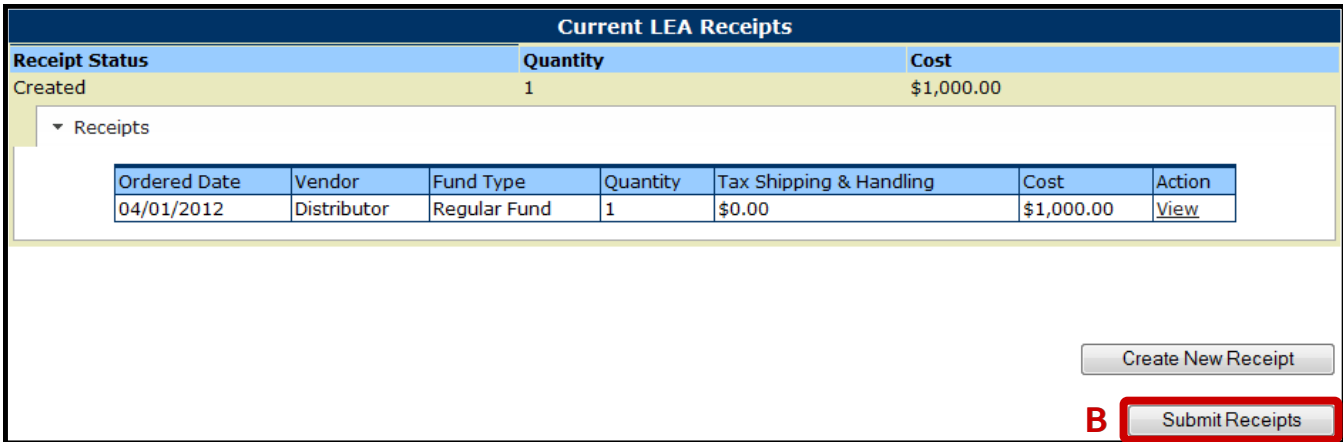
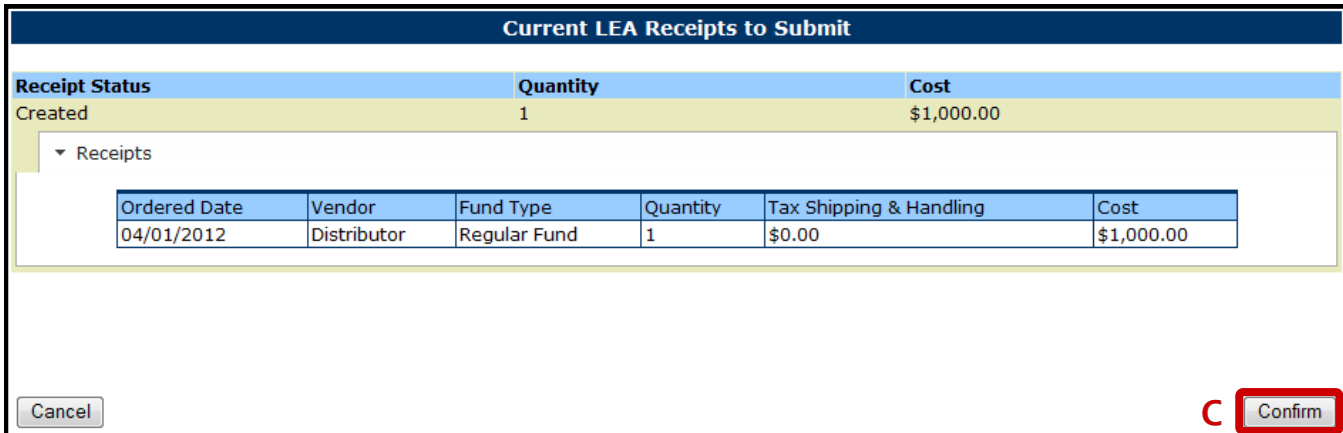


Fig. 33: Confirm Submission



SUBMITTING RECEIPTS TO A JURISDICTION—LEA USERS ONLY

After creating a receipt and entering vest assignments, LEA users must submit their receipts to their jurisdiction. The jurisdiction is then responsible for reviewing the receipt and either submitting it to BJA for reimbursement, or denying the receipt. If the jurisdiction submits the receipt, you can then wait for BJA to process your receipt and receive the reimbursement as administered through the jurisdiction. If the jurisdiction denies your receipt, then you will need to make the necessary revisions or updates. Once the receipt is updated, you may submit the receipt to the jurisdiction again.

You cannot duplicate serial numbers in the vest assignments from a single manufacturer. You can assign the same officer with more than one vest within a replacement cycle. However, in order to submit the assignment, you must provide an explanation on why the officer is assigned multiple vests within the replacement cycle.



HOW TO . . .

SUBMIT A RECEIPT TO A JURISDICTION

1. Click the **Manage Receipts** link (p. 19, fig. 31, A).
2. Click the **Submit Receipts** button (p. 19, fig. 32, B).

Note: All your LEA's current receipts will be submitted to the jurisdiction at once. If you are not done adding vest assignments to **ALL** your current receipts, do not submit your receipts yet.

3. Click the **Confirm** button (p. 19, fig. 33, C) to finalize your receipt submission.

Note: After submitting your receipts, you will see the Receipts Status on the Manage Receipts page has changed from "Created" to "Sent for Chief Executive Approval."

Note: Click the Cancel button to clear the data fields and return to the previous page.

REVIEWING LEA RECEIPTS

Fig. 34: BVP Menu

3. Receipts	
3.1	Manage Receipts
3.2	Review LEA Receipts A
3.3	Receipt History

Fig. 35: View/Deny Receipts

Associated Law Enforcement Agencies			
Agency Name	City	State	Action
LEA	Washington	DC	B View/Deny Receipts

Fig. 36: Receipts Ready for Review

LEA Receipts (LEA) Ready for Review																				
Receipt Status	Quantity			Cost																
Sent for Chief Executive Approval	1			\$1,000.00																
<div style="border: 1px solid black; padding: 5px;"> ▼ Receipts <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ordered Date</th> <th>Vendor</th> <th>Fund Type</th> <th>Quantity</th> <th>Tax Shipping & Handling</th> <th>Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>04/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td>1</td> <td>\$0.00</td> <td>\$1,000.00</td> <td>View/Deny C</td> </tr> </tbody> </table> </div>							Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action	04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View/Deny C
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action														
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View/Deny C														

Fig. 37: Receipts Ready for Review

Receipt Header	
Name	LEA
Vendor	Distributor
Ordered Date	04/01/2012
Fund Type	Regular Fund
Total Quantity	1
Tax Shipping & Handling	\$0.00
Total Cost	\$1,000.00
Status	Sent for Chief Executive Approval

Receipt Line Items					
Model	Manufacturer	Price per Unit	Quantity	Cost	Action
Model	Manufacturer	\$1,000.00	1	\$1,000.00	N/A

▼ Vest Assignments

Officer Name	Vest Serial Number	Received Date
Officer Nombre	000000001	04/08/2012

Cancel **D**
E Deny

REVIEWING LEA RECEIPTS—ALL JURISDICTION USERS

After an LEA submits a receipt, the jurisdiction is responsible for reviewing the receipt. Upon review, the jurisdiction needs to either submit the receipt to BJA for reimbursement, or deny the receipt for the LEA to make any necessary revisions or updates.



HOW TO . . .

REVIEW LEA RECEIPTS

1. Click the **Review LEA Receipts** link (p. 21, fig. 34, A).
2. Click the **View/Deny Receipts** link (p. 21, fig. 35, B) to view all of the receipts that a particular LEA has submitted.
3. Click the **View/Deny** link (p. 21, fig. 36, C) to view a particular receipt an LEA has submitted.
4. Review all the receipt line items and vest assignments.
5. If the LEA's receipt is acceptable, then click the **Cancel** button (p. 21, fig. 37, D) and move forward to the Requesting Payment for Vest Purchases section (p. 23).
6. If the LEA's receipt is unacceptable, then click the **Deny** button (E).

Note: Denying the LEA's receipt sends the receipt back to the LEA, giving them the opportunity to change/update the receipt.

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 38: BVP Menu

4. Payment	
4.1	Bank Information
4.2	Print Bank Form
4.3	Request Payment A
4.4	Payment History

Fig. 39: Certify Banking Information

Total Approved Amount (All Regular Fund)	\$183,679.63
Total Payments Made to Date	\$10,549.37
Total Unpaid Requests to Date	\$27,607.54
Total Deobligated Funds	\$0.00
Amount Available for Additional Requests - 2008	\$0.00
Amount Available for Additional Requests - 2010	\$108,571.86
Amount Available for Additional Requests - 2011	\$36,950.86

Review Banking and Contact Information	
Tax Payer ID Number	111111111
Primary Point of Contact Email	name@email.com
Bank Name	Bank Name
Routing Number	000000000
Depositor Account	000000000
Account Type	Checking
Certify Banking and Contact Information is Correct	
I certify that the above information is correct.	<input type="radio"/> No <input checked="" type="radio"/> Yes B

C [Save and Continue](#)

Fig. 40: Request Payment

Request Payment				
Jurisdiction/Agency	Report Date	Total Cost	Maximum BVP Payment	Actions
Jurisdiction	05/07/2012	\$1,000.00	\$500.000	Update Receipt
Total Costs		\$1,000.00	\$500.00	
BVP Portion of Payment Requested			\$500.00	

The maximum BVP payments for allowable receipts are listed above. Click 'Continue' to complete the BVP payment.

D [Continue](#)

If you would like to request a waiver for 100% funding, click the Waiver button.

[Waiver](#)

REQUESTING PAYMENT—ALL JURISDICTION USERS

After creating your receipts and reviewing the receipts submitted by those LEAs within your jurisdiction, you are ready to request payments from BJA. As a jurisdiction, you are responsible for sending the requests for payment for your agency, as well as any associated LEAs.

Please note, completing the payment request process will automatically send all open receipts to BJA for review. If there are any receipts in which you have not finished entering all the line items or all vest assignments, be sure to complete these receipts before requesting payment.

VALIDATING RECEIPT INFORMATION

There are a number of validations that your jurisdiction must pass in order to request a payment from BJA. These validations ensure the information you are entering is accurate, which is critical for BJA to prevent fraud or abuse of the BVP reimbursement program. All data fields marked with a red asterisk (*) in the BVP system are required fields. Be sure that all the information reported in your receipt(s) are correct before requesting payment.

VALIDATING BANK INFORMATION

As a jurisdiction, you must enter all of your banking information into the BVP system. BJA must then verify and approve your banking information before you will be eligible to receive any reimbursements.

If your banking information has been added or changed and not yet approved by BJA, you will not be able to complete the payment request process. For assistance with these issues, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

For information on editing your bank information, review the Banking Information section (p. 32).

REQUESTING PAYMENTS

Jurisdictions are the only users who may submit payment requests to BJA. For jurisdictions with at least one associated LEA, there are additional responsibilities to complete the payment request process. For instructions on requesting payments:

Jurisdiction with zero associated LEAs	Turn to page 24
Jurisdiction with one associated LEA	Turn to page 28
Jurisdiction with two or more associated LEAs	

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 41: Drawdown Amount

Receipts Summary				
Funds From	Ordered Date	Total Cost	Funds Year Limit	Maximum BVP Payment
Regular Fund	04/01/2012	\$1,000.00	up to FY2011	\$500,000
Total Costs		\$1,000.00		\$500,000
BVP Portion of Payment Requested				\$500.00

Payment Worksheet			
Fund Source	Balance	Deobligate Date	Drawdown Amount
FY2010 Regular Fund	\$108,571.86	08/31/2012	\$ 500.00
FY2011 Regular Fund	\$36,950.86	08/31/2013	\$ 0.00
			Limit Amount
FY2010 Regular Fund			\$500.00
FY2011 Regular Fund			\$500.00

Continue

Fig. 42: Submit Request for Payment

Receipts Summary				
Funds From	Ordered Date	Total Cost	Funds Year Limit	Maximum BVP Payment
Regular Fund	04/01/2012	\$1,000.00	up to FY2011	\$500,000
Total Costs		\$1,000.00		\$500,000
BVP Portion of Payment Requested				\$500.00

Payment Worksheet			
Fund Source	Balance	Deobligate Date	Drawdown Amount
FY2010 Regular Fund	\$108,071.86	08/31/2012	\$500.00
FY2011 Regular Fund	\$36,950.86	08/31/2013	\$0.00
			Limit Amount
FY2010 Regular Fund			\$500.00
FY2011 Regular Fund			\$500.00

Certification

CHIEF EXECUTIVE CERTIFICATION: Your submission of this Request for Payment as Chief Executive of your Jurisdiction for reimbursement under the Bulletproof Vest Partnership Grant Act represents your legal binding acceptance of the terms set forth on this form and your statement of the truthfulness and accuracy of representations made in this form.

Are you the CEO? Yes No G

As the Chief Executive or Authorized Designee requesting payment to this Jurisdiction for vests received, please enter your name in the space provided:

Cancel
Submit Request for Payment for BVP Approval

REQUESTING PAYMENT—JURISDICTION WITH ZERO ASSOCIATED LEAS

As a jurisdiction with no LEAs associated with your agency, you are only responsible for submitting requests for reimbursement from your jurisdiction.

Please note, completing the payment request process will automatically send all open receipts to BJA for review. Make sure you have added all the line items and vest assignments to all your receipts prior to requesting payment from BJA.

You can assign the same officer with more than one vest within a replacement cycle. However, in order to submit the assignment, you must provide an explanation on why the officer is assigned multiple vests within the replacement cycle.



HOW TO . . . REQUEST PAYMENTS

1. Click the **Request Payment** link (p. 23, fig. 38, A).
2. Confirm that your banking and contact information is accurate and up to date.
3. If your banking and contact information is correct, select the **Yes** radio button (p. 23, fig. 39, B).

Note: If your banking or contact information is incorrect, select the No radio button and then select the “click here to update with the current Banking information” link and update the information.
4. Click the **Save and Continue** button (p. 23, fig. 39, C).
5. Click the **Continue** button (p. 23, fig. 40, D).

Note: You may request a waiver to receive 100% reimbursement funding for vest purchases, but you must provide a thorough justification to show your jurisdiction has been declared bankrupt or is experiencing extreme financial distress.
6. Complete the Payment Worksheet form by identifying the appropriate amount of money to drawdown from each funding source (p. 25, fig. 41, E).
7. Click the **Continue** button (F).
8. Select either the **Yes** or **No** radio button (p. 25, fig. 42, G) to indicate whether you are the Chief Executive Officer (CEO) at your jurisdiction.
9. If you are not the CEO, you must complete the **Authorized Designee** form before proceeding.
10. If you are the CEO, type your full name in the text field (H) at the bottom of the Certification form.
11. Click the **Submit Request for Payment for BVP Approval** button (I).

Note: Click the Cancel button to clear the data fields and return to the previous page.

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 43: BVP Menu

4. Payment	
4.1	Bank Information
4.2	Print Bank Form
4.3	Request Payment
4.4	Payment History A

Fig. 44: View Payment Details

Payments Pending			
Date Requested	Total Reported	Amount Requested	Receipt Details
03/12/2012	\$55,215.08	\$27,607.54	View Details
05/29/2012	\$1,000.00	\$500.00	B View Details

Payments on Hold	
There are no payments on hold by BVP	

Payments made by BVP					
Date Requested	Total Reported	Amount Requested	Paid Amount	Payment Date	Receipt Details
08/21/2003	\$22,826.22	\$11,413.11	\$11,413.11	09/16/2003	View Details
08/21/2003	\$72,806.35	\$36,403.18	\$36,403.18	09/16/2003	View Details
08/27/2003	\$34,349.55	\$17,174.78	\$17,174.78	09/16/2003	View Details
08/27/2003	\$41,174.00	\$20,587.00	\$20,587.00	09/16/2003	View Details

Fig. 45: Historic Payment Requests

Historic Jurisdiction Request Payment Receipts		
Receipt Status	Quantity	Cost
Sent for BVP Approval	1	\$1,000.00

▼ Receipts

Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$1,000.00	View C

VIEWING PAYMENT—JURISDICTION WITH ZERO ASSOCIATED LEAS



HOW TO . . .

VIEW PAYMENT HISTORY

1. Click the **Payment History** link (p. 27, fig. 43, A).
2. Review the basic information for the payments your agency has requested or received from BVP.
3. Click the **View Details** link (p. 27, fig. 44, B) to see further receipt and vendor information for a particular receipt.
4. Click the **View** link (p. 27, fig. 45, C) on a particular receipt to review a receipt's line item information.

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 46: BVP Menu

4. Payment	
4.1	Bank Information
4.2	Print Bank Form
4.3	Request Payment A
4.4	Payment History

Fig. 47: Certify Banking Information

Total Approved Amount (All Regular Fund)	\$21,990.67
Total Payments Made to Date	\$0.00
Total Unpaid Requests to Date	\$0.00
Total Deobligated Funds	\$0.00
Amount Available for Additional Requests - 2010	\$17,750.61
Amount Available for Additional Requests - 2011	\$4,240.06

Review Banking and Contact Information	
Tax Payer ID Number	111111111
Primary Point of Contact Email	name@email.com
Bank Name	Bank Name
Routing Number	000000000
Depositor Account	000000000
Account Type	Checking
Certify Banking and Contact Information is Correct	
I certify that the above information is correct.	<input type="radio"/> No <input checked="" type="radio"/> Yes B

C [Save and Continue](#)

Fig. 48: Request Payment

Request Payment				
Jurisdiction/Agency	Report Date	Total Cost	Maximum BVP Payment	Actions
Jurisdiction	05/29/2012	\$500.00	\$250.000	Update Receipt
LEA	05/29/2012	\$900.00	\$450.000	View Details
Total Costs		\$1,400.00	\$700.00	
BVP Portion of Payment Requested			\$700.00	

The maximum BVP payments for allowable receipts are listed above. Click 'Continue' to complete the BVP payment.

D [Continue](#)

If you would like to request a waiver for 100% funding, click the Waiver button.

[Waiver](#)

REQUESTING PAYMENT—JURISDICTIONS WITH ONE OR MORE ASSOCIATED LEAs

As a jurisdiction with at least one LEA associated with your jurisdiction, you are responsible for submitting requests for payment from your jurisdiction, as well as all the LEAs associated with your jurisdiction.

Please note, completing the payment request process will automatically send all open receipts to BJA for review. This includes both the receipts from your jurisdiction, as well as all those submitted by the LEA(s) associated with your jurisdiction. Make sure you or your LEA(s) have added all the line items and vest assignments to all your receipts prior to requesting payment from BJA.



HOW TO . . . REQUEST PAYMENTS

1. Click the **Request Payment** link (p. 29, fig. 46, A).
2. Confirm that your banking and contact information is accurate and up to date.
3. If the banking and contact information is correct, select the **Yes** radio button (p. 29, fig. 47, B).
Note: If your banking or contact information is incorrect, select the No radio button and then select the “click here to update with the current Banking information” link and update the information.
4. Click the **Save and Continue** button (C).
5. Review all jurisdiction or LEA receipts to ensure their accuracy before requesting payment.
6. Click the **Continue** button (p. 29, fig. 48, D).
Note: You may request a waiver to receive 100% reimbursement funding for vest purchases, but you must provide a thorough justification to show your jurisdiction has been declared bankrupt or is experiencing extreme financial distress.
7. Complete the **Payment Worksheet** form (p. 25, fig. 41, E) by identifying the appropriate amount of money to drawdown from each funding source.
8. Click the **Continue** button (p. 25, fig. 41, F).
9. Select either the **Yes** or **No** radio button (p. 25, fig. 41, G) to indicate whether you are the Chief Executive Officer (CEO) at your jurisdiction.
10. If you are not the CEO, you must complete the **Authorized Designee** form before proceeding.
11. If you are the CEO, type your full name in the text field (p. 25, fig. 42, H) at the bottom of the Certification form.
12. Click the **Submit Request for Payment for BVP Approval** button (p. 25, fig. 42, I).
Note: Click the Cancel button to clear the data fields and return to the previous page.

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 49: Historic Payment Requests

Historic Jurisdiction Request Payment Receipts																				
Receipt Status	Quantity			Cost																
Sent for BVP Approval	1			\$500.00																
▼ Receipts <table border="1"> <thead> <tr> <th>Ordered Date</th> <th>Vendor</th> <th>Fund Type</th> <th>Quantity</th> <th>Tax Shipping & Handling</th> <th>Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>04/01/2012</td> <td>Distributor</td> <td>Regular Fund</td> <td>1</td> <td>\$0.00</td> <td>\$500.00</td> <td>View C</td> </tr> </tbody> </table>							Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action	04/01/2012	Distributor	Regular Fund	1	\$0.00	\$500.00	View C
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost	Action														
04/01/2012	Distributor	Regular Fund	1	\$0.00	\$500.00	View C														
Associated Law Enforcement Agency Receipts																				
E Click here to proceed																				

Fig. 50: Receipt Line Item Information

OMB #1121-0235
(Expires: 10/31/2006)

> [Manage Receipts](#) > Receipt History > [Receipt Details](#)

D

Below are the header and line items details of the selected receipt.

Receipt Header	
Name	Jurisdiction
Vendor	Distributor
Ordered Date	04/01/2012
Fund Type	Regular Fund
Total Quantity	1
Tax Shipping & Handling	\$0.00
Total Cost	\$500.00
Status	Sent for BVP Approval

Receipt Line Items											
Model	Manufacturer	Price per Unit	Quantity	Cost	Action						
Model	Manufacturer	\$500.00	1	\$500.00	N/A						
▼ Vest Assignments <table border="1"> <thead> <tr> <th>Officer Name</th> <th>Vest Serial Number</th> <th>Received Date</th> </tr> </thead> <tbody> <tr> <td>Officer Name</td> <td>000000000</td> <td>04/08/2012</td> </tr> </tbody> </table>						Officer Name	Vest Serial Number	Received Date	Officer Name	000000000	04/08/2012
Officer Name	Vest Serial Number	Received Date									
Officer Name	000000000	04/08/2012									

REQUESTING PAYMENT—JURISDICTIONS WITH ONE OR MORE ASSOCIATED LEAS



How To . . .

VIEW PAYMENT HISTORY

1. Click the **Request Payment** link (p. 27, fig. 43, A).
2. Review the basic information for the payments your jurisdiction has requested or received from BVP.
3. Click the **View Details** link (p. 27, fig. 44, B) to see further receipt and vendor information for a particular receipt.
4. Click the **View** link (p. 31, fig. 49, C) for a particular jurisdiction receipt to review a receipt's line item information.
5. Click the **Receipt History** link (p. 31, fig. 50, D) in the navigation breadcrumbs to return to the previous page.
6. Click the **Click here to proceed** link (p. 31, fig. 49, E) to review the payment request receipts for any associated LEAs that may have received reimbursement on this payment from BVP.

REQUESTING PAYMENT FOR VEST PURCHASES

Fig. 51: BVP Menu

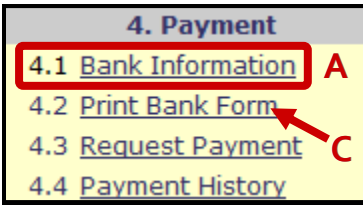
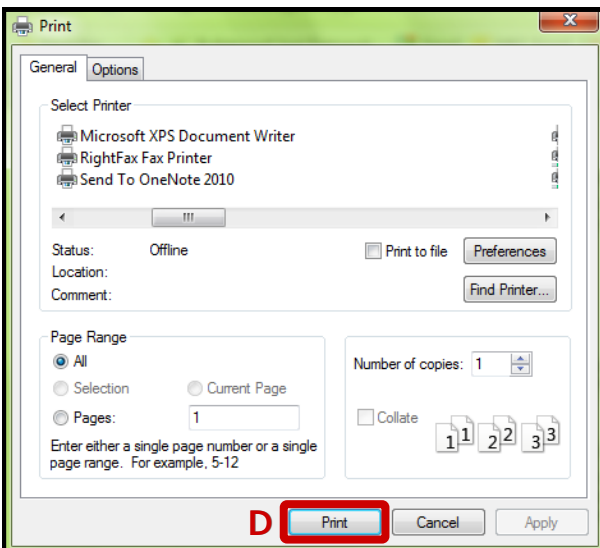


Fig. 52: Bank Information

Bank Information	
* Tax Payer ID Number	111111111
* Bank Name	Bank Name
* Bank Address Line 1	123 Sample Street
Bank Address Line 2	
* Bank City	Washington
* Bank State	District of Columbia
* Bank Zip Code	00000 - 0000 Need Help with Zip+4?
* Bank Phone Number	(000) 000-0000
* ACH Routing Transit Number	000000000
* Depositor Account Number	000000000
* Depositor Account Title	Depositor Account Name
* Account Type	Checking
ACH Coordinator Name	ACH Coordinator Name
ACH Coordinator Phone	(000) 000-0000

B Save and Continue

Fig. 53: Print Pop-up Window



BANKING INFORMATION—ALL JURISDICTION USERS

In order to receive reimbursements from BJA, jurisdictions must keep their bank information up to date. BJA must then verify and approve your banking information before you will be eligible to receive any reimbursements.



HOW TO . . .

UPDATE BANK INFORMATION

1. Click the **Bank Information** link (p. 33, fig. 51, A).

Note: You cannot update your banking information through the BVP system unless your jurisdiction has available funds. You must contact the BVP Helpdesk in order to update your banking information when you do not have any available funds to drawdown from. For assistance with this, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

2. Review all the fields on the Bank Information form to ensure they are correct.
3. If a field is not correct or up to date, enter the correct information in the field.
4. Click the **Save and Continue** button (p. 33, fig. 52, B).



HOW TO . . .

PRINT A BANK FORM

1. Click the **Print Bank Form** link (p. 33, fig. 51, C).
2. Select the correct printer for your computer network from the Print pop-up window.
3. Click the **Print** button (p. 33, fig. 53, D).