

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Log into FAST



Objective

To provide the Fiduciary with steps on how to log into FAST.



Audience

User: Fiduciary

Prerequisite

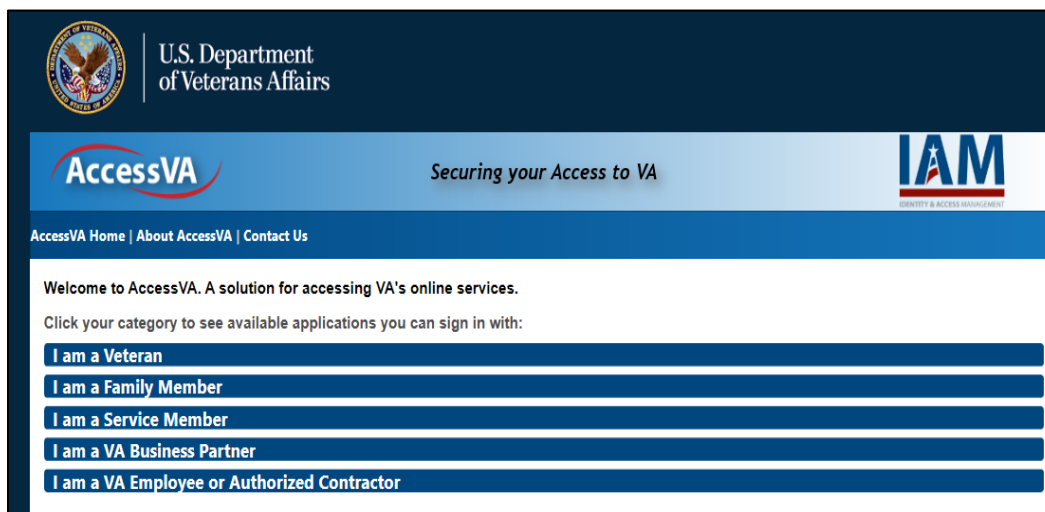
The Fiduciary has self-registered in FAST and has been approved.

Instructions

1. To log into FAST you will need to enter the [Access VA website](#)

You can only access the FAST icon under the following categories:

- ***I am a Family member***
- ***I am a VA Business Partner***
- ***I am VA Employee or Authorized Contractor***

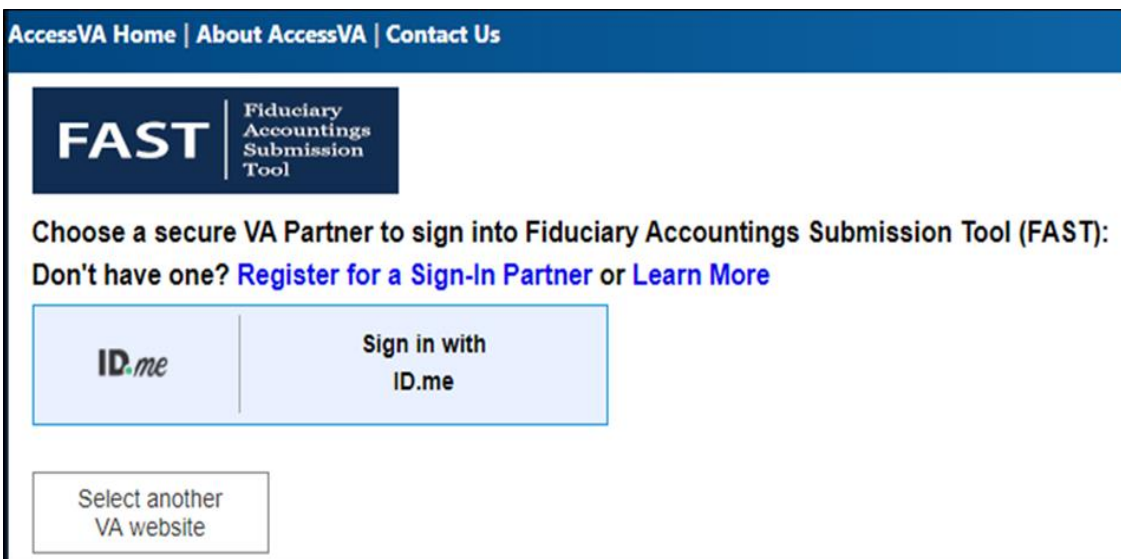


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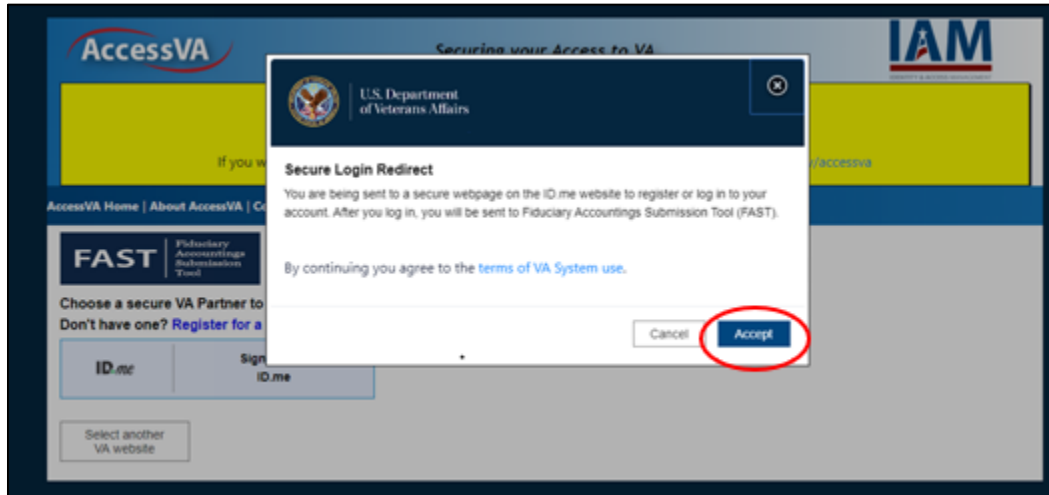
2. Click the **FAST** icon button.



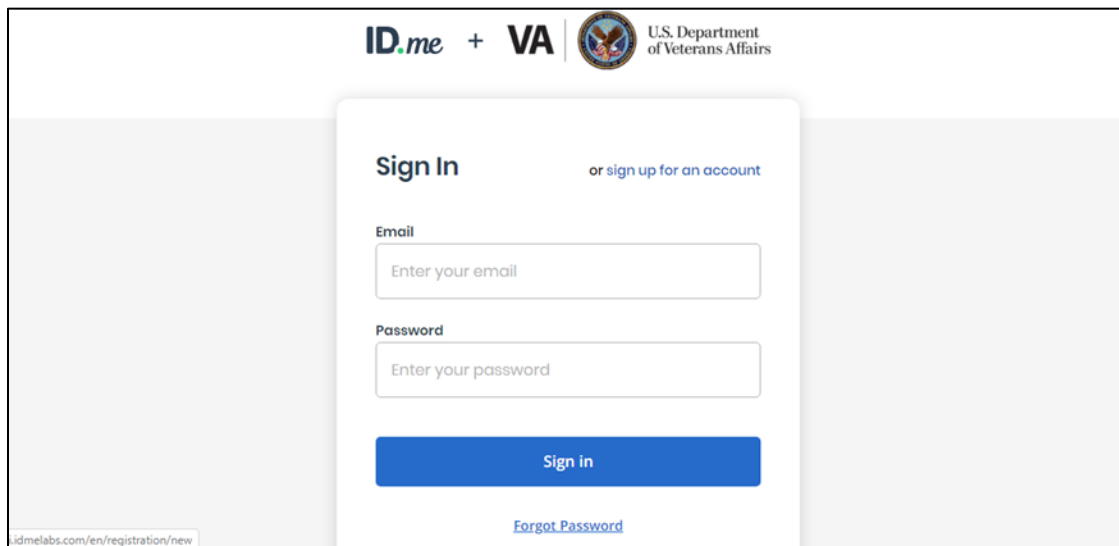
3. Then click on the ID.me button and click **accept**.



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4. Enter your email and password then click **“Sign-in”**.



For any ID.me issue please contact the help desk at <https://help.id.me/hc/en-us>



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5. You will then be sent an authentication code via phone (this will be the same number entered during registration).

COMPLETE YOUR SIGN IN

1 — 2 — 3

Receive authentication code via phone

Text message Phone call

You will receive a code at the following number

(***)-***-789

Continue

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#).

6. You will then be asked to enter the 6-digit code sent to your phone. Once the code is entered click continue.

COMPLETE YOUR SIGN IN

1 — 2 — 3

Confirm your phone number

Please check your phone for the 6-digit code that we just sent to you at (***)-***-789.

Enter the 6-digit code

961688

Didn't receive the code? [Send it again](#)

Continue

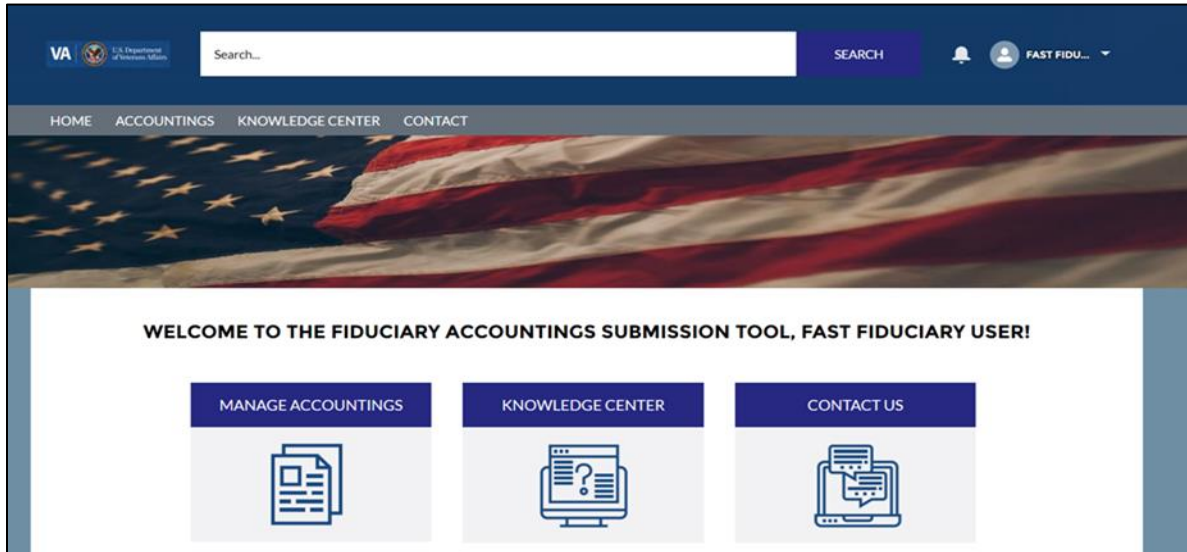


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7. Once your 6-digit code is entered you will then be signed in and taken to the FAST homepage.



Outcome

The Fiduciary has successfully logged into FAST.

