Publishing a new form detail landing page

Note: Forms are searchable without having a form detail landing page.

Publish a detail page for the following types of forms:

- Beneficiary customer VA forms
- Other customer VA forms (e.g., people applying for a VA grant, job, forms for VSOs or other people who are applying to get accredited or work with VA, etc.)

Don't publish form detail pages for:

- Non-VA forms like GSA, OF, SF forms
- Intranet forms like employee and other personnel forms

In the EDIT mode of a form detail landing page – CMS fields:

FORM NAME field

This text comes direct from the forms DB. Review the text and edit only if there are style errors or actual mistakes.

- Open the PDF form to verify the real name of the form.
- Change ALL CAPS to title case.

Form names are title cased on our site because it's treated as a proper noun.

FORM LANGUAGE field

You must select a value here when you publish the form detail page. The language here is referring to the language of the actual PDF, not the form detail page.

RELATED TO field

If it is not a benefit related form, leave this field untouched; the FE will display the form administration here.

If the form is a customer beneficiary facing form, select Benefits, and then the benefit categories that apply.

- **Until you get a solid footing of our benefits, get SME verification for what benefits apply.** (All high value benefit form pages for 1.0 launch were reviewed and validated with business line SMEs.)

WHEN TO USE field – optional.

Fill out this field for *high value beneficiary forms.* Use the following pattern text. The text pattern highlighted in red helps SEO by using the phrases "va form" and the form number on the page.

- Use VA Form 21-526EZ when you want to apply for VA disability compensation (pay) and related benefits.

- Use VA Form 10-10EZ if you're a Veteran and want to apply for VA health care. You must be enrolled in VA health care to get care at VA facilities or to have us cover your care at a community care provider (an

approved non-VA provider).   *{← here we say "if you're a Veteran" because there are other health care application forms for family members and caregivers}*

ONLINE TOOL field

Paste in the tool URL. Leave blank if there's no digital tool to link to.

It can be a VA.gov tool. Some forms may have an eBenefits tool, but not a VA.gov tool, and that's okay to link to. We want to give users whatever is the easier digital alternative to mailing in a paper form.

For the ONLINE TOOL text blurb: Use one of these 2 text patterns:

V1 – for tools that are applying, filing, or enrolling ([e.g., 10-10ez](#))

- You can apply online instead of filling out and sending us the paper form.

V2 – for tools that are managing or doing a specific task like adding, updating, editing, etc. ([e.g., 22-5495](#))

- You can submit your request online instead of filling out and sending us the paper form.

Note: *Currently, several high value beneficiary forms link to a VA.gov content page (e.g., "How to apply" page) instead of directly to the application tool intro. As soon as these tools include the Wizard on their tool, please update the online tool links to the tool instead of the "how to" content page.* Example: https://www.va.gov/find-forms/about-form-21-526ez/

HELPFUL LINKS field

Can leave untouched unless it's a high value beneficiary facing form. Default 'top task' links will be shown.

For high value beneficiary forms, click Add.

- Start entering the name of the page and the Drupal node will display.
- ALWAYS VERIFY by going to that node what you are linking to. There are many nodes with very similar sounding node names, so you might accidentally link to something unintended like a VAMC page with a similar sounding node.

REVISION LOG MESSAGE field

ALWAYS enter a note about what you changed before saving as a Draft state.

Save as DRAFT and preview.

If you are not a content person, send the page to a content person to copy check, especially for high value form pages.

- You'll need to publish on the same day before the next CMS nightly migration, so you may want to schedule these in advance so that a content person always has scheduled bandwidth once or every other week to review and edit.

Last step: Save as PUBLISH.

It will get published with the next content deployment.