



eFolder Express

Quick Reference Guide

eFolder Express is a web-based application that allows authorized VA employees to bulk download a veteran's efolder documents from VBMS and Virtual VA, reducing the need to manually click and save these documents one by one.

To access eFolder Express, go to efolder.cf.ds.va.gov in your web browser and sign in using your VA credentials.

step 1

Click the **eFolder Express logo** on any page to return to the homepage.

If you have used eFolder Express recently, you will see a **History** section.

The History shows a list of efolders you have retrieved in the last 72 hrs, as well as the efolders you are currently retrieving.

You may retrieve up to 64 efolders simultaneously.

Click **See what's new** to view the new features of eFolder Express.

Click the **dropdown arrow** next to your username to view Help (such as FAQs), to Send Feedback, or to Sign Out.

Enter or copy and paste, the Veteran ID for the efolder you want to download and click **Search**.

Click **View progress** to view the progress of an efolder retrieval.

Click **View results** to view the results of an efolder retrieval and to download the efolder.

The screenshot shows the eFolder Express homepage. At the top left is the eFolder Express logo. At the top right is a link labeled "See what's new!" and a user profile for "TEST THIRTEEN" with a dropdown arrow. The main heading is "Welcome to eFolder Express". Below it is a subheading: "eFolder Express allows VA employees to bulk-download VBMS efolders. Search for a Veteran ID number below to get started." There is a search input field and a blue "Search" button. Below the search field is a note: "Note: eFolder Express now includes Virtual VA documents from the Legacy Content Manager Documents tab in VBMS." At the bottom is a "History" section with two entries: "VERA MARSHALL (796147498) - Expires on 07/31" and "STAN STANMAN (890765469) - Expires on 07/31". Each entry has a "View progress" link. The "View results" link is located at the bottom right of the History section.

step 2

eFolder Express | STAN STANMAN (890765469) [See what's new!](#) TEST THIRTEEN

STAN STANMAN (890765469)

eFolder Express found a total of 4 documents (4 from VBMS and 0 from VVA/LCM) for STAN STANMAN #890765469. Verify the Veteran ID and click the Start retrieving eFolder button below to start retrieving the eFolder.

[Start retrieving eFolder](#)


Filename	Source	Receipt Date
5103 / DTA Letter	VBMS	01/26/2017
5103 / DTA Letter	VBMS	12/23/2016
5103 / DTA Letter	VBMS	12/22/2016
Fully Developed Claim Memo (Compensation or Pension)	VBMS	12/21/2016

[Start over](#) [Start retrieving eFolder](#)

Click **Start retrieving efolder** on the search results page to begin retrieving a veteran's efolder.

For assistance with eFolder Express, contact the [Caseflow Product Support Team](#) at 1-844-876-5548

step 3

 eFolder Express | STAN STANMAN (890765469) VICTOR REE ▾

i You can close this page at any time.
You can close this page at any time and eFolder Express will continue retrieving files in the background. View progress and download eFolders from the History on the [eFolder Express home page](#).

Note: eFolders remain in your History for 72 hours.

Retrieving Files ...

Estimated time left: less than 10 seconds (4 of 4 files remaining)

↻ Progress (4)

✓ Completed (0)

✗ Errors (0)

Filename	Source	Receipt Date
5103 / DTA Letter	VBMS	01/26/2017
5103 / DTA Letter	VBMS	12/23/2016
5103 / DTA Letter	VBMS	12/22/2016

Depending on the size of the efolder, it can take anywhere from a few minutes to a few hours to fetch all the files from VBMS and Virtual VA.

You may navigate away or close the browser window at any time. Don't worry, eFolder Express will continue retrieving files in the background, even if you leave the page!

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step 4

eFolder Express | STAN STANMAN (890765469) [See what's new!](#) TEST THIRTEEN ▾

Success!

All of the documents in the VBMS eFolder for #890765469 are ready to download. Click the "Download eFolder" button below.

This efolder contains 4 documents: 4 from VBMS and 0 from VVA/LCM.

Download eFolder

🔄 Progress (0) **✓ Completed (4)** ✗ Errors (0)

Filename	Source	Receipt Date
✓ 5103 / DTA Letter	VBMS	01/26/2017
✓ 5103 / DTA Letter	VBMS	12/23/2016
✓ 5103 / DTA Letter	VBMS	12/22/2016
✓ Fully Developed Claim Memo (Compensation or Pension)	VBMS	12/21/2016

Search for another eFolder **Download eFolder**

Once the file retrieval process is complete, click **Download efolder** to download the efolder and save it onto the shared drive.

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step 5

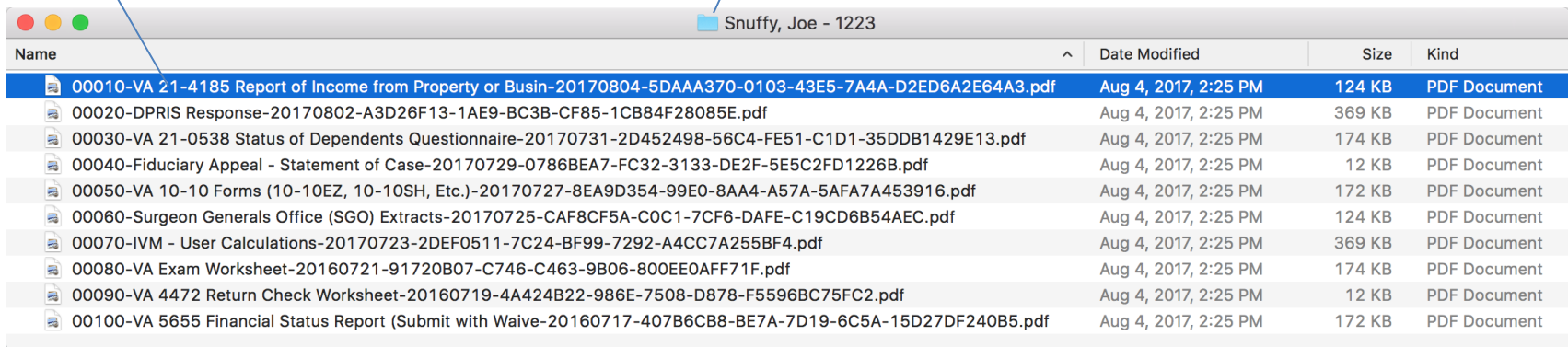
The downloaded efolder documents will be listed in receipt date order.

Each efolder document will have a filename with the following pattern:

DocumentNumber-DocumentType-ReceiptDate-Document ID, where the date is written 4-digit year, 2-digit month, 2-digit day (for example: 0010-BVADecision-20161128-Document ID).

When you download the efolder from eFolder Express, the documents will be delivered in a **folder** labeled with the Veteran's name and last four digits.

If you are looking for documents in a particular **date range**, you can download the entire efolder and then remove the files that are not required. To do this, identify the documents at the start and end of the date-range. In this example, if you only need docs from 2017, that would correspond to docs 00010 - 00070. You could then delete all the downloaded files after 00070.



Name	Date Modified	Size	Kind
00010-VA 21-4185 Report of Income from Property or Busin-20170804-5DAAA370-0103-43E5-7A4A-D2ED6A2E64A3.pdf	Aug 4, 2017, 2:25 PM	124 KB	PDF Document
00020-DPRIS Response-20170802-A3D26F13-1AE9-BC3B-CF85-1CB84F28085E.pdf	Aug 4, 2017, 2:25 PM	369 KB	PDF Document
00030-VA 21-0538 Status of Dependents Questionnaire-20170731-2D452498-56C4-FE51-C1D1-35DDB1429E13.pdf	Aug 4, 2017, 2:25 PM	174 KB	PDF Document
00040-Fiduciary Appeal - Statement of Case-20170729-0786BEA7-FC32-3133-DE2F-5E5C2FD1226B.pdf	Aug 4, 2017, 2:25 PM	12 KB	PDF Document
00050-VA 10-10 Forms (10-10EZ, 10-10SH, Etc.)-20170727-8EA9D354-99E0-8AA4-A57A-5AFA7A453916.pdf	Aug 4, 2017, 2:25 PM	172 KB	PDF Document
00060-Surgeon Generals Office (SGO) Extracts-20170725-CAF8CF5A-C0C1-7CF6-DAFE-C19CD6B54AEC.pdf	Aug 4, 2017, 2:25 PM	124 KB	PDF Document
00070-IVM - User Calculations-20170723-2DEF0511-7C24-BF99-7292-A4CC7A255BF4.pdf	Aug 4, 2017, 2:25 PM	369 KB	PDF Document
00080-VA Exam Worksheet-20160721-91720B07-C746-C463-9B06-800EE0AFF71F.pdf	Aug 4, 2017, 2:25 PM	174 KB	PDF Document
00090-VA 4472 Return Check Worksheet-20160719-4A424B22-986E-7508-D878-F5596BC75FC2.pdf	Aug 4, 2017, 2:25 PM	12 KB	PDF Document
00100-VA 5655 Financial Status Report (Submit with Waive-20160717-407B6CB8-BE7A-7D19-6C5A-15D27DF240B5.pdf	Aug 4, 2017, 2:25 PM	172 KB	PDF Document

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