

Instructions on Using the VFW Web Page

Illinois VFW Web Page, General Orders and Submit Online Reports Instructions

Step 1 - Click on the Internet Explorer program. This should open up the internet for you if you have an internet provider.

Step 2 - In the top window of your browser, type www.vfwil.org and then hit enter.

To view the general orders:

Please note that in order to view the general orders you will need to make sure that you have the program Adobe Reader installed on your computer:

Step 1 – go to the left side of the main page and click Post Online Reporting & General Orders.

Step 2 – click: General Orders.

Step 3 – this should take you to the page that shows “General Orders”:

Enter your post and district number to gain access.

This should take you to the page that lists the available months and forms folder.

Click the month you wish to view.

Click on the file you wish to view and it should open.

How to Submit Online Reports.

Step 1 – go to the left side of the main page and click Post Online Reporting & General Orders:

To submit a Program report, click [Submit Program Reports](#).

Fill out the required information: District, Post, Date, prepared by, phone, fax (if no fax, just use zeros or put n/a), e-mail (if no e-mail, leave blank)

When filling out the program report use all numbers, *no cents or decimal points*.

To submit a Public Relations report, click [Submit Public Relations Report](#).

Fill out the required information: District, Post, Date, prepared by, phone, fax (if no fax, just use zeros), e-mail (if no e-mail, leave blank). *Note: that an x on the x-sheet will not show up until your Post has accumulated 300 points.*

To submit an Audit report, click [Submit Audit Report](#).

Fill out the required information: District, Post, Date, prepared by, phone, fax (if no fax, just use zeros or put n/a), e-mail (if no e-mail, leave blank).

When filling out the audit report use all numbers, use decimal points and make sure the report balances, and that the box at the bottom of the page has an x. Submit your report, if any errors, each error will show up at the top of the page. Correct and resubmit.

If you have any questions or need assistance, call our Department Headquarters office, 217-529-6688.