Have you completed a contact service yet?

Additional Uploading Reminders:

1. Attach the completed GPRA

2. Assign the service back to Courtney. **Do not change the "Provide Now Quantity" or Service Status". Simply leave the status' as "Being Served" and "Waitlist".**

3. Send a message to Courtney in VCM notifying her that the GPRA has been completed.

4. Courtney will record the information provided in the GPRA into the Federal Database for reporting purposes and will "Complete" the service in VCM when done. The service will then be cleared from your "My Cases".