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### Overview

#### Introduction

The Department of Accounts (DOA) grants each user of the Lease Accounting System (LAS Plus) a Logon Identification account and password as discussed in CAPP Topic No. 70615-LAS Plus, *Security*. **LAS Plus Update access will only be granted to users that have completed the online LAS Plus Training and passed the online LAS Plus Certification Test.**

Once you have an assigned User ID and password, the following set of instructions must be followed to access LAS Plus.
Logging On

Access the DOA Home Page

Users access LAS Plus through the DOA Home page at: www.doa.virginia.gov. At the Online Services link, click on the Lease Accounting (LAS Plus) link and then click the Online Services link under the Lease Accounting link. See below.

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Logging On, Continued

LAS Plus Log-In Screen

Selecting the Online Services link on the Lease Accounting webpage opens the LAS Plus Log On screen. Enter your assigned User ID and password. Click on the “Log On” menu button on the screen or hit the Enter key on your keyboard to logon to LAS Plus and access the Broadcast Messages Screen in LAS Plus.

Continued on next page
Logging On, Continued

Broadcast Messages Screen

The user will then come to the LAS Plus Broadcast Messages Screen. This screen contains a message that your Login was successful. You are now logged into LAS Plus and may perform lease entry and inquiry functions as allowed by the security settings for your User ID. Click on the Main Menu Button on the left hand side of the screen.

Continued on next page
Logging On, Continued

Main Menu Screen

You will then see the LAS Plus Main Menu Screen.

To **view** existing lease records or **enter/edit** transactions, click on the appropriate menu buttons on the left side of the screen. Additional information on LAS Plus data entry is contained in CAPP Topic No. 70605 – LAS Plus, *Input Documents*. 

![Las Plus Main Menu Screen](image-url)
Logging Off

Log Off Menu Button
To log off, click on the Log Off menu button located in the lower, left-hand corner of the menu bar.

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Logging Off, Continued

Return to Log In Screen

This returns you to the Log On Screen. You can close the application link by clicking on the “x” located in the upper right hand corner of the webpage.

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Contacts

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Subject Cross References

References
CAPP Topic No. 70605-LAS Plus, Input Documents
CAPP Topic No. 70615-LAS Plus, Security