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## References
Overview

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Introduction

The Department of Accounts (DOA) grants each user of the Lease Accounting System (LAS) a Logon Identification account and password as discussed in CAPP Topic No. 70615, Security. LAS “Update” assess will only be granted to users that have attended a “live” LAS training session or completed the online LAS Training and passed the online LAS Certification Test.

Once you have an assigned LOGON ID and password, the following set instructions must be followed to access the online Lease Accounting System.
Logging On

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

**LAS Log-In Screen**

Selecting the “Online Services” link on the “Lease Accounting” webpage opens the LAS Log On screen. Enter your assigned LOGON ID (user ID) and password. Click on the “Log On” menu button on the left side of the screen or hit the “Enter” key on your keyboard to logon to LAS and access the “Broadcast Messages” Screen in LAS.
Logging On, Continued

Broadcast Messages Screen

You will then come to the LAS “Broadcast Messages” Screen. This screen contains a message that your Login was successful. You are logged into LAS and may perform lease entry and inquiry functions as allowed by the security settings for your LOGON ID. Click on the Main Menu Button on the left hand side of the screen.
Logging On, Continued

**Main Menu Screen**

You will then see the LAS “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 data entry is contained in CAPP Topic No. 70605, *LAS Input Documents*. 

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![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.

Continued on next page
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

**DOA Contact**

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### Subject Cross References

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