

**APPENDIX D eVA ANNUAL USER CERTIFIED REPORT**



**eVA ANNUAL  
SYSTEM ACCESS CERTIFICATION**

**COVA ENTITY NAME:** \_\_\_\_\_ **Agency Code:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

As the Entity Administrative Head or designee for the COVA Entity listed above, I hereby certify:

- Quarterly reviews have been completed and records are available for review
- Active eVA users for my Entity are valid and in compliance with all the requirements of the eVA Electronic Procurement System Security Policies and Standards.

**eVA Annual System Access Certification can be submit electronically or by mail or fax. :**  
**[eVASecurity@dgs.virginia.gov](mailto:eVASecurity@dgs.virginia.gov)** Department of General Services, ATTN: eVA Global Security Officer, 1111 E. Broad St., 6<sup>th</sup> floor Richmond, VA 23219. / Fax: (804) 786-5712

---

**Signatures:**

---

**Entity Administrative Head or designee**

**Date**

---

**Printed Name & Title**

---

**Entity eVA Security Officer**

**Date**

---

**Printed Name & Title**