



The chart below is intended as a guide for individuals who started or submitted a claim *prior to January 29, 2016*.
The status shown in the table is the status you will see *the first time* you access your claim in the system after August 1, 2016.

Current status of your Claim:			Log in to the online system and follow these steps to complete and submit your Claim:
REGISTRATION	ELIGIBILITY	COMPENSATION	
Incomplete	-	-	Your prior claim will show a Registration status of "Incomplete." Because of the changes made to our system, you will not be able to access the incomplete registration and will need to start over in the new claim form. Click on "Incomplete" to begin a new registration and claim form. Once your claim is submitted, the VCF will cancel your original claim number.
Submitted	Start	-	You will continue to file your claim under your current VCF number. Click on "Start" to begin answering the questions in the Eligibility section of the claim.
Submitted	Incomplete	Start	You will continue to file your claim under your current VCF number. Click on "Incomplete" under the Eligibility section to complete that section from the beginning. Although you must start this section over using the new claim form, you can view the information you entered into the old form by clicking on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." Although the Compensation status shows as "Start," you should not begin that section of the form until you have completed the Eligibility questions.
Submitted	Submitted	Start	You will continue to file your claim under your current VCF number. Click on "Start" under the Compensation section to complete that section of the form. You do not need to answer any of the questions in the Eligibility section of the new claim form as you have already submitted that information. If you need to see the information you provided on the old form, click on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." You can also use the system to file an Eligibility amendment and can click on "Claim Details" to edit contact information for you, your attorney, or an authorized representative.
Submitted	Submitted	Incomplete	You will continue to file your claim under your current VCF number. Click on "Incomplete" under the Compensation section to complete that section from the beginning. Although you must start this section over using the new claim form, you can view the information you entered into the old form by clicking on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." You can also use the system to file an Eligibility amendment and can click on "Claim Details" to edit contact information for you, your attorney, or an authorized representative.
Submitted	Incomplete or Start	Submitted	You will continue to file your claim under your current VCF number. Click on "Incomplete" or "Start" under the Eligibility section to complete that section from the beginning. Although you must start this section over using the new claim form, you can view the information you entered into the old form by clicking on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." Once you answer all of the required questions in the Eligibility portion of the claim, click on "Continue to Compensation." Although your Compensation information was submitted using the old form, and it is not able to be edited, you will need to "tab" through each of the screens until you see the "Submit Claim" button appear. Click to submit your claim.
Submitted	Start	Incomplete	You will continue to file your claim under your current VCF number. Click on "Start" under the Eligibility section to complete that section from the beginning. Once you answer all of the required questions in the Eligibility portion, click on "Continue to Compensation." Although you must start this section over using the new claim form, you can view the information you entered into the old form by clicking on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." Once you answer all of the required questions, click "Submit Claim" to submit your claim form.
Submitted	Submitted	Submitted	You can view your entire claim form by clicking on the "View Documents" icon and then on the file named "ClaimFormsofJuly2016.pdf." You can also use the system to file an Eligibility or Compensation amendment and can click on "Claim Details" to edit contact information for you, your attorney, or an authorized representative.