To be eligible to file a claim, you must register with the VCF by your applicable registration deadline. Registration preserves your right to file a claim, but does not obligate you to do so and does not waive any legal rights. Registration deadlines are different for each claimant depending on individual circumstances. To see the listing of registration deadlines, visit **www.vcf.gov/pdf/RegisterChart.pdf**. Regardless of your applicable registration deadline, **all** claim forms and supporting documents must be submitted by October 1, 2090.

More general information about registration, how to file a claim, and Frequently Asked Questions can be found at www.vcf.gov

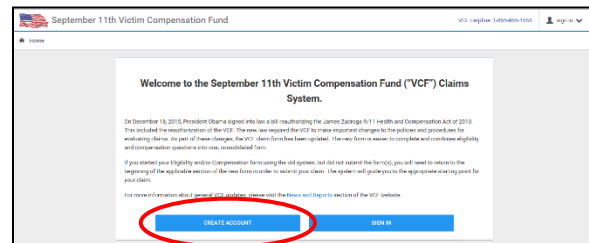**There are two easy ways to register with the VCF:**

Register by phone by calling our **Toll-free Helpline at 1-855-885-1555** where one of our Representatives will be ready to assist you.

**Register online** by going to www.claims.vcf.gov and following the steps below.

Step 1. Create your online account. At the "Welcome" screen, select the button on the left: "**Create Account**."


Step 2. Create and enter your username, name, and email. Create your password, making sure it meets the requirements. Answer the security questions that will be used should you ever be locked out of your account. Once completed, select "**Create Account**."
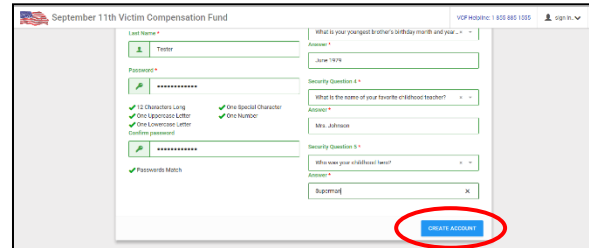
Step 3. You will receive confirmation that your account creation has been successful. Click on the link on the confirmation page.
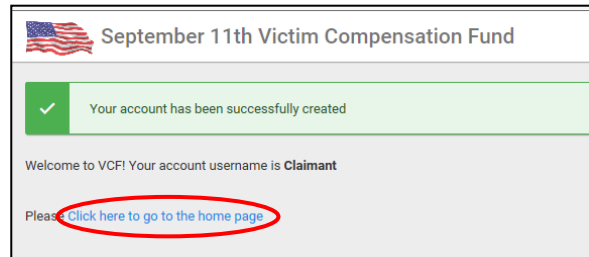
Step 4. You will return to the Welcome screen. Select the "**Sign In**" button on the right. Use the username and password you just created to sign into your account.
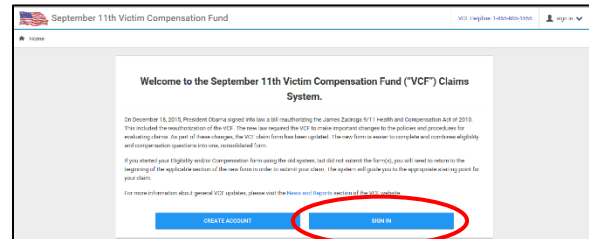
Step 5. At the Welcome screen, click the "**New Registration**" button on the left.

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Step 6. You will be issued a claim number and can begin your Registration. Complete the required fields in each of the following tabs:
- Victim
- Claimant (if someone other than the victim is completing the claim on the victim's behalf)
- Attorney (if applicable)
- Alternate Contact (if applicable)

After each section, select "**Save and Continue**" to proceed to the next tab.

Step 7. Once you have completed all the tabs and saved your information, select "**Submit Registration**."

Step 8. Click "**Finalize and Submit Registration**" to confirm that you are ready to submit your registration. **NOTE:** the following information cannot be changed once submitted: Victim's Name, Social Security Number, and Date of Birth.

Step 9. Your registration is successful when you see the green "**Registration Submission Successful**" confirmation box. You are now registered! To see your registration status, select "Return to Existing Registrations and Claims." If you are ready to begin your claim form, select "Continue to Eligibility Section." If you are not yet ready, you can log back in to your account at a later date to complete the claim form.