Online Claims System
Instructions for Accessing Pre-Populated Forms

Claimants and law firms must download and use certain partially pre-populated forms available in the online claims system. These forms are available for download after a Registration has been submitted.

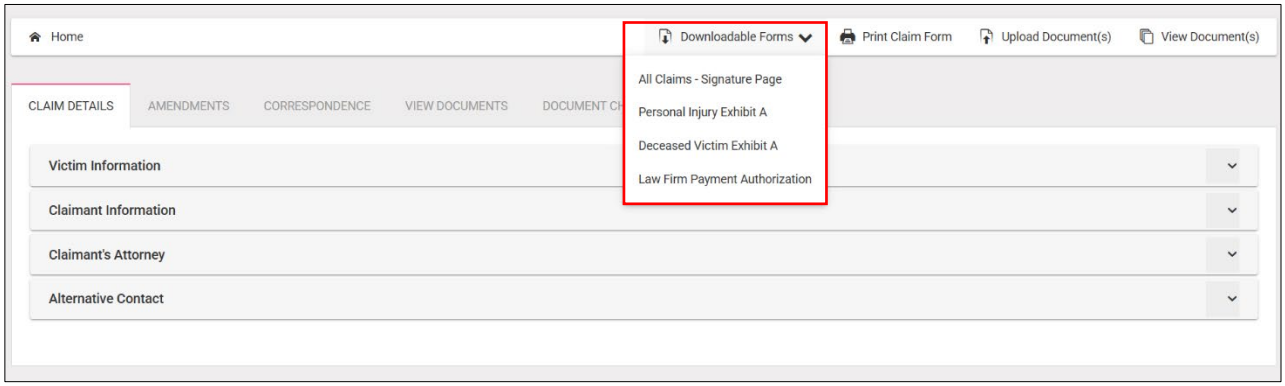
The following forms are **ONLY** available through the online claims system:

- **Claim Form Signature Page** (downloadable as "Signature Page")
- **Exhibit A – Authorization for Release of Information and Medical Records** (downloadable as "Personal Injury Exhibit A" or "Deceased Victim Exhibit A")
- **Client Authorization Form for Payments made to Law Firm Accounts** (downloadable as "Law Firm Payment Authorization")

Certain form fields automatically populate with information entered during Registration. The pre-populated fields vary by form. Any remaining fields must be completed by the claimant or law firm before submission.

To download the forms:

1. Login to the online system.
2. Click on your VCF claim number to open your claim
3. Select the "**Downloadable Forms**" dropdown as shown in the screenshot below.
4. Choose the form you wish to download.
5. The downloaded file with populated fields may appear in a pop-up bar or in your Downloads folder. If you do not see the file, check your browser's Downloads menu, usually found in the upper-right corner of the browser window.



Reminders and Troubleshooting Tips:

- The partially populated forms must be completed, printed, **hand signed**, and uploaded to the claim. Carefully review the instructions for each form and review the Document Upload Guide to learn more about uploading documents.
- If you find information in your claim that needs to be corrected, update the data **before** generating the forms.
- If you discover an error in name(s), date(s) of birth, VCF claim number, or Social Security number(s) or National ID number(s) on a generated form, destroy the incorrect version and submit a Claim Form Resolution Form. Once the information is corrected, you will need to generate a new form from your claim.
- The "**Downloadable Forms"** dropdown is not visible if you have not submitted your Registration. If you need assistance, contact our Helpline at 1 (855) 885-1555.