

To be eligible to file a claim, you must register with the VCF by **your applicable deadline**. Registration is the first step in the VCF process. Registration preserves your right to file a claim, but does not obligate you to do so, and does not waive any legal rights. Visit <u>www.vcf.gov/deadlines</u> for additional information regarding registration. Regardless of when you register your claim, <u>all</u> 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:



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

<u>Register online</u> by going to <u>www.claims.vcf.gov</u> 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.





September 11th Victim Compensation Fund

- **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.

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Submit Registration

By submitting this information, the victim will be registered with the VCF and you have preserved the right to file a claim in the future. Registration does not create a claim and you do not waive any rights by registering.

Once you click 'Finalize and Submit Registration', you will not be able to edit the:

- Victim's name
- Social Security Number/National ID, or
- Date of birth

Carefully review the information and confirm it is correct. If you need to edit any of the information, you should make those changes now by returning to the form.

RETURN TO FORM FINALIZE AND SUBMIT REGISTRATION

Submit Registration

By submitting this information, the victim will be registered with the VCF and you have preserved the right to file a claim in the future. Registration does not create a claim and you **Step 9.** Your registration is successful when you do not waive any rights by registering see the green "Registration Submission Once you click 'Finalize and Submit Registration', you will not be able to edit the: Successful" confirmation box. You are Victim's name now registered! To see your registration · Social Security Number/National ID, or Date of birth status, select "Return to Existing Carefully review the information and confirm it is correct. If you need to edit any of the Registrations and Claims." If you are ready information, you should make those changes now by returning to the form to begin your claim form, select "Continue to Eligibility Section." If you are not yet Registration Submission Successful. ready, you can log back in to your account If you are ready to begin your claim form, click the 'Continue at a later date to complete the claim form. to Eligibility Section' button. Otherwise, you can select 'Return to Existing Registrations and Claims' to return to your submitted registrations.

RETURN TO EXISTING REGISTRATIONS AND CLAIMS

ONTINUE TO ELIGIBILITY SECTION