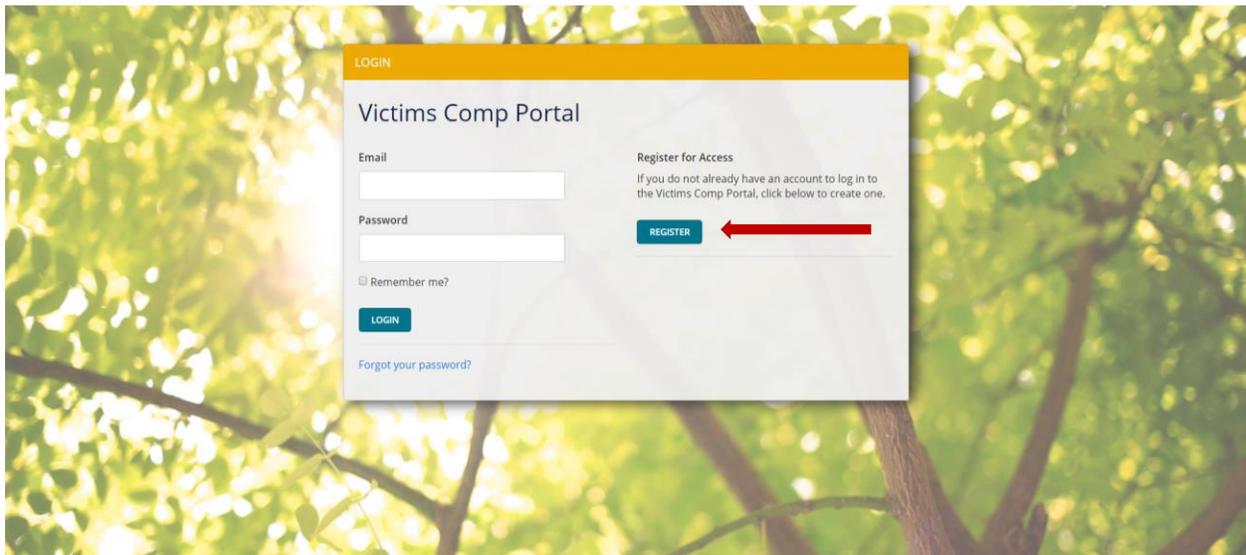


Instructions on how to register for the
Victims Comp Portal if you are a Victim or Claimant.



STEP 1: Register at <https://victimscompportal.cjcc.ga.gov/Account/Register>



STEP 2: Select the I am a Victim, Witness, or Claimant option and click Next

A screenshot of a web registration form titled "REGISTER" with a sub-header "Registrant Information". Below the sub-header, it says "Register for online access in order to:" followed by three bullet points: "Submit an Application", "Save Draft Applications", and "Monitor Your Application's Status". Below this is a section labeled "* Select Your Role:" with three radio button options: "I am a Victim, Witness, or Claimant", "I am a Medical or Service Provider", and "I am a Victim Advocate". At the bottom of the form is a blue "NEXT >" button. Two red arrows point to the first radio button and the "NEXT >" button.

STEP 3: Complete all the fields on this screen and click Submit

A screenshot of a web registration form titled "REGISTER" with a sub-header "Create Account". The form contains five input fields: "Email", "First Name", "Last Name", "Password", and "Confirm password". To the right of the "Password" field is a "Password Requirements" box with a list of requirements: "Minimum of 8 characters", "Must contain 1 Upper Case", "Must contain 1 Special Character", and "Must contain 1 Numeric". At the bottom of the form is a blue "SUBMIT" button. A red arrow points to the "SUBMIT" button.

STEP 4: Click on Find My Claim

GEORGIA CRIME VICTIMS COMPENSATION PROGRAM
CRIMINAL JUSTICE COORDINATING COUNCIL

Claims

Resources

Feedback

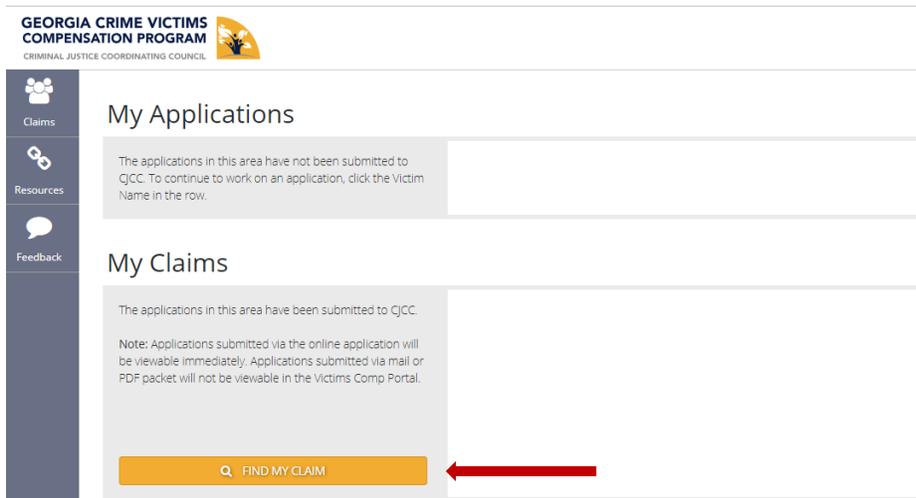
My Applications

The applications in this area have not been submitted to CJCC. To continue to work on an application, click the Victim Name in the row.

My Claims

The applications in this area have been submitted to CJCC.

Note: Applications submitted via the online application will be viewable immediately. Applications submitted via mail or PDF packet will not be viewable in the Victims Comp Portal.



STEP 5: When the “Find My Claim” box comes up put in the Claim Number, Last 4 Digits of Victim’s SSN, Victim’s DOB, and Date of Crime then click Search

GEORGIA CRIME VICTIMS COMPENSATION PROGRAM
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Claims

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My Applications

The applications in this area have not been submitted to CJCC. To continue to work on an application, click the Victim Name in the row.

My Claims

The applications in this area have been submitted to CJCC.

Note: Applications submitted via the online application will

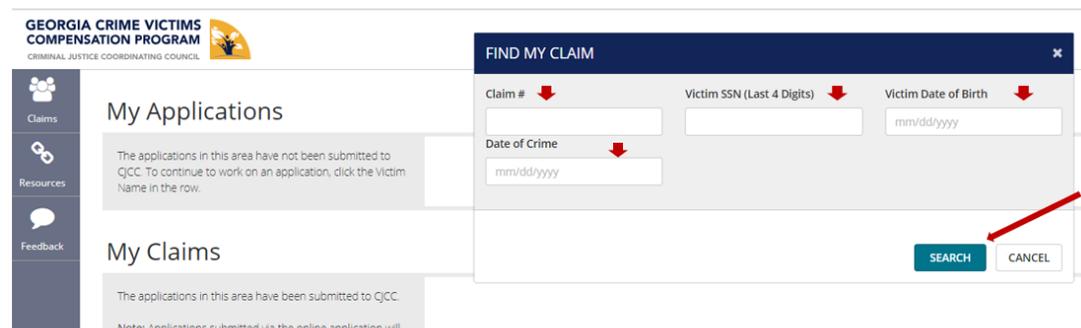
FIND MY CLAIM

Claim #

Victim SSN (Last 4 Digits)

Victim Date of Birth

Date of Crime



STEP 6: Click on the Victim’s Name to see claim details.

GEORGIA CRIME VICTIMS COMPENSATION PROGRAM
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Welcome, portaltest04@cjccgagor

Claims

Resources

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My Applications

The applications in this area have not been submitted to CJCC. To continue to work on an application, click the Victim Name in the row.

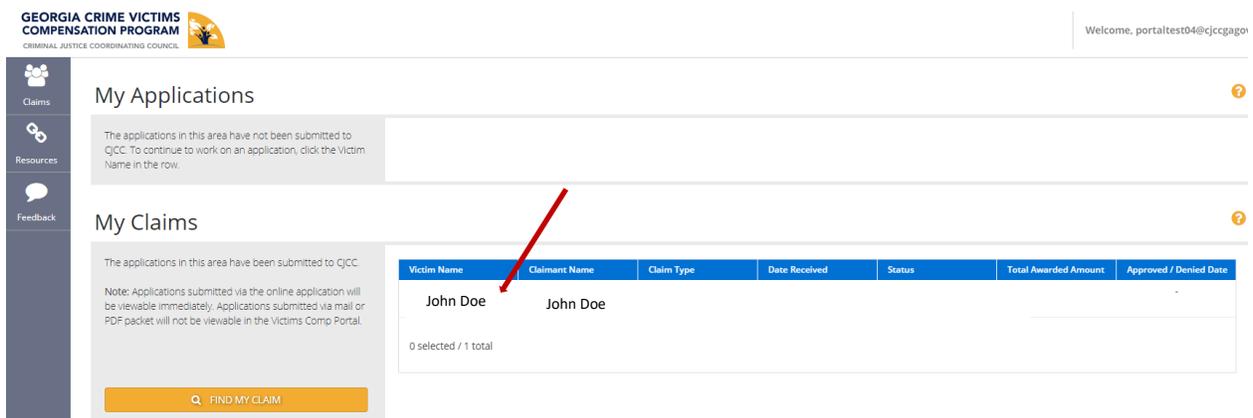
My Claims

The applications in this area have been submitted to CJCC.

Note: Applications submitted via the online application will be viewable immediately. Applications submitted via mail or PDF packet will not be viewable in the Victims Comp Portal.

Victim Name	Claimant Name	Claim Type	Date Received	Status	Total Awarded Amount	Approved / Denied Date
John Doe	John Doe					

0 selected / 1 total



STEP 7: After you click on the Victim's name you will be on a screen that looks like this.

The screenshot displays the Georgia Crime Victims Compensation Program portal for a claimant named John Doe. The interface includes a header with the program logo, a navigation sidebar, and a main content area with several sections:

- Header:** Shows the victim's name (John Doe), claim status (New), and a "Your Claim Status" link. It also features a "Contact us to remove DA access to your claim" button, a "DISTRICT ATTORNEY (DA) ACCESS" indicator, and an "EMAIL ALERTS ON" toggle with a "Turn off email alerts" link.
- Claim Information:** A table with columns for Claim Number, Claim Type, Claims Investigator, Date of Birth, Offenders (First, Middle, Last), and Court Case #.
- Document Uploads:** A section titled "Upload documents and/or see documents you uploaded" showing a table of 3 uploads. The table has columns for Document Name, Description, and Date Uploaded.

DOCUMENT NAME	DESCRIPTION	DATE UPLOADED
Pending QCC Processing	Investigative Document Enclosure_Example.pdf	01/25/2019
Pending QCC Processing	CompletedApplication.pdf	01/25/2019
Pending QCC Processing	Itemized-Bill-Example.pdf	01/25/2019
- Bills and Payouts:** A section titled "Payments made on your claim and remaining balance" showing a table with columns for Category, CAP Amount, Net Payments, and Balance Remaining.

CATEGORY	CAP AMOUNT	NET PAYMENTS	BALANCE REMAINING
Medical	\$15,000.00	\$0.00	\$15,000.00
Counseling	\$3,000.00	\$0.00	\$3,000.00
Funeral	\$6,000.00	\$0.00	\$6,000.00
Crime Scene Sanitization	\$1,500.00	\$0.00	\$1,500.00
Counseling - IFM	\$3,000.00	\$0.00	\$3,000.00
Loss of Support	\$10,000.00	\$0.00	\$10,000.00
Lost Wages	\$10,000.00	\$0.00	\$10,000.00
- Letters Sent to Victim / Claimant:** A section titled "View letters sent to you regarding your claim" showing a message: "No letters have been sent to the Victim/Claimant".
- Authorized Claim Users:** A section with an "INVITE" button and a table with columns for First Name, Last Name, Email, and Action.

If you have any questions regarding the Georgia Crime Victims Compensation Program or the Victims Comp Portal, contact us at 404-657-2222 or by email at VictimsCompPortal@cjcc.ga.gov.