

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

### GEORGIA CRIME VICTIMS COMPENSATION PROGRAM

CRIMINAL JUSTICE COORDINATING COUNCIL



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

LOGIN

### Victims Comp Portal

Email

Password

☐ Remember me?

LOGIN

Forgot your password?

Register for Access  
If you do not already have an account to log in to the Victims Comp Portal, click below to create one.

REGISTER

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

A screenshot of the "REGISTER" screen titled "Registrant Information". It lists benefits: "Submit an Application", "Save Draft Applications", and "Monitor Your Application's Status". Under "Select Your Role:", there are three radio button options: "I am a Victim, Witness, or Claimant", "I am a Medical or Service Provider", and "I am a Victim Advocate". A red arrow points to the first option. Below the options is a blue "NEXT >" button, also indicated by a red arrow.

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

A screenshot of the "REGISTER" screen titled "Create Account". It contains input fields for "Email", "First Name", "Last Name", "Password", and "Confirm password". A "SUBMIT" button is at the bottom, indicated by a red arrow. A "Password Requirements" box lists: "Minimum of 8 characters", "Must contain 1 Upper Case", "Must contain 1 Special Character", and "Must contain 1 Numeric".

## STEP 4: Click on Find My Claim

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**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.

**FIND MY CLAIM**

## 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

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**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

**FIND MY CLAIM**

Claim #

Victim SSN (Last 4 Digits)

Victim Date of Birth

Date of Crime

**SEARCH** **CANCEL**

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

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Welcome, portaltest04@cjccgagov

**Claims**

**Resources**

**Feedback**

### My Applications

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### My Claims

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**FIND MY CLAIM**

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. At the top, the logo and program name are visible. The user is logged in as John Doe, with a claim status of 'New'. A red arrow points to the 'Your Claim Status' link. To the right, there are buttons for 'Contact us to remove DA access to your claim', 'DISTRICT ATTORNEY (DA) ACCESS' (The DA's Office can view this Claim), and 'EMAIL ALERTS' (Turn off email alerts). The main section is titled 'Claim Information' and includes fields for Claim Number, Claim Type, Claims Investigator, Date of Birth, Offenders (First, Middle, Last), and Court Case #. Below this, there are tabs for 'Received', 'In Progress', and 'Claim Decision'. The 'Document Uploads' section shows a table of uploads with columns for Document Name, Description, and Date Uploaded. A red arrow points to the 'Upload documents and/or see documents you uploaded' link. The 'Bills and Payouts' section shows a table with columns for Category, Cap Amount, Net Payments, and Balance Remaining. A red arrow points to the 'Payments made on your claim and remaining balance' link. The 'Letters Sent to Victim / Claimant' section shows a message: 'No letters have been sent to the Victim/Claimant'. A red arrow points to the 'View letters sent to you regarding your claim' link. The 'Authorized Claim Users' section shows a table with columns for First Name, Last Name, Email, and Action.

**Georgia Crime Victims Compensation Program**  
CRIMINAL JUSTICE COORDINATING COUNCIL

Welcome,

VICTIM: John Doe  
CLAIM STATUS: New **← Your Claim Status**

**Contact us to remove DA access to your claim** **DISTRICT ATTORNEY (DA) ACCESS** The DA's Office can view this Claim **EMAIL ALERTS** **ON** **Turn off email alerts**

**Claim Information**

Claim Number Claim Type Claims Investigator Date of Birth Offenders: First Middle Last Court Case #

**Document Uploads** **Upload documents and/or see documents you uploaded**

Showing 3 of 3 uploads

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** **Payments made on your claim and remaining balance**

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** **View letters sent to you regarding your claim**

No letters have been sent to the Victim/Claimant

**Authorized Claim Users**

First Name	Last Name	Email	Action
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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](mailto:VictimsCompPortal@cjcc.ga.gov).