



## How to Submit Your Intent to File on [VA.gov](https://va.gov)

The Intent to File (ITF) locks in your date, and you may be entitled to receive retro pay from your decision date to the date you submitted your ITF.

You can submit your ITF two ways:

1. **Online at [VA.gov](https://va.gov) or**
2. **Call VA Customer Service at (800) 827-1000.**
  - a. If you are calling, please note that you are submitting an INTENT TO FILE and not a claim.

### How to Submit Online at [VA.gov](https://va.gov)

Begin an application for a new claim, save, then exit. Step-by-step instructions for this process are as follows:

#### Step 1: Sign in at VA.gov.

Sign in at [VA.gov](https://va.gov) using the top right-hand corner.

A screenshot of the VA.gov website. The top navigation bar is dark blue and contains the VA logo, the U.S. Department of Veterans Affairs seal, and the text 'U.S. Department of Veterans Affairs'. To the right of the logo are links for 'Search', 'Contact us', and 'Sign in'. The 'Sign in' button is highlighted with a red rectangular box, and a red hand icon is pointing towards it. Below the navigation bar, there are links for 'VA Benefits and Health Care', 'About VA', and 'Find a VA Location'. The main content area has a blue background and features a 'Welcome to VA.gov' message, a large heading 'The PACT Act and your VA benefits', and a sub-heading 'This new law expands and extends eligibility for care and benefits for Veterans and survivors related to toxic exposures.' There is a 'Learn what the PACT Act means for you' link with a right-pointing arrow. On the right side, there is a white box with the text 'Create an account to manage your VA benefits and care in one place — any time, from anywhere.' and a 'Create account' button. Below this box is a link 'Learn how an account helps you'.

## Step 2: Sign in

Sign in through one of the 4 ways provided by the VA.



## Sign in

 LOGIN.GOV

ID *me*

DS Logon

My HealthVet

## Or create an account

 [Create an account with Login.gov](#)

 [Create an account with ID.me](#)

## Step 3: Disability

Go to the top right corner window that is titled **Disability**.

You will need to click the hyperlink that reads **“File for a disability increase.”**



#### Step 4: Can I file my claim online?

Scroll down until you get to the section “Can I file my claim online?”

Click on the green button titled: **Let’s get started.**



#### Step 5: Filing for an increase.

Have you separated from your military or uniformed service?

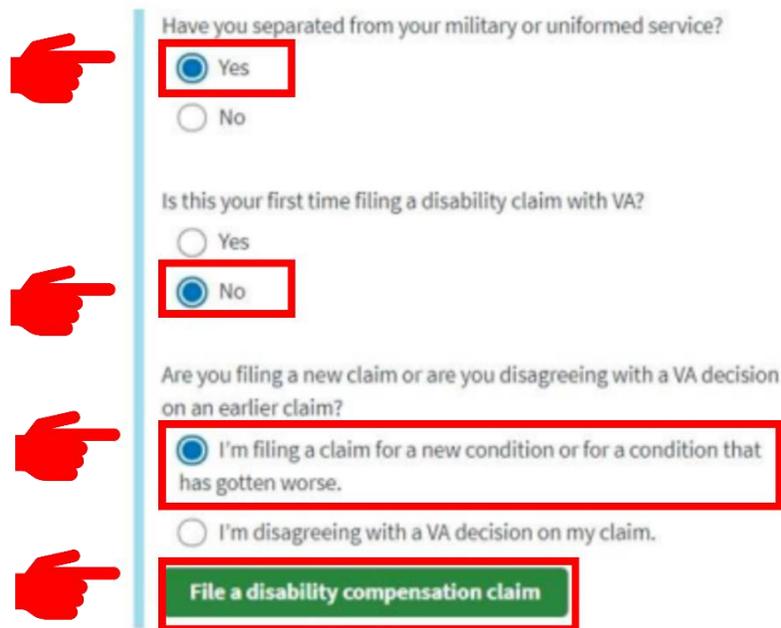
Select: **YES**

Is this your first time filing a disability claim with the VA?

Select: **NO**

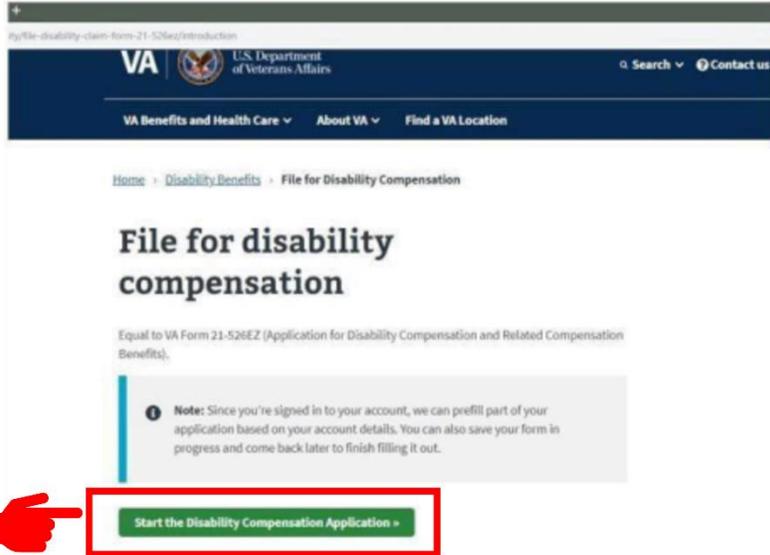
Are you filing a new claim or are you disagreeing with a VA decision on an earlier claim?

Select: **I’m filing a claim for a new condition or for a condition that has gotten worse.**



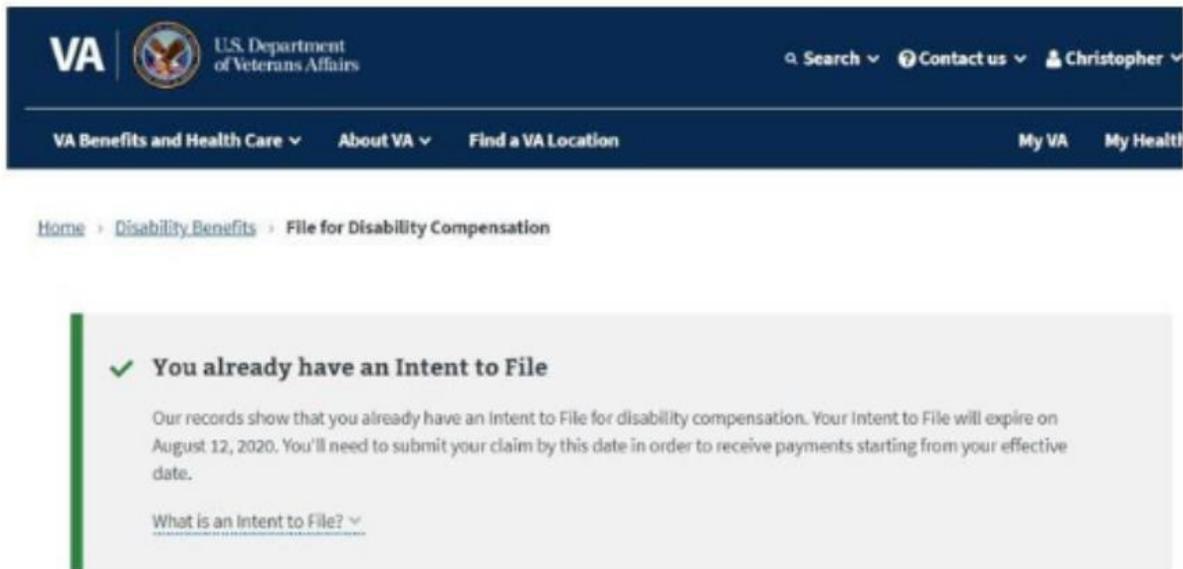
## Step 6: File for disability compensation

Click the green “Start the Disability Compensation Application” button.



The screenshot shows the VA website's 'File for Disability Compensation' page. At the top, there is a navigation bar with the VA logo, 'U.S. Department of Veterans Affairs', and links for 'Search' and 'Contact us'. Below the navigation bar, there are links for 'VA Benefits and Health Care', 'About VA', and 'Find a VA Location'. The main heading is 'File for disability compensation'. Below the heading, there is a note: 'Equal to VA Form 21-526EZ (Application for Disability Compensation and Related Compensation Benefits)'. A red hand icon points to a green button labeled 'Start the Disability Compensation Application'.

**CONGRATS! YOU'VE SUBMITTED YOUR INTENT TO FILE!**



The screenshot shows the VA website's confirmation message. At the top, there is a navigation bar with the VA logo, 'U.S. Department of Veterans Affairs', and links for 'Search', 'Contact us', and 'Christopher'. Below the navigation bar, there are links for 'VA Benefits and Health Care', 'About VA', 'Find a VA Location', 'My VA', and 'My Health'. The main heading is 'File for Disability Compensation'. Below the heading, there is a green checkmark icon and the text: 'You already have an Intent to File'. Below this, there is a message: 'Our records show that you already have an intent to File for disability compensation. Your intent to File will expire on August 12, 2020. You'll need to submit your claim by this date in order to receive payments starting from your effective date.' Below the message, there is a link: 'What is an intent to File?'.

**IMPORTANT NOTE:**

It will show you your Intent to File has been received and will give you the expiration date. You have 1 year to complete the claim.

PLEASE **DO NOT CLICK** ON THE BLUE BUTTON TO PROCEED.



If you are only doing an Intent to File, exit now. Your Intent to File has been submitted. The date shown is when the Intent to File expires.