

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:

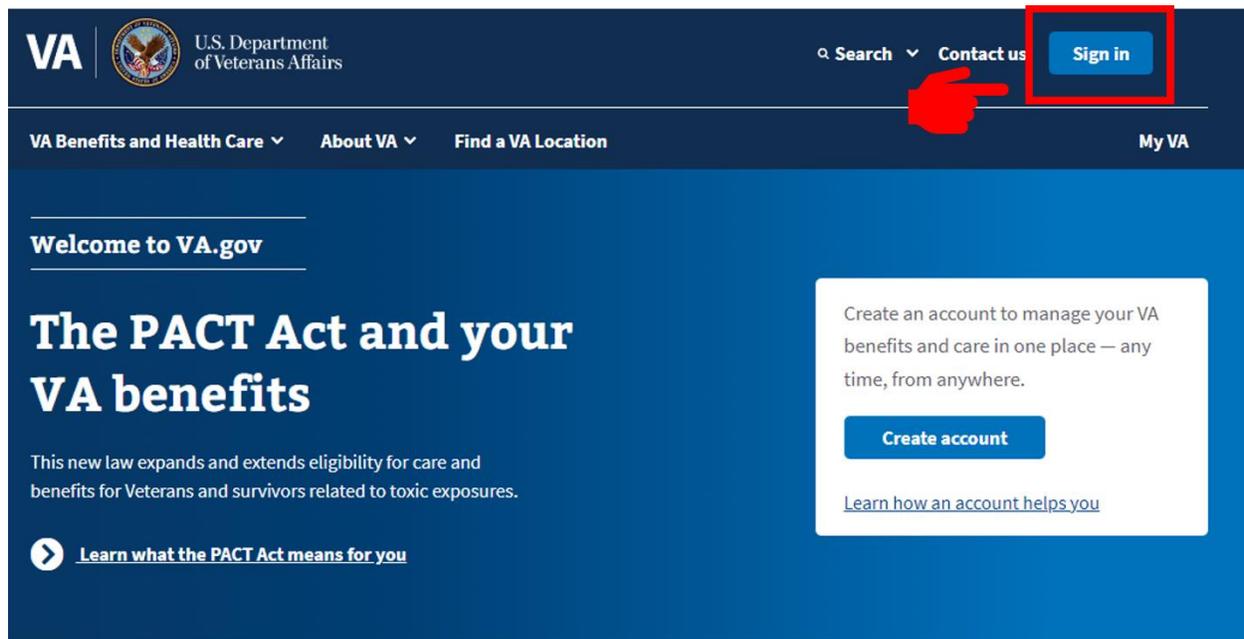
1. **Online at [VA.gov](https://va.gov) or**
2. **Call VA Customer Service at (800) 827-1000.**
 - a. If you are calling, please note that you are submitting an INTENT TO FILE and not a claim.

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.



The screenshot shows the top navigation bar of the VA.gov website. On the left, there is the VA logo and the text "U.S. Department of Veterans Affairs". On the right, there 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 features a "Welcome to VA.gov" message and a large heading "The PACT Act and your VA benefits". Below this heading, there is a paragraph explaining the PACT Act and a "Create account" button. A link "Learn how an account helps you" is also present.

Step 2: Sign in

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

Sign in



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?

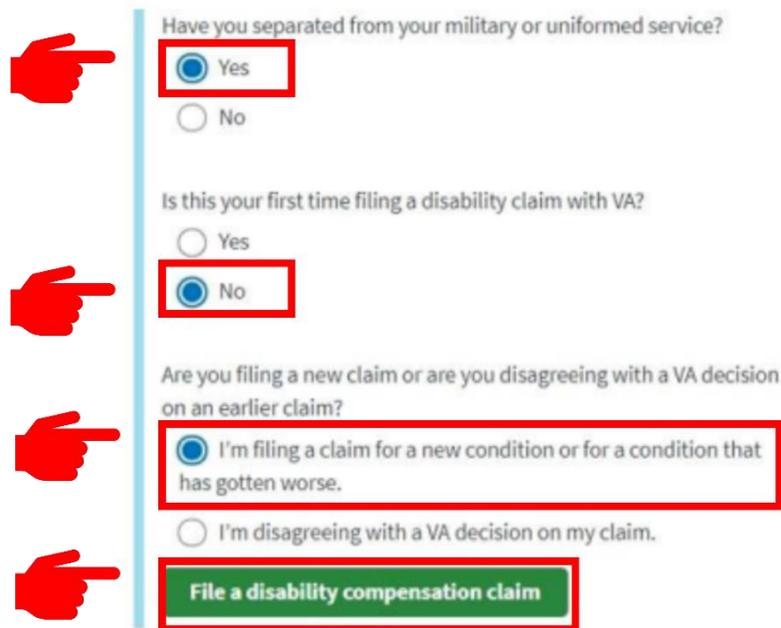
Select: YES

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 navigation bar with the VA logo and 'U.S. Department of Veterans Affairs'. 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 breadcrumb trail: 'Home > Disability Benefits > File for Disability Compensation'. The title is 'File for disability compensation'. Below the title, it says 'Equal to VA Form 21-526EZ (Application for Disability Compensation and Related Compensation Benefits)'. A note states: 'Note: Since you're signed in to your account, we can prefill part of your application based on your account details. You can also save your form in progress and come back later to finish filling it out.' At the bottom of the note, there is a green button with the text 'Start the Disability Compensation Application' and a right-pointing arrow. A red hand icon points to this button.

CONGRATS! YOU'VE SUBMITTED YOUR INTENT TO FILE!

The screenshot shows the VA website's navigation bar with the VA logo and 'U.S. Department of Veterans Affairs'. 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 breadcrumb trail: 'Home > Disability Benefits > File for Disability Compensation'. The main message is 'You already have an Intent to File' with a green checkmark icon. Below this, it says: '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.' At the bottom of the message, there is a link: 'What is an intent to File?'. The user's name 'Christopher' is visible in the top right corner of the navigation bar.

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.