How to Create and Submit an Instant ITF

Step 1. From the veteran's landing page click login for VA Benefits Claims. This will direct you to the ID.ME login page.

Step 2. Login to ID.ME portal using your credentials. Upon verifying your login you will be redirected back to TVB and the veteran's landing page.

Charlane McClain
Veteran Number: VET-VFW-00757946   Claim Count: **1**

| Veteran Status: Active | DOB: 02/02/1994 | VA File Number: 222334444 | SSN: xxx-xx-4444 | Age: 30 | POA: | Combined Disability %: | ^ |

Add Note Add Quick Note	**Add Vet Comm** Add Veteran Communication	**New Claim** Create New Claim
View Notes View Notes	**View Comm Log** View Communications	**View Claims** View Claims
Documents View Documents	**Ratings** View Ratings	**Awards** View Awards

VA Benefits Claims

Logout   Claims Status   Check POA

Email charlane@me.com

Mobile phone - -

Evening phone 555 - 444 - 3333

Daytime phone - -

Address 555 Macinkowicz Rd
Tacoma, WA 98445

SSN ••• - •• - 4444 👁 📋

Step 3. Select new claim tile.

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Veteran | **Claim** | Military Service | Contact and Dependent | Medical Condition | Document | Communication | Note | Email | Address | Work Request | Finance | Employment | Education | MORE ▾

Claim Info ^

Is Veteran the Claimant *	● Yes ○ No
Claim Type *	[ ]
Claim Status *	Active
Claim Status Date *	01/23/2025 📅 (mm/dd/yyyy)
Claim Name	[ ]

Application Date	[ ] 📅 (mm/dd/yyyy)
Rating Decision Date	[ ] 📅 (mm/dd/yyyy)
Claim Received Date	[ ] 📅 (mm/dd/yyyy)
VA Date Stamped	[ ] 📅 (mm/dd/yyyy)
VCAA Notice Date	[ ] 📅 (mm/dd/yyyy)

Medical Condition [+Add] ^

🔍 Search Medical Condition

Education ^

🔍 Search Education

Step 4. From the Claim Type menu select either Compensation or NSC Pension. Only one can be selected at a time for an instant ITF.

Step 5. Provide a name for the claim in the Claim Name box. (Example Instant ITF January 2025)

Step 6. Click Save at the bottom left of the page. A new landing page will populate.

Step 7. Select the blue ITF (21-0966) button from the right-hand side under VA Benefits Claims.

Step 8. Click the blue Submit button. Upon a successful submittal a Submission ID will automatically populate on the page. At this point the ITF is complete.