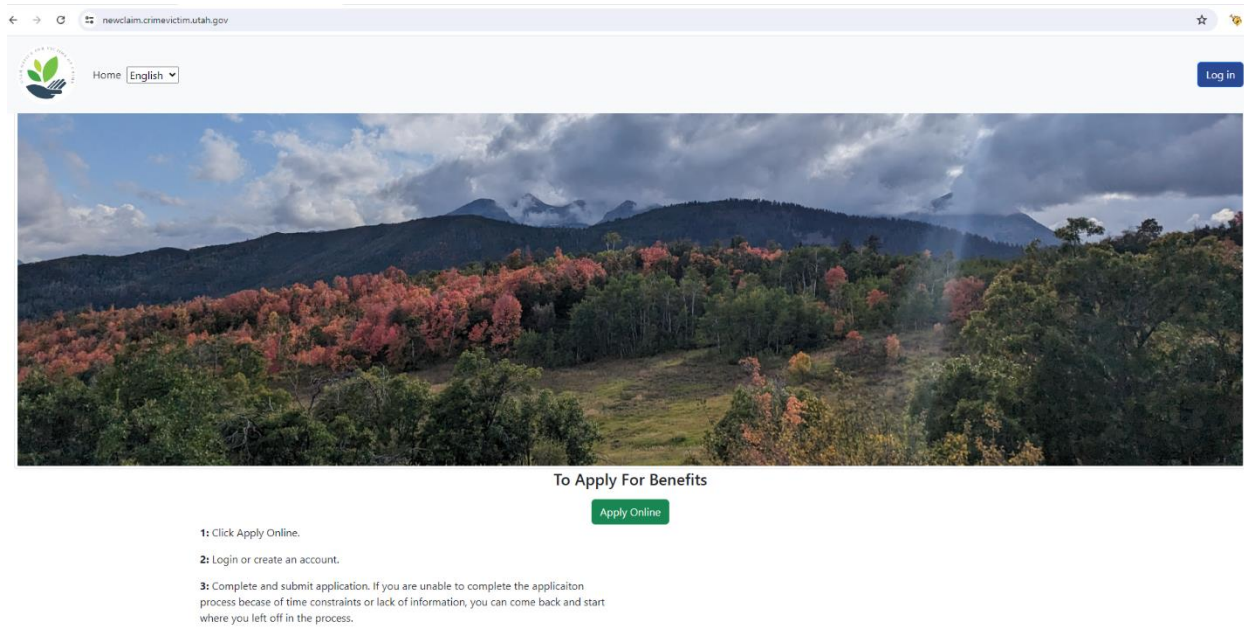


## Onboarding Process for Providers to Access “Provider Document Upload”

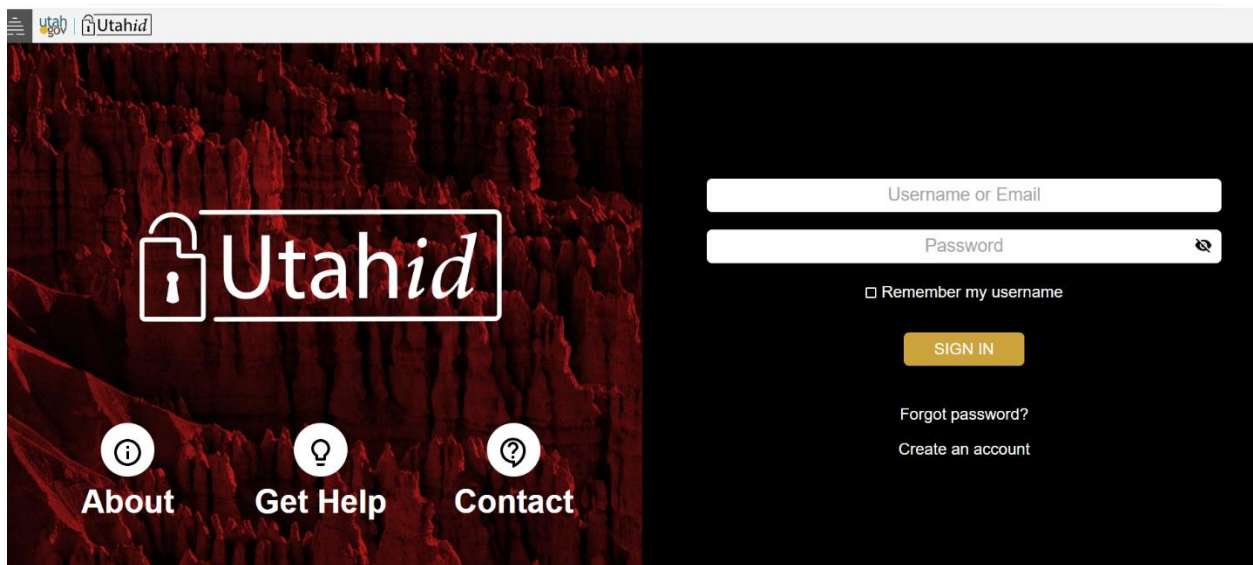
### Step 1:

Go to the website [newclaim.crimevictim.utah.gov](http://newclaim.crimevictim.utah.gov).

Click “Log In.”



### Step 2:



From the Utahid Login page, select “Create an Account.”

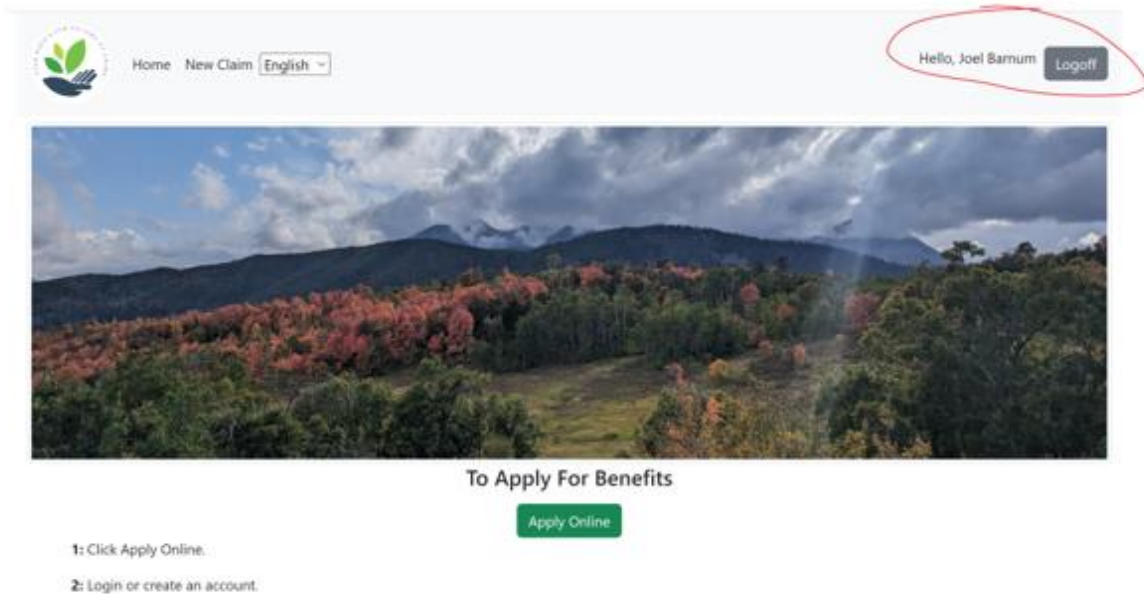
### Step 3:

After creating the account, close the browser.

Open a new browser and go to [newclaim.crimevictim.utah.gov](http://newclaim.crimevictim.utah.gov).

Log in to your account.

Verify the logged in status at the top right of the page with the words, “Hello, name of user.”



### Step 4:

Log out and close the browser.

Once the account has been successfully created, notify a UOVC Administrator:

Amy Armstrong (801)238-2377 [aarmstrong@utah.gov](mailto:aarmstrong@utah.gov)

Back Up: Dallas Fawson (801)297-2634 [dkfawson@utah.gov](mailto:dkfawson@utah.gov)

The UOVC Administrator will confirm the new user as a “provider” and will notify the new user that the new user can begin uploading documents through the Provider Document Upload Portal.

### Step 5: Process to Upload Documents:

Go to [newclaim.crimevictim.utah.gov](http://newclaim.crimevictim.utah.gov).

“Log Off”

“Log In”

The “provider” should be routed directly to the Provider Document Upload screen.

Provider Document Upload

Submit Documents to Utah Office of Victim Crimes (UOVC)  
Do you have the UOVC claim number and the patients date of birth?

UOVC Claim number Patient DOB

mm/dd/yyyy

Yes No

Verify Claim Number

If the UOVC claim number and patient’s date of birth are known, select “yes.”

Enter claim number and patient’s DOB.

Select “Verify Claim Number.”

Enter the document to upload, select the document type, add any desired notes, and click “Submit.” **(The document must be a pdf.)**

or

If the UOVC claim number is not known, select “no.”

Enter the document to upload, select the document type, add any desired notes, and click “Submit.” **(The document must be a pdf.)**