QUICK TIPS FOR AUTHORIZED USER

Access the Public Website

1. Public Website URL: **http://jfund.fms.treas.gov/jfradSearchWeb**
2. Select **Responsible Agency** or **Responsible Department**.
3. Select **Submitted Date** or **Payment Amount.**
4. Enter Submitted Date Range or Payment Amount (for payment amount select less than, equal or greater than).
5. Select **Submit Query.**
6. Save the report as an *Excel* file.

Access the JFICS System

1. JFICS URL: **https://jfund.fms.treas.gov/jfradWeb**
2. Enter your **User name** and **password** (will be 8 characters).
3. The *External Read Only (ERO) Home* page displays all open cases.
4. From the *Home* page, you can **View** and **Filter** cases.
5. Select **Filter**
6. Select the radio button for **Closed**
7. Select the checkbox for **Payment Sent**
8. Enter *Date Range* (From and To) up to 31 days
9. Select the **Select** button
10. The *Home* Page will display with filtered results
11. Enter the Control # in the *Find* field.
12. Select Find **Next**. The Control # will be highlighted.
13. Select the radio button for the highlighted case.
14. Select **View/Print Case Report** from the **Navigation Bar Menu** on left panel of screen. (The **Navigation Bar Menu** should be used to move around in the system. Do **not** use the back arrows.)
15. After reviewing the **View/Print Case Report**, select Close. The *Home* page will redisplay with the same cases that were previously filtered.
16. Repeat steps 11 through 15 as many times as necessary.
17. A **View/Print Case Report** can be generated at anytime. Here's the most common way to generate the report.

Note: *View/Print Case Report displays all the information that is contained in the system. The Judgment Fund does not have any addition information about the case.*

View a Case

1. From the *Home* page, select the radio button for the case you want to view.
2. Select the **View** button and the *Modify Case* page displays.
3. To navigate through the case, select one of the links from the **Navigation Menu.**
4. The **Navigation Menu** links are **Case, Claimant, Agency, Payment and View/Print Case Report**.

Note: *Case, Claimant, Agency and Payment Pages when accessed from the Navigation Bar Menu will display the information exclusive to that page.*

Verify Interest

1. From the *Home* page, select the radio button for the case and view. The *Modify case* page displays.
2. Select **Payment** from the **Navigation Menu**, the *Select Payment* page displays.
3. Select the **View** button. The *Modify Payment Tab 6 Review* page displays.
4. Select the **Interest Calculation** button and the *Select Interest Payment* page displays.
5. Select the radio button for the payment and select the **View** button.
6. The *Interest Wizard tab 3 Interest* page displays the interest calculated with details.
7. Select the **Cancel** button and **Ok**. The *Payment Wizard tab 6 Review Payment* page displays.

Note: *External Read Only users can only verify interest for a case when the case status equals Approved and interest has been previously calculated.*

Print a Case Report

Print Case Report displays all the information that is contained in the system. A **Print Case Report** can be generated at anytime. Here's the most common way to generate the report.

1. From the *Home* page, select the radio button for the case.

2. Select **View/Print Case Report** from the **Navigation Bar Menu.**
3. The C*ase Report* displays.
4. You can **View** or **Save** the document as a Word file, or **Print** or **Close** the report.