

Claims Commission eFILE Quick Reference Guide

Registration

To Register for access to the Claims Commission eFile Portal go to <https://ccefiling.treasury.tn.gov> and click on the Register button in the center of the screen.

REGISTER

Registration requires users to read and accept the Terms of Service Agreement.

To establish a user name and password, a valid claim number is required.

Follow the prompts and click the final Register button.

REGISTER

You will receive an email from Treasury.ccefiling@tn.gov with further instructions to confirm your registration.

If you do not receive a confirmation email, please check your SPAM folder.

You must click on **CONFIRM EMAIL** to complete your registration.

For additional assistance, please contact the Claims Commission Clerk's Office at (615) 741-0741.

Sign In

To Sign In and upload documents for your claim, go to <https://ccefiling.treasury.tn.gov> and click on the **SIGN IN** button or choose **REGISTER** from the menu bar.

Use your Registered Email address and the Password you created to sign in the website.

Enter your claim number provided by the Claims Commission Clerk's Office. The claim number must be entered exactly as displayed.

You must type your name in the E-Signature prompt prior to uploading your documents.

Upload **ONLY PDF documents** to the site by dragging and dropping the files or choosing the Browse Files button.



Drag and drop files here
Accepted File Types: PDF

or

BROWSE FILES

Once all files have been selected, click the **UPLOAD** button to submit the documents to the Claims Commission. You will receive a confirmation message and an email from Treasury.ccefiling@tn.gov will be sent to your registered email address with confirmation of the document(s) submitted to the Clerk's Office.

If you do not receive a confirmation email, please check your SPAM folder.

To upload documents for a separate claim, click on the **RESET** button.

Forget Password

If you forget your password, please click on the [Forgot Password?](#) link on the Sign In page. An email will be sent to your registered email account with instructions to reset your password.