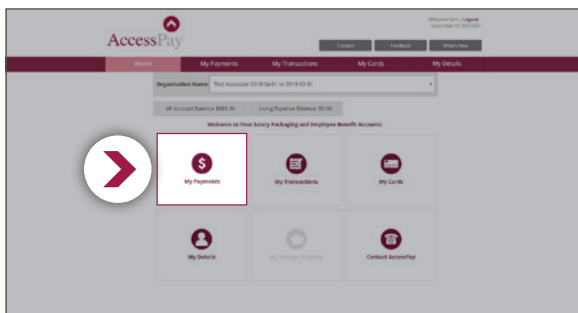




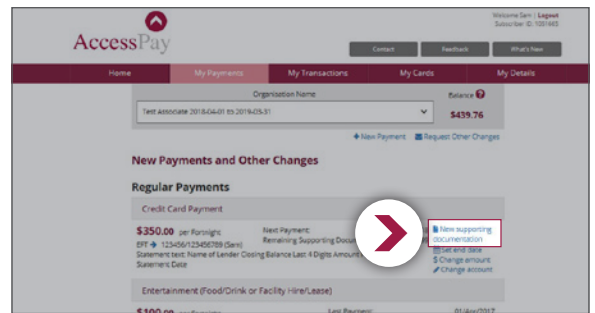
Make a claim

The quickest and simplest way to make a claim for reimbursement of a payment, is to do this online. It only takes 5 minutes and the funds will be in your account before you know it.

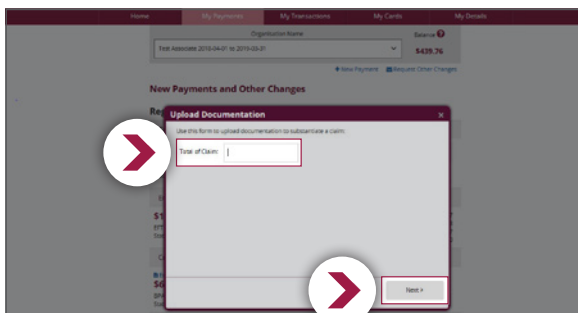
- 1 From the salary packaging dashboard select **My Payments**.



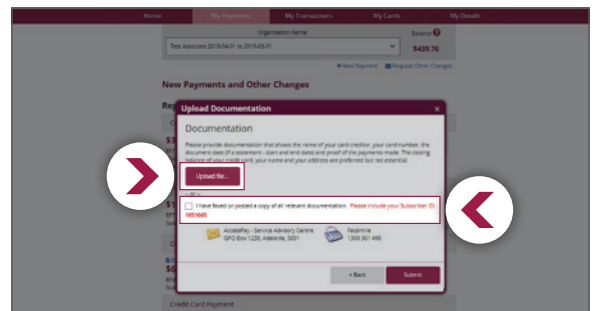
- 2 Identify the benefit you want to claim for and select **New supporting documentation**.



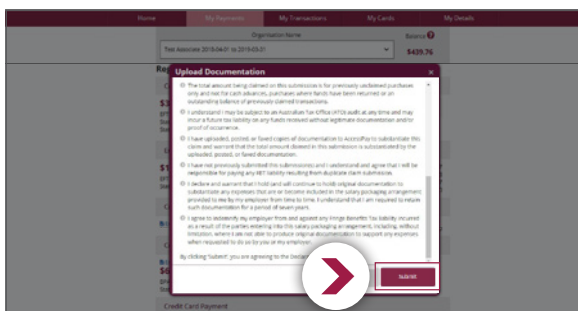
- 3 Enter the total amount of the claim and select **Next**.



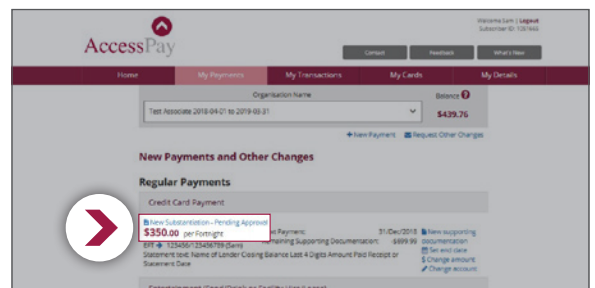
- 4 To attach the relevant documents to support your claim, select **Upload file**. This will allow you to browse your computer and locate the correct file. **OR:** If you have already provided the documents needed, tick the box.



- 5 Read the Online Declaration then select **Submit**. By selecting Submit you are confirming you agree to this declaration.



- 6 A message will then appear to show the claim is awaiting approval from AccessPay.



Once this has been approved the claim will be processed and the money paid to your account.