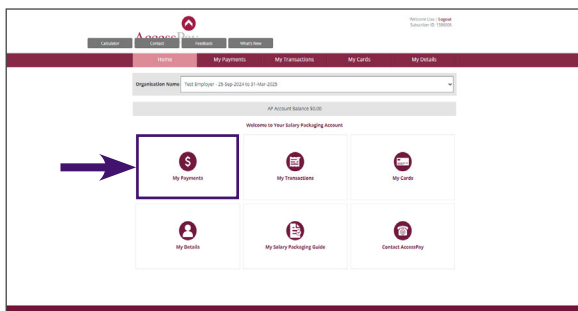




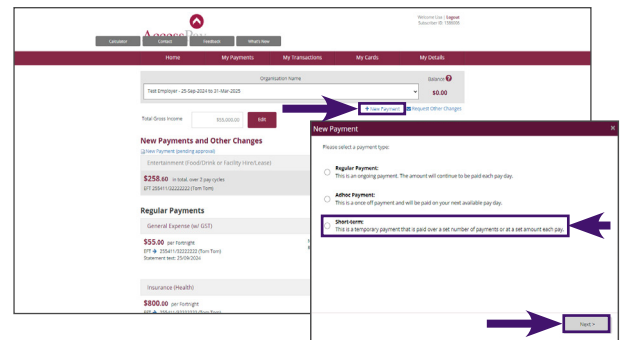
Make a claim

The quickest and simplest way to make a claim for reimbursement of a payment, is to do this online. The one-off method is for short-term use and can be used for a claim to be paid over 1 or many pay cycles

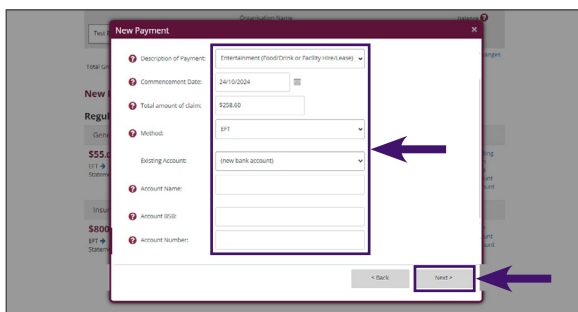
- 1 From the salary packaging dashboard select **My Payments**.



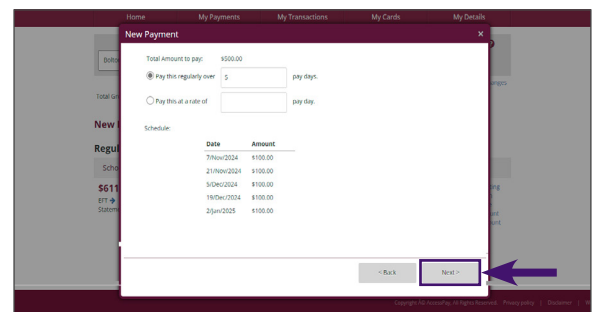
- 2 Select **New Payment** and choose short-term from the menu, then click **Next**.



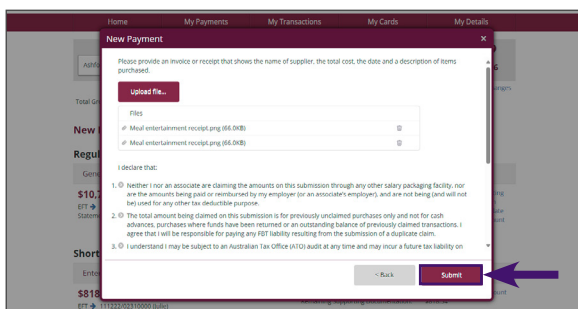
- 3 Enter the details of the payment. You need to scroll down to make sure all boxes are complete, then select **Next**.



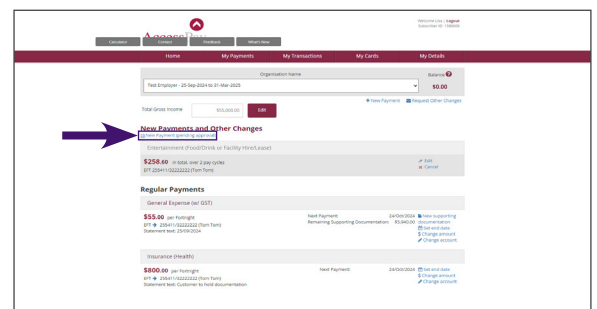
- 4 Confirm how many pay cycles this claim will be paid over and select **Next**.



- 5 Upload or acknowledge the documentation requirements and select **Submit**.



- 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.