e-Claims - Batch Download
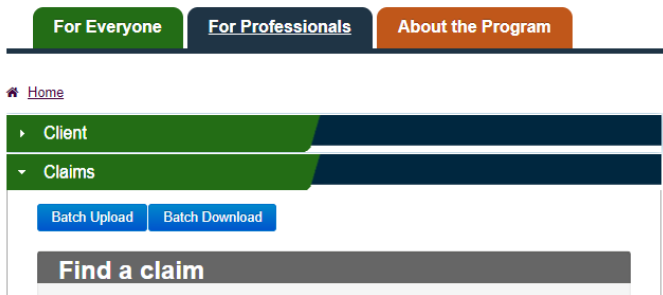
What access do I need?	What else do I need?
SP Claims user role	**Claims File Reference Number**

Open the Claims screen

Log in to the portal and open the **Claims** accordion.

Two new buttons should be available for **SP Claims** users **Batch Upload** and **Batch Download**.

Click **Batch Download**

Download your e-Claims Batch File

The **Batch Download (Batch Upload Response)** screen will appear.

To access & download the batch file, enter the **Claims File Reference Number.**

(This is the number which appears on your Upload Success screen, and in the confirmation email sent to your nominated email account.)

Click **Export**.

Your designated Claims File will now download to your device.