



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	

_	For Everyone	For Professionals	About the Program	accordion.	l
ň	Home				
	Client			Two new buttons should be available for	
	- Claims			SP Claims users	
	Batch Upload Batch Download			Batch Upload and Batch Download.	
	Find a clai	m		Click Batch Download	

Download your e-Claims Batch File

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

중 Home > Batch Download

Batch Upload Response

Load Number

Enter load number from batch upload email

Export

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.

