



## 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.

