



e-Claims - Batch Upload

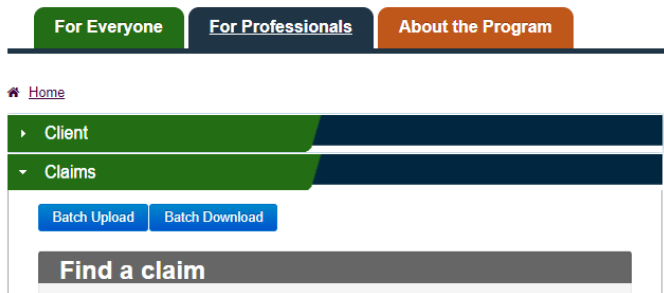
What access do I need?

SP Claims user role

What else do I need?

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

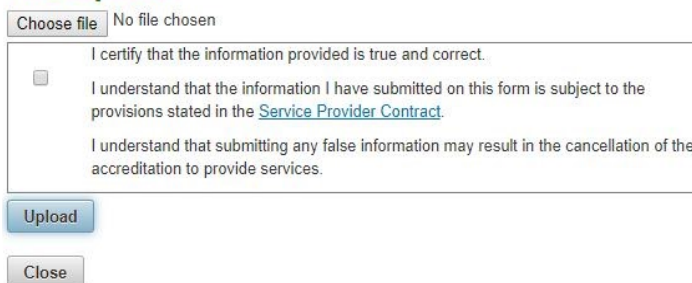
Batch Upload and **Batch Download**.

Click **Batch Upload**

Upload your e-Claims Batch File

The **File Upload** screen will appear. Click **Choose File** to open a File Selection dialog box, navigate to the location of your saved file, and select it. The text 'No File chosen' will be replaced by the title of your selected file.

File Upload



The File **MUST**

- match **CSV File Format**.
- be a **CSV file only**.
- be (under) **<1 Megabyte**.

File Title **MUST** be **<96** characters (incl '.csv').

If your file does not meet these requirements, the system will not accept your file for uploading.

When a File is successfully uploaded, a **Success** message will display on screen, inclusive of a **Claims File Reference Number**.

The **Reference Number** will also be sent as a confirmation email.

Home > Batch Upload

Success

You will be sent an email when it is processed.

Your Claims File Reference Number is 0128251020191223256

Close

Only after being successfully uploaded, are files then validated and processed by the system. If the uploaded file is not in the correct **CSV File Format** it will be identified as invalid and rejected by the system.

Both **approved** and **rejected** claims will display in your **Batch Download** file.