

Submitting a Claim to DSS for Payment

Disability Case Portal (DCP)

Autism Advisor or Better Start Information and Registration Service

This task card will take you through the process of submitting a Claim to DSS for payment. The claim must already be created in FOFMS and have a status of Ready for Submission.­­

## Portal Access:

Access the internet and log in to DCP at <https://portal.dss.gov.au/fofmsportal> ­­

| Steps | Actions |
| --- | --- |
|  | Navigate to the **Case Claims** tab and click on the **Query Icon**  (Query) icon.  Case Claims List |
|  | Click the Claim Status drop-down and select **Ready for Submission**.Click on the Go icon (Go) icon.  C:\Users\AT0038\Desktop\ClaimStatus.jpg |
|  | All claims with a status of **Ready for Submission** will then appear in the list view. Highlight over the claim that requires submission.  Case Claim List |
| **4** | Check all fields are correct and then to submit the claim, click the Claim Status drop-down  and select **Submitted.**  .Case Claim details |
| **5** | Click on the Menu Icon (Menu) icon and select **Save Record**.  Save record option |

# Need Help?

For further assistance please contact the [GPS Helpdesk](mailto:GPS.Helpdesk@communitygrants.gov.au) on 1800 020 283 or email [GPS.Helpdesk@communitygrants.gov.au](mailto:GPS.Helpdesk@communitygrants.gov.au)