1.1. Custom App - Upload Documentation

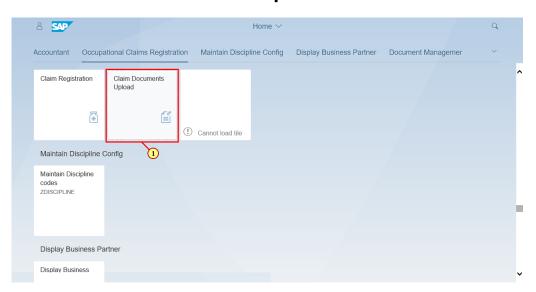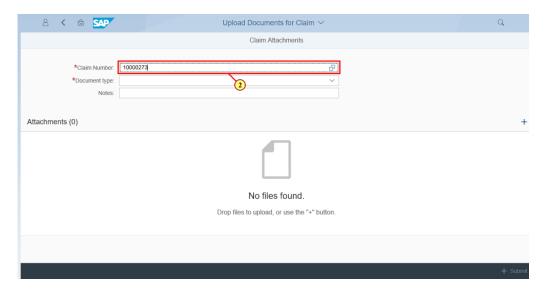| |
|---|
| **Purpose** |
| The purpose of this transaction is to upload missing documents on an employee's claims. |
| **Business Scenario** |
| In this scenario the employer submits missing or required documents for the claim. |
| **Prerequisites** |
| The following prerequisites are applicable when processing this transaction:

 • An existing claim.
 • Missing claim documentation. |

1.1.1. Home - Internet Explorer

Step	Action
[1]	Click on the **Claim Registration** Claim Documents Upload to access the transaction.

1.1.2. Upload Documents for Claim - Internet Explorer

Step	Action
[2]	Enter **10000273** in the **Claim Number** field.

1.1.3. Upload Documents for Claim - Internet Explorer

| | When the Claim Number is entered, the attachments for this claim are displayed.

This function can also be used to check the Claim Status and further information, such as missing documents. |
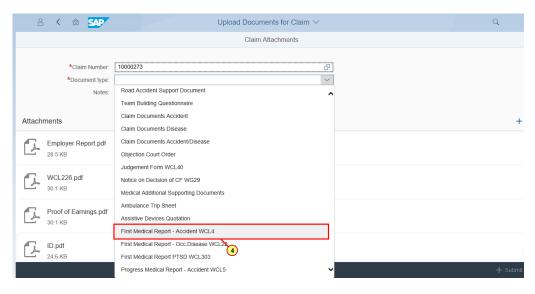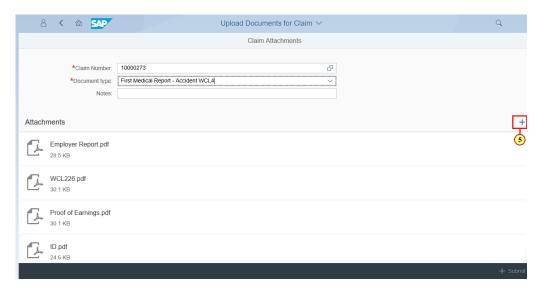
Step	Action
[3]	Click the **Document Type** ⌄ **drop down option** button to display the available list.

1.1.4.   Upload Documents for Claim - Internet Explorer

Step	Action
[4]	Click on the **First Medical Report - Accident WCL4** First Medical Report - Accident WCL4 option.

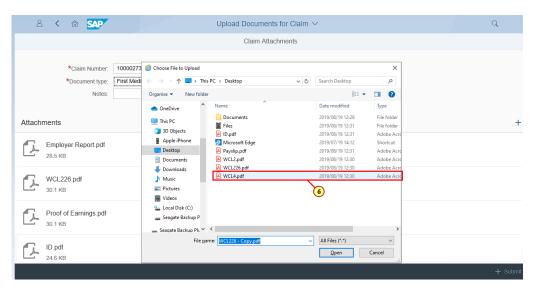## 1.1.5.   Upload Documents for Claim - Internet Explorer

	If any notes are required when attaching a document, this information can be populated in the **Notes** field.

Step	Action
[5]	Click the **Add** ✛ button to add a document.

1.1.6. Choose File to Upload

Step	Action
[6]	Double-click the **WCL4.pdf** 📄 WCL4.pdf document to upload the file.

1.1.7. Upload Documents for Claim - Internet Explorer

Step	Action
[7]	Click the **+ Submit** button to submit the documentation.

1.1.8. Upload Documents for Claim - Internet Explorer

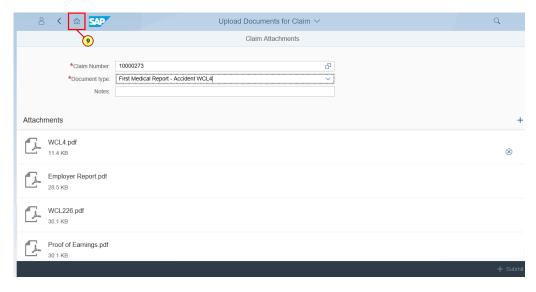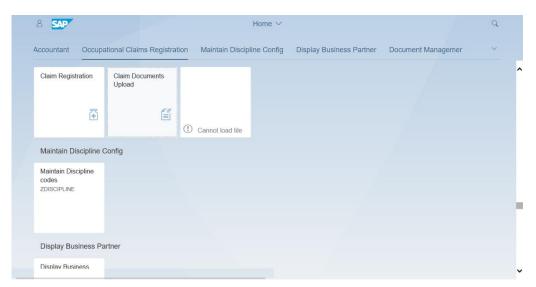|	Please take note of the message displayed in the pop-up window.
	This means the document has been uploaded successfully for the claim.

Step	Action
[8]	Click the **OK** OK button to acknowledge the message.

1.1.9.   Upload Documents for Claim - Internet Explorer

Step	Action
[9]	Click the **Home** button to return to the launchpad.

1.1.10.   Home - Internet Explorer

Well done! You have successfully completed uploading a document for a claim.