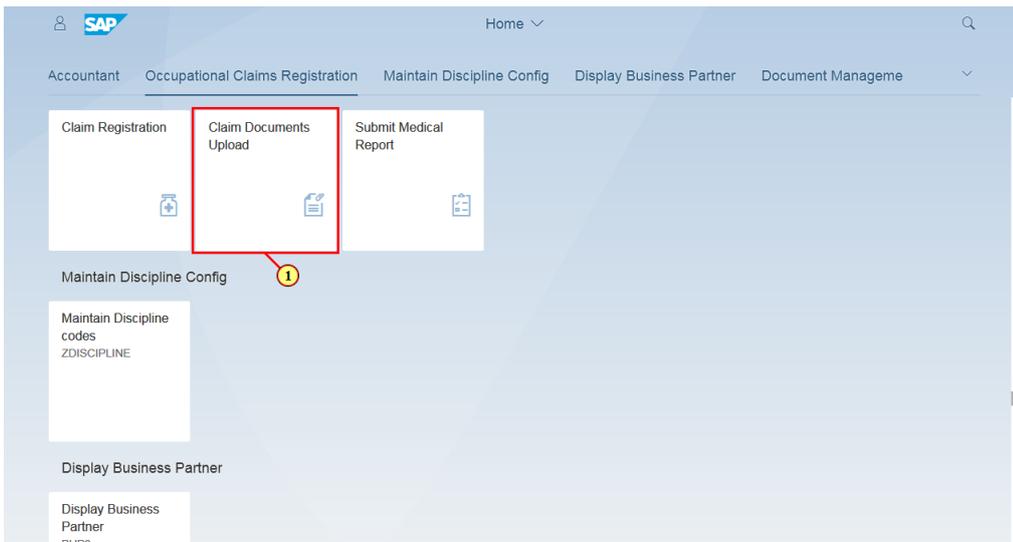




## 1.1. Custom App - Upload Documentation by Employer

<b>Purpose</b>
The purpose of this transaction is to upload missing documents on an employee's claims.
<b>Business Scenario</b>
In this scenario the employer submits missing or required documents for the claim.
<b>Prerequisites</b>
The following prerequisites are applicable when processing this transaction: <ul style="list-style-type: none"><li>• An existing claim.</li><li>• Missing claim documentation.</li></ul>

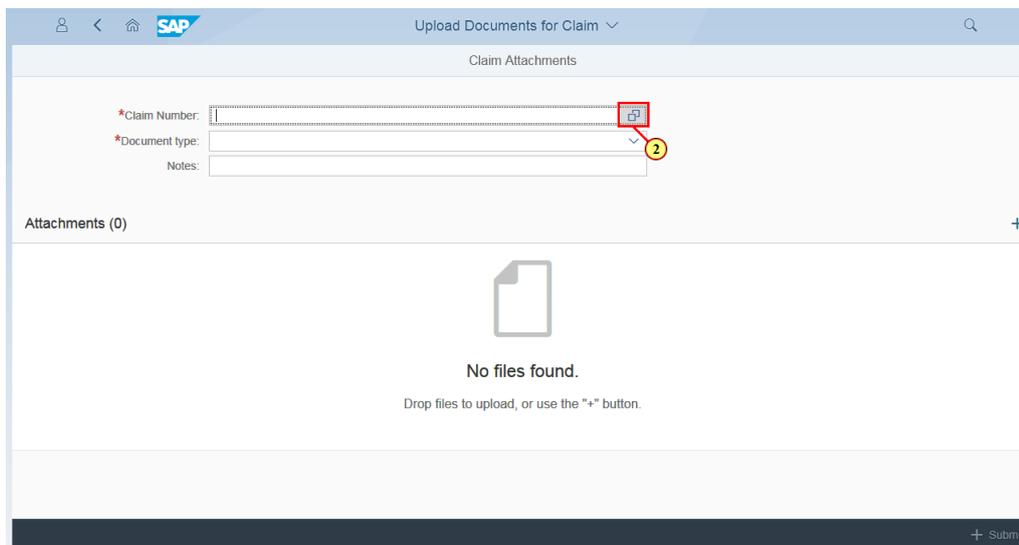
### 1.1.1. Home - Internet Explorer



Step	Action
[1]	Click the <b>Claim Documents Upload</b> transaction.

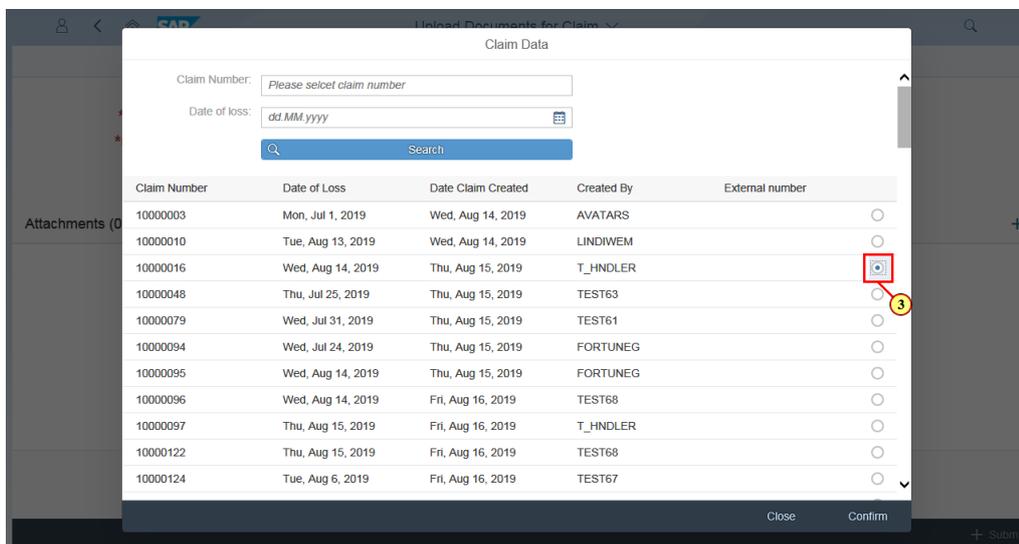


### 1.1.2. Upload Documents for Claim - Internet Explorer



Step	Action
[2]	Click the <b>Claim Number</b>  <b>possible entries</b> button to search for the required value.

### 1.1.3. Upload Documents for Claim - Internet Explorer

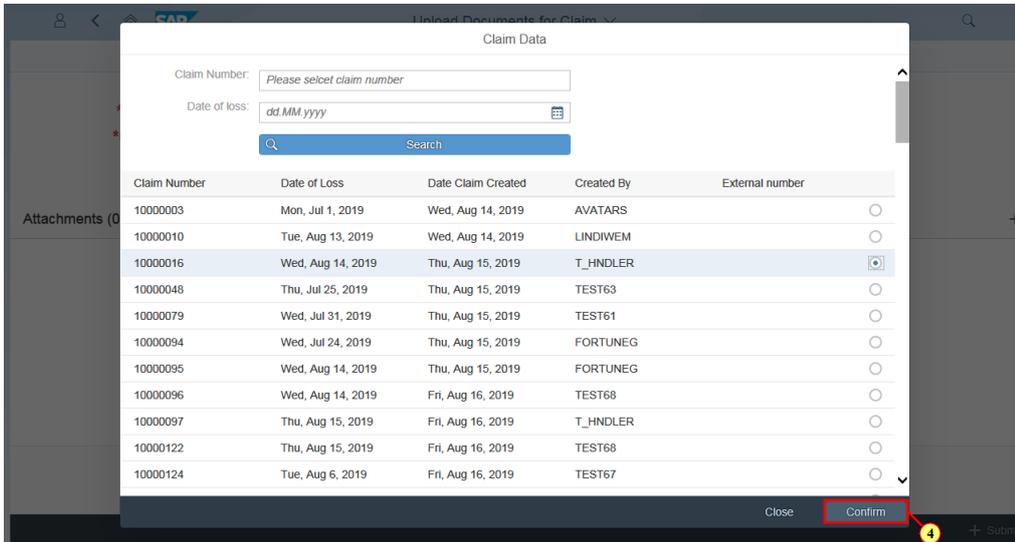


 You can use the search function available if the Claim Number is not displayed in the list below.



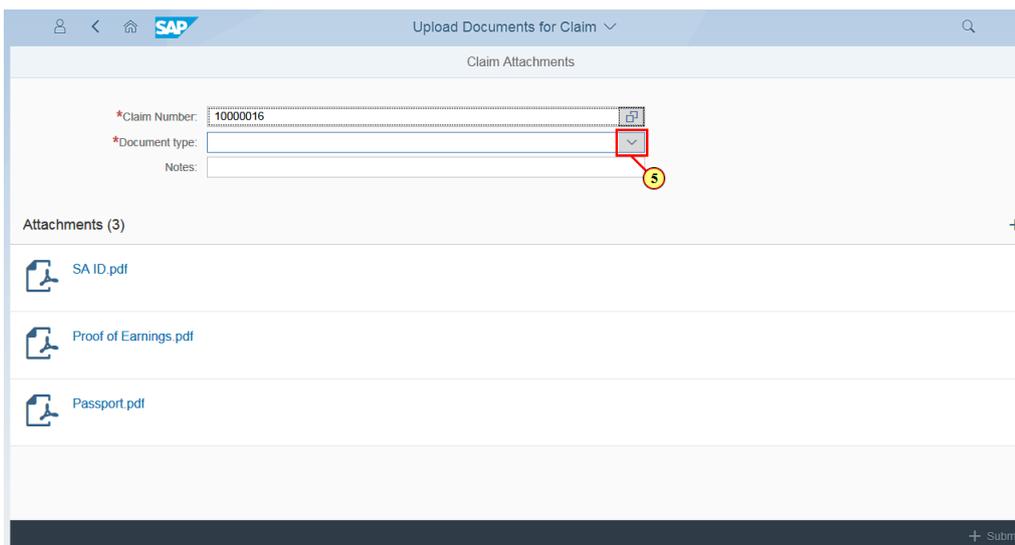
Step	Action
[3]	Click to select the <b>Claim Number</b>  radio button.

### 1.1.4. Upload Documents for Claim - Internet Explorer



Step	Action
[4]	Click the <b>Confirm</b>  button to accept the selection.

### 1.1.5. Upload Documents for Claim - Internet Explorer

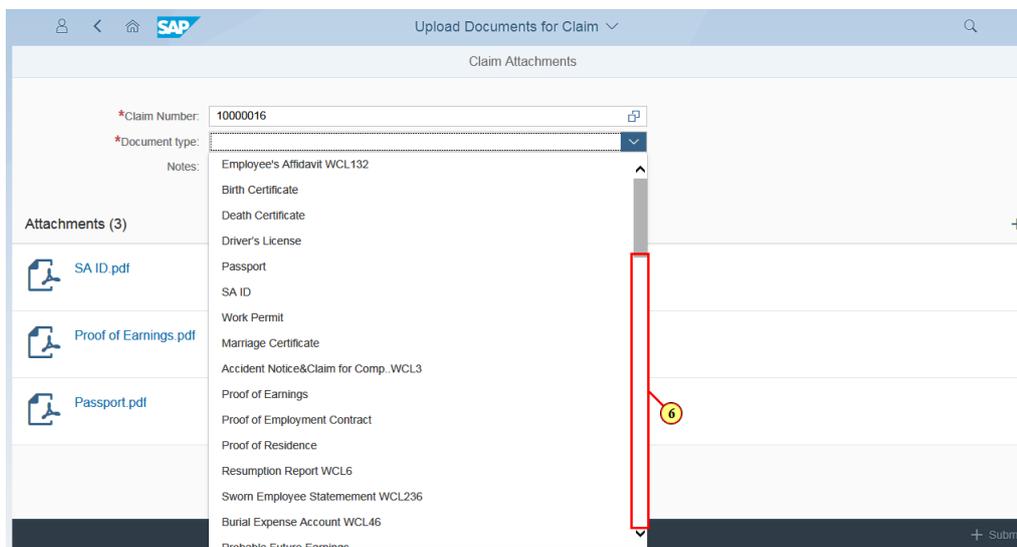




 When the Claim Number is entered, the attachments for this claim are displayed.  
This function can also be used to check the Claim Status and further information, such as missing documents.

Step	Action
[5]	Click the <b>Document type</b>  <b>drop down option</b> button to display the available list.

### 1.1.6. Upload Documents for Claim - Internet Explorer



 The drop down list displays the different types of documents that can be uploaded.

Step	Action
[6]	Click in the <b>area below the scroll bar</b> to scroll down.



### 1.1.7. Upload Documents for Claim - Internet Explorer

Step	Action
[7]	Click the <b>First Medical Report - Accident WCL4</b> option to select it.

### 1.1.8. 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
[8]	Click the <b>Add</b>  button to add a document.

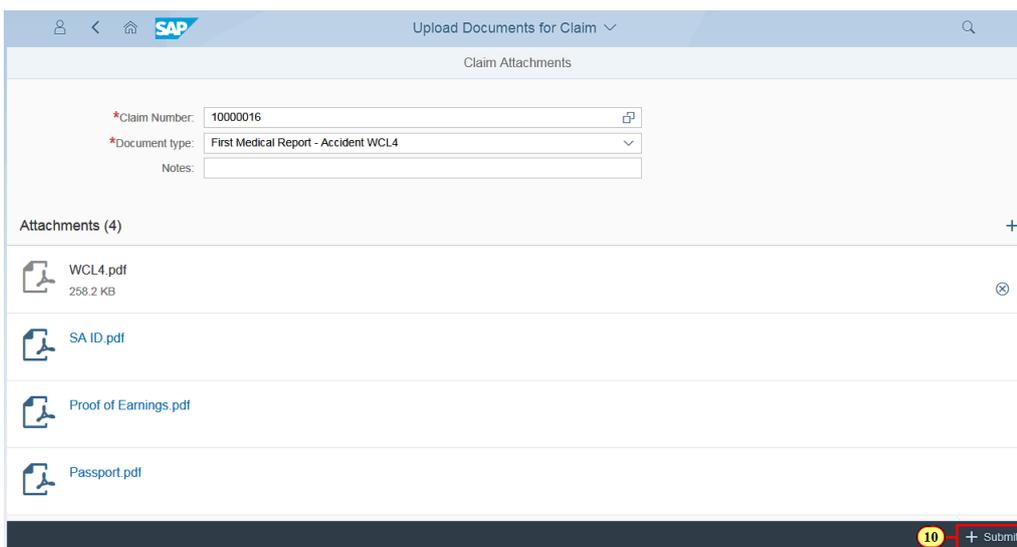
### 1.1.9. Choose File to Upload



Step	Action
[9]	Double-click the <b>WCL4.pdf</b>  <b>WCL4.pdf</b> document to upload the file.

	<b>Filename Length:</b> The file name length may not exceed 54 characters.
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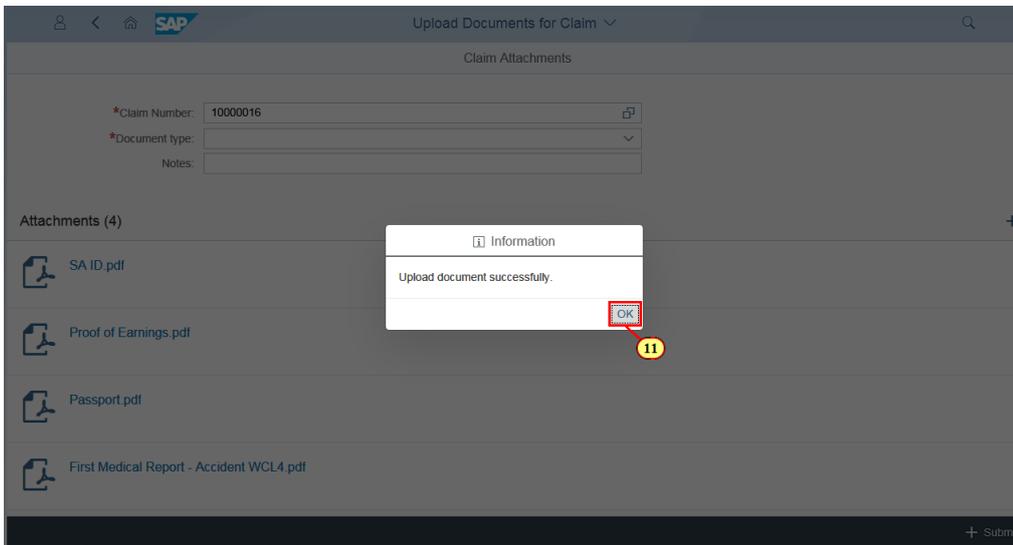
### 1.1.10. Upload Documents for Claim - Internet Explorer





Step	Action
[10]	Click the <b>Submit</b>  button to submit the documentation.

### 1.1.11. 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.
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Step	Action
[11]	Click the <b>OK</b>  button to acknowledge the message.



## 1.1.12. Upload Documents for Claim - Internet Explorer

Step	Action
[12]	Click the <b>Home</b>  button to return to the Launchpad.

## 1.1.13. Home - Internet Explorer

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