Submitting a Claim to DSS for Payment

Disability Case Portal (DCP)

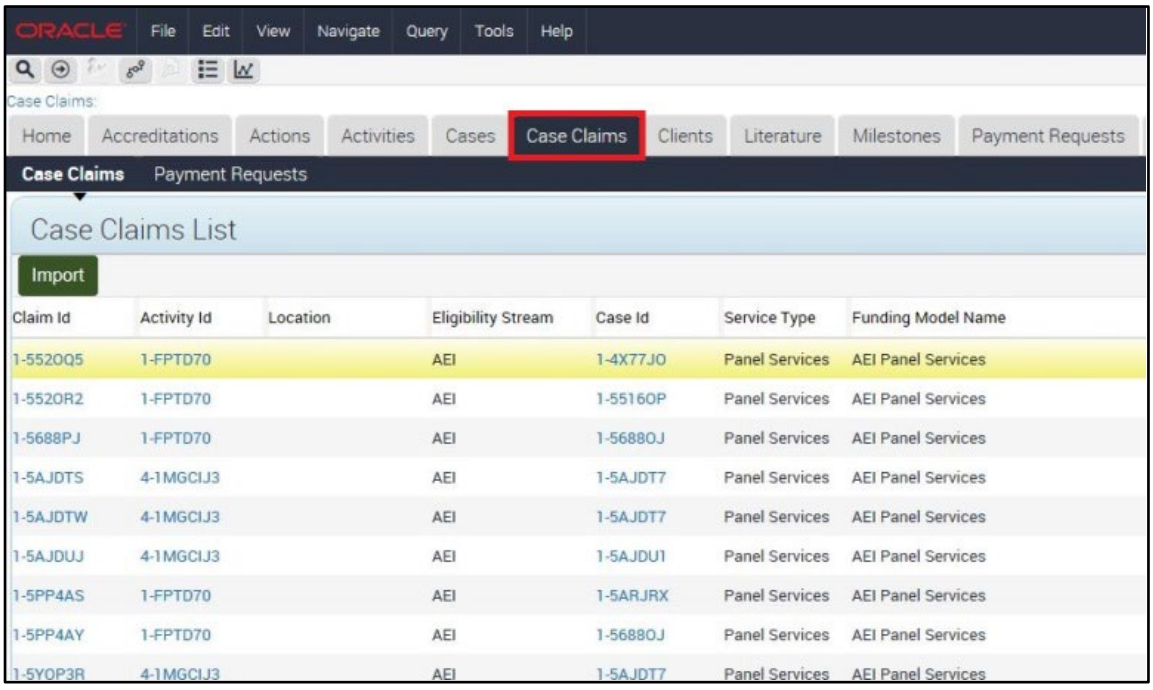
Autism Advisor or Better Start Information and Registration Service

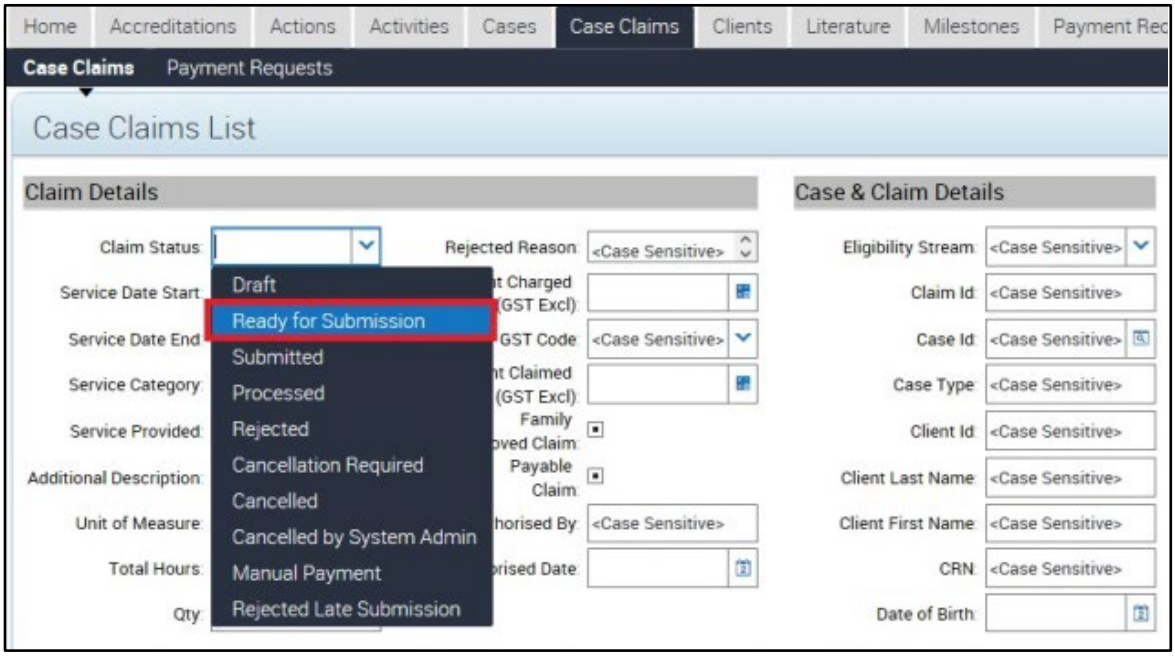
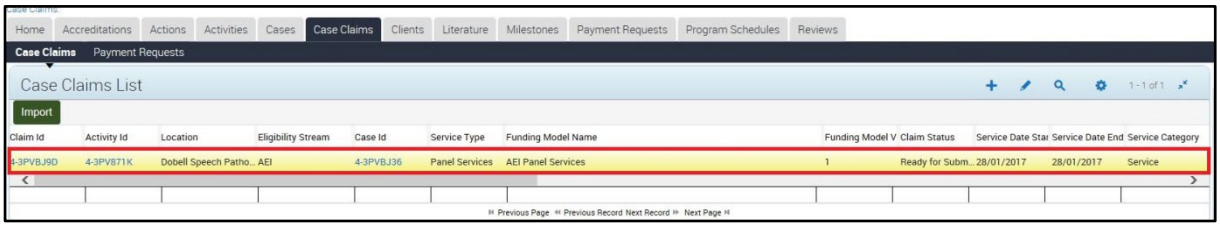
This task card will take you through the process of submitting a Claim to DSS for payment. The claim must already be created in FOFMS and have a status of Ready for Submission.

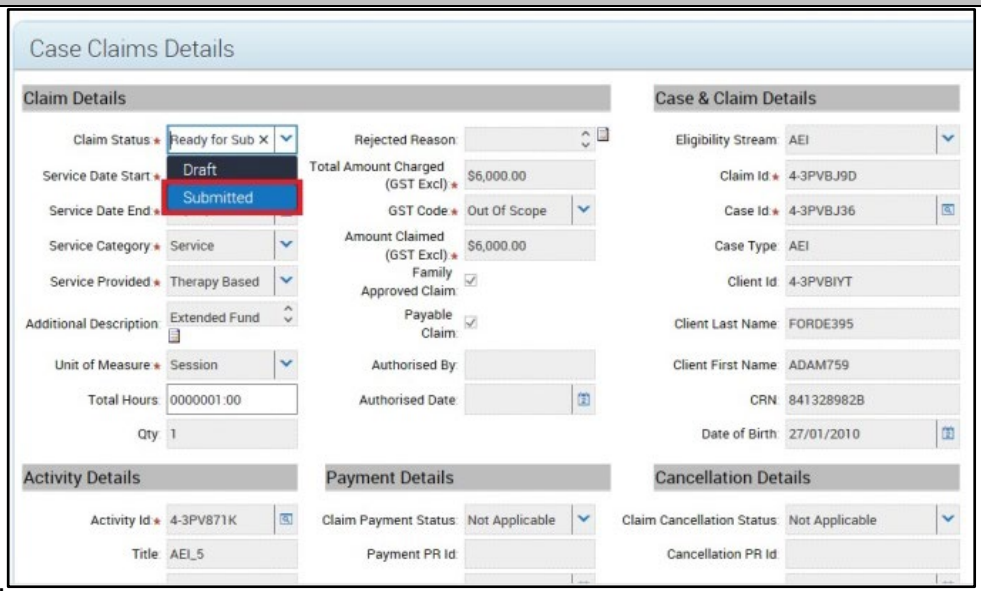
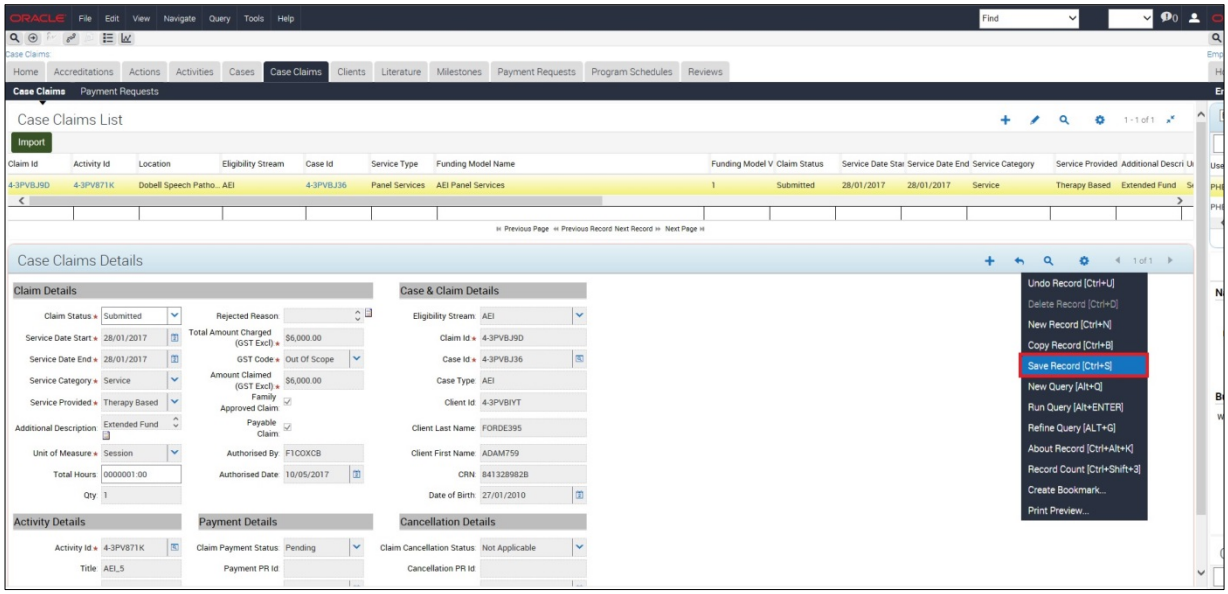
Portal Access:

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

Steps	Actions
1	Navigate to the **Case Claims** tab and click on the (Query) icon.



Steps	Actions
2	Click the Claim Status drop-down and select **Ready for Submission**.Click on the (Go) icon. 
3	All claims with a status of **Ready for Submission** will then appear in the list view. Highlight over the claim that requires submission. 
4	Check all fields are correct and then to submit the claim, click the Claim Status drop-down and select **Submitted.**

Steps	Actions
	
5	Click on the (Menu) icon and select **Save Record**. 

Need Help?

For further assistance please contact the GPS Helpdesk on 1800 020 283 or email GPS.Helpdesk@communitygrants.gov.au