



The Claim Application Process in ADMS

This process shows how Employers using the Apprenticeships Data Management System (ADMS) can complete their Wage Subsidy Claim Applications.

1. ADMS will automatically generate a Claim Application.
2. If you are eligible, you will receive an email notification inviting you to make a claim.
3. When you’re ready, go to ADMS and use your myGovID Digital Identity to log in.
4. Complete the Claim Application for your Apprentice, including uploading any supporting evidence.
5. Confirm all the details are accurate.
6. Submit your Claim Application. ADMS will calculate the subsidy amount you are eligible for.
7. You will be contacted if more information is required to process your Claim Application.
8. Once the claim has been finalised, you will receive an email notification with the outcome.

For more information about completing your Claim Application, please visit the [Australian Apprenticeships](https://www.australianapprenticeships.gov.au/about-adms) website.