

Submitting a Claim Application Checklist

Work through the checklist, and you’re all set to claim your Wage Subsidy!

## Preparing to make a claim

Before making your claim, make sure you:

[ ]  Create a Digital Identity with [myGovID](https://www.mygovid.gov.au/).

[ ]  Link your myGovID Digital Identity to your business using [Relationship Authorisation Manager](https://info.authorisationmanager.gov.au/).

[ ]  Register for an ADMS account on the [ADMS Portal](https://auth.dis.gov.au/adfs/ls/?wtrealm=urn:mvc:esam&wa=wsignin1.0&wreply=https://ecsn.gov.au/ESAM/Account/SelfRegister?a%3Db56ce0bb-7328-4ad4-a08c-1f4eb3fac43c&RedirectToIdentityProvider=urn:sts:custom:exchangests:prod:ip2:cl2:ba).

[ ]  Make sure you have evidence of wages paid to your apprentice handy. This could be payment summaries, payroll prints or individual payslips.

[ ]  Make sure your Network Provider has your preferred bank account details.

## Making a claim

Once you’re ready to make you claim, you should:

[ ]  Log into ADMS.

[ ]  Find your Claim Application in ADMS and fill out the form.

[ ]  Submit your training plan if you haven’t previously.

[ ]  Upload your wage evidence.

[ ]  Submit your form.

# Support

For assistance with your Claim Application in ADMS contact your Australian Apprenticeship Network Provider.

For feedback on this Knowledge Article, contact ADMSEngagement@dese.gov.au.