

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](mailto:ADMSEngagement@dese.gov.au).