BENEFITS CLAIM BASED: APPLICATION SUBMISSION
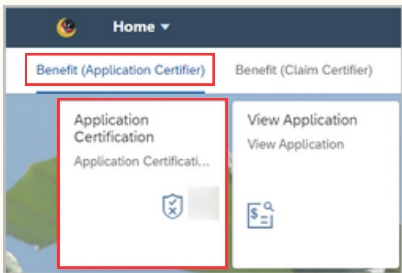## Role: Application Certifier

This module processes payments of employee's (benefits) claims, subject to Department's final approval.
Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

Below are the quick guide for Benefit Claim Based module:
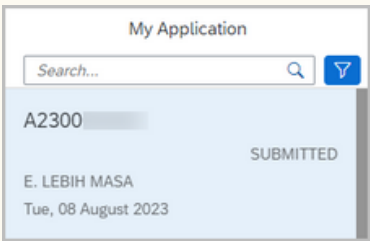
Certify Application Submission

❶ Click on **Application Certification** tile.

❷ Select an **Application Transaction ID**.

❸ Fill in the **validity period Start** and **End date.**

❹ Navigate to **Attachment** tab and click on **Display** button to view.

❺ Navigate to **Notes** tab to view **Notes**.

❻ Click on **History** tab to view the application history.

❼ Tick **Declaration** checkbox and click on **Certify** button.

❽ Input required **notes** and click on **Certify** button.

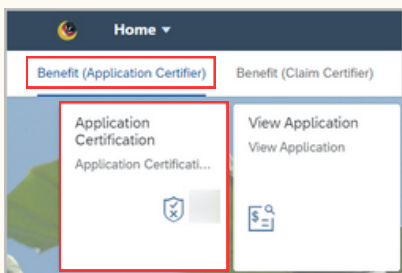# BENEFITS CLAIM BASED: APPLICATION SUBMISSION
Role: Application Certifier

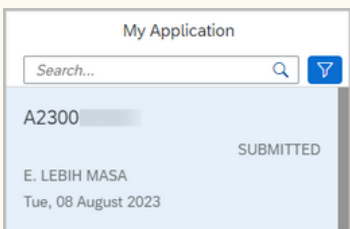## Rework Application Submission
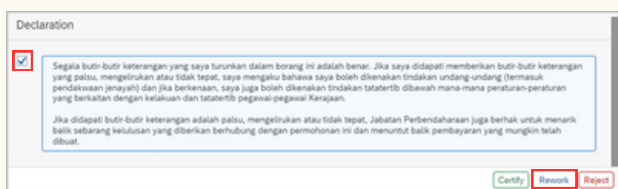
❶ Click on **Application Certification** tile.

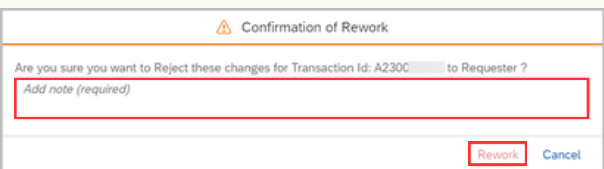**❷** Select the correct **Application Transaction ID.**

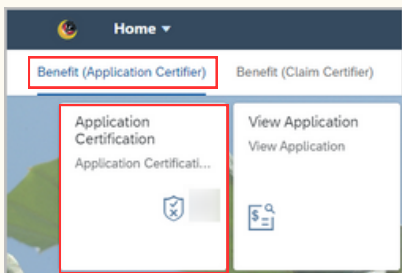**❸** Tick **Declaration** checkbox, click on **Rework** button.

❹ **Input required notes** and Click on **Rework** button.
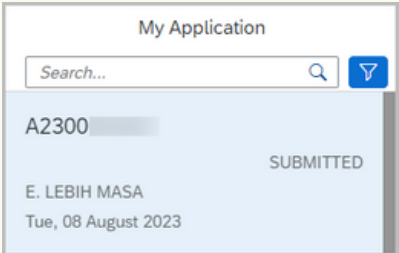
Reject Application Submission
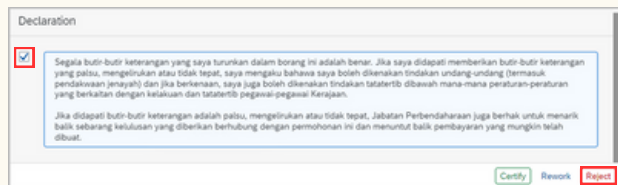
❶ Click on **Application Certification** tile.

❷ Select the correct **Application Transaction ID.**
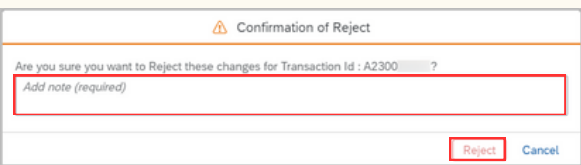
❸ Tick **Declaration** checkbox and click on **Reject** button.

❹ **Input required notes** and click on **Reject** button.

Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based: Application Certifier User Guide** is available on **SSM Intra Website**: https://psd.intra.gov.bn/ssm/