

BENEFITS CLAIM BASED: CLAIM SUBMISSION

Role: Claim Certifier

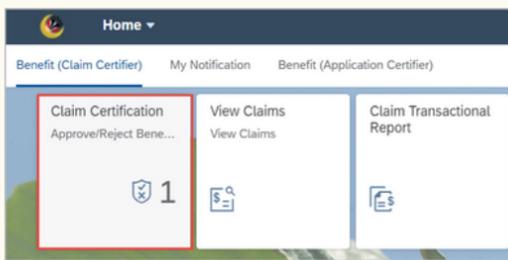


This module processes payments of employee's (benefits) claims, subject to Department's final approval. Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

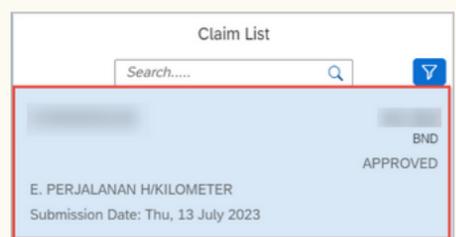
Below are the quick guide for Benefit Claim Based module:

Certify Claim Submission

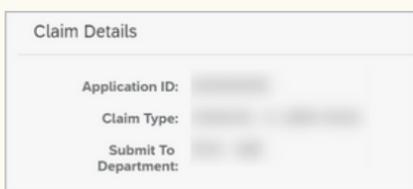
1 Click on **Claim Certification** tile.



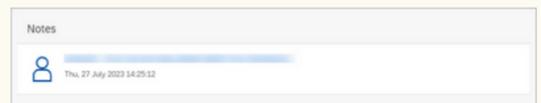
2 Select a **Claim Transaction ID**.



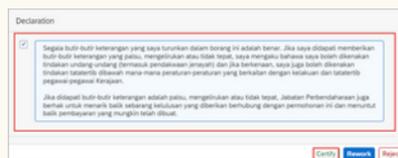
3 Review **Claim Form Details**.



4 Review **uploaded Documents and Notes**.

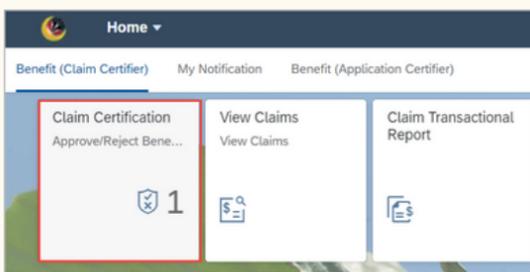


5 Tick **Declaration** checkbox and click on **Certify** button.

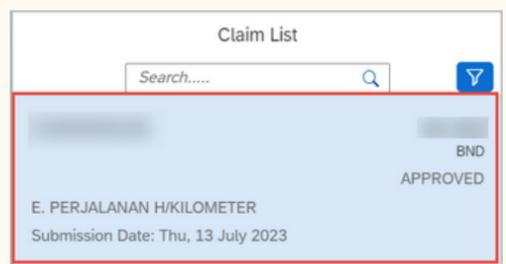


Rework Claim Submission

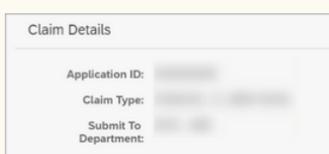
1 Click on **Claim Certification** tile.



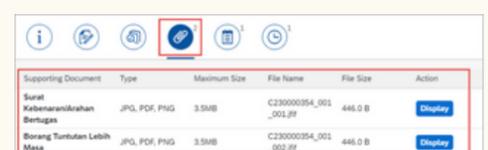
2 Select the correct **Claim Transaction ID**.



3 Review **Claim Form Details**.



4 Review the **uploaded documents**.



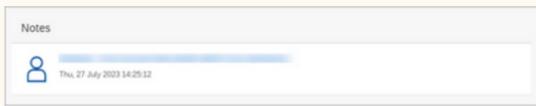
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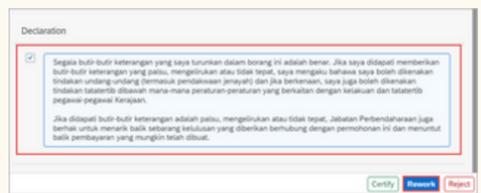
5

Review the **Notes**.



6

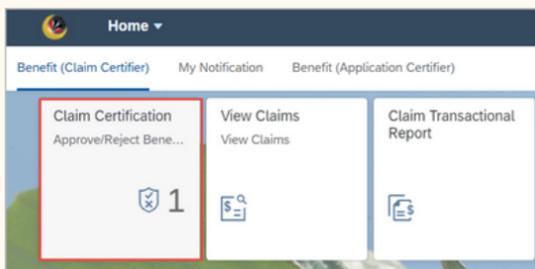
Tick on **Declaration** checkbox and click on **Rework** button.



Reject Claim Submission

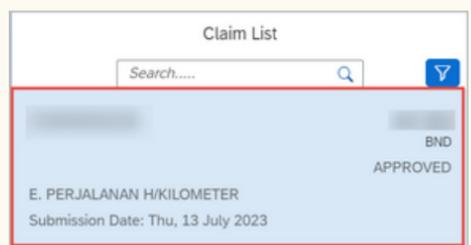
1

Click on **Claim Certification** tile.



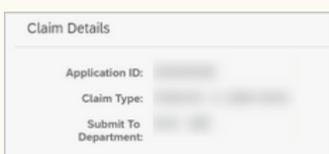
2

Select **Claim Transaction ID**.



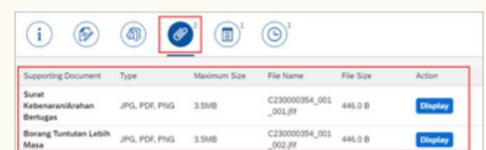
3

Review **Claim Form Details**.



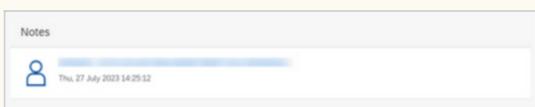
4

Review the **uploaded documents**.



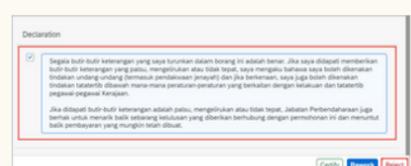
5

Review the **Notes**.



6

Tick on **Declaration** checkbox and click on **Reject** button.



Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based: Claim Certifier User Guide** is available on **SSM Intra Website**: <https://www.jpa.gov.bn/SSM>