

**BENEFITS CLAIM BASED:
CLAIM SUBMISSION**
Role: Claim Verifier

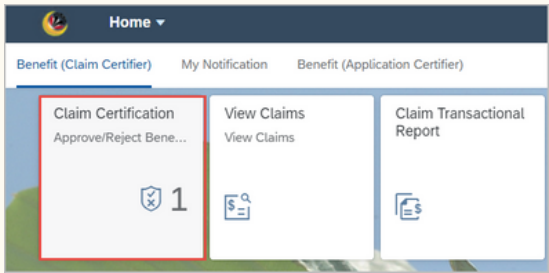


This module processes payments of employee's (benefits) claims, subject to Department’s final approval.
Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

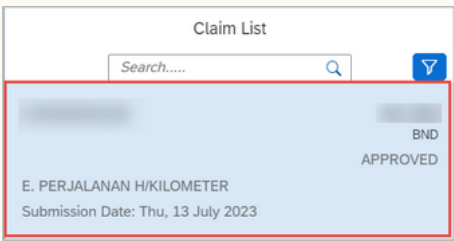
Below are the quick guide for Benefit Claim Based module:

Verify Claim Submission

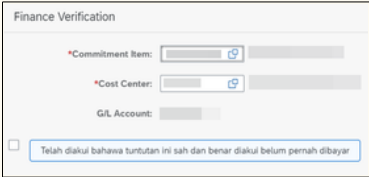
1 Click on **Claim Verification** tile.



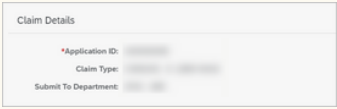
2 Select a **Claim Transaction ID**.



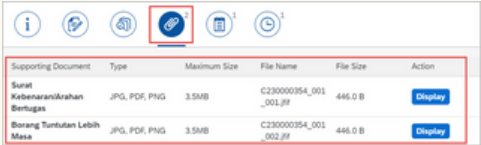
3 Verifier may adjust the **auto-filled fields** under **Finance Verification** accordingly & **tick checkbox**



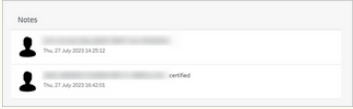
4 Review the **Claim Form Details**.



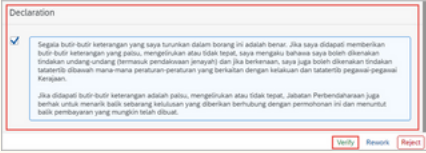
5 Review the **uploaded documents**.



6 Review the **notes**.

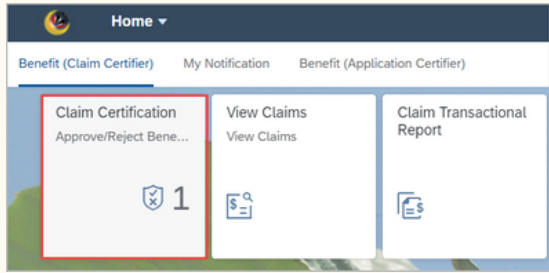


7 Tick **Declaration** checkbox and click on **Verify** button.

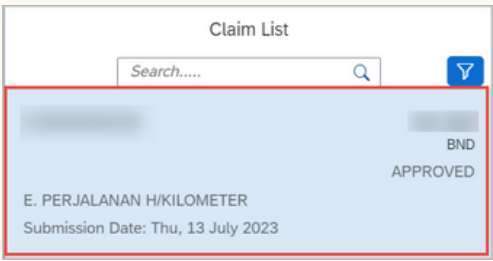


Rework Claim Submission

1 Click on **Claim Verification** tile.



2 Select a **Claim Transaction ID**.



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3

Review the **Claim Form Details**.

4

Review the **uploaded documents**.

5

Review the **notes**.

6

Select a **user role** to **rework** the application to.

7

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

Reject Claim Submission

1

Click on **Claim Verification** tile.

2

Select a **Claim Transaction ID**.

3

Review the **Claim Form Details**.

4

Review the **uploaded Documents**.

5

Review the **Notes**.

6

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

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