User guide: How to download a remittance advice

The purpose of this user guide is to explain how to download a remittance advice from the s100 HSD Co-payment Program Portal (the Portal). Following a payment, remittance advice is emailed to the pharmacies Primary Contact, however, it is also available to be downloaded from the Portal once the application status is 'Closed'.

1. Sign into the S100 HSD Co-payment Program Portal and go to **My Applications** page.

2. Under Application Summary, click the application that you want to download a remittance advice for. A remittance advice will only be available to download if the application Status is 'Closed.'

3. Click the email icon **Communications** located below the Application Summary.

Application S100HSD000799

Application summary   View submitted application

Application title	S100HSD - Test Pharmacy Barton Headquarter	Status	Closed
Program name	S100 HSD Co-payment Program	Submitted date	16/01/2022
Applicant	Test Pharmacy Barton Headquarter	Approved date	16/01/2022
Funding to	Test Pharmacy Barton Headquarter		

[👥 Participants]   [✏ Reports]   [$ Payments]   [✉ Communications]

4. In the Communications field, there will be a line item titled 'Guild Solutions - s100 HSD Claim Remittance'. Click **Open**. The remittance advice will be downloaded to your computer.

Communications

Communication	Received Date	Actions
Guild Solutions - ACTION REQUIRED: Please resubmit Application ID S100HSD000799	16/01/2022	
Guild Solutions - S100 HSD Claim Remittance - Claim S100HSD000799	17/01/2022	Open
Your Application has been Submitted	13/01/2022	

📞 If you require further assistance, please visit www.s100.guildsolutions.com.au, contact the s100 HSD Co-payment Program Support Team on (02) 6270 1614, or email guild.solutions@guild.org.au.