



Section 100 (s100) HSD Co-payment Program

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.



Account details

My Applications

New Application

Home >

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.'

My Applications

Filter by Applicant

All Applicants

Filter by Application ID

Filter by Status

All Statuses

Clear Filter

Application Summary	Application ID	Status	Status Date
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001532	In Progress	24/05/2023
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001528	Closed	22/05/2023
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001526	Draft	20/05/2023
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001525	Draft	19/05/2023
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001524	Draft	19/05/2023
S100HSD - THE PHARMACY GUILD OF AUSTRALIA	S100HSD001523	Draft	19/05/2023

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.