



S100 HSD CO-PAYMENT PROGRAM PORTAL

How to Submit an Application for Payment

Updated 21 December 2021

Submitting an Application for payment:

1. Sign into the [S100 HSD Co-payment Program Portal](#) and tap on **New Application** on the top left-hand of the screen. View program information and click **Continue** at the bottom of the page.

Application Summary	Application ID	Status	Status Date
S100HSD - [REDACTED]	S100HSD0000083	Draft	5/06/2020
S100HSD - [REDACTED]	S100HSD0000082	Submitted	5/06/2020
S100HSD - [REDACTED]	S100HSD0000081	Submitted	5/06/2020

2. Enter pharmacy's ABN. If applicable, select the pharmacy. Select the **S100 Co-payment Program** in Program Selection. On the next page, confirm pharmacy eligibility.

New Application

Program selection ⓘ

Please enter your pharmacy's ABN (Australian Business Number)

ABN *

3. Enter the S100 HSD Co-payment Prescription details.
You can enter the **Individual Prescription Details** directly into the portal, by uploading the **S100 HSD Claim Template**, or a mixture of both.

Please note: There is a maximum of 100 prescriptions per application, regardless of the method chosen to provide them.

To add Individual Prescription Details

To enter each prescription details directly into the portal, simply follow the prompts and tap **Add Another** to add multiple prescription co-payment claims. Once you have entered all the prescription co-payment claims, select **Save and Continue**.

*The drop-down fields also allow you to start typing to make it easier to choose your selection.

To upload the S100 HSD Claim Template

To upload the Claim Template:

- Select the **+ Add files** button
- Browse to find the completed S100 HSD Claim Template
- Select **Open** to attach the file.

*Please note: Each file can be no larger than 2MB. If you upload a file by mistake you can simply remove it by selecting the **Remove** button.*

4. Enter the **Primary Application Contact** details. This would be the contact details for the person that should receive all claim correspondence, including claim submission confirmation emails and payment remittance advices.

*Please note: You will only need to enter the **Primary Application Contact** details for the first claim only. Thereafter you can autocomplete by clicking the **Use my Details** icon at the top of the page.*

5. Complete Declaration and submit Application.

If you require further assistance, please visit www.s100.guildsolutions.com.au, contact the S100 HSD Support Team on (02) 6270 1614 or email guild.solutions@guild.org.au.