# Fact Sheet: Overview of Employer Claim Applications in ADMS

This fact sheet introduces the components and process for Employers completing claim applications in ADMS. Use this fact sheet along with the other ADMS help and support resources to submit claim applications.

ADMS Home screen

Once you have received a notification that you can lodge a claim application, you will need to log into ADMS.
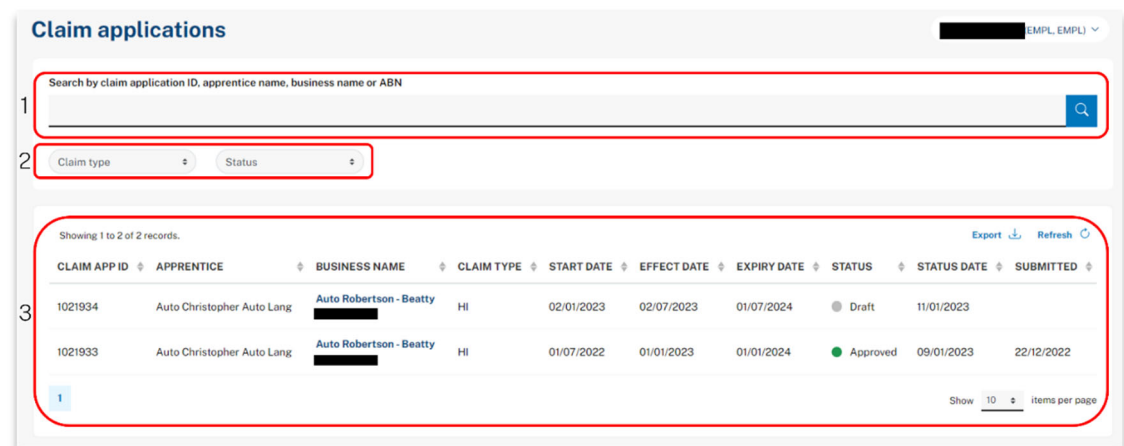
After you have logged into ADMS, you will see the ADMS home screen. To access your claim applications, click the 'View employer claim applications' button in the Actions section of the home screen.
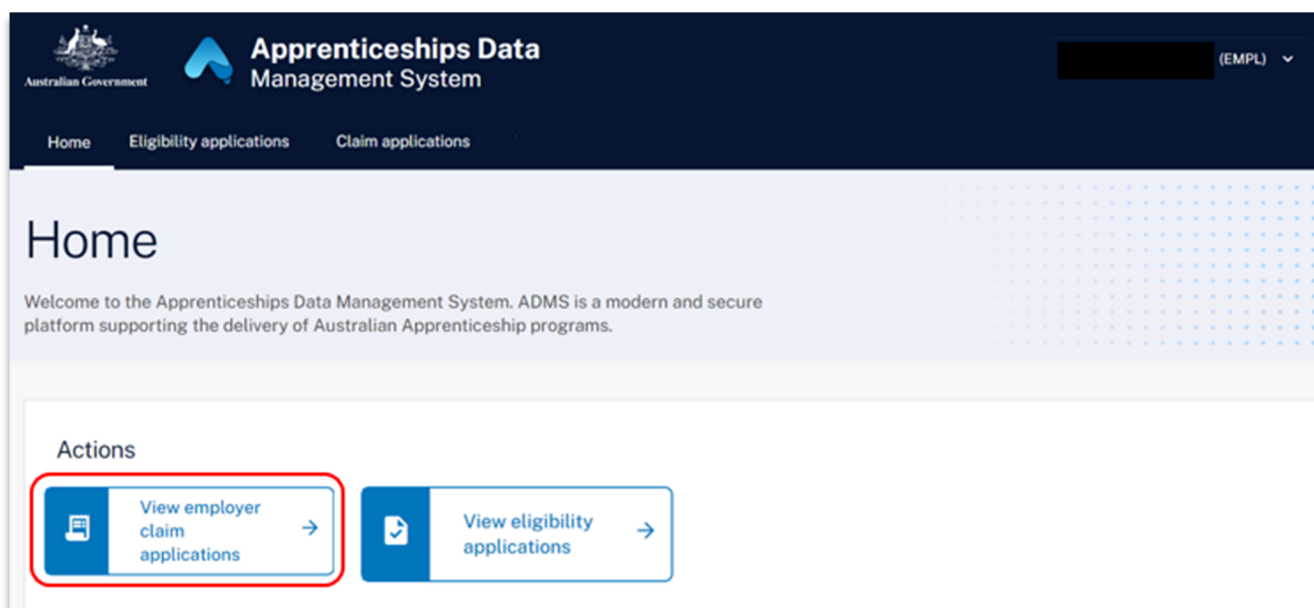
NOTE: Your Australian Apprenticeships Support Network (AASN) provider can help you with your claim application. Head to the Apprenticeships website to learn more about your AASN provider.

Claim applications list

The Claim Applications list displays all available claims. This page has three main parts:

Number	Name	Description
1	Search Bar	Use the Search Bar to search for a specific claim application using the application ID, apprentice name, business name or ABN.
2	Filter	Filter to limit the claim applications that appear in the list below based on the Status or Claim Type. For example, you can filter the list so that only Priority Wage Subsidy Claim Applications in 'Draft' status are displayed.
3	Claim List	The Claim List shows claims available for you to complete, and all claims previously submitted. To help you find claim applications quickly and easily, you can sort the claim list in ascending or descending order by any of the columns displayed: • Claim Application ID • Apprentice name • Business name • Claim type • Start date • Effect date • Expiry date • Status • Status date • Submitted date To sort, just click the up and down arrows next to the column heading. To reverse the sort order, click them again. You cannot sort the Claim List if there are more than 5,000 records.

Claim application

Clicking on an entry in the Claim list will open the claim application. When completing your claim application, you will need to add information and evidence to support your claim before submitting. You can edit an application when its status is "Ready", "Draft", or "Returned". You can view, but not

edit an application when its status is "Submitted", "Assessment", "Verified", "Approved", "Rejected", "Withdrawn" or "Ineligible".

For further information about fields or statuses, please visit the Apprenticeships website.

The claim application contains the following sections:

Apprentice details

The Apprentice details section displays the Australian Apprentice's name and key information about the qualification they are working towards.
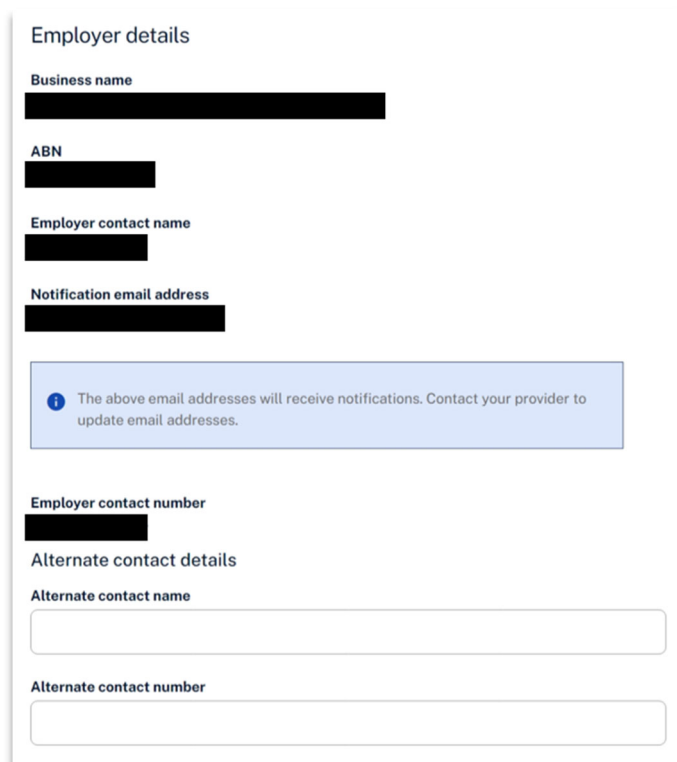
Apprentice details

Name
██████████

Qualification

Qualification (Code, AQF Level & Title)
Electrotechnology Electrician

Apprenticeship commencement date
22 Jun 2021

Expected completion date
21 Jun 2025

Employer details

The Employer details section displays key information about the business. In this section you can add an alternate contact for the business.

Employer details

Business name
████████████████████

ABN
███████████

Employer contact name
██████████

Notification email address
████████████

ℹ The above email addresses will receive notifications. Contact your provider to update email addresses.

Employer contact number
████████

Alternate contact details

Alternate contact name
[   ]

Alternate contact number
[   ]

Bank account/Payee bank account

The Bank account section is where you can select which of your bank accounts you want the claim to be paid into. Contact your Australian Apprenticeships Support Network (AASN) provider if you need to add or update a bank account.

Claim information

The Claim information section will display on some claim applications. This section includes information about the claim, including the claim type, claim amount, claim effect date, and any claim instructions.

Claim details

The Claim details section is where you enter key information about the claim. Depending on the type of claim, you may be asked to include information such as any other Australian government wage subsidies you receive in relation to the Australian Apprentice, or you may be asked to upload training evidence if you have not previously provided it.

Comments

Some claim applications include a comments section. This section is where you can include additional information that your Australian Apprenticeships Support Network (AASN) provider can view when they assess your claim application.

Comments

Additional comments/notes
These comments will be visible to your AASN Provider for when they compete their assessment of this claim application.

3000 characters left

Wage evidence

Claim applications for wage subsidies include this section. This is where you upload evidence of wages paid to the Australian Apprentice during the Claim Period.

Wage evidence

Provide evidence of wages paid for the period from 01 Jul 2023 to 30 Sep 2023 to support your claim application.

Wage evidence that substantiates the gross wage amount paid to the Australian Apprentice during the claim period must be provided. This can be in the form of a payroll print, time and wages sheets, payslips or payroll summaries which must be able to confirm:

- the legal name or Australian Business Number (ABN) of the employer making the claim for the Priority Wage Subsidy; and
- Australian Apprentice Name; and
- a date range aligning to the period claimed for in this claim application; and
- gross wage amount.

> ℹ️ **Important**
> Before uploading your wage evidence, please read through the training and support documentation on providing wage evidence for your claim at www.australianapprenticeships.gov.au/about-adms ↗.

⬆️

Choose file(s)

or drag and drop files here to upload.
Each file must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc, docx, ppt or pptx file under 5Mb.

Date from	Date to	Amount	Attachment		
(required)	(required)	(required)			
01 Jul 2023 📅	30 Jul 2023 📅	$ 3500	Payslip.pdf	⬇️	🗑️

Delete all

Gross amount recorded $3,500.00

Upload document evidence

Some claim applications will include this section, which you can use to attach evidence to your claim application. This section will tell you what evidence is required.

Upload document evidence

Please provide:

- A payslip for this apprentice that covers the claim effect date listed on this form
- Any additional evidence that your network provider has requested in the claim instructions

⬆

Choose file(s)

or drag and drop files here to upload.
Each file must be jpeg, jpg, bmp, png, tiff or pdf file under 5Mb.

Attached evidence

Payslip.pdf 🗑

Claim amount/s payable (wage subsidies and incentives only)

The Claim amount/s payable section displays the claim amount based on the information and evidence provided.

Wage Subsidy Agreement (wage subsidies only)

The Wage Subsidy Agreement section is where you declare you are authorised to submit the claim and acknowledge you understand and accept the terms and conditions of the wage subsidy agreement.

Incentive Agreement (incentives only)

The Incentive Agreement section is where you declare you are authorised to submit the claim and acknowledge you understand and accept the terms and conditions of the incentive agreement.

Employer declaration

The Employer declaration section is where you can declare that you have checked the information that you have provided and that you understand providing false information is a serious offence.

Submitting your claim

Once you have completed all sections of the claim application, you are ready to submit your claim application for processing.

Support

For assistance with ADMS, contact your Australian Apprenticeship Network (AASN) Provider. If you aren't sure who your AASN Provider is, find out by calling 1800 020 108.