

Submitting a Claim Application Checklist

Work through the checklist, and you're all set to claim your Wage Subsidy!

Preparing to make a claim

Before making your claim, make sure you:

- Create a Digital Identity with [myGovID](#).
- Link your myGovID Digital Identity to your business using [Relationship Authorisation Manager](#).
- Register for an ADMS account on the [ADMS Portal](#).
- Make sure you have evidence of wages paid to your apprentice handy. This could be payment summaries, payroll prints or individual payslips.
- Make sure your Network Provider has your preferred bank account details.

Making a claim

Once you're ready to make you claim, you should:

- Log into ADMS.
- Find your Claim Application in ADMS and fill out the form.
- Submit your training plan if you haven't previously.
- Upload your wage evidence.
- Submit your form.

Support

For assistance with your Claim Application in ADMS contact your Australian Apprenticeship Network Provider.

For feedback on this Knowledge Article, contact ADMSEngagement@dese.gov.au.