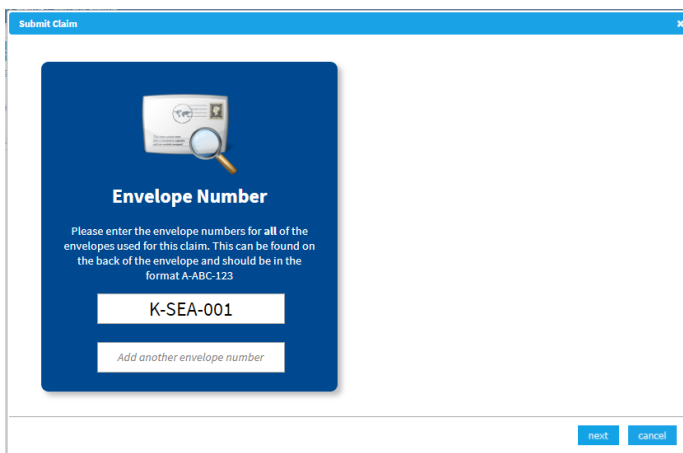
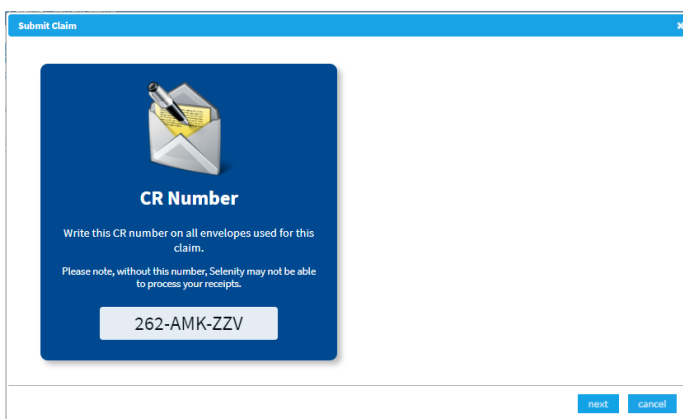


4. Select '**Send receipts by post**' which will display a dialog where you can enter the **Envelope Number (EN)**. You can add multiple envelope numbers using this dialog.



5. Click **Next** and another dialog will provide you with your **Claim Reference Number (CRN)**. Please write the CRN in the box provided on the envelope. Take care to write the CRN neatly and in block capitals.



6. Click **Next** and a declaration will appear which will ask you to confirm if you have numbered all of your receipts using the Expense Item Reference Number and that all staples have been removed.

**Receipts Numbered?**

I confirm I have numbered all my receipts using the Expense Item Reference Number found on my claim summary and removed all staples from my receipts

7. Continue to **submit** the claim as you would normally.
  8. Each receipt for the claim should then be placed into the envelope/s and the envelope/s sealed - please do not use additional sealant or tape.
  9. If the envelope requires any additional postage to be added, this should be done before posting the envelope to our processing center.
  10. The envelope then needs to be posted to the pre-printed address on the front.
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