How to Claim for PPI on the 5CPA Portal

**STEP ONE**

After logging in to the 5CPA Registration and Claiming Portal using your unique username and password click on the **NEW CLAIM** tab (in yellow below) to begin submitting a claim.

*Screen One:*

Select:

- the Pharmacy that is related to the Claim
- the secondary contact applicable to the selected pharmacy
- programme the claim is for e.g. PPI – CI & DAA

Create:

- a Claim Reference for the pharmacy records (to track and identify each claim)
Screen One continued:

Enter:

- Total number of Clinical Interventions performed and recorded during claiming period
- Total number of DAA patients that received a DAA service during claiming period
Screen Two:

Read the Declaration and ensure you understand and agree. Then click ‘SUBMIT’
Screen Three:

NO documents are required to be uploaded for PPI claiming. Click ‘Submit’
Screen Four:

Your claim has been submitted and will initially appear with an ‘Action’ to ‘Upload Documents’. Nothing further is required and this ‘Action’ will update to ‘View’ after a few moments.

Please note the text in red on this screen.
Screen Five:

Your claim is now complete and is ready to view if required.

<table>
<thead>
<tr>
<th>Claim No</th>
<th>Primary Contact</th>
<th>Claim Reference</th>
<th>Status</th>
<th>Amount Approved</th>
<th>Approval Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>355</td>
<td>Kathleen Moorby</td>
<td>PPS Claim 1</td>
<td>Pending Processing Stage 2</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>334</td>
<td>Kathleen Moorby</td>
<td>Guild</td>
<td>Pending Processing Stage 2</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>333</td>
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