

Top 5 Tips for eClaims

*To register for eclaims, make sure you enter your name exactly how it's spelt in our system. Ask your Coordinator if you are unsure. If you are an existing client and you still have paper POS forms, that will show you how your name should be entered. If your name is not exactly how it appears in the system, eClaim will not work.

1. Please use only a laptop or desktop and use google chrome as your internet browser. Tablets and Phones do not work for eClaims
2. eClaims only works using the most recent version of adobe reader. This can be downloaded for free here: <https://get2.adobe.com/reader/>
3. After downloading your eClaim, immediately save the file to your desktop. Do this **before** you start editing your eClaim.
4. You can edit your eclaim either using the drop-down feature or by manually typing everything in. All totals are calculated **automatically**. You do not need to enter them.
5. You will upload your eClaim first, then add your receipts after. If you are only submitting for support worker hours/millage, you can upload a blank page 2 of the POS form.

For a video and more information, please visit:

<https://www.dsontario.ca/passport-program/learn-about-passport-eclaim>

If you still need assistance, please contact our office.