www.rtwsa.com
13 18 55
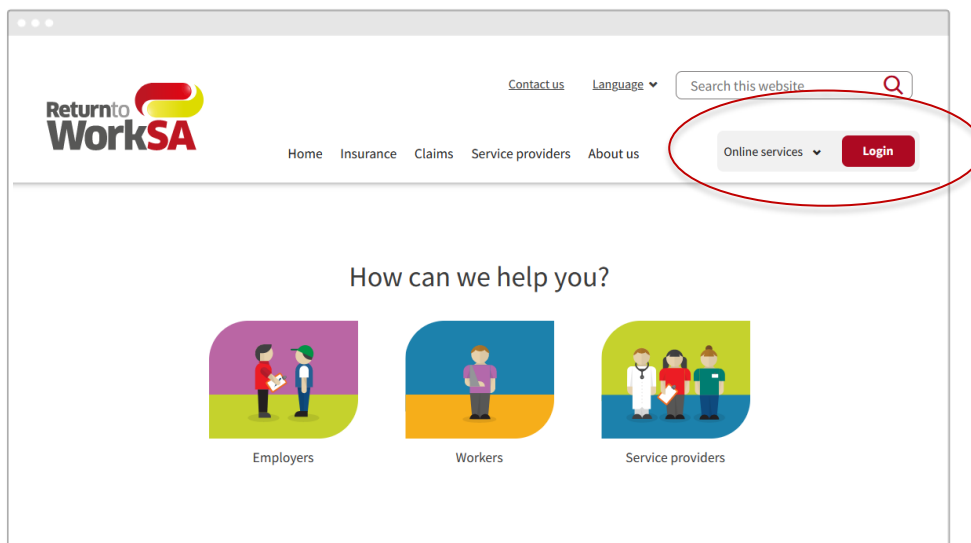
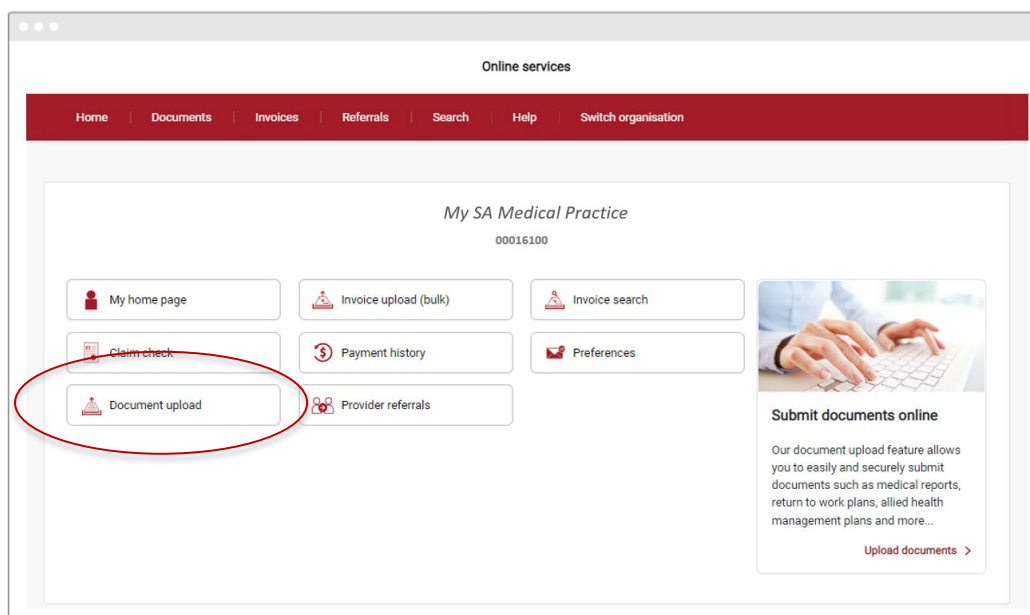# Submitting documents online

Using ReturnToWorkSA online services for WPI and IME Assessors

1. Log into your account

From www.rtwsa.com, click login next to online services.

2. From your online services home page, click document upload

3. Enter the details on the screen and select your file

- Enter the **claim number**. A *green tick* will display if it matches our records, or a *red error* will display if the claim number does not match an existing claim.
- Select the **document type** from the drop-down.
- Click the **select file** button to choose your document or **drag and drop** into the box.

Extra tips

1. **Type the first letter to skip to it** (instead of scrolling through the document types to find what you're looking for), e.g.
   a. type 'w' to quickly find 'Whole Person Impairment' documents or
   b. type 'i' to quickly find 'Independent Medical Examination' documents
2. **Register one document at a time**. To avoid error of a document being named incorrectly, select one single file / drag & drop a single file at a time. When doing this, the claim number will auto-populate as the last entered number
3. **Avoid entering important notes.** Notes are not recorded as official. We encourage any notes relating to an assessment be included within the report, in lieu of inserting into the notes section of the above document upload screen.

ReturntoWorkSA

Return to ***work***.
Return to ***life***.