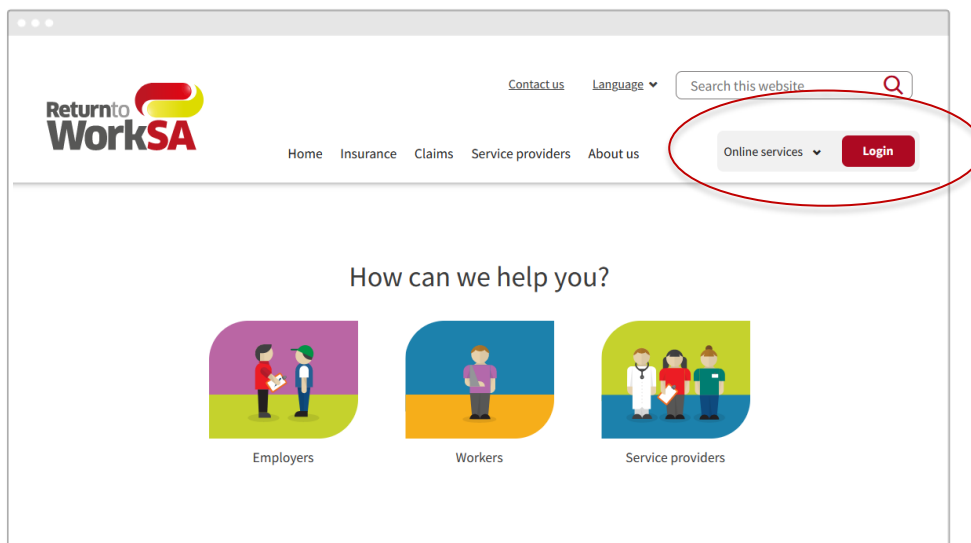


# Submitting documents online

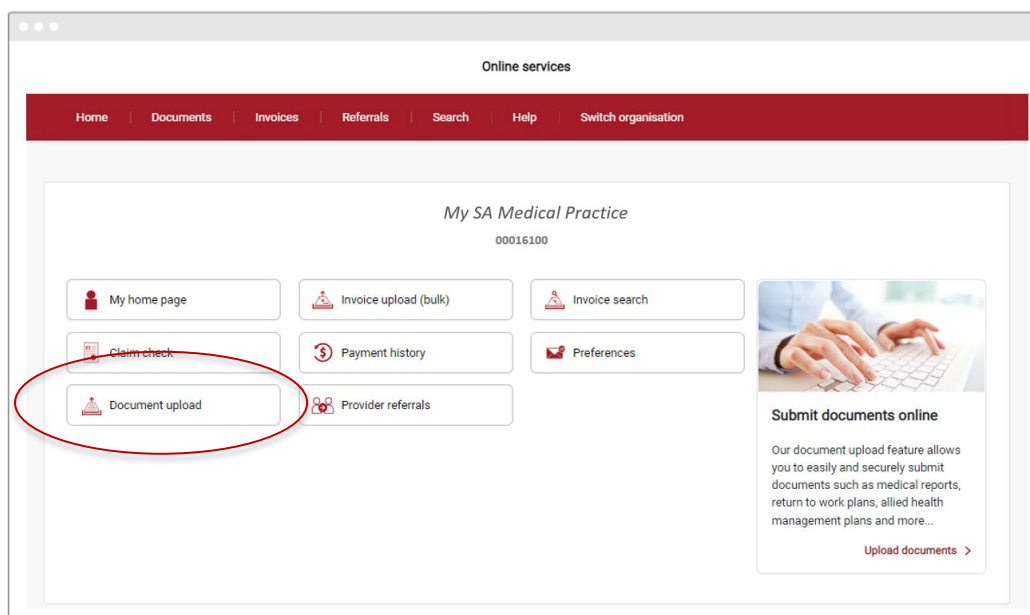
## Using ReturnToWorkSA online services for WPI and IME Assessors

### 1. Log into your account

From [www.rtwsa.com](http://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.

Online services

Home Documents Invoices Referrals Search Help Switch organisation

### Document upload

My SA Medical Practice  
000161005

Document upload instructions

1. Enter the claim number related to your document(s)
2. Select file(s) or drag and drop your file(s) onto the screen
3. For the first document you wish to upload, enter the type of document and description/notes (optional)
4. Click Upload
5. Repeat steps 3-4 for any other documents related to this claim

Only **single invoices in PDF/Word format** can be uploaded here.

Please use the **invoice upload (bulk) feature** to upload batch invoices in the required csv or txt file format.

[File rules](#)

Claim number \*  /   
e.g. 12345678/00

Type of document \* Please select...

Description / notes (optional)

or drag & drop files here

#### 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.