



Online Claims – Quick Guide

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Accessing the claims system

1. Log into [myMCNZ](#) with your username and password. If you do not have a myMCNZ account, please email myMCNZHelp@mcnz.org.nz.

Log in

Username

Password

Between 8 and 20 characters. Please include a capital and a number. [More details...](#)

[Forgot your password?](#)

Log in

Don't have a myMCNZ account? [Sign up now](#)

2. Hover over the **Do it online** tab and click on **Claims**

The screenshot shows the myMCNZ website header with the Medical Council of New Zealand logo and the text 'myMCNZ Online resource for the Medical Council of New Zealand'. Below the header is a navigation bar with tabs: Home, Do it online, Profile, Contact, and a fifth empty tab. The 'Do it online' tab is active, and a dropdown menu is displayed with the following items: Practising Certificate, Certificate of Professional Status, Vocational Registration, and Claims. The 'Claims' item is highlighted in grey. Below the navigation bar, there are two notification boxes: one with a red warning icon and text '8 Jul 2020 - This Practising Certificate expires on 15/08/2020' and another with a blue information icon and text 'To continue practicing you must submit a Practising Certificate before 15/08/2020'.

The claims page is displayed. This is where you will find your claim history, download copies of your claim and access detailed remittances.

The screenshot shows the 'Online Claims' page. The header includes the Medical Council of New Zealand logo, the text 'To Kaunihera Rata o Aotearoa Medical Council of New Zealand', and navigation links 'Home' and 'Do it online'. On the right side of the header, there is a user profile 'CB' with links for 'My account' and 'Logout'. The main heading is 'Online Claims'. Below this, there is a section 'What you need' with a list of requirements: 'Scanned copies or clear photos of receipts and invoices. File size must not exceed 4MB per image.' and 'Timesheet (if applicable)'. The next section is 'Claiming for fees or travel time?' with a list of instructions: 'Please provide a declaration form (IR330C) or certificate of exemption if this is your first claim to Council. We will keep it on file and apply it to your future claims.', 'If an IR330C or exemption certificate is not provided, we will deduct withholding tax at the "no declaration" rate of 45%.', 'You must upload a timesheet with your claim.', and 'Please retain a log detailing your time for future reference or audit.'. Below this, there is a link to a 'claims quick start guide' and contact information: 'Please contact payables@mcnz.org.nz or call us on 0800 636 555 if you have any questions about your claim.'. A blue button labeled 'Start your claim' is positioned below the contact information. The 'Previous Online Claims' section features a table with the following data:

Claim	Event	Date	Status	Remittance
MCO00000001	Smoke Test - Claims production release 29 Oct 2020	Submitted: 29-Oct-2020	Complete	 

How to submit a claim

Click **Start your claim** to begin.

As you complete each step your progress will be saved. You can log out and return to claims that have not been submitted.

If you have questions specific to your claim, contact payables@mcnz.org.nz

Step 1 – Event

- Submit a separate claim for each event.
- You can submit multiple claims for any single event.

1. Events are preloaded into the claims system. Choose the appropriate event from the drop down box. If your event is not displayed, select **My event is not shown in this list** and provide further information so we can process your claim.

The screenshot shows the 'Online Claim' interface. At the top, a progress bar consists of six numbered steps: 1 (Event), 2 (Claim), 3 (Payment), 4 (Upload), 5 (Review), and 6 (Done). Step 1 is highlighted. Below the progress bar, the heading 'Choose an event' is followed by a dropdown menu with the placeholder text 'Please select an event'. There are two buttons: 'Previous' on the left and 'Continue' on the right.

2. Click **Continue**.

The screenshot shows the 'Choose an event' dropdown menu. The menu is open, displaying a list of events: 'Please select an event' (highlighted in blue), 'Council Meeting 11 Aug 2020', 'Education Committee Meeting - 1 July 2020', 'Regulator's conference - USA July 2020', and 'My event is not shown in this list'. A 'Continue' button is visible on the right side of the dropdown.

Step 2 – Claim

1. Use the drop down box to select a claim item

Enter claim details

Please select an item

- Accommodation and meals
- Attendance fees
- Mileage
- Other expense
- Preparation fees
- Travel expense
- Travel time

	Units	Rate	Total
No claim items to show...			

Record Count: 0

Previous
Continue

2. Enter the information for each claim item as prompted. Click **Save and add more**.

Enter claim details

Accommodation and meals

Expenses for accommodation and meals. Please attach receipts.

05-08-2020

Hotel - 2 nights

360

Save and add more

3. Repeat until all items have been added. Click **Continue**

Online Claim



Enter claim details

Please select an item

Please attach a time sheet with your claim

Save and add more

Item	Description	Units	Rate	Total	
Travel time		4hr 30min	\$61.80	\$278.10	
Travel expense	Taxi : 13-Aug-2020			\$56.40	
Preparation fees		6hr 30min	\$123.60	\$803.40	
Attendance fees		8hr	\$123.60	\$988.80	
Accommodation and meals	Hotel - 2 nights : 05-Aug-2020			\$360.00	

Record Count: 5

Previous

Continue

4. To remove an item, click the red rubbish bin icon .

Item	Description	Units	Rate	Total	
Travel time		4hr 30min	\$61.80	\$278.10	
Travel expense	Taxi : 13-Aug-2020			\$56.40	

Step 3 – Payment

1. Check payment details. Click **Change Details** to make corrections.

Note we require an IRD number to process your claim.

Payment Details

Change Details

Payment will be made to account number

You are GST registered

Your GST/IRD number is recorded as

Previous

Continue

Payment Details

Bank Account

If you change your bank account number, please upload an image that clearly displays the new account name and number. Upload this image with your receipts and timesheets.

12	1234	1234567	00
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GST registered



Deduct withholding tax



Please upload a completed tax declaration (IR330C), or certificate of exemption (COE), available from the IRD website in the next step

Preferred rate %

IRD/GST Number

Required if you are GST registered or we deduct withholding tax

123	123	123
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2. Click **Continue** to confirm payment details.

Continue

Step 4 – Upload

Please upload all supporting information for your claim. This includes:

- Receipts
- Timesheets for fees claimed
- Evidence of bank account number or withholding tax status (if required)
- Other supporting documents

Documents must conform to the type and size requirements listed.

1. Click **Add invoices/receipts** to select a file for upload.

Upload Files

Please make sure EFTPOS receipts are not covering any part of the invoice/receipt

File types allowed : JPEG, JPG, PNG, PDF. Max number of files: 15 attachments (up to 4MB each)

Add invoices/receipts

- To view an uploaded item, click the blue magnifying glass .
- To remove a file, click the red rubbish bin .

Attachments

Timesheet.pdf



ExpenseReceipt-Overseas.jpg



Accomm - \$195.00.pdf



- Click **Continue** when you have finished uploading files.

Attachments

Timesheet.pdf



ExpenseReceipt-Overseas.jpg



Accomm - \$195.00.pdf



Previous

Continue

Step 5 – Review

1. Check your claim. To make changes, click the edit icon  displayed beside the relevant section.

Details

Claim number: MCOC00000117
Event: Education Committee Meeting - 1 July 2020

Payment Details

Bank account number: [REDACTED]
GST registered? Yes
IRD/GST number: [REDACTED]
Withholding tax? Yes
Rate: 33 %

Attachments

Timesheet.pdf
ExpenseReceipt-Overseas.jpg
Accomm - \$195.00.pdf

Items

Item	Description	Units	Rate	GST	Total (GST incl)
Travel time		4hr 30min	\$61.80	\$41.72	\$319.82
Travel expense	Taxi : 13-Aug-2020			\$7.36	\$56.40

2. Enter additional comments (optional).

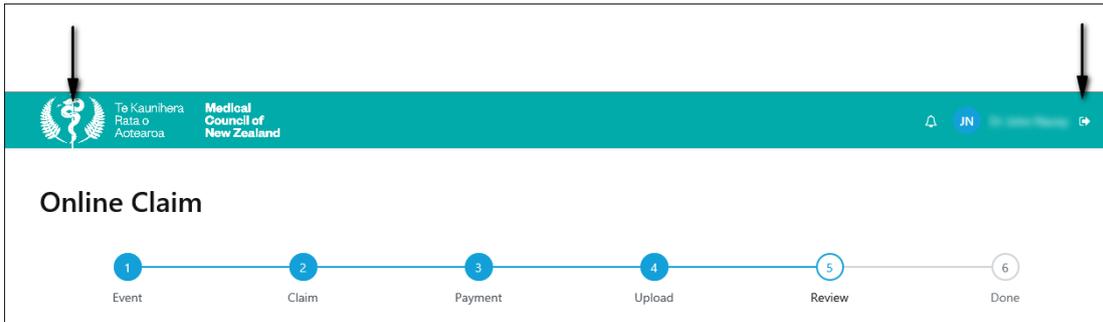
Additional Comments

Enter any comments here...

[Previous](#) [Submit Claim](#)

3. Click **Submit Claim** to send your claim to Medical Council. You will be unable to make changes after you submit your claim.

If you are not ready to submit your claim, log out, or click the Medical Council logo to navigate away from your claim. Your progress will be saved and you can return to your claim at a later time.



- You can access an incomplete claim from the claims page to update and submit it later. Click the red rubbish bin icon  to delete the claim.

[Start your claim](#)

Previous Online Claims

Claim	Event	Date	Status	Remittance
MCO00000117	Education Committee Meeting - 1 July 2020	Last Changed: 17-Aug-2020	Incomplete	
MCO00000065	Regulator's conference - USA July 2020	Submitted: 20-Jul-2020	Pending Approval	

Tracking claims

- The status of your claim will be updated as it is processed.

[Start your claim](#)

Previous Online Claims

Claim	Event	Date	Status	Remittance
MCO00000125	Education Committee Meeting - Aug 2020	Last Changed: 01-Sep-2020	Incomplete	
MCO00000122	Test for overseas claims	Submitted: 26-Aug-2020	Pending Payment	
MCO00000121	Education Committee Meeting - Aug 2020	Submitted: 21-Aug-2020	Pending Approval	

- A remittance will be available to you when the claim status is Complete and payment has been made.

Previous Online Claims

Claim	Event	Date	Status	Remittance
MCO00000117	Education Committee Meeting - 1 July 2020	Last Changed: 17-Aug-2020	Incomplete	
MCO00000065	Regulator's conference - USA July 2020	Submitted: 20-Jul-2020	Complete	 