Online Claims – Quick Guide

Contents

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

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.

2. Click **Continue.**

Step 2 – Claim
1. Use the drop down box to select a claim item

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

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

Online Claim

① Event	② Claim	③ Payment	④ Upload	⑤ Review	⑥ Done

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 |

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   33.0 %

IRD/GST Number

Required if you are GST registered or we deduct withholding tax

| 123 | 123 | 123 |

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.

2. To view an uploaded item, click the blue magnifying glass 🔍.

3. To remove a file, click the red rubbish bin 🗑.

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

Step 5 – Review

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

2. Enter additional comments (optional).

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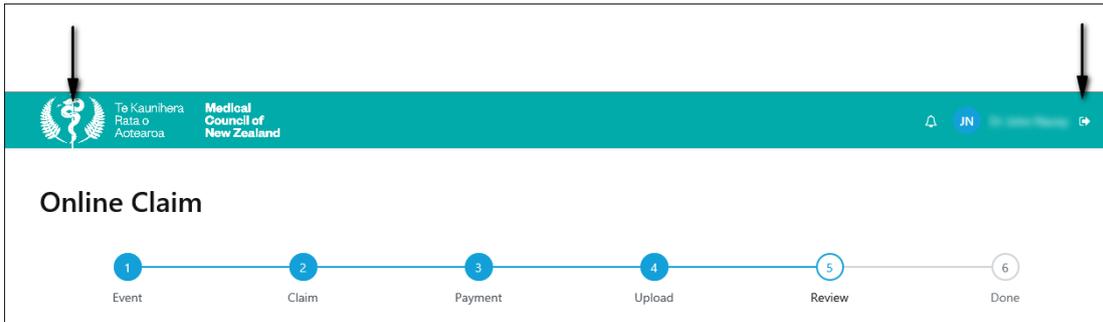
4. You can access an incomplete claim from the claims page to update and submit it later. Click the red rubbish bin icon 🗑 to delete the claim.

Tracking claims

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

2. 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
MCOC00000117	Education Committee Meeting - 1 July 2020	Last Changed: 17-Aug-2020	Incomplete	🗑	
MCOC00000065	Regulator's conference - USA July 2020	Submitted: 20-Jul-2020	Complete	⬇	⬇