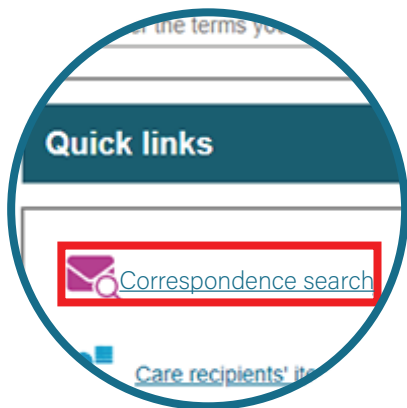


How to view correspondence in the Aged Care Provider Portal (ACPP)

A Service can search for, view and print letters generated for that service, within the ACPP.

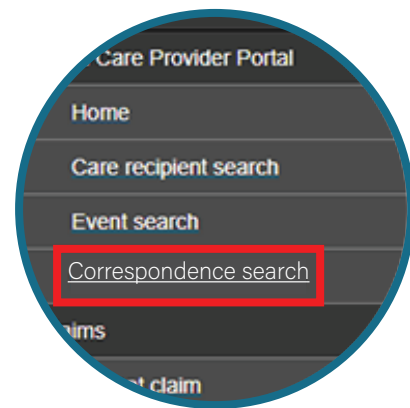
1

Correspondence search in the ACPP is accessed through...



a. Quick links

OR



b. Hamburger menu

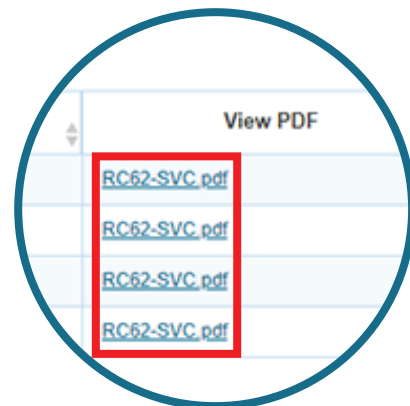
2

Correspondence can be searched by dates within a 90 day period. This can be narrowed down by Care recipient ID



3

Results will display and PDF files may be accessed through the hyperlink



For more information on how to use the portal, check out: servicesaustralia.gov.au/aged-care-provider-portal