



# Form upload



The Form upload function is available in Messages from the HPOS landing page.

Note: Not all health professional forms can be submitted through this function.

Forms to upload are available on the Service Australia website.

## Form upload procedure

1. Scan or photograph the completed and signed form.
2. Log onto HPOS using your PRODA account.
3. Select **Messages**.
4. Select either **My mailbox** or **Practice mailbox**.



- Note: The Practice mailbox is for practices registered for PIP and WIP.**
5. Select **Form upload**.
  6. Select **Form category** from the dropdown list.
  7. Select **Form category** from the dropdown list. Make sure the **form category** and **form type** selected match the form uploaded.
  8. Upload the form and supporting documentation.
  9. Select **Send**.

You can:

- ✦ see sent messages in **My Mailbox**
- ✦ write comments in the **text** section
- ✦ send 5 attachments in a message.

Delegates in HPOS have access to the upload function using their own PRODA account.

