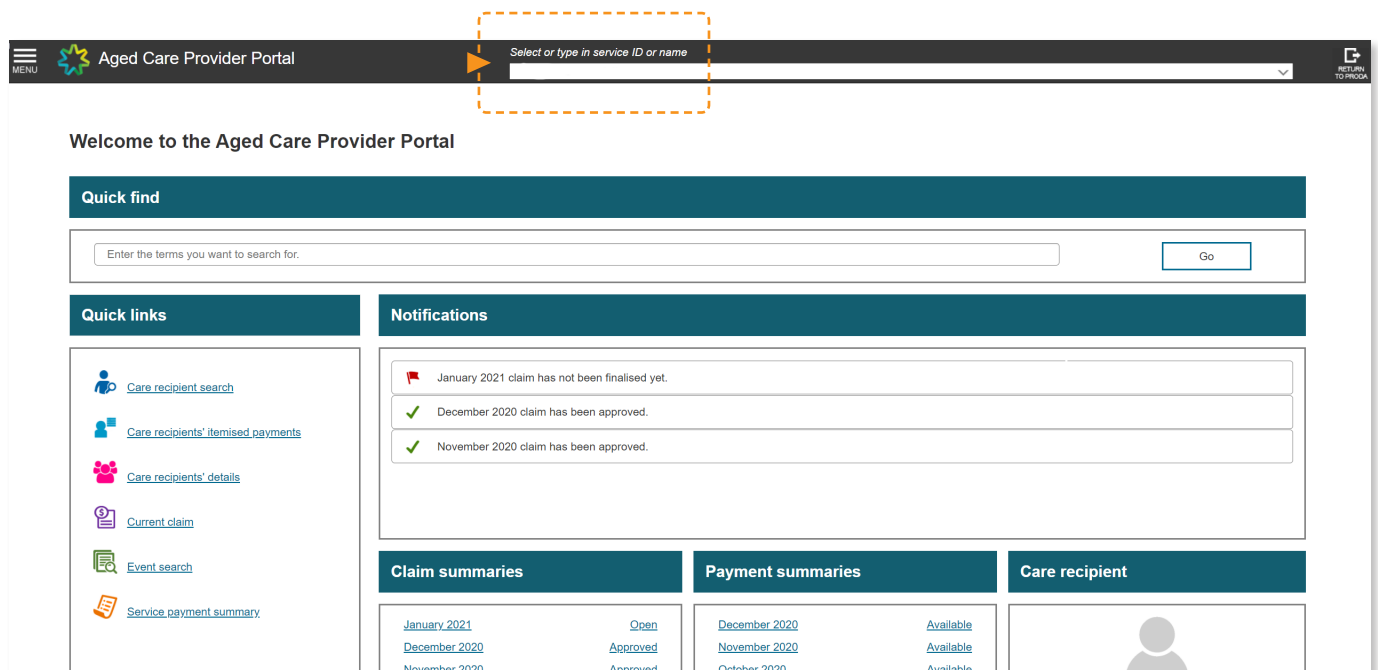




DOWNLOAD YOUR PAYMENT STATEMENTS AS XML FILES

HOW DO I DOWNLOAD PAYMENT STATEMENTS AS XML FILES IN THE ACPD?

- Log into the ACPD via PRODA (if you haven't done this before, our [article on accessing the ACPD here](#) can assist)
- From the **Main Screen**, search your Facility via the search bar at the top of the page



Welcome to the Aged Care Provider Portal

Quick find


Enter the terms you want to search for.

Quick links

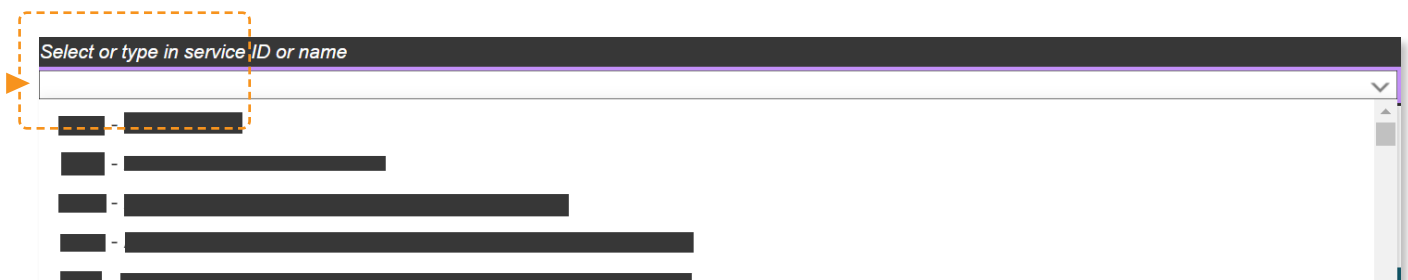
- Care recipient search
- Care recipients' itemised payments
- Care recipients' details
- Current claim
- Event search
- Service payment summary

Notifications

- January 2021 claim has not been finalised yet.
- December 2020 claim has been approved.
- November 2020 claim has been approved.

Claim summaries	Payment summaries	Care recipient
January 2021 Open December 2020 Approved November 2020 Approved	December 2020 Available November 2020 Available October 2020 Available	

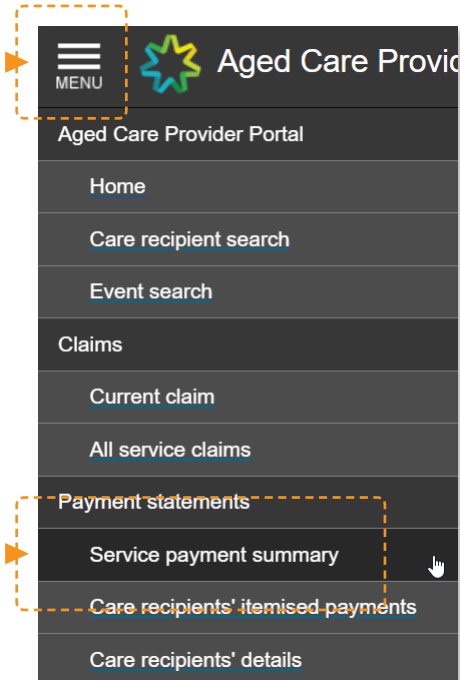
- Enter either:
 - Facility name, or;
 - RACS ID
- Select the Facility you wish to download XML files for



Select or type in service ID or name

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

- Click the **Menu** on the top left of your screen
- Under **Payment statements** select the option **Service payment summary**



- To the top right of the **Service payment summary** screen, you will have a month selection drop down list. Pick the month you wish to download:

Home [Claims](#) [Payment statements](#)

Service payment summary

Claim month: December 2020

Description	Amount
Subsidies and supplements	
Subsidy as calculated - permanent	
Subsidy as calculated - respite	
Accommodation supplement	
Accommodation charge top up supplement	
Basic daily fee hardship supplement	
Charge exempt supplement	
Clean energy supplement	
Concessional / assisted resident supplement	
Conditional adjustment payment	

Claim month: December 2020
 December 2020
 November 2020
 October 2020
 September 2020
 August 2020
 July 2020
 June 2020
 May 2020
 April 2020
 March 2020
 February 2020
 January 2020
 December 2019
 November 2019
 October 2019
 September 2019
 August 2019
 July 2019
 June 2019

TOTAL amount paid to provider

Download payment summary [CSV](#) [XML](#) [View printable version](#)

- Once you have selected the appropriate month, navigate to the bottom of the screen. Here you will find a button labelled **XML**.
- Click the **XML** button to download your Service payment summary as an XML file.

DOES YOUR TEAM NEED AGED CARE PROVIDER PORTAL HOW TO GUIDES?

Navigating the Aged Care Provider Portal (ACPP) for the first time can be challenging. You want to focus on delivering amazing care – but have a new Portal standing between you and that (plus all the other changes currently happening!) Our team are happy to assist! [Sign up here to receive our regular how-to series](#), and lock in a session with one of our team to walk you through the next steps and help you with any questions you may have.

Need additional help? Get in touch!

1300 419 119 or team@providerassist.com.au