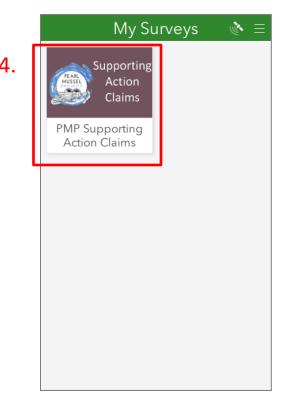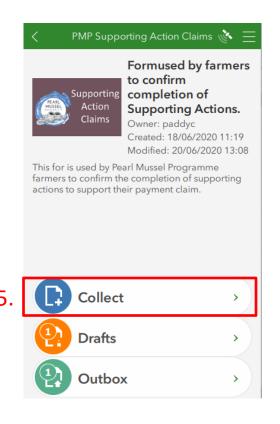# Submitting Supporting Action Claims
Survey 123 Mobile App

To reduce costs, time, and administration we encourage farmers to self declare the completion of supporting actions on their farms when making a payment claim. We have developed an easy to use mobile app to enable farmers to do this. The app is designed to use in the field so that you can submit a photograph of the relevant action and confirm its location. Once the claim is submitted on the phone then we can process the payment. The following steps guide you through the process of submitting a claim on the mobile app.

1. Open the following link on the internet browser of your phone: https://bit.ly/pmpclaimapp

2. You will be asked to download the Survey123 App to your phone.

3. Once downloaded there is no need to sign in, press '**Continue without signing in**' . The Supporting Actions survey will now appear within the App.

4. Open the survey (see opposite).

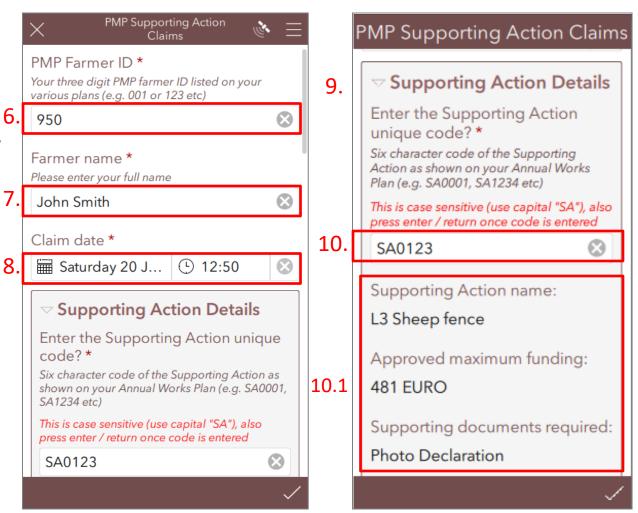5. Press "Collect" to start a claim. This will open a form for you to complete on the device.

Submitting Supporting Action Claims

A series of questions appear on the form as described below in steps 6 - 17.

6. **PMP Farmer ID** – a unique three digit number that we use to identify each farmer. It appears on all of your plan documentation we send to you.

7. **Farmer name**

8. **Claim date** – this is automatically generated.

9. **Supporting Action Details** Details of the individual supporting actions being claimed are included in this section.

10. **Supporting Action Unique Code** Six character code as displayed on your Annual Works Plan. Always starts with "SA" and followed by four numeric digits. Note this field is case sensitive. Press return once entered and the supporting action name, approved funding, and Supporting documents required will appear below (10.1).
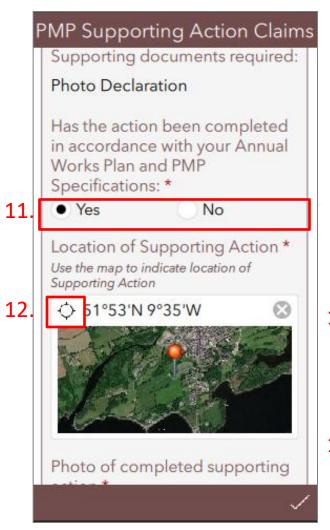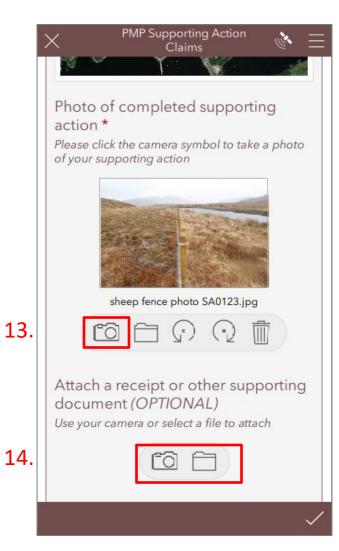
Submitting Supporting Action Claims

11. **Completed to PMP Specifications** – in the case where an action is not completed in accordance to PMP Specifications then an explanation is required here.

12. **Location of Supporting Action** - when you are at the location of the Supporting Action press the compass icon to record the location.

13. **Photo** – take a photo of the completed supporting action by selecting the camera icon.

14. **Attach a receipt or other supporting document**. Some supporting actions require a receipt to be submitted (see Supporting document required (10. 1 above)). In such cases you can take a photo of receipt and submit it here.
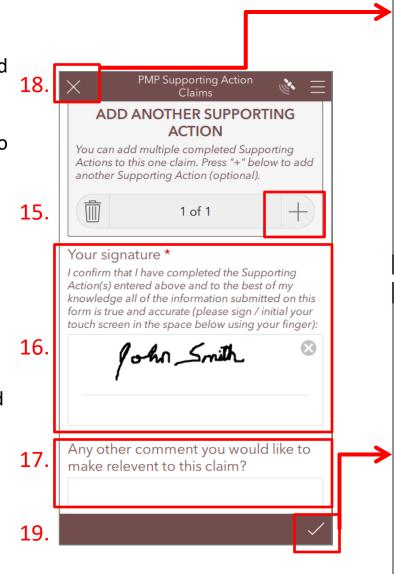
PMP Supporting Action Claims

Supporting documents required:

Photo Declaration

Has the action been completed in accordance with your Annual Works Plan and PMP Specifications: *

11. ● Yes ○ No

Location of Supporting Action *
Use the map to indicate location of Supporting Action

12. ⬦ 51°53'N 9°35'W ⊗

Photo of completed supporting action *

PMP Supporting Action Claims

Photo of completed supporting action *
Please click the camera symbol to take a photo of your supporting action

sheep fence photo SA0123.jpg

13. 📷 📁 ↺ ↻ 🗑

Attach a receipt or other supporting document *(OPTIONAL)*
Use your camera or select a file to attach

14. 📷 📁

Submitting Supporting Action Claims

15. **Add another supporting action**. Multiple Supporting Actions can be included on the single claim. Press + and complete steps 10 to 14 again for each additional action.

16. **Your signature** –use touch screen to sign or initial the form and press ok.

17. **Other comments –** optional answer to provide any additional information.

18. **Save Draft Form** – to save the form at any stage and complete it later then press X (top left) and 'save this form in Drafts'. It's then available in the drafts folder in app to complete later.

19. **Submit Completed Form** – when satisfied that the form is completed and no further changes are needed then press the tick at bottom right. This will give you the following options:

*19.1 **Send now** – if you have mobile coverage you can send form to us.*

*19.2 **Save the survey in the Outbox** – if you have no mobile coverage so you can send later.*