

To claim reimbursement for EAF

1. Go to JobAccess website (www.jobaccess.gov.au) and Click on Secure login
<https://ecsn.gov.au/JOBACCESSECURE/JAS>
2. Click on **Provider (Inclusive Employment Australia, DES, RAES)**, click here to Login
(you will be redirected to identity.gov.au to log in with your myID)
3. Enter your myID email and click on 'Get code' – A code will be sent to your mobile device
4. Enter your code on your mobile device – you will then be logged into JobAccess Secure
5. Click on 'Proceed' at the bottom of the Privacy Page
6. Select 'Access existing EAF Application' then type the Application ID number in 'Search Criteria' and click on 'Search'
7. Select 'Application ID'
8. On the left-hand side menu, select 'Items/Modifications' under 'Application Processing',
9. Select 'Edit' against the line item you are claiming reimbursement for
10. In 'Item Processing' enter the 'Actual Cost'
11. Use the calendar to enter the Delivery Date
12. In the 'Status Change Comments', enter the Suppliers invoice number and the date your organisation paid the invoice.
13. Go to 'Change Item Status' in the drop-down box and select 'Purchase Declared'. In 'Status Change Comments', enter the Suppliers Invoice number and the date that your organisation paid for this invoice. Click 'Save'.
14. A) If the application was lodged on or after the 1st of November 2025 – Check the box 'I certify that the details above are true and correct and that the activity has been undertaken and any required documentation is available to support details - The payment should be deposited into your nominated bank account. –
B) If the application was lodged before 1st November 2025, click save, then go to "draw down payment."

To claim reimbursement for Auslan 1

1. Go to JobAccess website (www.jobaccess.gov.au) and Click on Secure login
<https://ecsn.gov.au/JOBACCESSECURE/JAS>
2. Click on **Provider (Inclusive Employment Australia, DES, RAES)** , click here to [Login](#)
(you will be redirected to identity.gov.au to log in with your myID)
3. Enter your myID email and click on 'Get code' – A code will be sent to your mobile device
4. Enter your code on your mobile device – you will then be logged into JobAccess Secure
5. Click on 'Proceed' at the bottom of the Privacy Page
6. Select 'Access existing EAF Application' then type the Application ID number in 'Search Criteria' and click on 'Search'
7. Select 'Application ID'
8. On the left-hand side menu, select 'Items/Modifications' under 'Application Processing', then click on 'Add'
9. Select the 'Item Type' 'Auslan 1' from the drop-down menu, enter the cost in 'Item Cost'
10. In the 'Reimbursement' drop down box select 'Service Provider', then click 'Save'
11. The item you have added can now be edited for payment.
12. In 'Items / Modifications', select 'Edit'
13. In 'Item Processing' enter the 'Actual Cost' and 'Approved Cost'
14. Use the calendar to enter the Delivery Date
15. Go to 'Item Status' and change to 'Approved'. In the 'Status Change Comments', enter the Suppliers invoice number and the date your organisation paid the invoice. Click 'Save'
16. You will be back in 'Items / Modifications' screen, select 'Edit'
17. Go to 'Change Item Status' in the drop-down box and select
18. 'Purchase Declared'. In 'Status Change Comments', enter the
19. Suppliers Invoice number and the date that your organisation paid for this invoice. Click 'Save'.

If you need assistance with the IT system, contact the Employment Systems Service Desk on 1300 305 520. [Submit an online case](#).

To claim reimbursement for Specialised Support and Training

1. Go to JobAccess website (www.jobaccess.gov.au) and Click on Secure login
<https://ecsn.gov.au/JOBACCESSSECURE/JAS>
2. Click on **Provider (Inclusive Employment Australia, DES, RAES)**, click here to [Login](#)
(you will be redirected to identity.gov.au to log in with your myID)
3. Enter your myID email and click on 'Get code' – A code will be sent to your mobile device
4. Enter your code on your mobile device – you will then be logged into JobAccess Secure
5. Click on 'Proceed' at the bottom of the Privacy Page
6. Select 'Access existing EAF Application' then type the Application ID number in 'Search Criteria' and click on 'Search'
7. Select 'Application ID'
8. On the left-hand side menu, select 'Items/Modifications' under 'Application Processing', then click on 'Add'
9. Select the 'Item Type' (choose either Specialist Learning Disorders Support or Specialist Mental Health Support) from the drop-down menu, enter the cost in 'Item Cost'
10. In the 'Reimbursement' drop down box select 'Service Provider', then click 'Save'
11. Email jobaccess@genu.org.au asking JobAccess to approve the line item.
12. Once JobAccess have replied advising the line item is approved, the item you have added can now be edited for payment.
13. On the left-hand side menu, select 'Items/Modifications' under 'Application Processing',
14. Select 'Edit' against the line item you are claiming reimbursement for
15. In 'Item Processing' enter the 'Actual Cost'
16. Use the calendar to enter the Delivery Date
17. In the 'Status Change Comments', enter the Suppliers invoice number and the date your organisation paid the invoice.
18. Go to 'Change Item Status' in the drop-down box and select 'Purchase Declared'. In 'Status Change Comments', enter the Suppliers Invoice number and the date that your organisation paid for this invoice. Click 'Save'.

Draw down payment instructions

1. Log into ESS Web
2. Click on payments
3. Click on available payments
4. Click on Assessment and EAF Payments
5. Type in JSID
6. Click on Display Record
7. If an available payment is listed, it will display here
8. Click on left hand side of relevant payment
9. Click on lodge claim
10. Enter provider reference or invoice number
11. Accept terms and conditions
12. click on I agree
13. The payment should be deposited into your nominated bank account.

If you need assistance with the IT system, contact the Employment Systems Service Desk on 1300 305 520. [Submit an online case](#).