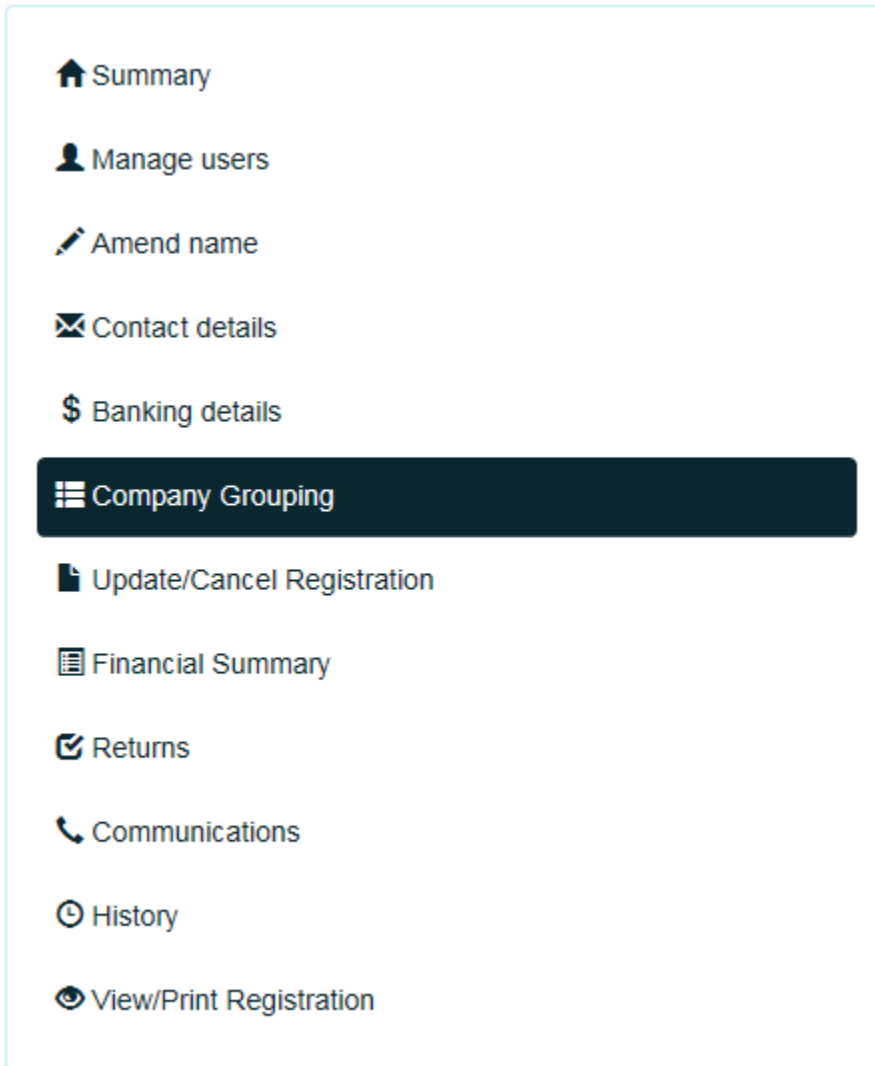


Changing a group claim method

1. Click on your account name from the home menu.
2. Click on the **Company Grouping** menu as follows:



3. The accounts within the group are displayed as follows:

Grouping (Claim type: Shared Threshold Entitlement)

Account #	ABN	Name	Start Date	
7654321	11122233344	TEST PTY LTD	10/02/2016	
1234567	44433322211	EXAMPLE COMPANY LTD	29/02/2016	Set as Group Co-ordinator





+ Add members to Group

If you wish to leave this group, you must select another member to be the Group Co-ordinator

*** Change Claim Method** (currently Shared Threshold Entitlement)

- Apply for exclusion from Group

4. Click on the **Change Claim Method** link
5. The following screen is displayed:

Change claim method	Select...  
Effective from date	<input type="text"/> 
Comments	<input type="text"/> 

Submit

6. Select the **Change claim method** from the dropdown list.
7. Enter the **Effective from date**.
8. Enter **Comments**.
9. Click on the **Submit** button.
10. The following screen is displayed:

Grouping Result

The action has been successfully processed.

◀ [Return to account](#)