

MASS-eApply Guide

How to download an application pdf from the dashboard

1. Login to MASS-eApply and open your dashboard forms.health.qld.gov.au/#/dashboard
2. Under Available products, select the application type
3. Open the application – you search using the filter pane

Example below searching application ID number 242643 on the dashboard:

▼ Spectacle Supply Scheme

▼ Show Filter Pane

Filter Reset

Application Id	Order Status	MASS ID	Given name	Family name	Date of birth	Created	Submitted	Originator	Assignee	Organisation
242643	SUBMITTED		Test	This is a Test	01/01/2000	05 Sep 2023 11:50	05 Sep 2023 12:00	First Prescriber		Medical Aids Subsidy Scheme

4. Click on the application ID to open the application
5. Go to the last page using the next buttons or the left side navigation
6. Scroll to bottom of the page and press the next button

Back

Next

7. It will then show you the receipt page
8. Click on the “please click here to download the application PDF” link to download it.

Example below showing the receipt page for spectacle supply scheme application 242643.

Applicant

Dispenser Details

Spectacles Prescription

Spectacles Frames

Receipt and Application PDF

Spectacle Supply Scheme

Receipt and Application PDF

Thank you for submitting your application. A copy of this application will be emailed to you shortly.

Your receipt number is **242643**

Applications that have been submitted to MASS cannot be amended or resubmitted in MASS-eApply. If you need to make changes to this application contact the Spectacles Supply Scheme on 07 3136 3696 or SSS184@health.qld.gov.au

PDF Download
Please click here to download the application PDF

Close

9. Applications that have integrated with the MASS client database will also show the order status (Received, Approved, Cancelled, Rejected etc) of items below the PDF hyperlink.



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