How to check claim status?

A claim has been submitted. The instructions below show how to view the status of a claim.

Claim Status	Meaning
Created and Saved	Purchase order is created
Created – Pending Financial Review	Claim approver is in the process of checking for documentation and costs
Acceptance – Accepted Approved	Activities being audited.
Acceptance – Released Approved	Payment is released.
Returned	The vendor must review the claim, the comments, amend it and resubmit it.

Step	Instruction	Screen
1.	Open Google Chrome and go to www.connect.broadspectrum.com, enter your username and password, then click 'Login'.	
2.	Click on the **Claims** dashboard. Then click the **View Submitted Claims** tile.	

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3.	The **Claim Status** displays.	