

Overview

The EmployerPay Portal offers a secure way to upload files for Single Touch Payroll (STP) and super contributions using Secure File Transfer Protocol (SFTP). This prevents users from accessing file data, which contains personal information, such as Tax File Number and date of birth. In addition, access can be restricted so users do not have rights to download files from the Portal.

If your payroll software supports SFTP, you can set up a straight through process to submit a file from the payroll software.

Setting up to load files via SFTP is an easy three step process:

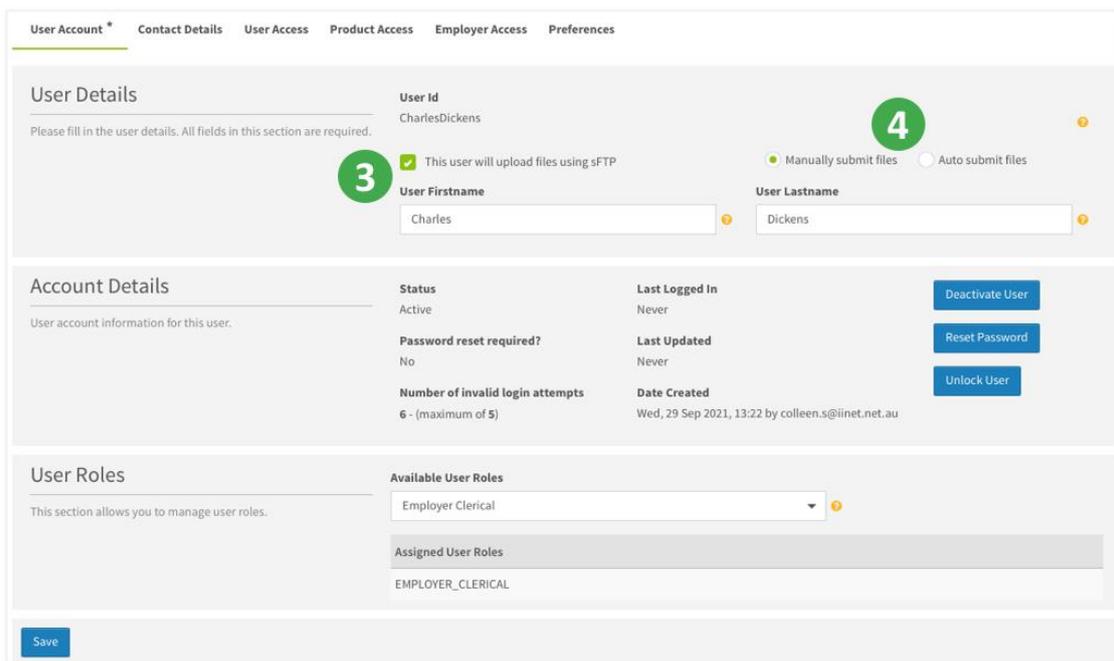
1. Set up a user to upload files using SFTP.
2. Download and set up an SFTP client.
3. If applicable set up your payroll software for SFTP.

Set up a user to upload files using SFTP

You can either set up an existing user to upload files using SFTP or create a new user for this purpose.

For information about creating a new user, see the *Updating User Details* quick reference guide.

- 1** On the Dashboard view, on the **Maintenance** panel, click the **User Details** button.
The User view displays.
- 2** Search for the user who you want to set up for SFTP, and then click anywhere on their row.
The **User Maintenance** screen displays.



The screenshot shows the 'User Maintenance' screen for a user named Charles Dickens. The 'User Details' section includes a checkbox for 'This user will upload files using SFTP' which is checked, and radio buttons for 'Manually submit files' (selected) and 'Auto submit files'. The 'User Firstname' is 'Charles' and 'User Lastname' is 'Dickens'. The 'Account Details' section shows the user is 'Active', 'Password reset required?' is 'No', and 'Number of invalid login attempts' is '6 - (maximum of 5)'. The 'User Roles' section shows 'Employer Clerical' as the assigned role. A 'Save' button is at the bottom left. Numbered callouts 3 and 4 highlight the SFTP checkbox and the 'Manually submit files' radio button respectively.

3 On the **User Account** tab, in the **User Details** section, select the **This user will upload files using sFTP** check box.

4 Select the file submission method:

- **Manually submit files** – if you want to review files before submitting them.
- **Auto submit files** – if you want your files to be submitted without reviewing them.

5 Click the **Save** button.

The 'User data updated successfully' message displays.

Download and set up an SFTP client

It is not possible to browse SFTP folders directly using Windows so you have to either enter the SFTP location and port number into your payroll software or download one of the following SFTP clients.

- WinSCP – <https://www.ssh.com/academy/ssh/winscp>
- FileZilla – <https://www.ssh.com/academy/ssh/filezilla>
- PuTTY – <https://www.ssh.com/academy/ssh/putty/download>
- Cyberduck – <https://www.ssh.com/academy/ssh/cyberduck>

The above are only a selection of available clients, which are usually free to use. However, your organisation's security protocols may restrict their access.

When setting up your chosen SFTP client, enter or select the following details:

- **File protocol:** SFTP
- **Host name:** sftp.employerpay.com.au
- **Port number:** 22

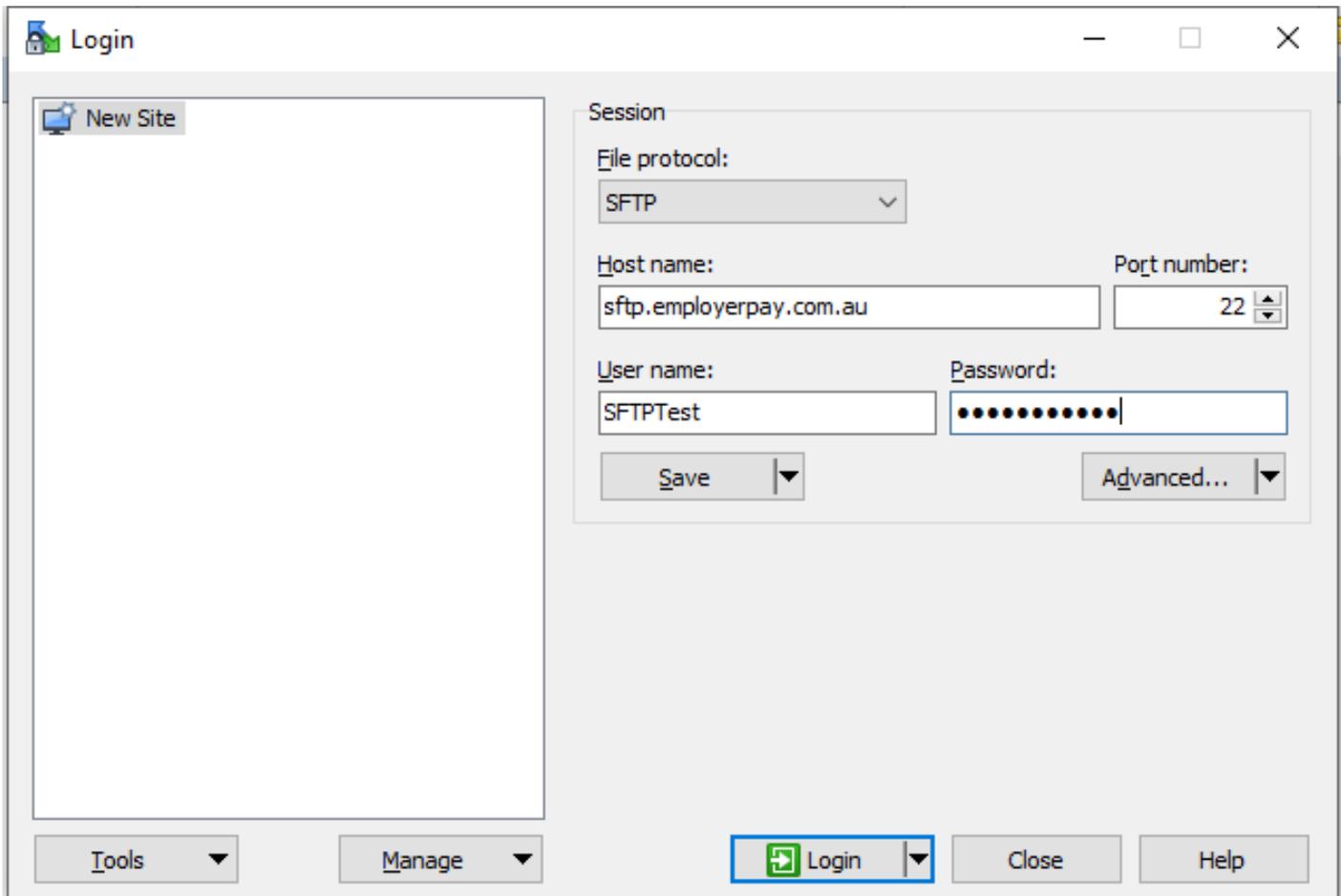
If you want to do a trail run, a test SFTP site is located at sftp.test.employerpay.com.au2.

To log onto SFTP, use your EmployerPay Portal user name and password. No other authentication (such as security keys, white-listing or Multi Factor Authentication) is required.

In the unlikely event that your user name is not unique, you can instead use a username@custodianname format, for example bobsmith@amp.

If you have created a new user, the welcome email will advise them which user name to use.

An example login screen from WINS SCP is shown below.



Set up your payroll software

If your payroll software supports SFTP, you can set up a straight through process to submit a file from the payroll software to the EmployerPay Portal.

When setting up your payroll software, enter or select the following details:

- **Host name:** sftp.employerpay.com.au
- **Port number:** 22
- **Folder destination:** Contributions, Premiums or STP

If required, set up auto submit from your payroll system.

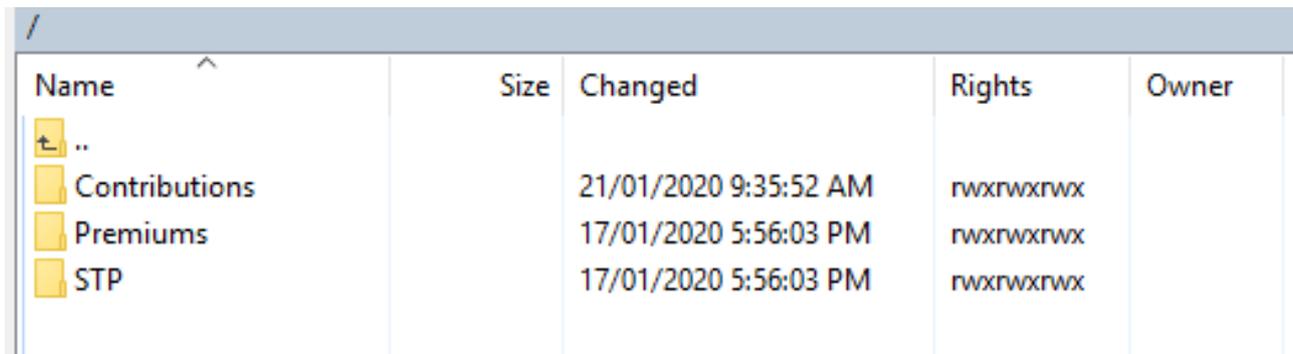
Upload a file to the EmployerPay Portal using SFTP

Before uploading a file to SuperChoice, you must have already set up an SFTP client. See [Download and set up an SFTP client](#). You should also have already created your file for upload.

The file name does not matter and the file format can be any mapped file type.

- 1 Using your choosing SFTP client, log onto the SuperChoice SFTP site with your EmployerPay Portal user name and password.

A list of folders displays. (The example below is from WinSCP.)



Name	Size	Changed	Rights	Owner
..				
Contributions		21/01/2020 9:35:52 AM	rwXrwxrwx	
Premiums		17/01/2020 5:56:03 PM	rwXrwxrwx	
STP		17/01/2020 5:56:03 PM	rwXrwxrwx	

- 2 Drag and drop your file into the correct folder, depending on whether you are uploading a SuperStream contributions (**Contributions**), Lidex (**Premiums**) or Single Touch Payroll (**STP**) file.

When the file is copied to the correct folder, it disappears from the SFTP folder (i.e. Contributions, Premiums or STP) and is immediately uploaded to the Portal.

- 3 Log into the EmployerPay Portal and access the **Contributions History** screen.

The same person who logs into the SFTP client and uploads the file must also log into the Portal. This is important because if there is an issue with the file where the employer cannot be determined, only this user will be able to view the file in the portal.

- 4 Locate the file that you have uploaded.

Without any delay, you should see your file in the Portal although it will take the usual time to process (this is a maximum of 15 minutes for a 100,000 member file).

From this point, all the Portal functionality applies. For example, if your custodian has set up custom validation rules, they will apply automatically.

After the employer has been successfully matched in the file, any user with custodian access should be able to see the file.

- 5 If there are any member matching exceptions and/or validation issues, fix them in the Portal, and then submit the file. For more information, see the *Uploading your File* quick reference guide.

An email is sent to inform you of the status of your SFTP upload or submission.

If an auto submitted file has been submitted successfully, there is no need to log on to the portal.