Before downloading Contribution Advices from the SuperChoice Legacy Portal all contributions for the specified reporting period must have been submitted and confirmed. You can download Contribution Advices if:

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- The end date of the contribution period associated with the contribution file falls in the selected reporting period
- The contribution file has been confirmed.

It is only possible to download contribution history for a 12-month period.



Log into your SuperChoice account.

	SuperChoice
Group Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit	Helq
Contribution Status Contribution Summary for 'SUPERCHOICE DEMO TEST '	



On the SuperChoice toolbar, point to **Reports**, and then on the dropdown, click **Employee Advices**.

The Contribution Advices for Employees page displays.

Warning: Ensure 1	that all contributions for the period have been su	bmitted and confirm	ed before downloading t	e Contribution Advices.
a. Th	The Contribution Advices will include all contribution period associated b. The batch m			
	Period from		to	
	NOTE: Results will be rest	tricted to a 12 month	h period	
You may do	wnload one of two types of Contribution Advices	for Employees. Selec	ct the one that best fits y	our requirements.
	Fixed format Co	ntribution Advices		
	PDF Advices	PDF Sample		
If you use this option, the Contribution Advi	ces will be downloaded in PDF format and can no	t be amended. Use t	this option if the format (of the contribution advice suits your requirements.
Click on PDF Sa	mple to view an example. Click on PDF Advices to	o download the cont	ribution advices for all er	nployees in the batch.
	This option is only available if your bate	hes contained fewer	than 150 employees.	
	Flexible format C	ontribution Advice	5	
	Advice Details	Advice Sample		
Use this option if	you want to edit the contribution advices for you	r employees or if yo	ur batches contained mo	re than 150 employees.



In **Period from** and **to**, type the date range that you want to download.

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Select one of the following formats for the report:

PDF Advices to download the report in a PDF format where the Contribution Advices cannot be edited. (Click PDF Sample to see how the report will look.)

This option is only available if your contribution file contains less than 150 employees.

• Advice Details to download the report in csv (comma-delimited) format that you can edit and also use with Microsoft Word's mail merge to create contribution advice documents for each employee.

The first record of the file contains the 'merge tags' that identify the contents of each column. The following records are listed in alphabetical order according to employee last name.

Use this option if your contribution file contains 150 or more employees.

After clicking either **PDF Advices** or **Advice Details**, your report is generated.

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