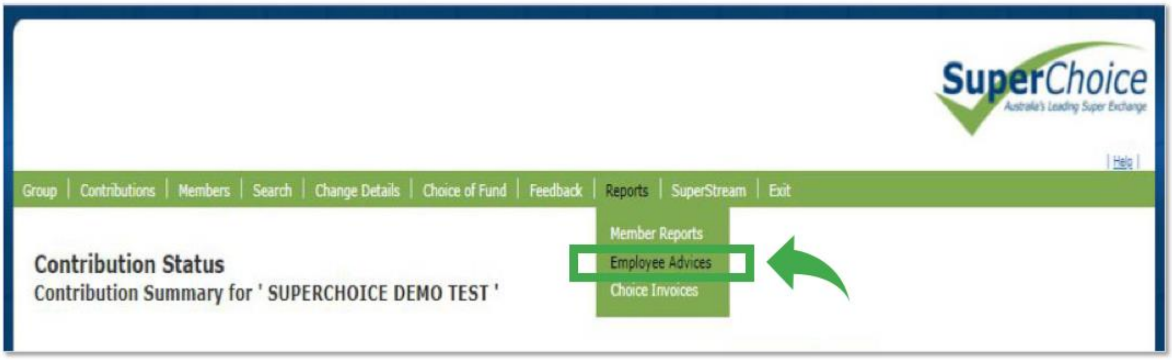
Before downloading Contribution Advices from the SuperChoice Legacy Portal all contributions for the specified reporting period must have been submitted and confirmed. You can download Contribution Advices if:

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

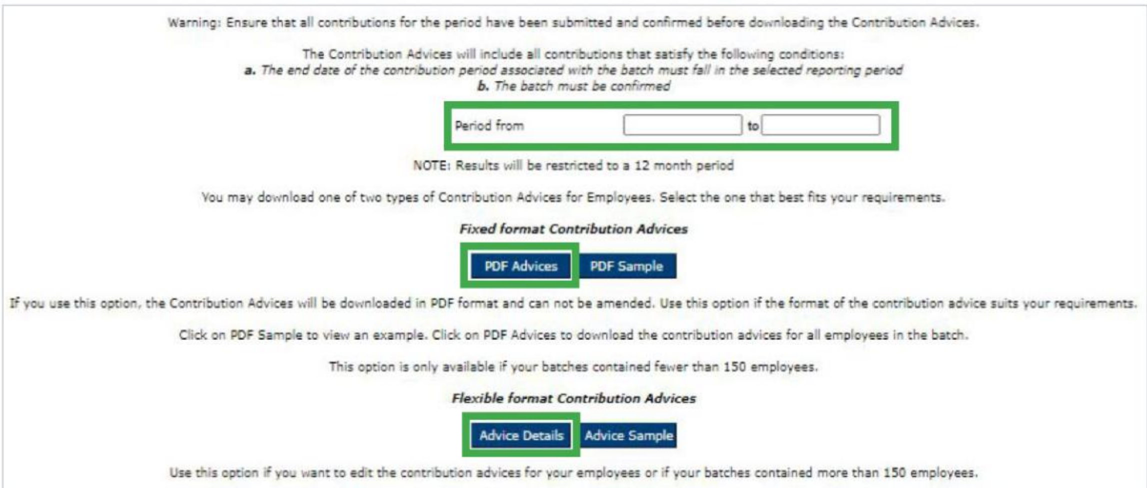
It is only possible to download contribution history for a 12-month period.

1 Log into your SuperChoice account.



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

The **Contribution Advices for Employees** page displays.



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

4

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.