



FVS Product Maintenance Portal User Guide

JUNE 2026

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1. Introduction

1.1 Fund Validation Service (FVS 2026)

The **ATO Fund Validation Service (FVS)** is a set of Standard Business Reporting (SBR) web services that supports the SuperStream standard by providing a single, authoritative source of superannuation fund and product details.

APRA-regulated super funds are required to lodge and maintain information such as USIs, banking details, electronic service addresses, and contact details on the ATO's Fund Details Register (FDR), and allows employers, funds, and intermediaries to validate and retrieve this information when processing contributions and rollovers.

The FVS helps ensure super payments and data are sent to the correct fund in a consistent, secure, and efficient manner across the industry. As part of Payday Super, the ATO introduced an updated FVS Service. The new version (2026) replaces the to-be legacy version (2014).

ATO FVS User Guide

- [ATO MIG v3 Standard - ATO Fund Validation Service User Guide \(2026\)](#)
- [ATO Online Fund Validation Service User Guide¹](#)

1.2 FVS 2026 - New Fields

The 2026 version has added additional fields

- **Accepts Contributions NPP** - Indicates whether this product can process contributions via NPP – (Mandatory from 1st July 2026)
- **Contributions PayID** - PayID used to receive contributions via NPP (Optional)
- **Accepts Rollovers NPP** - Indicates whether this product can process rollovers via NPP (Optional)
- **Rollovers PayID** - PayID used to receive rollovers via NPP (Optional)
- **Fund Closure Reason** (Mandatory if fund closing)
 - **SFT** USI is closing due to a Successor Fund Transfer
 - **IFT** USI is closing due to an Intra Fund Transfer
 - **WOF** USI is closing due to a wind up of fund
 - **RST** USI is closing due to a product restructure or migration
 - **COT** Change of USI due to change of trustee
- **New fund ABN** - When the closure is due to a merger (SFT/IFT), the new ABN must be provided
- **New fund USI** - When the closure is due to a merger (SFT/IFT), the new USI should be populated. Where a product is transferred to multiple USIs, the fund should leave this field blank.

Note – The FVS 2026 has

- Merged Contact First & Contact Surname to be Contact Name
- Merged Contact Area Code and Contact Phone Number to be Contact Phone Number
- Retire the Profile field

¹ Note – As of 2 June 2026, yet to be updated to reflect 2026 version

1.3 FVS 2026 – Certification Values

The 2026 version has added two new Certifications values and retired

- **(New) CONT3.0-X** - Finished induction for Contributions V3.0
- **(New) RESP** - Cannot accept contributions or rollovers. Can send or receive response and error messages only. RESP certification can only be used as a sole value and is intended as a last stage in a product closure.
- **(Retired) NIL**

1.4 FVS 2026 – Bank Account Name

The 2026 version has expanded Bank Account Name from 32 characters to 200 characters.



IMPORTANT – Funds should assess if the increase in the bank account name has any impact on your systems or banking process.

1.5 FVS 2026 – ATO Phased Cutover

The ATO cutover is phased

1 July 2026 – All updates (adding new funds and fund amendments) must be made using the 2026 version.

1 July 2026 – ATO downloading of version 2026 commences

30 June 2027 – ATO ends downloading of the to-legacy version 2014

1.5 FVS 2026 – SuperChoice Phased Cutover

SuperChoice has phased the FVS 2026 implementation to ensure fund compliance but minimise risk from early adoption.

Phase 1 – FVS 2026 Submission

Ready for the **1 July 2026**, SuperChoice will upgrade Product Maintenance to

- Switch integration with the new ATO 2026 Services
- Enable captures online of the new FVS 2026 fields

Phase 2 – FVS 2026 Download

During the period 1 July 2026 – 30 June 2027², SuperChoice will

- Upgrade Product Maintenance to display the data in the new FVS 2026 fields
- Provide a facility for the user to download the new FVS 2026 data fields



IMPORTANT – For Interim period until phase 2 complete

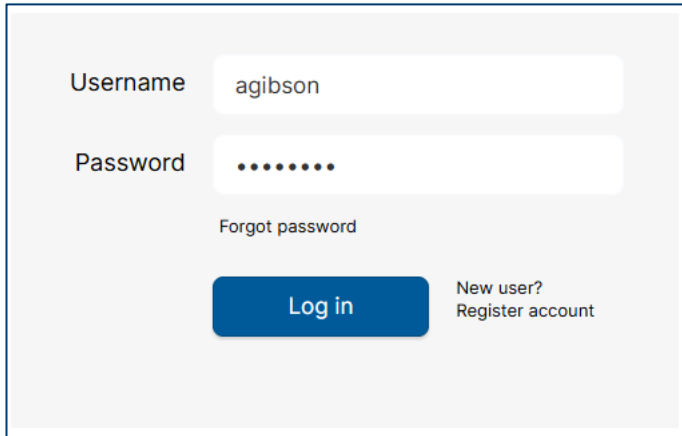
- When viewing products in Product Maintenance, you should **not** be alarmed when the new fields (listed above in section 1.2) in FVS 2026 appear **blank / without a value**. E.g. Contribution NPP Ready – may incorrectly appear blank.
- The “Download FVS” will download the most up-to-date FVS data but will **not** include the new FVS 2026 fields.

² As of 2 June 2026, SuperChoice Phase 2 delivery date TBC

2. Access FVS Product Maintenance Portal

2.1 Login

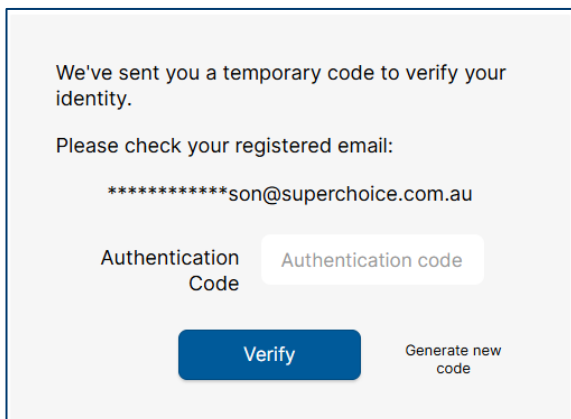
The FVS Product Maintenance Portal is delivered as part of SuperChoice's EmployerPay platform. To login to the FVS Product Maintenance Portal enter your Username and Password and select **Log in**



A login form with a light gray background. It features two input fields: 'Username' with the text 'agibson' and 'Password' with eight dots. Below the password field is a link 'Forgot password'. At the bottom left is a blue 'Log in' button. To its right is the text 'New user? Register account'.

Multi-Factor Authentication

A conditional Multi-Factor Authentication code will be sent via email on User Login.



A verification form with a light gray background. It contains the text 'We've sent you a temporary code to verify your identity.' followed by 'Please check your registered email:'. Below this is the email address '*****son@superchoice.com.au'. There is an 'Authentication Code' label next to an input field containing 'Authentication code'. At the bottom left is a blue 'Verify' button. To its right is the text 'Generate new code'.

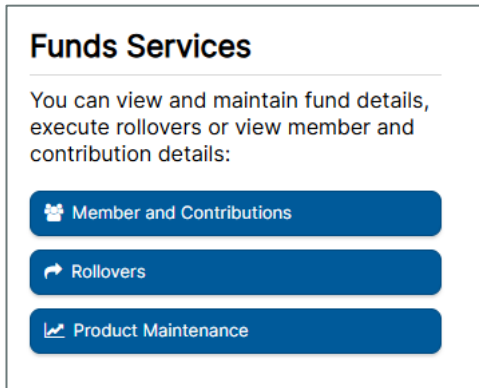
The Multi-Factor Authentication code will be issued for the below events:

- A New User is created
- A Password Reset have been requested
- When a user logs into EmployerPay using a new web browser
- When a user logs into EmployerPay using a different computer or laptop.

2.2 Accessing FVS Product Maintenance Functionality

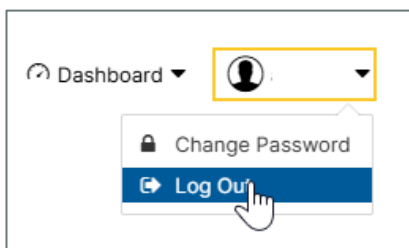
The EmployerPay home page³ will dynamically display the relevant sections and links based on the user role and permissions. Note – This screenshot sample is for a User with ‘Gateway Administrator’ role of a client for which SuperChoice provides Product Maintenance and Other Gateway Services.

To access FVS functionality from the home page, click on **Product Maintenance**



2.3 Logout

To logout from the FVS Product Maintenance Portal, select the user name from the top right panel, and click on Log Out.



2.4 Accessing from various devices

The FVS Product Maintenance Portal screen has been designed to provide a great user experience on any type of device; including desktop PC's, laptops, tablets and mobile devices. The screen automatically adjusts according to the device used to access the FVS Product Maintenance Portal. This User Guide has been prepared using a laptop, so any screenshots provided are specific to that screen size. Thus, while the screens will have exactly the same features on any type of computer, the screen may be laid out slightly differently on the user's particular machine.

³ If Corporate Branding has been applied to your EmployerPay platform, the branding will be applied to the FVS Product Maintenance Portal. Note – the screen shots in this document are taken with the standard default SuperChoice Branding

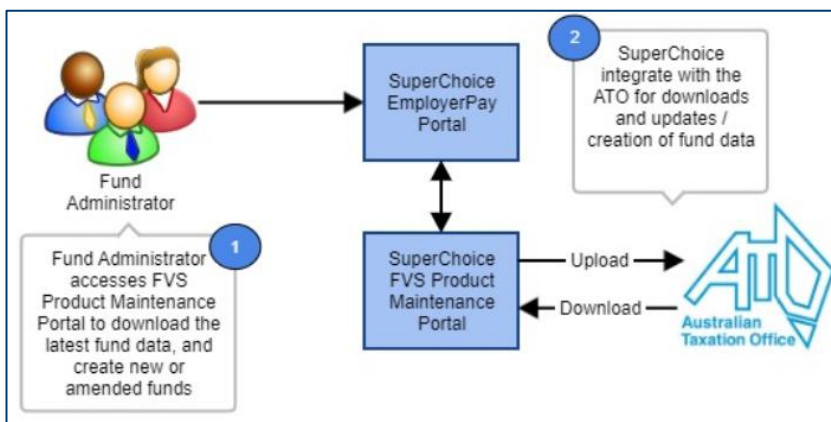
3. FVS Product Maintenance Portal Functionality

3.1 Overview

The core features of FVS Product Maintenance Portal include:

- The ability to download the latest FVS product list from the ATO
- The ability to view active, blocked and closed FVS product details
- The ability to add new product
- The ability to amend and close existing product

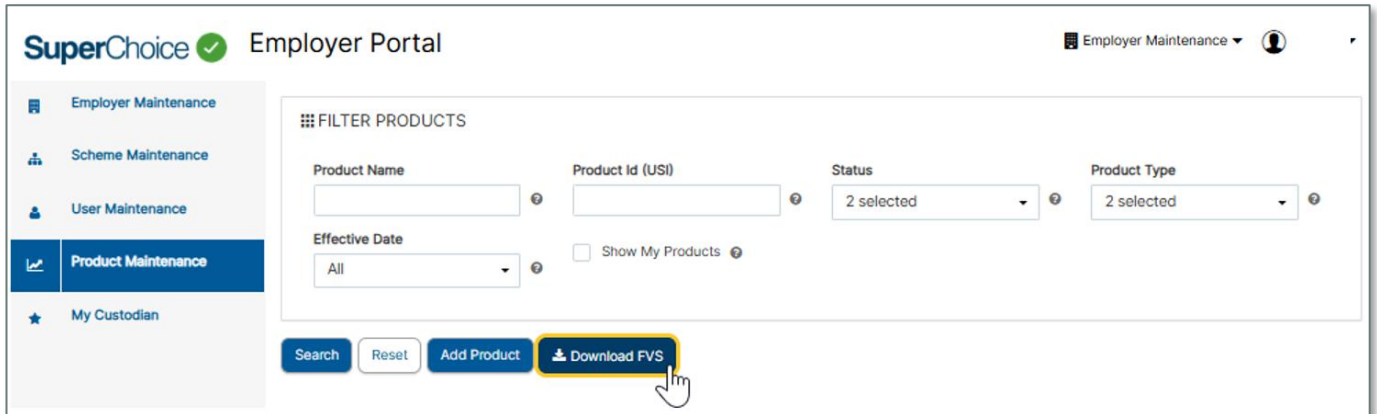
The diagram below provides an overview of the components and end-2-end FVS process flow⁴.



⁴ SuperChoice's FVS Product Maintenance Portal manages all integration with the ATO including the switch from XBRL to XML with the new ATO 2026 version

3.2 Downloading the ATO FVS

To download the latest version of the ATO FVS, simply navigate to the FVS Product Maintenance Portal and click **Download FVS** button from within the FVS Product Maintenance Portal, highlighted in green below:



The screenshot shows the SuperChoice Employer Portal interface. On the left is a navigation menu with options: Employer Maintenance, Scheme Maintenance, User Maintenance, Product Maintenance (highlighted in blue), and My Custodian. The main area is titled 'FILTER PRODUCTS' and contains several input fields: Product Name, Product Id (USI), Status (set to '2 selected'), Product Type (set to '2 selected'), and Effective Date (set to 'All'). There is also a checkbox for 'Show My Products'. At the bottom of the filter section are four buttons: Search, Reset, Add Product, and Download FVS. The 'Download FVS' button is highlighted with a green border and a hand cursor icon pointing to it.



IMPORTANT – For Interim period until phase 2 (FVS 2026 download) is complete, the “Download FVS” will download the most up-to-date FVS data but will **not** include the new FVS 2026 fields.

3.2.1. ATO FVS Download Data – Revision Status

The FVS download format includes the “Revision Status” first column. This is included to ensure the format aligns with the historic pre-2012 ATO format and the FVS format shared via email. Aligning to the format minimises impacts to any downstream systems which have been mapped to the original format.

The ATO no longer provides the “Revision Status” value anymore. SuperChoice is unable to present the relevant value at the time of download (as it is dependent on which previous historic FVS Download it is being compared against). Therefore, the “Revision Status” will always default to “O”.

3.3 Viewing, Adding and Maintaining Products

To view, add and/or maintain products on the ATO FVS, simply navigate to the FVS Product Maintenance

SuperChoice Employer Portal

Employer Maintenance

Scheme Maintenance

User Maintenance

Product Maintenance

My Custodian

FILTER PRODUCTS

Product Name

Product Id (USI)

Status 2 selected

Product Type 2 selected

Effective Date All

Show My Products

Search Reset Add Product Download FVS

3.3.1. View ATO FVS Products

Product Maintenance provides a set of search filters, allowing the user to search the ATO FVS according to a set of criteria.

Search filters will either be multi-select, text entry, or date filter. Multi-select controls allow the user to select None, All or a particular selection of values in the list. Text filters are automatically wildcarded such that the system will look for any records which contain the particular search filter provided. For example, entering Product Name of “Fund” will also return “Superannuation Fund 1”, “Superannuation Fund 2”, etc.

Each of the search filters has Help Text to assists the user in understanding the usage of the search filter.

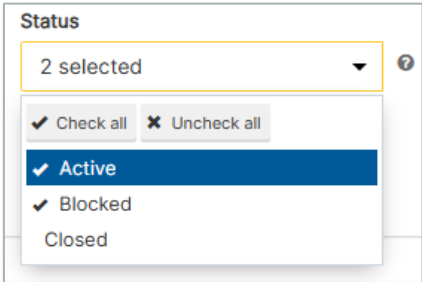
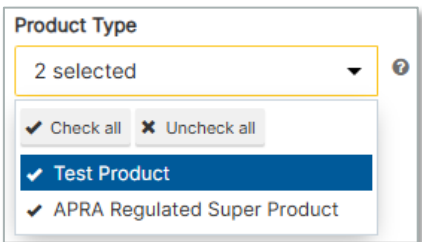
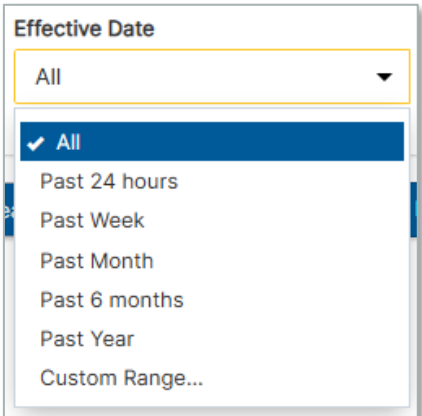
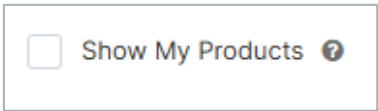
Product Id (USI)

The unique identifier for the product. In Australia this is the Unique Superannuation Identifier (USI)

2 selected

The following table describes in more detail each of the search filters:

Search Filter	Example	Description	Default Value
Product Name		Product Name allows the user to search the name of a Product. Note - Text filters are automatically wildcarded such that the system will look for any records which contain the particular search filter provided	Empty
Product USI		Product Id (USI) allows the user to search using the Unique Superannuation Identifier. Note - Text filters are automatically wildcarded such that the system will look for any records which contain the particular search filter provided	Empty

Search Filter	Example	Description	Default Value
Status		Status allows the user to search on the status of the Product on the ATO FVS. ▪ Active – Current Product ▪ Blocked – Blocked Product - have a Contribution Restrictions flag on the ATO FVS. This indicates that there is a restriction on which employers can make a contribution to the product. Employers will need to confirm the product can accept their contributions before the product can be unblocked for their use ▪ Closed – No longer active or blocked Product ! IMPORTANT – Product Maintenance does not display new future products or upcoming product changes. For this information you must download and view the ATO FVS file.	2 selected Active Blocked
Product Type		Product Type allows a user to search for the type of Product. Note – In the Test environment, users are able to add an additional Product Type called “Test Product”. Although please contact SuperChoice should you wish to leverage this functionality – as additional SuperChoice back-office set-up may be applicable for your end-2-end solution.	All
Effective Date		Effective Date allows the user to search for records based on their Effective Date. To select specific dates; select Custom Date Range and enter the From and To dates accordingly	All
Show My Products		Show My Products will display only the Products to which a user is permitted to amend.	Unselected

3.3.2. Add a new product to the ATO FVS

1. To add a new product to the ATO FVS, click on **Add Product** from the Product Maintenance page

The screenshot shows the 'SuperChoice Employer Portal' interface. On the left is a sidebar with navigation links: 'Employer Maintenance', 'Scheme Maintenance', 'User Maintenance', 'Product Maintenance' (highlighted), and 'My Custodian'. The main content area is titled 'FILTER PRODUCTS' and contains several search filters: 'Product Name', 'Product ID (USI)', 'Status' (set to '2 selected'), and 'Product Type' (set to '2 selected'). There is also an 'Effective Date' dropdown set to 'All' and a checkbox for 'Show My Products'. At the bottom of the filter section are four buttons: 'Search', 'Reset', 'Add Product' (which is being clicked by a mouse cursor), and 'Download FVS'.

2. Enter the relevant and mandatory Product Details by navigating through the below tabs:

Product Details

The screenshot shows the 'Product Details' form within the 'SuperChoice Employer Portal'. The form has three tabs: 'Product Details *', 'Contact Details', and 'Payment Details *'. The 'Product Details *' tab is active. The form is divided into two main sections: 'Product Details' and 'Product Attributes'. The 'Product Details' section includes fields for 'Product Name', 'Product ID (USI)', 'Product Type' (a dropdown menu), 'Organisation Name', and 'Organisation ABN'. The 'Product Attributes' section includes a 'Product Supports' dropdown, a 'Contribution Restrictions' checkbox, 'Effective From (date)' and 'Effective To (date)' date pickers, and a 'Closing Reason' dropdown. At the bottom, there are checkboxes for 'Close Product' and 'New Fund ABN' and 'New Fund USI' fields. A mouse cursor is visible over the 'Add Product' button in the previous screenshot.

Contact Details

Product Details

Contact Details

Payment Details

Contact Details

Contact details for information and support regarding the product.

Given Name

?

Family Name

?

Phone No.

?

Email

?

Website Address

?

Save

Cancel

Next

Payment Details

Product Details

Contact Details

Payment Details *

Contributions

This is the bank account to which contributions will be paid.

☒ NPP ready ?

PayID

?

BSB

?

Account Number

?

Account Name

?

Electronic Service Address

?

Rollovers

This is the bank account to which rollover balances will be transferred.

☒ NPP ready ?

PayID

?

BSB

?

Account Number

?

Account Name

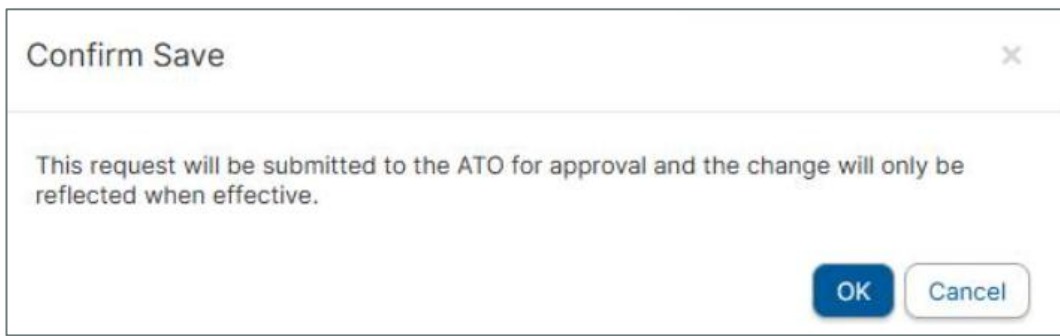
?

Electronic Service Address

?

For more information on the data requirements, please refer to **3.3.5 ATO FVS Data Rules**

3. Once all information has been entered, click **Save**, whereby the following “Confirm Save” screen will appear

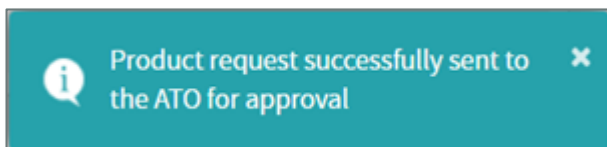


! IMPORTANT – In Production - This will send a request to the ATO to add a new product to the FVS and activate the ATO FIA verification process. On the day after the FIA verification process is complete, please check the **ATO FVS Download** to confirm that the ATO has successfully processed the request.

- The FVS Product Maintenance Portal displays online only active, blocked and historic closed products on the ATO FVS, it does not display pending new future products nor future dated changes to products. Hence the new Product will only become visible online once approved by the ATO and when the new Product becomes active.
- Please always inform SuperChoice Client Services (services@superchoice.com.au) when you have added a new USI, so that SuperChoice is aware of the new USI and can update your authorisation so that you have access to update the USI going forward. For clients who receive messages from SuperChoice via an integration service, SuperChoice will also need to arrange for transactions to the new USI to be sent to you via your requested integration channel.

In UAT – A request is sent to the ATO External Vendor Test Environment (EVTE), although the ATO EVTE is only a basic end-point stub and the additional product will not appear in the ATO EVTE FVS download.

4. On clicking **OK**, the following confirmation pop-up will appear.



3.3.3. Amend existing product on the ATO FVS

A user can only amend a product for which they have permission to do so. To amend a product.

1. Use the Search Filters to search for the product or select Show My Products.
2. Select and click on the Product you wish to amend.

Product Name	Product Id(usi)	Status	Product Type	Effective Date	
Test Product	13121	Active	Test Product	22 May 2026	

3. Update the relevant Product Details by navigating through the below tabs:

Product Details

TIP - set the **“Effective From (date)”** to the date when the change(s) is required to become active. For clarity, the change(s) become active on the FVS from the start of that day (i.e. 00:00:01).

Product Attributes

Defines the behaviour or attributes of the product.

Product Supports

Contributions (CONT3.0-X)

☐ Contribution Restrictions

Effective From (date)
 22 May 2026

Effective To (date)
 31 Dec 9999

TIP - When updating an existing product, set the **Effective From (date)** to the date when the change(s) is required to become active. For clarity – the change(s) become active from the start of that day (i.e. 00:00:01)

Editing Products on the FVS creates a new row on the FVS. The ATO automatically sets the **“Effective To (date)”** of the existing row on the FVS, to the new **“Effective From (date)”** minus 1 day.

Contact Details



IMPORTANT – The “Website Address” does not pre-populate from the FVS and must be manually entered if editing an existing product to retain the Website on the ATO FVS

Contact Details

Contact details for information and support regarding the product.

Given Name
Test

Family Name
Test

Phone No.
123456789

Email
test@test.com

Website Address

Save

Discard Changes

The **Website Address** does **not** pre-populate and must be manually re-entered if editing an existing product

Payment Details



IMPORTANT – The new “FVS 2026 Fields” do **not** pre-populate from the FVS and must be manually entered if editing an existing product to retain the values on the ATO FVS. As “Contribution NPP Ready” is mandated in Product Maintenance, this **must** be **manually checked** before update can be submitted.

Product Details

Contact Details

Payment Details *

Contributions

This is the bank account to which contributions will be paid.

The **new FVS NPP fields** will **not** be pre-populated and must be manually re-entered if editing an existing product

☒ NPP ready ?

PayID

BSB

?

Account Number

?

Account Name

?

Electronic Service Address

?

Rollovers

This is the bank account to which rollover balances will be transferred.

☒ NPP ready ?

PayID

BSB

?

Account Number

?

Account Name

?

Electronic Service Address

?

If you are changing your Gateway to SuperChoice update the relevant Electronic Service Address to be <https://supergate.superchoice.com.au/exchange/SuperStream>

4. Click **Save**, and then **OK** on the “Confirm Save” screen.

TIP – In Production - This will send a request to the ATO to amend an existing product to the FVS. Please check the **ATO FVS Download** on the following day (or after the FIA verification) to confirm that the ATO has successfully accepted the request.

The FVS Product Maintenance Portal displays online only active, blocked and historic closed products on the ATO FVS, it does not display online pending new future products nor future dated changes to products. Hence the Product amendment will only become visible online once approved by the ATO and when the new Product amendment becomes active i.e. on the **Effective From (Date)**.

In UAT – An update is sent to the ATO EVTE, although the ATO EVTE is only a basic end-point stub and the product amendment will not appear in the ATO EVTE FVS download.

3.3.4. Closing an existing product on the ATO FVS

A user can only close a product for which they have permission to do so. To close a product.

1. Use the Search Filters to search for the product or select Show My Products.
2. Select and click on the Product you wish to amend.

Product Name	Product Id(usi)	Status	Product Type	Effective Date	
Test Product	13121	Active	Test Product	22 May 2026	

3. On the Product Details page select “**Close Product**”



This will present additional fields **Closing Reason**, **New Fund ABN** and **New Fund USI**

☒ Close Product	Closing Reason Select Closing Reason	New Fund ABN 	New Fund USI
---	---	------------------------------------	------------------------------------

Option 1 - Closure on set-date with no response period

If you simply want the product to end, set “**Effective To (date)**” to the last day the product should remain active until (i.e. 23:59:59)

Option 2 – Closure on a set date with a subsequent response period

If you want to leverage the new “**RESP**” certification, to no longer receive contributions / rollovers but be able to send responses for 60 days after product closure

- Change **Product Supports** = “RESP”⁵
- Set the “**Effective From (date)**” to the date when the RESP phase is required to become begin. For clarity, the change(s) become active on the FVS from the start of that day (i.e. 00:00:01).
- Aet “**Effective To (date)**” to the last day the RESP phase should remain active until (i.e. 23:59:59).
Note – The RESP phase is only permitted to be up 60 days.

4. Click **Save**, and then **OK** on the “Confirm Save” screen.

TIP – In Production - This will send a request to the ATO to amend an existing product to the FVS. Please check the **ATO FVS Download** on the following day to confirm that the ATO has successfully accepted the request.

The FVS Product Maintenance Portal displays online only active, blocked and historic closed products on the ATO FVS, it does not display online pending new future products nor future dated changes to products. Hence the Product amendment will only become visible online once approved by the ATO and when the new Product amendment becomes active i.e. on the **Effective From (Date)**.

In UAT – An update is sent to the ATO EVTE, although the ATO EVTE is only a basic end-point stub and the product amendment will not appear in the ATO EVTE FVS download.

⁵ When using the "RESP" certification, ensure that all other certifications are removed. The RESP certification can only be set for both contribution and rollovers

3.4 ATO FVS Data Rules

The table on the following page provides a high-level explanation of the ATO data rules.



IMPORTANT - The ATO must be advised **at least 10 business days** in advance of any change to the FVS register and **recommends 28 calendar days'** notice for critical data (Bank accounts, End-point service address, End dating a USI).

Note – For new Products and where the FVS amendment involves changes to Financial Institution Account (FIA) details, then a separate manual ATO triggered verification process is required before the updates become available on the FVS download. It is therefore recommended to provide **greater advance** notice when adding new products or amending FIA details. It is also important that Funds keeps the ATO FVS FIA contact details up-to-date (see section 10).

Detail	Mandatory	Data Format	Additional ATO Rules	Example Data
Product Name	Mandatory	Up to 240 Characters		XYZ Super Product
Organisation Name	Mandatory	Up to 200 Characters		XYZ Superannuation Administrator
Product ID (USI)	Mandatory	Must be between 9 to 14 characters	USI must be ABN plus the 3 numeric numbers or SPIN (3 alpha + 4 numeric + 2 alpha) associated with the product.	12345678901234
Organisation ABN	Mandatory	Must be 11 Digits	Must pass the ABN algorithm check	12345678901
Product Supports	Mandatory	Set Values – More than one value permitted: CONT1.0-X GCON2.0-X CONT3.0-X ROLL2.0-X GROL2.0-X RESP	'CONT1.0-X' - Certified to receive MIG v1 contributions & send responses 'CONT3.0-X' - Certified to receive MIG v3 contributions & send responses 'GCON2.0-X' - Certified to receive for Government Contributions V2.0 'ROLL3.0-X' – Certified to receive & send Rollover V2.0 'GROL3.0-X' – Certified to receive for Government Rollover V2.0 'RESP' – Cannot accept contributions or rollovers. Can send or receive response and error messages only.	ROLL2.0-X
Contribution Restrictions	Mandatory	Radio Button indicates 'Y' when selected or 'N' when not selected		N
Effective Date (from)	Mandatory	Must be valid date in format	Effective date (from) is the date when the Product or Change becomes active. Note: the ATO must be advised at least 10 business days in advance of any change to the register.	01 Jan 2020

Detail	Mandatory	Data Format	Additional ATO Rules	Example Data
Effective Date (to)	Mandatory	Must be valid date in format	Effective date (to) is the last date when the superannuation product can receive contributions or rollovers. If the product does <u>not</u> have an end date, the default end-date (<u>31 Dec 9999</u>) must be used.	31 Dec 9999
USI Closure Reason	Conditional Mandatory when a USI is closing	Set Values – SFT, IFT, WOF, RST, COT	SFT - Successor Fund Transfer IFT - Intra Fund Transfer WOF - Wind up of fund RST - Product restructure or migration COT - Change of trustee	SFT
New fund ABN	Conditional Mandatory when a USI is closing due to SFT or IFT	Must be 11 Digits	Must pass the ABN algorithm check	12345678901
New fund USI	Conditional - if known, in the event of a SFT or IFT. if known, in the event of a SFT or IFT	Must be between 9 to 14 characters	USI must be ABN plus the 3 numeric numbers or SPIN (3 alpha + 4 numeric + 2 alpha) associated with the product.	12345678901234
Contact Person – Given Name	Mandatory	Must not be greater than 40 characters	Name must contain at least one alphabetical character. Must not contain: "Space hyphen space", Repeated hyphen, apostrophe, or space characters, Suffix (ESQ, II, III, IV, JNR, JP, MHA, MHR, MLA, MLC, MP, QC or SNR), Title ("MR", "MRS", "MISS" or "MS"), nor "Exec for", "Rep for" or "Trustee for"	Mike
Contact Person – Family Name	Mandatory	Must not be greater than 40 characters		Brown
Contact Phone Number	Mandatory	Contact number must not greater than 16 digits		123245678
Contact email	Mandatory	Must not be greater than 250 Characters	Email address must contain @ and a dot (.). must not; Start or end with an @, Contain more than one @ symbol, Start or end with a dot (.), Contain more than one consecutive dots (..), Contain a @ symbol followed by a dot (@.), Start with a space or include a space within it. Contain invalid character.	contact@xyz.com.au
Website Address	Optional	Up to 255 Characters	Web address must start with "http://" or "https://"	https://www.xyz.com.au/
Accepts Contribution NPP	Mandatory from 1 st July 2026	Radio Button indicates 'Y' when selected or 'N'	Primary (Contributions) and Secondary (Rollover) Payment Financial Institution Account details,	Y

Detail	Mandatory	Data Format	Additional ATO Rules	Example Data
		when not selected	and electronic service address must be provided.	
Contribution NPP PayID	Optional	May be an email address, ABN, or USI	For new Products and where the FVS amendment involves changes to Financial Institution Account (FIA) details, the separate manual ATO triggered verification process is required before the updates become available on the FVS download.	payid@xyz.com.au
Contributions BSB	Mandatory	Must be 6 digits and in range 012001-999999		999999
Contributions Account Number	Mandatory	Must not be greater than 9 digits		123456789
Contributions Account Name	Mandatory	Must not be greater than 200 characters, and not contain punctuation nor special characters		XYZ Superannuation
Contributions Electronic Service Address	Mandatory	Must be valid Electronic Service Address, not greater than 240 characters.		https://supergate.superchoice.com.au/exchange/SuperStream
Accepts Rollovers NPP	Optional	Radio Button indicates 'Y' when selected or 'N' when not selected		Y
Rollovers NPP PayID	Optional	May be an email address, ABN, or USI		payid@xyz.com.au
Rollovers BSB	Mandatory	Must be 6 digits and in range 012001-999999		999999
Rollovers Account Number	Mandatory	Must not be greater than 9 digits		123456789
Rollovers Account Name	Mandatory	Must not be greater than 200 characters, and not contain punctuation nor special characters		XYZ Superannuation
Rollovers Electronic Service Address	Mandatory	Must be valid Electronic Service Address, not greater than 240 characters.		https://supergate.superchoice.com.au/exchange/SuperStream

3.5 ATO Financial Institution Account (FIA) Verification Contact Details

Funds must maintain up-to-date FVS FIA contact details with the ATO. These contact details must be maintained directly with the ATO. Please see the ATO website for further details.

<https://www.ato.gov.au/Super/SuperStream/In-detail/Validation-services/Financial-institution-account-verification-details-template/>

The ATO will use these details to verify any FVS updates which impact FIA changes.

3.6 ATO FVS Delegated Authority

For SuperChoice to be able to action FVS requests on your behalf, it is necessary for Funds to delegate business permissions to SuperChoice to act on behalf of your product's ABN.

The Fund's administrator will need to ensure in the ATO Access Manager Portal, the business permission has been delegated to SuperChoice, to Lodge Super Product details.

How to delegate authority?

1. Log into [ATO Access Manager](#) with your myGovID (replacement for AUSKey)
2. Under "Business Appointments", select "Who has access to my business"
3. From the "Who has access to my business" page, select "SuperChoice" from the list of ABNs.
 - You will see the "Modify appointed business permissions" page for SuperChoice.
 - Note – If you have not previously appointed SuperChoice as a delegated authority, please click "Appoint New Business" and enter SuperChoice's ABN 78 109 509 739.
4. Under the "My Business details", check "Super products details - Lodge". This authorises SuperChoice to update the Fund register on your behalf.
5. Save your changes.
6. Note – This process will need to be repeated for each of your product ABNs.
7. SuperChoice systems will then automatically accept the delegation.

3.7 ATO Further Information & Contact Details

Additional ATO information on the FVS Process can be found at

<https://www.ato.gov.au/super/superstream/apra-regulated-funds/fund-validation-service/>

<https://www.ato.gov.au/super/superstream/in-detail/validation-services/fund-validation-service-user-guide/>

<https://www.ato.gov.au/General/Online-services/Accessing-online-services-with-myGovID-and-RAM/>

<https://www.ato.gov.au/General/Online-services/In-detail/Using-Access-Manager/Using-Access-Manager/>

ATO SBR Service Desk:

Email: sbrservicedesk@sbr.gov.au

Phone: 1300 488 231 – available between 8:00am and 7:00pm AEST Monday - Friday – exc public holidays

4. User Maintenance

4.1 Overview

The EmployerPay Portal supports a full self-service management of Users. Users with the “Gateway Administrator” role will have access to the **User Details** component, that allows searching and reporting on all existing users, and creation of new users.

Once within the Portal, there are no restrictions on viewing ATO FVS Products. Users will however only be allowed to amend products (USIs) which they have been given access to.



IMPORTANT – Care is required which users are granted **All Employers Access**.

- Generally new users should **not** be granted **All Employers Access**.
- A user should only be granted **All Employers Access** if their role requires access to **all Employers and all Users** within the custodian.

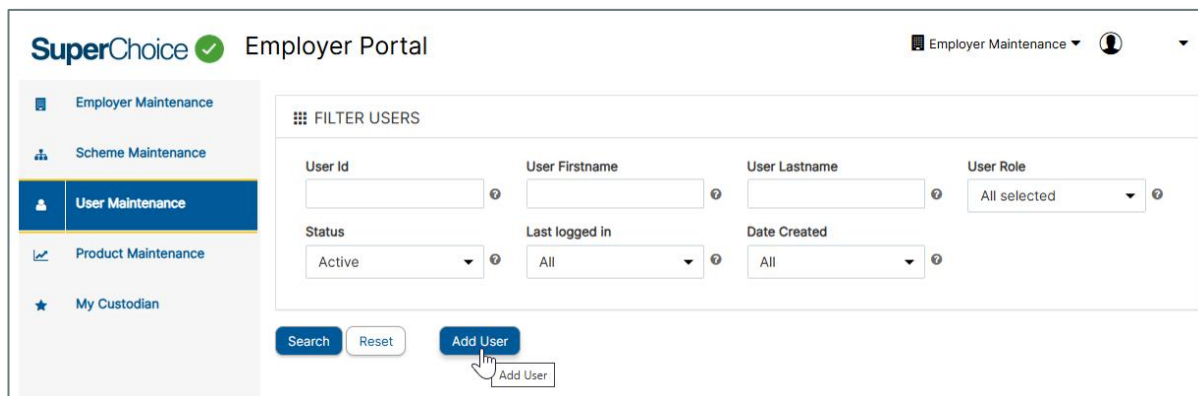
Below is a list of the current User Roles available in the FVS Product Maintenance Portal.

Role	Permissions
▪ Gateway Administrator	User Management ▪ User Creation / deactivation ▪ User Maintenance – User Role, Name, Email FVS Product Maintenance Portal ▪ View Products ▪ Add Products to the ATO FVS ▪ Amend Products on the ATO FVS ▪ Download ATO FVS
▪ Custodian Officer ▪ Custodian Admin ▪ Fund Admin ▪ FVS Admin (previously FVS Portal)	FVS Product Maintenance Portal ▪ View Products ▪ Add Products to the ATO FVS ▪ Amend Products on the ATO FVS ▪ Download ATO FVS
▪ Gateway Clerical ▪ Gateway Read Only	FVS Product Maintenance Portal ▪ View Products

4.2 Add User

To add a New User:

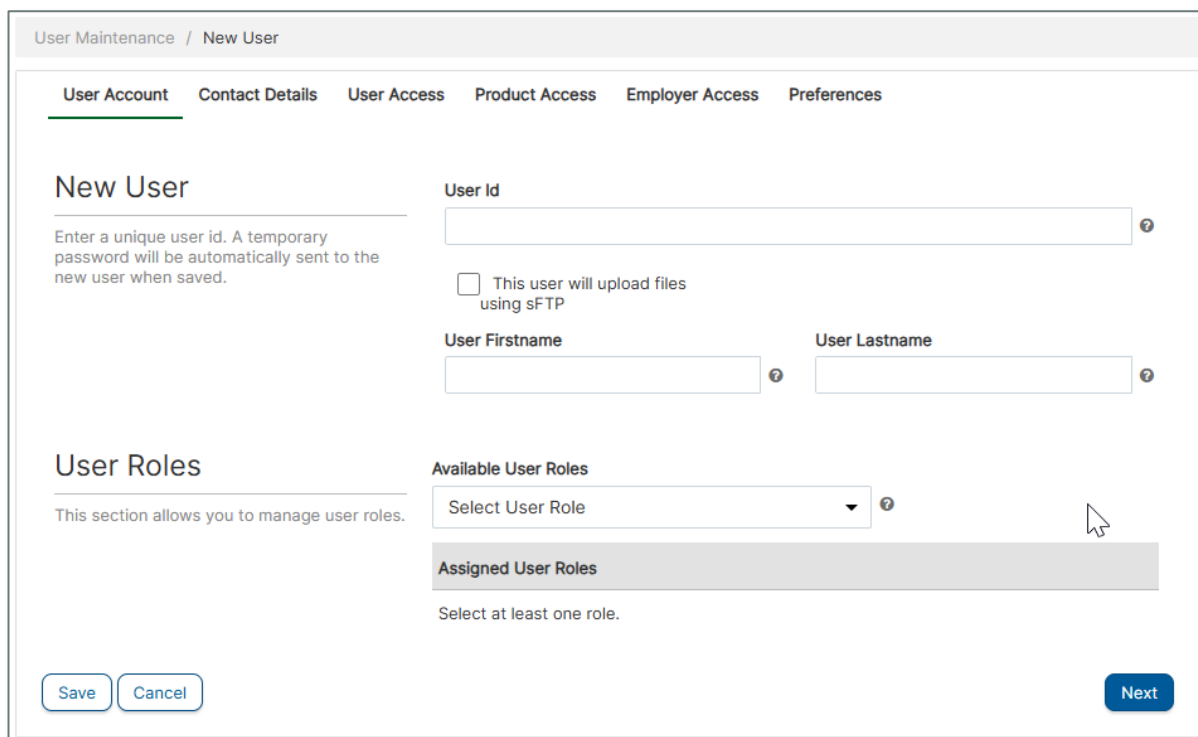
1. Select Add User from the User Maintenance screen



The screenshot shows the 'SuperChoice Employer Portal' interface. On the left is a sidebar with navigation links: 'Employer Maintenance', 'Scheme Maintenance', 'User Maintenance' (highlighted), 'Product Maintenance', and 'My Custodian'. The main area is titled 'FILTER USERS' and contains several input fields: 'User Id', 'User Firstname', 'User Lastname', 'User Role' (a dropdown menu currently set to 'All selected'), 'Status' (a dropdown menu set to 'Active'), 'Last logged in' (a dropdown menu set to 'All'), and 'Date Created' (a dropdown menu set to 'All'). Below these fields are three buttons: 'Search', 'Reset', and 'Add User'. A mouse cursor is hovering over the 'Add User' button, and a tooltip with the text 'Add User' is visible.

2. Enter Mandatory **User Account Details**

- User ID
- User First name
- User Last name
- Select Relevant Role



The screenshot shows the 'New User' form within the 'User Maintenance / New User' section. The form has a tabbed interface with tabs for 'User Account', 'Contact Details', 'User Access', 'Product Access', 'Employer Access', and 'Preferences'. The 'User Account' tab is active. The form is divided into two main sections: 'New User' and 'User Roles'. The 'New User' section includes a text input for 'User Id' with a help icon, a checkbox labeled 'This user will upload files using sFTP', and text inputs for 'User Firstname' and 'User Lastname', each with a help icon. The 'User Roles' section includes a dropdown menu for 'Available User Roles' with the text 'Select User Role' and a help icon. Below this is a greyed-out section for 'Assigned User Roles' with the text 'Select at least one role.' At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Next'.

▪ Users **Email Address**

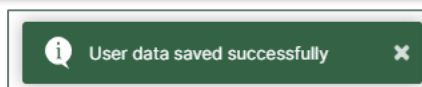
The screenshot shows the 'New User' form in the 'User Maintenance' section. The 'Contact Details' tab is selected and highlighted with a yellow border. The form includes fields for 'Email Address', 'Landline', and 'Mobile Phone', each with a help icon. Below the fields are 'Save', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted in blue.

▪ **Product Access.** Note - A user can have access to:

- No Products
- A select set of Products
- All Products

The screenshot shows the 'New User' form in the 'User Maintenance' section, with the 'Product Access' tab selected and highlighted with a green underline. The form displays three radio button options: 'No Product Access', 'Products Access', and 'All Products Access'. Each option has a descriptive text block below it. The 'All Products Access' option is selected. At the bottom, there are 'Save' and 'Next' buttons. The 'Next' button is highlighted in blue.

3. Click Save.



On clicking **Save**, an email with subject “A new user has been created for you” is sent to the new user, including a link for the user to set their password. Note – The User ID is not included in the email for security, therefore the user will need to be informed / made aware of their User ID.

The image shows a 'Registration Confirmation' email template. It has a blue header with the title 'Registration Confirmation'. The body text reads: 'Dear Name, This email is to confirm that you are registered with the EmployerPay Portal (Test). You cannot reply to this email. If you require any further assistance please contact clientservices@superchoice.com.au.' At the bottom, there is a blue button labeled 'Log in'.

Version Control

Version	Date	Detail
v2.0 Draft	24/06/2020	Draft version for early client engagement
v2.0 Final	26/06/2020	Final version for client usage
v2.1 Final	07/07/2020	Minor correction to the Amend Product Step on page 12
v2.2 Final	10/10/2024	Clarification to the Amend Product Step on page 12
v3.0 Final	02/06/2026	Updated to reflect FVS 2026 changes

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