

1. Getting Started

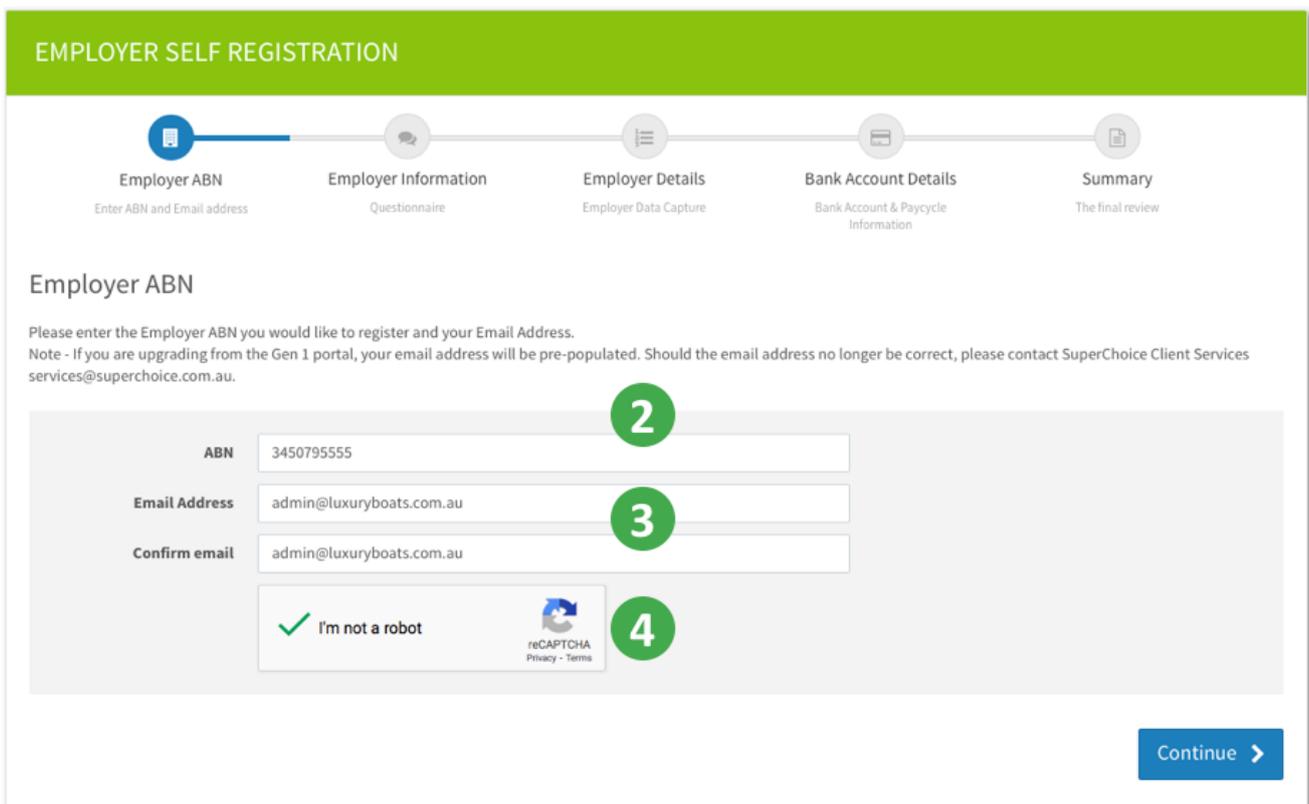
Welcome to the EmployerPay Portal.

The EmployerPay Portal is a secure SuperStream-compliant solution that enables you to pay your employees' super and send contribution details to all their super funds.

To get started, you need to register and activate your employer account.

If your data has been migrated to the EmployerPay Portal, you will have received an email with a specific link to follow. During the registration process, for most fields you will only need to check that the details are correct and then make any necessary changes.

- 1 Go to: [https://www.employerpay.com.au/EmployerPortal/register/custodian/\[custodian_name\]](https://www.employerpay.com.au/EmployerPortal/register/custodian/[custodian_name])
The **Employer Self Registration** screen opens and displays the process steps across the top, starting with **Employer ABN**.



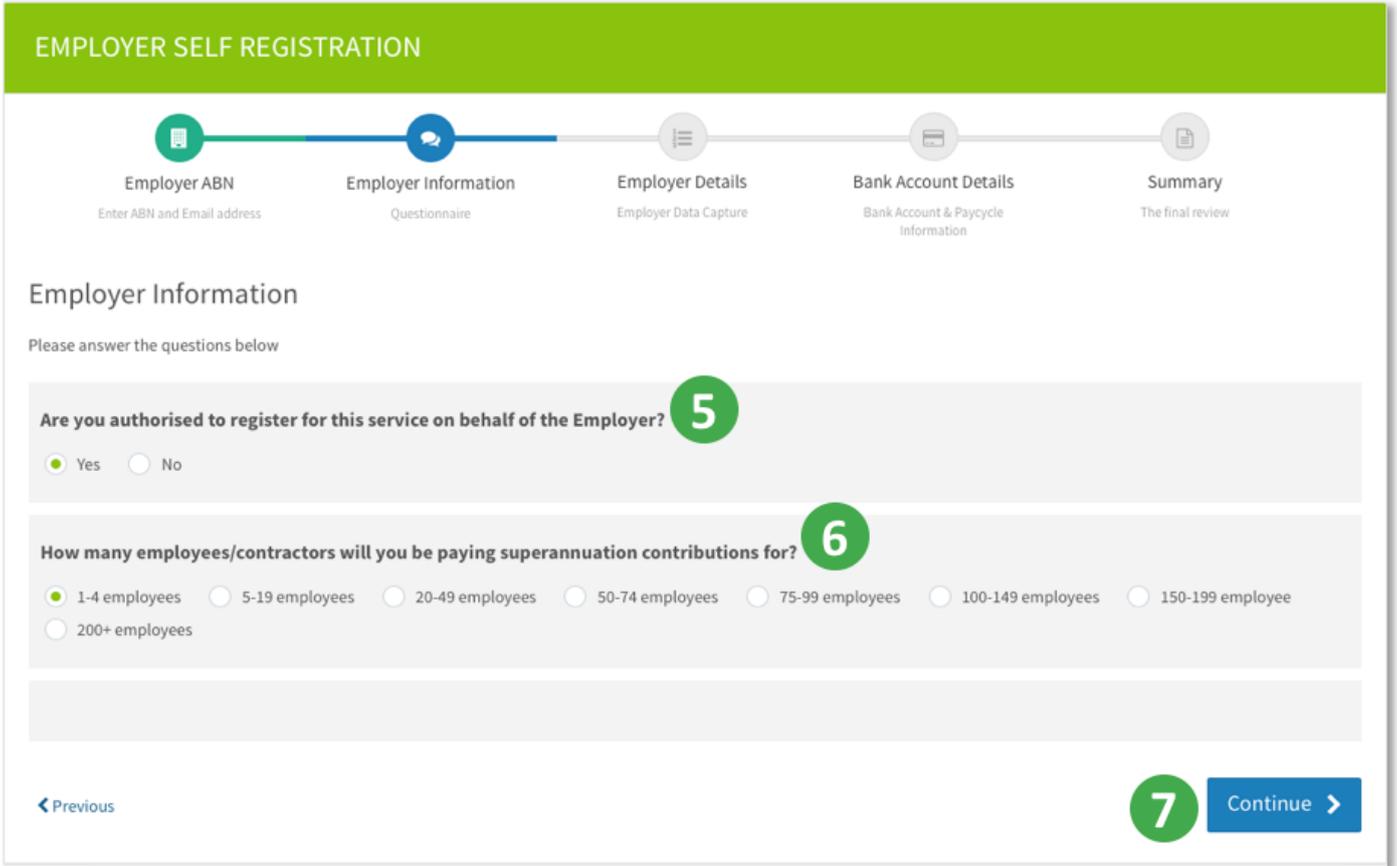
The screenshot shows the 'EMPLOYER SELF REGISTRATION' process. At the top, a progress bar indicates five steps: 1. Employer ABN (Enter ABN and Email address), 2. Employer Information (Questionnaire), 3. Employer Details (Employer Data Capture), 4. Bank Account Details (Bank Account & Paycycle Information), and 5. Summary (The final review). The 'Employer ABN' step is currently active. Below the progress bar, the 'Employer ABN' section contains the following text: 'Please enter the Employer ABN you would like to register and your Email Address. Note - If you are upgrading from the Gen 1 portal, your email address will be pre-populated. Should the email address no longer be correct, please contact SuperChoice Client Services services@superchoice.com.au.' There are three input fields: 'ABN' with the value '345079555', 'Email Address' with the value 'admin@luxuryboats.com.au', and 'Confirm email' with the value 'admin@luxuryboats.com.au'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Continue >' button.

If you submit super for multiple businesses using the same ABN, you can only register one of these businesses using the self-enrolment module ABN. The others can be created in the Portal once you have logged in.

- 2 Type the **ABN** that you want to use as an employer.
- 3 Type your **Email Address** and confirm it.
- 4 Select the **I'm not a robot** check box, and then click **Continue**.

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The registration process progresses to **Employer Information**.



The screenshot shows the 'EMPLOYER SELF REGISTRATION' process. A progress bar at the top indicates five steps: 1. Employer ABN (Enter ABN and Email address), 2. Employer Information (Questionnaire), 3. Employer Details (Employer Data Capture), 4. Bank Account Details (Bank Account & Paycycle Information), and 5. Summary (The final review). The 'Employer Information' step is currently active. Below the progress bar, the text reads 'Please answer the questions below'. The first question is 'Are you authorised to register for this service on behalf of the Employer?' with a green circle containing the number 5. It has two radio button options: 'Yes' (selected) and 'No'. The second question is 'How many employees/contractors will you be paying superannuation contributions for?' with a green circle containing the number 6. It has seven radio button options: '1-4 employees' (selected), '5-19 employees', '20-49 employees', '50-74 employees', '75-99 employees', '100-149 employees', and '150-199 employee'. At the bottom left is a 'Previous' button with a left arrow, and at the bottom right is a 'Continue' button with a right arrow and a green circle containing the number 7.

5 If you have approval to register in the Portal on behalf of your company, for the question about whether you are authorised, select **Yes**.

6 Select how many employees you will be paying super for.

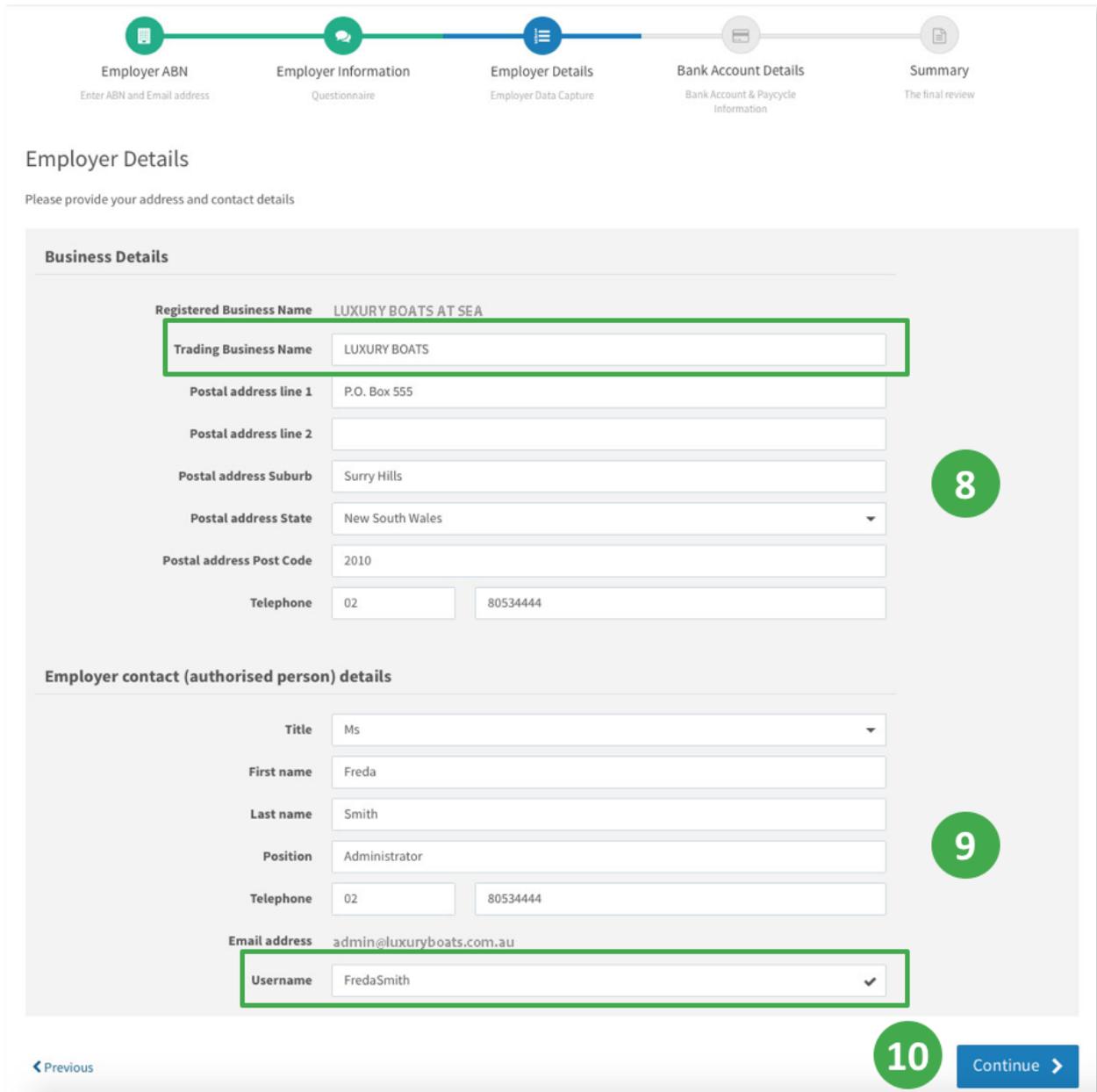
7 Click **Continue**.

The registration process progresses to **Employer Details**.

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The **Employer Details** screen opens with the **Registered Business Name** and **Trading Business Name** already filled. These are based on the **Employer ABN** that you entered in step 2.

It is possible to change the **Trading Business Name**, but you cannot change the **Registered Business Name**.



Employer Details

Please provide your address and contact details

Business Details

Registered Business Name LUXURY BOATS AT SEA

Trading Business Name LUXURY BOATS

Postal address line 1 P.O. Box 555

Postal address line 2

Postal address Suburb Surry Hills

Postal address State New South Wales

Postal address Post Code 2010

Telephone 02 80534444

Employer contact (authorised person) details

Title Ms

First name Freda

Last name Smith

Position Administrator

Telephone 02 80534444

Email address admin@luxuryboats.com.au

Username FredaSmith

[Previous](#) **10** [Continue](#)

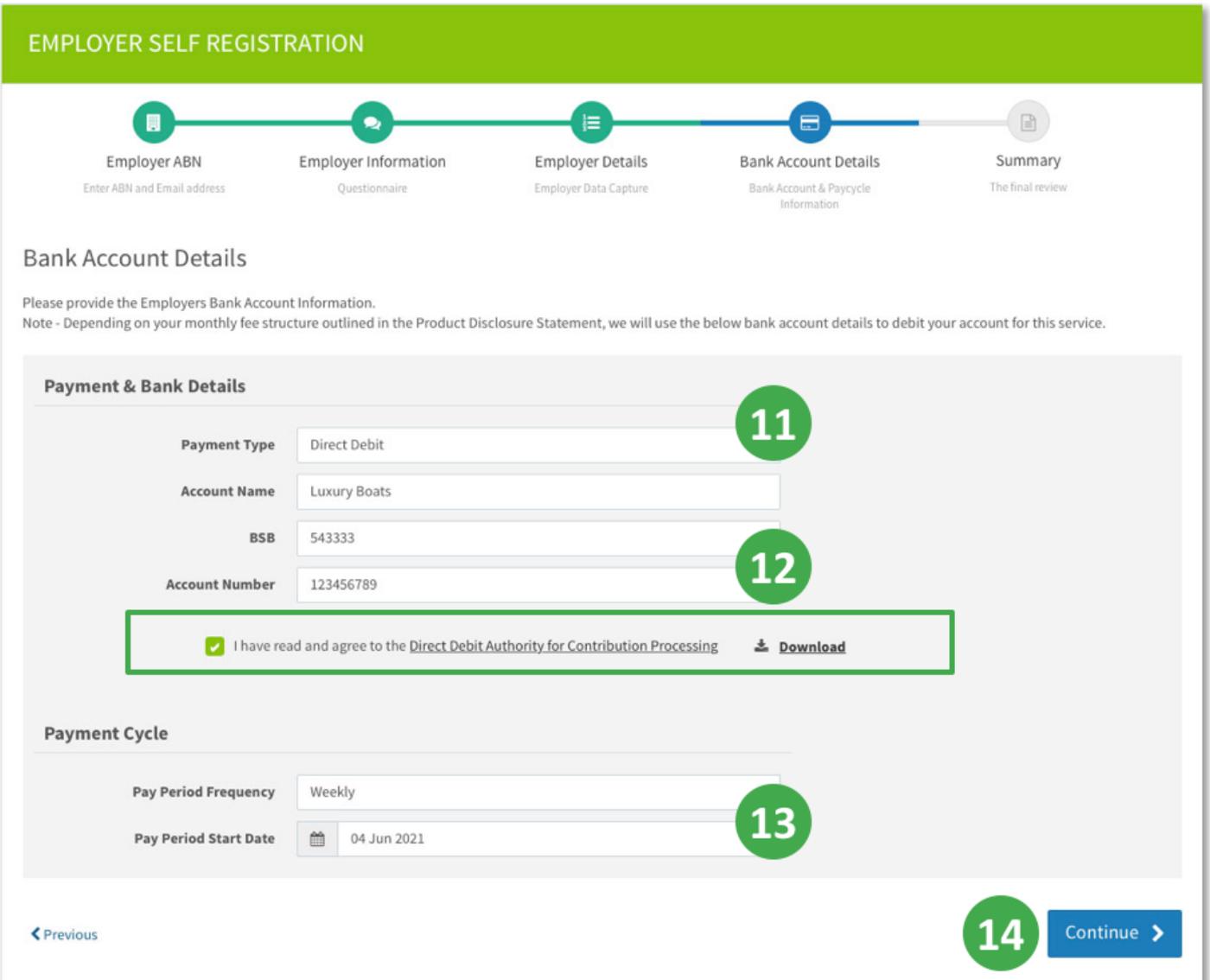
8 Complete the **Business Details**, which include the postal address and telephone number.

9 Complete the **Employer contact (authorised person) details** and create a **Username** for this person.

It is important to remember this username as you will need it for logging into the Portal.

10 Click **Continue**.

The registration process progresses to **Bank Account Details**.



EMPLOYER SELF REGISTRATION

Employer ABN
Enter ABN and Email address

Employer Information
Questionnaire

Employer Details
Employer Data Capture

Bank Account Details
Bank Account & Paycycle Information

Summary
The final review

Bank Account Details

Please provide the Employers Bank Account Information.
Note - Depending on your monthly fee structure outlined in the Product Disclosure Statement, we will use the below bank account details to debit your account for this service.

Payment & Bank Details

Payment Type Direct Debit

Account Name Luxury Boats

BSB 543333

Account Number 123456789

I have read and agree to the [Direct Debit Authority for Contribution Processing](#) [Download](#)

Payment Cycle

Pay Period Frequency Weekly

Pay Period Start Date 04 Jun 2021

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11 Click the **Payment Type** field and select either **Direct Debit** or **Direct Credit**. The required fields on the screen will update.

12 Complete the **Account Name**, **BSB** and **Account Number** for your employer account from which payments will be made.

For Direct Debit you must also tick the check box to agree to the Direct Debit Authority.

If required in the future, you can change the Payment Type and account details. See the *Payments* quick reference guide.

13 Set the **Payment Cycle** by selecting the **Pay Period Frequency** and the **Pay Period Start Date**.

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14 Click **Continue**.

The registration process progresses to the **Summary**.

EMPLOYER SELF REGISTRATION

Employer ABN (Enter ABN and Email address) | Employer Information (Questionnaire) | Employer Details (Employer Data Capture) | Bank Account Details (Bank Account & Paycycle) | **Summary (The final review)**

Summary

The Recurring Fees are set out in the FSG/PDS you sign at the end of this Registration process on Page 15 or 25
SuperChoice will direct debit fees related to the use of this service monthly in arrears.

Business Details

ABN	12345678900
Registered Business Name	LUXURY BOATS AT SEA
Trading Name	LUXURY BOATS

Contact details

Name	Freda Smith
Email address	admin@luxuryboats.com.au

Payment Details

Payment Method	Direct Debit
Pay Cycle	WEEKLY
Start Date	04 Jun 2021

Login Information

Following is the username you have chosen as part of the signup process. You will receive your one-off password with the confirmation email we will send you once you submit your registration. Please **keep your username handy** for when you first login to our system as we will not email it for security purposes.

You can change the username prior to submitting the registration by going back to the [contact details step](#). You won't be able to change the username once the registration has been submitted.

Username	FredaSmith
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Legal Documents

- I have read and agree to the [Terms and Conditions](#) [Download](#)
- I have read and agree to the [Product Disclosure Statement](#) [Download](#)
- I have read and agree to the [DDR Agreement for SuperChoice Clearing House Service Fee 07-07-20.pdf](#) [Download](#)

15

16 [Submit Registration >](#)

[Previous](#)

15 Download the **Legal Documents**, read them and then indicate that you agree to all three documents by ticking each of the check boxes.

You must agree to all three documents before proceeding to submit the registration.

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16 If you are sure all the details are correct, click **Submit Registration**.

If you want to correct any details, click **Previous** until the appropriate screen displays, and then make your changes.

After submitting the employer registration, a 'Thank You' screen displays and an email is sent to the email address you provided during registration.

17 Open the Registration Confirmation email, and then click the **Log in** button.

18 At the **Set Password** screen, type your **User Name**, type and confirm a **New Password**, and then click **Set Password**.

A message displays to tell you that a temporary verification code will be emailed to you. Keep the screen open and check your Inbox.

19 Type the **Authentication Code** you received in the email, and then click **Verify**.

This logs you into the system and you will see the Dashboard view of the Portal.

From here you can access all of the functions available – these functions are detailed in various quick reference guides located on the Help page.

A series of short videos have also been created to instruct you on how to use the Portal. Access the videos at www.superchoiceservices.com.au/training

20 Be sure to pay your super by the next due date, to comply with your super obligations.

When you upload a contribution file into the Portal, the members and their details will automatically be added to the database.

Set Password **18**
We recommend choosing a password that consists of both upper and lowercase characters, as well as a mix of numbers and letters.

User Name FredaSmith
New Password *****
Password Strength: [Progress bar]
Confirm Password *****
Set Password

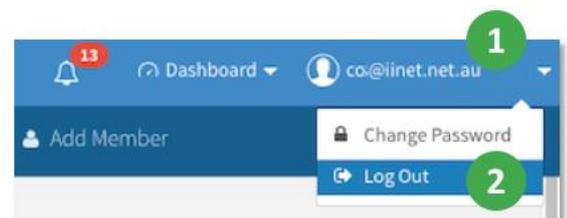
Logging out

For security, it is recommended that you log out from the Portal when you have finished working in it.

1 Click on your user ID on the right-hand corner.

2 On the dropdown, **click Log Out**.

The EmployerPay log in screen displays to confirm your logout.



Using a different browser or desktop

If you attempt to log into the Portal with an internet browser or desktop that is different from the one previously used, before you can log in you must enter an authentication code that will be emailed to you.

To log in, type the **Temporary Verification Code**, and then click **Verify**.

Registration of a migrated employer

If your employee data has been migrated to the EmployerPay Portal, after logging into the system we recommend that you do the following:

- Use the  function to check that employer users who need access have been created and they have the correct permissions. You can also add users in this view. See the *Updating User Details* quick reference guide.
- Use the  function to check employee (ie member) data has been migrated successfully to the EmployerPay Portal and is visible. You can also add new members directly into the Portal in this view. See the *Member Maintenance* quick reference guide.
- Clean up your data by reviewing and correcting any issues where system validations have identified an error – errors will be listed in the **Validation Issues** stage in the **Member Maintenance** view.

TIP: Once you've corrected any errors and accepted the changes in the Portal, we recommend you download the updated member data using the **Download** button at the bottom of the screen, and save it into your payroll.