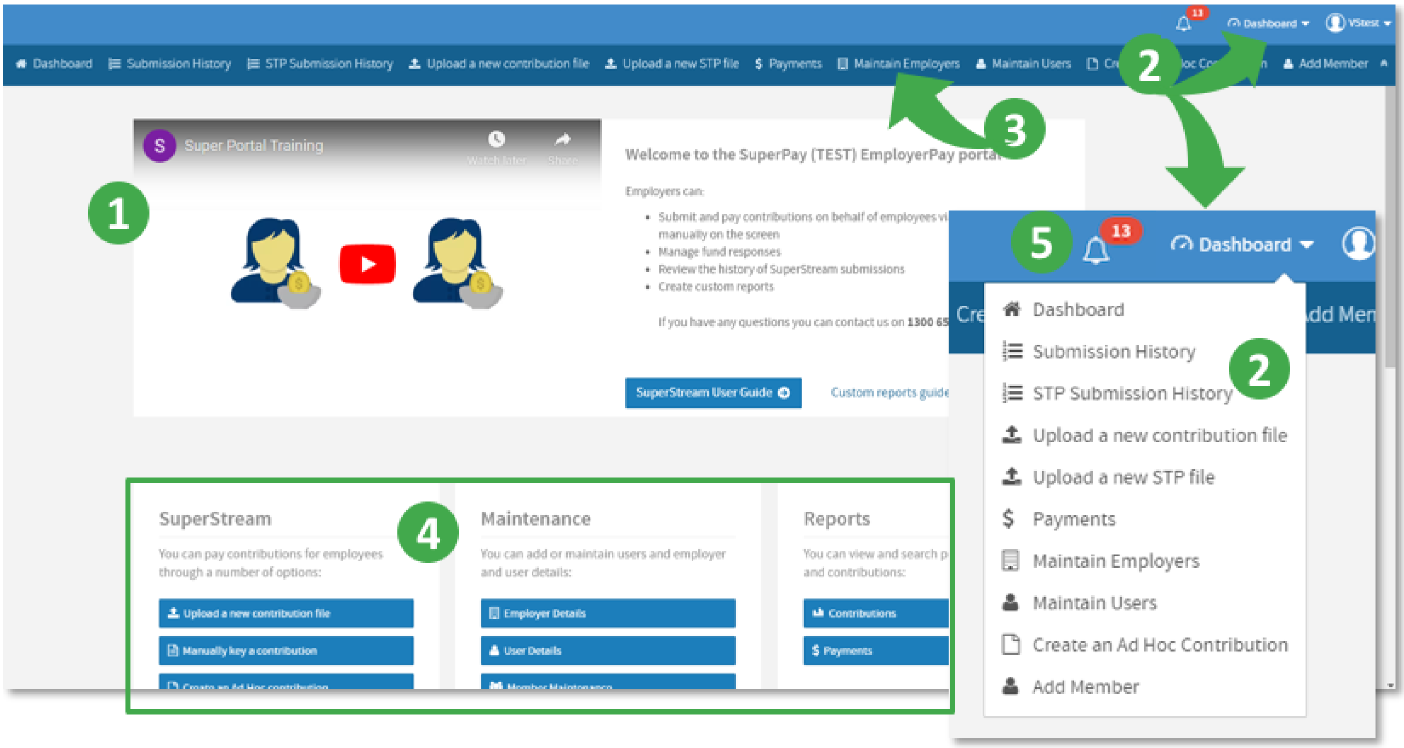
2. Understanding your Portal

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

The Portal has been designed to make uploading your employees' superannuation contribution files seamless and simple.



1 The **training video** provides an overview of the functions in the Portal. (**Note**: These Portal functions are also detailed in quick reference guides like this one.)

2 The **Navigation** menu provides access to Portal functions in a droplist.

3 For quick access the **toolbar** provides the same Portal functions as on the Navigation menu. If the toolbar is not visible, click the small chevron to the right of your login name.

4 Functions are also available via the panels: **SuperStream** functions, **Maintenance** functions and **Reports**. See the next page for more details on each function.

5 The Notifications indicator (the bell icon) has a number counter display that alerts you if there are notification messages. Click the icon for more information about the type of notifications, then click on **Show All Notifications** to view the details.

> It is more important to take note of notifications on the History Submissions screen as those notifications will require your immediate action.

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Panels group similar functions for easy selection:

On this panel…	Use this function button…	To do this…
SuperStream	Upload a new contribution file	Upload a file exported from your payroll system. A contribution file contains the employer ABN(s), payment method and employee details including their member numbers, contributions and funds.
	Manually key a contribution	Manually process contributions as well as add and edit employee details. This will show all your employees.
	Create an Ad Hoc contribution	Create an ad hoc contribution, ie a one-off contribution. No employees will show, just use Add Member/Search to select the employees you need.
	Reuse a previous contribution file	Reuse a previously submitted contribution file. You can still validate and update the contents during the process, but without producing a new file from your payroll system.
	History	View a history of past submissions and response messages.
Maintenance (for Portal Administrators)	Employer Details	Add and maintain employer contact, address, payment and other information about the organisation.
	User Details	Update details about your own user account, as well as set up new user accounts (depending on your access level).
	Member Maintenance	Maintain member, contact, employment, fund and employer information.
	Add Member	Add/create a new member account.
Reports	Contributions	Produce reports on super contributions, member registration requests (MRRs), refunds and more.
	$ Payments	Search and filter payment details for submissions made by your business.

Many of these functions are also available on the Navigation menu and the toolbar.

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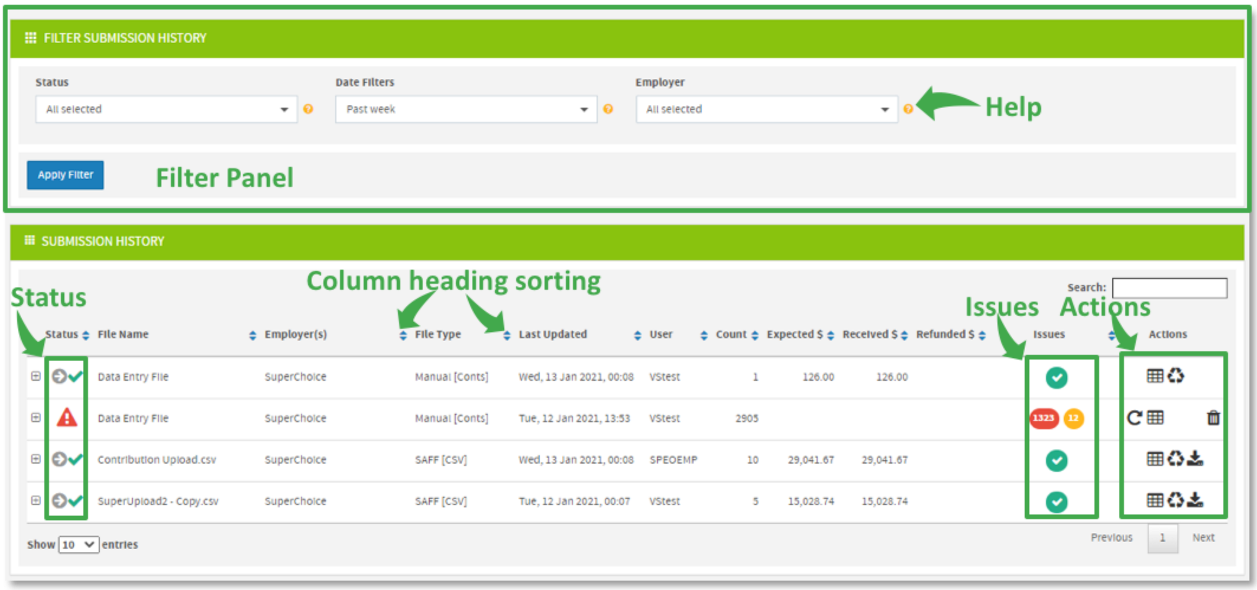
Within a number of functions, information is displayed in grids with icons on rows that show additional information and actions. Hover over an icon for a tooltip on its function. (The full details on functions in specific grids are covered in the relevant quick reference guides.) This example shows the History view and its grid.



Feature	Icon	Description
Filter Panel	n/a	Filter the contents of the grid below using Status, Dates and/or Employer selections.
Help icon		Click the Help icon to the left of a field to display a popup of additional information. Click the icon again to close the popup.
Column heading sorting		Sort the contents of the grid according to the order of a particular column. Click the icon to the right of the column name to switch between ascending and descending order.
Status icons		These icons indicate the status of the contribution file upload, and update dynamically if changes are made to the file. There are many more icons than illustrated here, please see the *Payments Handling Guide* for more details.
		Indicates data and payment(s) in the file have been successfully submitted.
		Indicates there are errors to resolve. Files cannot be submitted while there are errors.
Issues icons	1323 12	A traffic light-style indication of whether there are warnings, errors or the all-clear for the data in your contribution files. Green means your data is validated with no issues, yellow is a warning only, and red indicates errors that must be resolved prior to submission.
Actions icons		Various actions can be performed on a contribution file, depending on its status:
		View the contents of the file at the Review stage of the upload process.
		Reuse this file for a new upload.
		Download a copy of this file.
		Re-validate this file (displays only if the file has not been submitted).
		Delete this file (displays only if the file has not been submitted).