

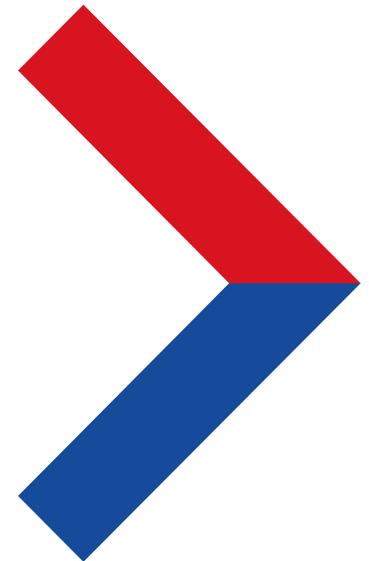


Fast Start Guide

# FirstChoice Employer Super Clearing House

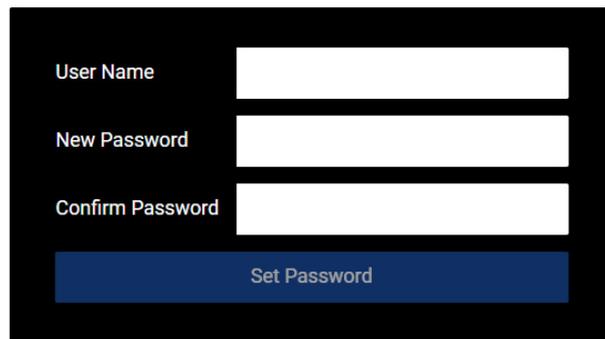
Get started with the superannuation payment service in just a few simple steps.

These steps need to be completed before making contributions.



### Set Password

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



The screenshot shows a registration form with three input fields and a submit button. The fields are labeled 'User Name', 'New Password', and 'Confirm Password'. The 'Set Password' button is blue and located at the bottom of the form.

|   |                          |
|---|--------------------------|
| User Name                                   | <input type="text"/>     |
| New Password                                | <input type="password"/> |
| Confirm Password                            | <input type="password"/> |
| <input type="button" value="Set Password"/> |                          |

## Step 1 Initial registration

- Employer plan contacts (both primary and secondary contacts) will receive an initial registration email prompting them to log in and set their initial password.

### What you need to know:

CFS will set up these contacts on the main portal, and they will then be able to set up additional users.

We've sent you a temporary code to verify your identity.

Please check your registered email:

Authentication Code

Verify

Generate new  
code

## Step 2

### One-time pin

- Multi-factor authentication: A one-time pin will be sent to the email address that is on file. Enter the one-time pin to proceed.

## Step 3

### Accept Terms and Conditions

- The first time a user logs into the employer account, they will be prompted to read the **SuperChoice Combined Financial Services Guide (FSG) and Product Disclosure Statement (PDS)** and accept **SuperChoice terms and conditions**.
- Once the terms and conditions have been accepted, they will be taken to the dashboard.

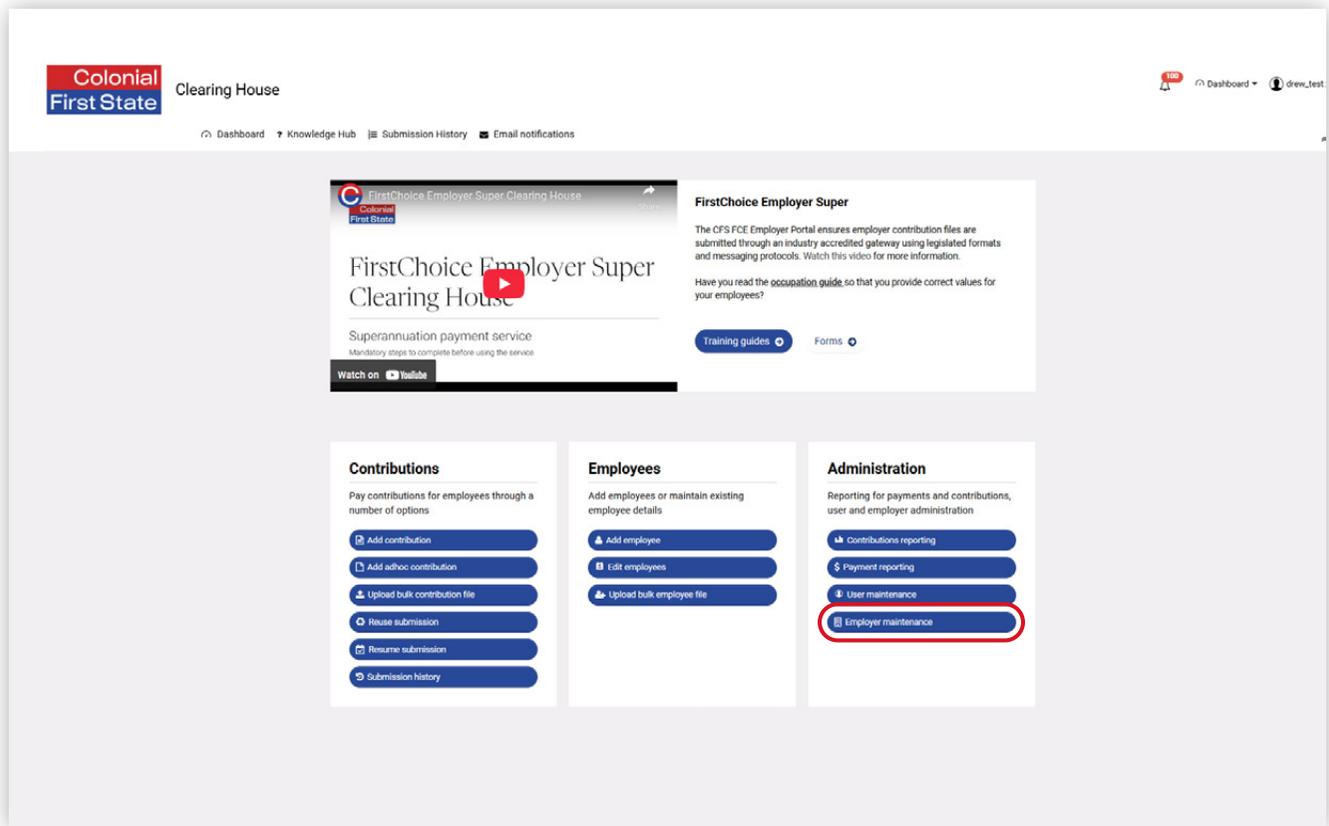
### EMPLOYER PORTAL

#### Terms and Conditions of Use

Below is our Combined Financial Services Guide, Product Disclosure Statement and associated documentation. Click on **Download** to view the documentation and then click in the checkbox to accept the Terms and Conditions of Use.

|  |                          |
|--|--------------------------|
| <input checked="" type="checkbox"/> I have read and agree to the SuperChoice T&Cs    | <a href="#">Download</a> |
| <input checked="" type="checkbox"/> I have read and agree to the SuperChoice FSG PDS | <a href="#">Download</a> |

[Accept and Continue](#)



## Step 4

### Clearing house portal – dashboard

- The dashboard page is the entry point and main page of the clearing house portal.
- Click on **Employer maintenance**.

#### What you need to know:

Before making contribution submissions, the information under the Employer Contact tab (Step 6) and Payment details tab (Step 7) must be completed (otherwise the first contribution submission(s) may be affected).

## Step 5

### Employer maintenance

- Click on the **business name** in the Employer name column or click on the **edit icon** in the Status column.

SELECT FROM LIST OF AVAILABLE EMPLOYERS

Search  

| Employer name | Australian business number (ABN) | Status   |
|---------------|----------------------------------|--|
| SuperChoice   | 78109509739                      | Active  |

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Employer details **Employer Contact** Payment details Relationship Manager Manage funds Schemes File type and template Users and user groups

**Employer Contact**  
Please fill in the contact details fields. Given Name, Family Name and Email Address are required fields.

Given name

Family name

Email address

Telephone

Address line 1

Address line 2

Suburb

Postcode

State

Country

**Save** Cancel Next

Ensure to click save for the information to be submitted

## Step 6

Click on the Employer Contact tab

- Review the contact details for the business. **Email address** and **phone number** are mandatory fields to complete.

**Note:**

The email address will be used to send notifications from the clearing house if there are any issues with the submission(s).

- Click **Save**.

**Note:**

Any update to these contact details is only available within the clearing house portal. To update any details with CFS please refer to the forms available at [cfs.com.au/fces-clearing-house](https://cfs.com.au/fces-clearing-house).

Employer details   Employer Contact   **Payment details**   Relationship Manager   Manage funds   Schemes   File type and template   Schedule pay periods   Users and user groups

**Payment details**  
Please select the payment details. All fields are mandatory.

Payment method  
Direct Debit

**Direct debit account**  
Please fill in the direct debit fields. All fields are required.

BSB   Account number

Account name

**Refund to employer bank account**  
This is the bank account that refunds will be paid to.

BSB   Account number

Account number

I have read and agree to the Direct Debit Authorisation terms [View direct debit terms](#)

Save   Cancel   Next

Ensure to click save for the information to be submitted

## Step 7

Click on the Payment details tab

- Review **payment method**.
- Review **refund bank account** details.
- If using direct debit, you must review the terms and **tick the Direct Debit Authorisation terms box** to enable payments.
- Click **Save**.

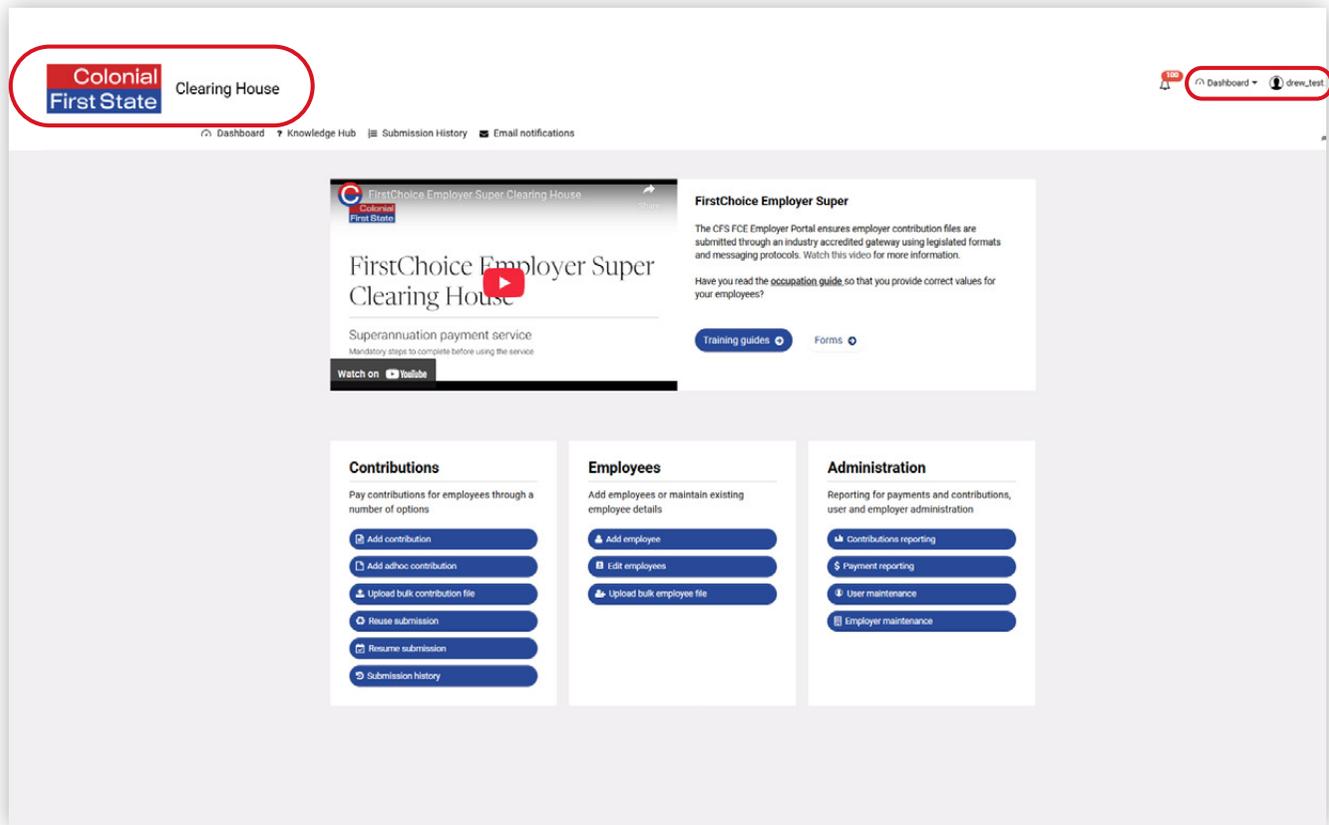
### Note:

The payment method can be changed if required.

### What you need to know:

Payments by direct credit (EFT) will be shown as 'PayClear Services'. For direct debit, payments will be shown as 'SuperChoice P/L'.

Please allow sufficient time ahead of superannuation guarantee cut-off dates to avoid any ATO penalties. Refer to the payments timeline available at [cfs.com.au/fces-clearing-house](https://cfs.com.au/fces-clearing-house).



## Step 8

### Return to the Dashboard

- Click on the logo or the **Dashboard** in the quick links to return to the main Dashboard.

## Step 9

### Paying super contributions

- Once the previous steps have been completed, the first contribution can be paid.

#### **What you need to know:**

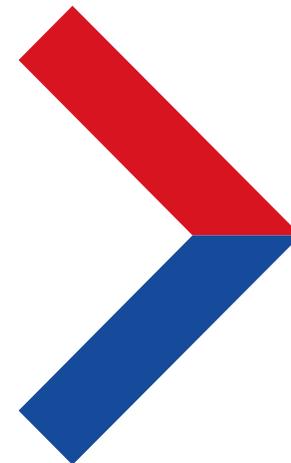
Validation issues (warnings and errors) may be encountered that need to be addressed before paying contributions. Please resolve these errors before making a contribution for that member. For more details, refer to the troubleshooting guide available at [cfs.com.au/fces-clearing-house](https://cfs.com.au/fces-clearing-house).

## More information

For further assistance, access the Quick Reference Guide at [cfs.com.au/fces-clearing-house](https://cfs.com.au/fces-clearing-house) or in the clearing house portal.

### Contact

FirstChoice Employer Super Services on 1300 654 666,  
8:30am – 6pm AEST Monday to Friday.



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#### Important information

The super clearing house is provided by SuperChoice Services Pty Limited (ABN 78 109 509 739), Authorised Representative (Number 336522) of PayClear Services Pty Limited (ABN 93 124 852 320) holder of Australian Financial Services Licence Number 314357. The SuperChoice Combined Financial Services Guide (FSG) and Product Disclosure Statement (PDS) is provided at the time of registration. You should consider the Combined FSG and PDS before deciding to accept any offer made by PayClear Services to issue the product.

Avanteos Investments Limited ABN 20 096 259 979, AFSL 245531 (AIL, we, our, us) is the issuer of FirstChoice Employer Super offered from the Colonial First State FirstChoice Superannuation Trust ABN 26 458 298 557.

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