

FirstChoice Employer
Super Clearing House

Quick reference guide

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About the CFS FirstChoice Employer Super Clearing House

The superannuation clearing house portal provides a simple solution to pay super for your employees to any super fund through one single payment.

You can:

- Add new employees to CFS FirstChoice Employer Clearing House.
- Pay super using employer initiated direct debit or direct credit.
- Reporting on submissions and payments.

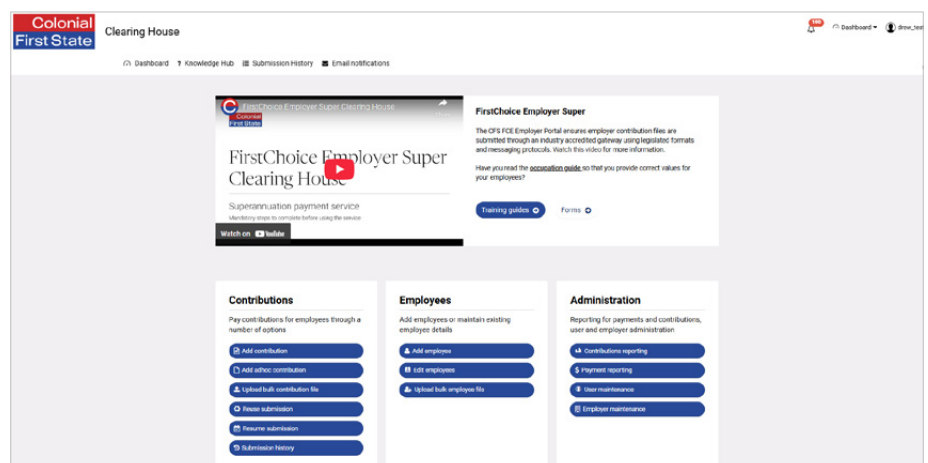
This Quick Reference Guide will help guide you through the main functions of the clearing house portal. If you require more detail refer to the [CFS Employer Website](#).

Dashboard

Overview

The Dashboard is the main screen of the clearing house portal. It allows you to navigate to any section of the portal.

You can always return to the Dashboard screen by clicking on Dashboard in the quick links or clicking on the Colonial First State logo.



Contributions

There are 4 options for contribution submissions. Add Contribution, upload bulk contribution file, resume submission and reuse submission

1 Add Contribution

Add contribution provides access to a contribution form pre-filled with your employees and their super fund details so you can manually enter the amount of super to pay.

- 1 Select Add contribution from the Dashboard.
- 2 Choose specific dates.
- 3 Click Next.
- 4 Review validation errors (if required).
- 5 In the Review screen, enter the super contribution amounts for your employees.
- 6 If you have any new employees to add, click add Employee and complete their details.
- 7 Click Next and move to the Summary and Submit screen.
- 8 Review the summary, and if the information is correct. Click Confirm and Send.
- 9 If paying by direct credit, ensure to use Payment reference number.

2 Upload bulk contribution file

Select Upload bulk contribution file from the Dashboard.

- 1 Choose specific dates or use dates in file.
- 2 Select file to upload with an identifier of your choosing (e.g. pay period reference).
- 3 Click Next.
- 4 Review validation error's (if required).
- 5 Click Next and move to the Summary and Submit screen.
- 6 Review the summary, and if the information is correct. Click Confirm and Send.
- 7 If paying by direct credit, ensure to use Payment reference number when making payment.

3 Reuse submission

Reuse submission allows a previous submission to be reused.

- 1 Click on Reuse submission from the dashboard
- 2 Select dates
- 3 Choose a previous contribution file
- 4 Make changes on the review screen
- 5 Click next and move to the summary and submit screen
- 6 Review the summary, and if the information is correct. Click confirm and send.

4 Submission history

History allows you to view:

- the results of past contributions
- each stage submission by clicking on the plus symbol)
- a view of information about any refund or payment notification
- Incomplete submissions

Resume submission

Resume submission allows you to recommence a contribution that is not finalised.

Important note

Before you make your first payment using the portal, you will need to make sure that in Employer maintenance, the contact and payment details sections including direct debit and refund bank account details are correct (refer to payment details in the Employer maintenance section of this document for further information).

Employees

Add employee

From the Dashboard, you can add an employee using the below method:

Add employee – To notify a super fund of the new employee without making a payment.

*If completing bulk add refer to the Creating and maintaining employees guide.

An Add employee pop up box will appear requiring the following information of the employee (there is a member look up at the top of the screen to check if employee already exists in the system refer to edit employee details):

Member (Employee) details

Personal

- Title
- Full name
- Date of birth
- Gender
- Address
- Tax file number
- Mobile
- Email

Employment (CFS members only)

- Employment start date
- Employment status
- Contract length (only required if contractor is selected for Employment status)
- Occupation description
- Occupation group (collar type)
- Weekly hrs
- Salary

Employer details

- Choose the Employer that the employee (member) is employed by. If the employer has access to multiple employers, then you will need to select the employer first before being able to add default members.
- If your employee has provided their account or membership number of their super fund, it should be provided in the following field:
- Member account number

Product details

This is the selection of super fund where the super payment will be directed. There are 3 options:

- 1 FirstChoice Employer Super (CFS plan)
- 2 Choice product
- 3 SMSF

1 FirstChoice Employer Super (CFS Plan)

If the Employee is contributing to the Employer plan, select the plan and appropriate category in the drop-down menu. Leave it blank if it's a new employee you are joining FirstChoice Employer Super. If the employer already has a FirstChoice Employer super account, see step 2.

There are additional validations when adding a new employee to FirstChoice Employer super and this is outlined in the [Employer data requirements](#).

2 Choice product

Select Choice if the employee has provided a Superannuation standard choice form.

Simply start typing the super fund's USI or super fund's ABN into the Select Fund look up box and select the super fund.

You should also enter the member account number the employee has provided with the nomination form.

3 SMSF

Select SMSF if the employee has chosen their own self-managed super fund.

Click Add SMSF button.

A box will appear called Manage SMSFs.

The following information will be required:

- SMSF's ABN
- ESA (Electronic Service Address)
- SMSF bank account details (BSB, Account Number, Account Name).
- Once the information is entered, press Save.
- The clearing house portal will perform a validation check to ensure the SMSF is a compliant and registered SMSF with the ATO. If the status is not compliant, you will need to check the details with the Employee.

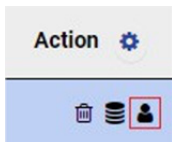
Edit employee

The clearing house portal allows you to maintain employee information for your records. This includes first and last name changes, address changes, change of fund and providing an employment end date.

You can update your employee's details by selecting:

- Edit employee on the dashboard.
- Select employer (s) to maintain the employee sits under.
- Click the View Member Contribution icon highlighted below and a pop up will appear.

You can also edit the employee's details in the contribution file when using the Add contribution function. If completing bulk edit see the creating and maintaining employee guide.



Important note

When amending an employee record, you must click on the Confirm and Send button shown below

Confirm and send >

Terminate employees

To terminate Employee's, select Edit Employee, select employer (s) to maintain, then Employment details and add termination reason and date within the Employment section. To remove terminated employees from your contribution form, enter a date in the Termination date column. You can do this as part of add contributions or if not paying super, through Edit employee. Do note for returning Employees you can remove the termination date and reason, and you do not need to set up the returning Employee as a new member.

Important note

Any changes made to an employee's personal details such as name, address and contact details will be reflected in the CFS

FirstChoice Employer Super portal for your records. Superfunds including Colonial First State may not update the personal details of an employees super account. You should advise your employee to contact their super fund directly to update their personal details on their super account.

Employment details will be reflected in the CFS FirstChoice Employer Super portal, and it is an Employer's obligation to keep these details up to date.

Administration

Reporting

From the Dashboard you can filter and generate reports on contributions and payments made.

There are 2 types of reports:

Contribution reporting

The Contribution submission report provides employers with the ability to search and filter contribution submissions and retrieve responses from super funds.

Payments reporting

The Payments Reporting button allows employers to view the details and payment processing status of submitted superannuation contributions, including to help you identify refunded super payments or dishonored payments.

User maintenance

The user maintenance section allows you to add users, edit users and deactivate users.

It also allows you to reset the user's passwords.

Refer to the User maintenance guide for detailed steps.

Employer maintenance

The Employer maintenance section allows you to update contact and payment details about your business, including updating SMSF details.

There are a number of tabs in the employer maintenance section:

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

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click on your Employer shown in the Employer name column or click on the edit icon in the Status field.

Select Employer maintenance from the Dashboard.

You will have your business name in the Employer name column.

You will be presented with a screen that has a number of tabs:

Employer details	Employer Contact	Payment details	RM	Manage funds	User and user groups
<p>This is the business authorised to use the clearing house portal. This cannot be altered by you.</p>	<p>The Employer contact details are used to issue notifications related to submissions made using this clearinghouse. Please refer to note below.</p>	<p>This section is a mandatory requirement to complete:</p> <p>Payment method</p> <ul style="list-style-type: none"> • Direct debit account: the bank account that will be debited for super payments. <p>OR</p> <ul style="list-style-type: none"> • Direct credit <p>Refund bank account</p> <ul style="list-style-type: none"> • Refund to employer bank account: the bank account where any returned payments from super funds are deposited. <p>Direct debit authority</p> <ul style="list-style-type: none"> • Direct debit authorisation terms: the terms for direct debit which require to be read and agreed before using the service. 	<p>If you have a CFS Relationship Manager attached to your Employer, they will be listed here.</p>	<p>In the Manage Funds tab, you can use the Manage SMSFs section to add, edit or remove a SMSF.</p> <ul style="list-style-type: none"> • Add SMSF To add a SMSF, click on the Add SMSF button. A Manage SMSFs box will require you to enter the SMSF ABN, ESA, and the SMSF's Bank details. • Edit SMSF To edit an existing SMSF, click on the pencil icon in the Status column. • Remove SMSF To remove an existing SMSF, click on the trash icon in the Status column. 	<p>Employer users that have access to this employer.</p>

Important note

Any changes made to an employer's contact name and contact details will be reflected in the Employer portal. Please ensure to maintain your primary and secondary contact details with CFS by completing a change of plan contact details form if any change is required.

Tip

Make sure to press Save on each screen you enter new information

Appendix A: Contributions Data Guide

Field name	Employee details	Additional rules for FirstChoice Employer
Title	Accepted values: Mr, Mrs, Ms, Miss, Master, Doctor	
First name	Employee first name	
Surname	Employee surname	
Date of birth	Employee date of birth	Must be 14 years or older at time of joining
Gender	Accepted values: Male, Female	Must be Male or Female for insurance reasons
Tax file Number	Must be provided where the employee has provided to the employer	
Address code	Residential or postal	
Address Line 1	Employee address – first line	
Address Line 2	Employee address – additional line if required	
Suburb	Employee address – city or suburb	
Postcode	Employee address – Australian postcode	
State	Employee address - Australia state or territory: NSW, VIC, QLD, ACT, SA, WA, NT, TAS	
Country	Employee address – country	Must be Australian address
Mobile	Employee's mobile number if employee provided	
Email	Employee's email address if employee provided	
Employment End Date	Employee employment end date – can only be today's date or prior date	
Member account number	Employee's super fund membership or account number if provided	Leave blank for new FirstChoice Employer Super account

More information

For further assistance, access the User Reference Guide in the clearing house portal.

Contact

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

Important information

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