

FirstChoice Employer
Super Clearing House

User access levels and permissions

This guide outlines the user access levels and permissions available in the CFS FirstChoice Employer Super Clearing House portal. It provides a detailed description of the roles, their suitable purposes, and the specific tasks each role can and cannot perform. Users with Employer Master Admin access can grant access to the two roles to other users within the Employer group.

Employer user roles available in the FCES Clearing house portal

Role suitable for...	Purpose is to...	Description
<p>Employer Master Admin</p> <ul style="list-style-type: none"> • Operations Management • HR Coordinator • Technology (IT) • Senior payroll • Accounts 	<p>Top-level access includes uploading, viewing, submitting contributions, managing employers, users and running reports.</p>	<p>This role can:</p> <ul style="list-style-type: none"> • Upload, view and submit contributions • Download and view submission history • Add member maintenance file • Update and maintain banking details • View payment information and history • Create new users and deactivate users • Reset passwords for users • Delete files that are processing • Run reports/create custom reports • View emails sent to the employer contact • Access the Knowledge hub <p>This role can't:</p> <ul style="list-style-type: none"> • Delete validation errors • Add/Delete Employer
<p>Employer Clearing Specialist</p> <ul style="list-style-type: none"> • Payroll officer • Junior payroll administrator • Accounts 	<p>Basic access The access allows uploading and editing contribution files, viewing employees, managing employer and user info, and running reports.</p>	<p>This role can:</p> <ul style="list-style-type: none"> • Upload, view and submit contributions • Download and view submissions history • Add member maintenance file • View employee, employer and user information • Run reports/create custom reports • View payments information and history • View email sent to the primary user • Access the Knowledge hub <p>This role can't:</p> <ul style="list-style-type: none"> • Edit contact details for employer • Manage users or employers' information • Add/delete employee's • Add/Delete users • Reset passwords for users • Edit banking details

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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