



ANZ EasyTransact Detailed Training Guide

AUGUST 2015

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Welcome to ANZ EasyTransact

ANZ's online solution that makes superannuation administration easier for employers

What is ANZ EasyTransact?

ANZ EasyTransact is an online payroll interface designed to make administering super easier for employers. ANZ EasyTransact allows you to electronically transfer your employees' super information direct from your payroll system to super providers over a secure internet connection.

How can ANZ EasyTransact add value to my business?

Employers who use ANZ EasyTransact benefit from reduced time spent administering super for employees, control over the information allocated to member accounts, a range of payment options that best suit the cash flow needs of your business, comprehensive upfront training and ongoing support through a dedicated Employer Services team.

Above all, employers who use ANZ EasyTransact may generate greater efficiency in their business operations.

What does ANZ EasyTransact do?

Once you register to use ANZ EasyTransact, you no longer need paper and forms to administer your employer plan.

ANZ EasyTransact allows you to do the following online:

- pay your regular super contributions,
- pay your regular Choice of Fund contributions through our free Clearing Service,
- set up new employees when they join your company,

- notify us of employees who leave your company and
- update your employees' basic details such as salaries, addresses and Tax File Numbers (TFNs).

Is ANZ EasyTransact SuperStream Compliant?

Yes, ANZ EasyTransact enables employers to meet their SuperStream obligations.

Alternatively, employers can utilize the SuperStream Industry Gateway to send Contribution Transaction Requests (CTR's) for all ANZ and OnePath products, and Member Registration Requests (MRR's) for ANZ Smart Choice Super, to set up new members.

How do I get started?

Please register with us over the phone on 13 47 43.

Need further assistance?

If you require further assistance you may:

- contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).
- arrange a training session with one of our Employer Services consultants.

1. Accessing ANZ EasyTransact

Register now by calling us on 13 47 43 (option 1), weekdays between 8.30am and 6.30pm (AEST).

Step 1

Go to <https://www.superchoice.com.au/anz>

Step 2

Enter your user ID and password provided and click 'Logon'.

ANZ

Help

Welcome to SmartChoice
Superannuation made simple!

User Id:

Password:

Logon

Important Notes:

SmartChoice is an Internet based electronic superannuation administration and contribution processing facility provided by OnePath Custodians Pty Limited, ABN 12 008 508 496 AFSL 238346 RSE L0000673

This service is only available for use within Australia.

Click here to view the [Super Clearing Service Product Disclosure Statement](#) (which includes the SmartChoice Terms & Conditions).

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SuperChoice Services Pty Limited

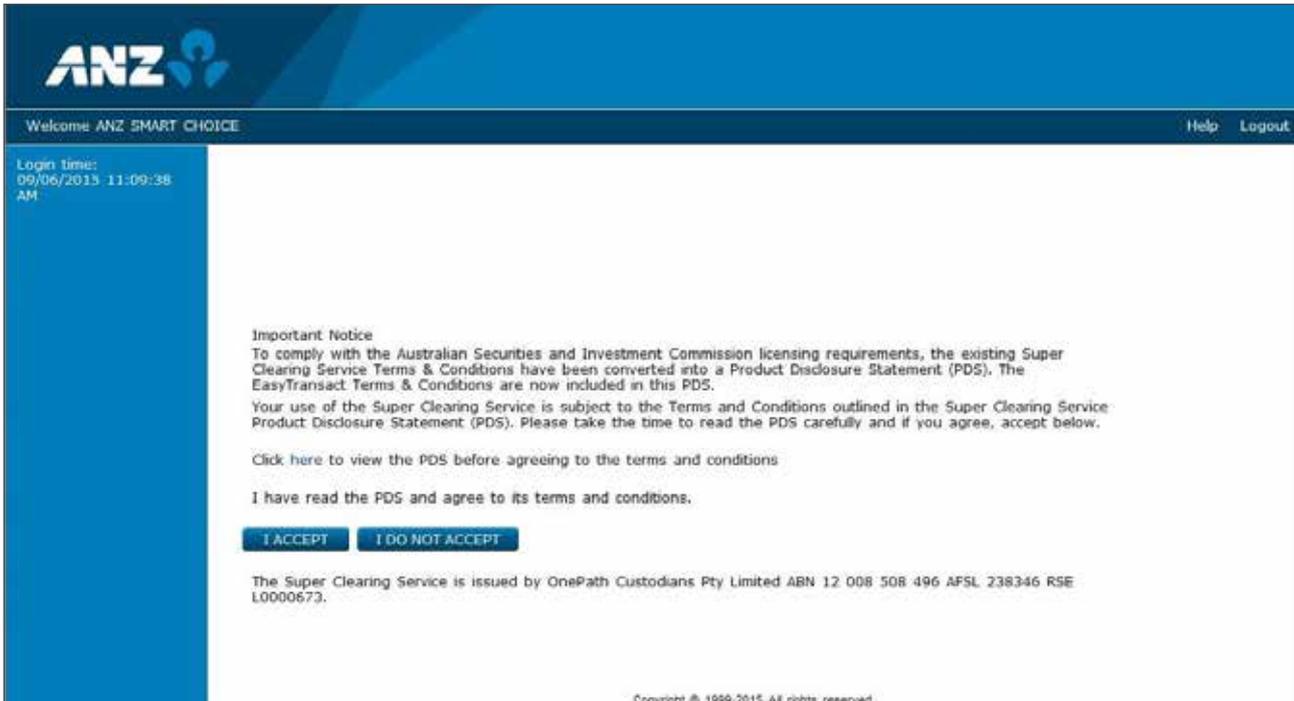
Note: User IDs and passwords are case sensitive.

Forgotten your ANZ EasyTransact user ID or password? Contact Employer Services on 13 47 43 (option 1)

Step 3

On logging in for the first time, you will see the following important message.

You must review the PDS before agreeing to the terms and conditions.



The screenshot shows the ANZ SMART CHOICE login interface. At the top left is the ANZ logo. Below it, the text "Welcome ANZ SMART CHOICE" is displayed. On the right side of the header, there are links for "Help" and "Logout". On the left side, there is a blue vertical bar containing the text "Login time: 09/06/2015 11:09:38 AM". The main content area contains an "Important Notice" section. The notice states that existing Super Clearing Service Terms & Conditions have been converted into a Product Disclosure Statement (PDS). It includes a link to view the PDS and a statement of agreement. Below the agreement statement are two buttons: "I ACCEPT" and "I DO NOT ACCEPT". At the bottom of the notice, it states that the Super Clearing Service is issued by OnePath Custodians Pty Limited with ABN 12 008 508 496 AFSL 238346 RSE L0000673. A copyright notice "Copyright © 1999-2015 All rights reserved." is visible at the bottom right of the page.

ANZ

Welcome ANZ SMART CHOICE [Help](#) [Logout](#)

Login time:
09/06/2015 11:09:38
AM

Important Notice
To comply with the Australian Securities and Investment Commission licensing requirements, the existing Super Clearing Service Terms & Conditions have been converted into a Product Disclosure Statement (PDS). The EasyTransact Terms & Conditions are now included in this PDS.
Your use of the Super Clearing Service is subject to the Terms and Conditions outlined in the Super Clearing Service Product Disclosure Statement (PDS). Please take the time to read the PDS carefully and if you agree, accept below.

[Click here to view the PDS before agreeing to the terms and conditions](#)

I have read the PDS and agree to its terms and conditions.

The Super Clearing Service is issued by OnePath Custodians Pty Limited ABN 12 008 508 496 AFSL 238346 RSE L0000673.

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Step 4

On acceptance of the terms and conditions there may be important messages that require review. Read and click 'continue'.

Step 5 (Only on start-up)

Review and update your data.

Login time: 10/06/2015 11:08:38 AM

Please Review and Update Your Data

Where an employer is not entitled to an ABN, their Withholding Taker Number must be supplied instead. All other employers must supply their ABN. Only one of ABN and WTN to be supplied.

The SuperStream Data and Payment Standards commencing 1 July 2014 requires us to supply the following information to each superannuation fund. You must complete and/or confirm the details below otherwise SuperStream messages may not comply with the SuperStream Data and Payment Standards.

Employer ABN	XXXXXXXXXX
Withholding Taker Number (WTN)	
Contact First Name	John
Contact Last Name	Smith
Business Telephone	00 180 00 XXXXXXXX
Email Address	unknown@superpath.com.au
I certify that the above details are correct and up-to-date	<input type="checkbox"/>

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SuperCheck Services Pty Limited

Review the information and ensure you tick the verification box for acceptance.

Click 'Save'.

Step 6

You are now on the ANZ EasyTransact 'Contribution Status' page.

From this page you are ready to administer your employer superannuation plan. You can make contributions, add new members, amend membership details and exit members.

Welcome ANZ USER Help Logout

Contributions

- Members
- Search
- Change Details
- Choice of Fund
- Feedback
- Reports
- SuperStream

Login time: 04/06/2015 3:38:56 PM

Contribution Status

Contribution Summary for 'ASA TEST EMPLOYER'

Return Add Refresh 12 Months Batches All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	NEIS PROVISIONAL	01-01-1999 to 07-01-1999	Confirmed
Begin	all employees	01-09-1999 to 30-09-1999	Submitted
Begin		01-07-2008 to 31-07-2008	Submitted
Begin	anatestok	01-07-2008 to 31-07-2008	Confirmed

KEY:

Return: Returns you to the previous screen.

Add: Will add a new contribution batch.

Refresh: Will refresh the batch status.

12 Month Batches: Will list all your batches for a 12 month period.

All Batches: Will list all your batches.

2. Adding new members

Adding new members via ANZ EasyTransact is quick and easy. New members can be added to your employer default fund or to a member's choice fund within minutes.

Depending on the volume of new members you are adding, you can select one of two methods for adding new members using ANZ EasyTransact; manual direct entry or via a payroll file upload. For information on how to bulk upload a payroll file for new members please refer to section 16.1.

2.1 Manual direct entry

Adding new members manually will often be the quickest method, especially when you only have one member to add. You will be required to key in all member information into the online form.

Within minutes you will be able to see your new member number in the 'Today's Members' section of this page

Step 1

You are now on the 'New Member Application Status Summary' page.

On the left navigation menu, click 'Members'.

Click 'New Members'.

You are now on the 'New Member Application Status Summary' page.

Click 'Add'.

Step 2

You are now on the 'New Member Application – Select Fund' page.

Your default fund will appear at the top of the list.

From the drop down list select the fund you wish to add your employee to.

Click 'Continue'.

The screenshot displays the 'New Member Application - Select Fund' page. On the left is a blue navigation menu with the following items: '+ Contributions', '+ Members', 'New Members', 'Exit Members', 'Transfer Members', '+ Search', '+ Change Details', '+ Choice of Fund', '+ Feedback', '+ Reports', '+ SuperStream', and 'Login time: 04/06/2015 3:38:56 PM'. The main content area has the title 'New Member Application - Select Fund' and the text 'Member for ASA TEST EMPLOYER.'. Below this are three buttons: 'Return', 'Continue', and 'New Fund'. A message states 'Your default fund(s) are at the top of the list below.'. A section titled 'Fund for New Member Application' contains a dropdown menu with the text '<Please select a fund>'. The 'Continue' button is highlighted in blue.

If there are no other super funds linked, the 'New Member Application' page will appear for ANZ Smart Choice fund.

Step 3

You are now on the 'New Member Application' page.

Fill in all the member details. All fields highlighted blue are compulsory fields.

Fewer details are required for Choice of Fund members.

Note: Employer must provide the following information; full name, Tax File Number (TFN), gender, date of birth and residential address if the employee has provided it for Superannuation purposes.

Note: A 'no TFN Contributions Tax' could apply to the employee if the TFN is not provided and personal (non-concessional) contributions cannot be accepted.

You can supply an employee's TFN to their choice fund using ANZ EasyTransact. Simply click on 'Supply TFN now' and populate the employee's TFN. The TFN will then be sent directly to the member's choice fund.

This is recommended as it allows your employee to make after tax contributions to their choice fund.

In the field 'Date Joined Employer', enter the date the employee started work with your company.

In the field 'Date Joined Fund', enter the date the employee is joining the superannuation fund.

In the field 'Occupation', it is important that you enter a correct occupation. If you cannot find an exact title, use a similar or equivalent occupation to ensure correct insurance cover for your employees. If you need further assistance for this, contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Once you have entered in all the member details, click on 'Submit Now'.

If you wish to submit the new member details at a later stage, click 'Submit Later'.

The new member page will clear, allowing you to enter in other new members, or click 'Return' to go to the 'New Member Application Status Summary' page.

If you are submitting an employee's TFN to a choice fund that has selected to receive TFNs by email, a final confirmation page is displayed. This page allows you to verify and correct the email address if necessary.

2.2 Troubleshooting – Adding new members (Default Fund only)

The following is a list of error messages and how to correct each one:

Invalid suburb, state and postcode combination

The 'Helper' button may be used to correct the error. If this does not work, try looking up the postcode or suburb name on the White Pages website. Go to <http://www.whitepages.com.au/postcodeFinder.do>

Sex is not valid for given Title

This error occurs when a 'Title' is entered that does not correspond to the selected sex. It may be something as simple as "Mr" has been entered with a female sex. To correct, simply update the incorrect details.

Tax File Number is invalid

The Australian Tax Office (ATO) has a formula for verifying Tax File Numbers (TFNs). If you receive this error, check that the details you have entered are correct and, if so, contact your employee to obtain their correct TFN.

'Date Joined Fund' cannot be a future date

You cannot enter future dates. Review and update if necessary and you will then be able to submit the member details successfully.

'Date Joined Fund' must be after last plan review date (DATE)

If a plan review has been run, it means that all members before that date have been finalised and you cannot enter details prior to the last plan review date. If your member's 'Date Joined Fund' is correct, please contact our Employer Services team.

If it was entered incorrectly simply change the 'Date Joined Fund' to the correct date and submit the member details for processing.

Date of birth is invalid; members must be older than 14 years and 9 months

All members of the plan must be older than 14 years and 9 months before they can join. If the member you are trying to register is under that age and you require more information on this rule, please contact Employer Services.

Alternatively, if you have entered the date of birth incorrectly, simply change it to the correct date and submit the member for processing.

Entering Sent

This indicates that there is a delay between systems due to high processing volumes and the data has not yet synced. If the status has not changed to 'Active' within 24 hours please inform Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

If you are still having problems solving member errors, please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST)

3. Linking to Choice Funds

Choice Funds are all superannuation funds which are not sponsored by you, the employer. These are the funds that have been selected by your employees who have exercised their right to select a Choice Fund for you to make Superannuation Guarantee contributions to on their behalf.

You can make a single contribution payment to multiple Choice Funds using ANZ EasyTransact.

Before linking a new member to an external fund or transferring an existing member to an external fund, you need to link to the Choice Fund on ANZ EasyTransact.

Linking a specific Choice Fund on ANZ EasyTransact only needs to occur when no other members of your fund have previously joined that fund.

The initial steps for linking to Choice Funds are outlined in this section.

3.1 Linking by USI

A USI (Unique Superannuation Identifier), is a unique code used to identify a super fund. All public, corporate and industry super funds will generally have a USI and can be easily linked using this number. If a fund has a USI you must use this to link to the fund on ANZ EasyTransact.

First you need to obtain the USI for your employee's nominated Choice Fund. Often the USI will appear on your employee's super fund paperwork, or you can follow Steps 1 and 2 below to obtain a USI.

Note: Under SuperStream legislation, all contributions must include the correct USI.

Step 1

On the left navigation menu, click 'Choice of Fund'.

To locate a USI, click 'Fund Information' on the left menu.

The 'Search for Choice Fund' page is displayed.

Type in the name of the super fund followed by an *.

Click 'Submit'.

Choice Fund Information
Search for Choice Fund

Return Submit

Fund Alert Information is only available for multi member choice funds that are currently available in SmartChoice
Note: All highlighted fields accept * wildcard searches

Fund Name	ANZ SUPER*
Fund Code	
USI	
SPIN	
ABN	
SFN	

Step 2

The 'Select Choice Fund' page is displayed. A list of superannuation funds with their USI will be shown on this page.

Write down the USI for the fund to which you want to link.

This is the number you will need to use when linking to the 'Choice Fund' nominated by your employee.

Choice Fund Information
Select Choice Fund

Return

Click on the Fund Code to display the fund alert information for that fund.

Fund Code	USI	SPIN	ABN	Fund Name
C-PDANZ0265	ANZ0265AU	ANZ0265AU	53789980697	ANZ SUPER ADVANTAGE
C-PDANZ0415	ANZ0415AU	ANZ0415AU	53789980697	ANZ SUPERANNUATION SAVINGS ACCOUNT

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3.2 Troubleshooting – Searching for a Unique Superannuation Identifier (USI)

If the USI for the nominated superannuation fund is not on the list, you can contact the super fund directly to obtain these details. Alternatively, you can also search for Choice Funds using the fund's Superannuation Product Identification Number (SPIN) or Australian Business Number (ABN).

Step 3

Once you have the USI, click 'Choice of Fund' on the left navigation menu.

Click 'Link to Choice Fund' on the left navigation menu.

You are now on the 'Choice of Fund Search' page.

Type in the USI next to the field called 'USI'.

Choice of Fund Search
Search for Choice Fund

[Return](#) [Search](#)

Please enter one of the following identifiers:

USI	ANZ0265AU
SPIN	
ABN	
SFN	

Login time:
10/06/2015 2:49:17 PM

Click 'Search'.

Step 4

You will now view a disclaimer page allowing you to link to the superannuation fund.

Click 'Link' to add the 'Choice Fund'.

Note: Depending on the 'Choice Fund' to which you are trying to link, a 'Fund Employer Number' may need to be provided.

Please contact the 'Choice Fund' directly for more information on how to obtain a 'Fund Employer Number'.

After selecting 'Link', you will be returned to the 'Choice Fund Search' page where you will be able to link another fund.

Link to Fund
Link to Choice Fund

Return Link

Please click here to read the Disclaimer and General Note to Employees.

Fund Business Rule

With this type of fund there are no restrictions on contribution payments. This fund is a public offer, employer-sponsored superannuation fund. Because the account is employer-sponsored, and therefore attributed to your employee's former employer, there is a slight possibility the employer-sponsored account may have been closed and transferred to a personal (non-union) fund.

Employer Alert

We would encourage the employer (you) to check with the employee that their account is still open and the account details are up to date.

Employer Options

The provision of the correct basic information, when connecting to this type of fund and making payment contributions are all that is necessary.

Click 'Link' to add this Choice Fund to your list of available funds.

Fund USI	ANZ3636U
Spin Number	ANZ3636U
Fund ADR	S378080027
Fund Name	ANZ SUPER ADVANTAGE
Fund Code	C-PANZ0255
Fund Employer Number	<input type="text"/>

Note: If ANZ EasyTransact does not recognise the USI you have entered, the following message will be displayed:

'This USI is not currently available for Choice of Fund contributions. Please check the USI and if correct, contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

If you already have a link to the fund a message will appear saying 'You are already linked to this Fund'. You can now add new members to this external fund.

3.3 ANZ Products – USI Listing

Product Name	Unique Superannuation Identifier (USI)
ANZ OneAnswer Personal Super – Entry Fee	ANZ0325AU
ANZ OneAnswer Personal Super – Nil Entry Fee	ANZ0326AU
ANZ Personal Superannuation Bond	ANZ0074AU
ANZ Smart Choice Super	MMF2076AU
ANZ Super Advantage	ANZ0265AU
ANZ Superannuation Savings Account	ANZ0415AU
Corporate Super	MMF0393AU
Integra Super	MMF0146AU
OneAnswer Frontier Personal Super	MMF0334AU
OnePath Plus Personal Super	53789980697003
OptiMix Superannuation	LEF0160AU

Note: Under SuperStream legislation, all contributions must include the correct USI. If you are unsure of your USI, please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) for the relevant ANZ product USI.

3.4 Linking by SPIN

A Superannuation Product Identification Number (SPIN) is a unique code used to identify a super fund. All public, corporate and industry super funds will generally have a SPIN and can be easily linked using this number.

First you need to obtain the SPIN for your employee's nominated Choice Fund. Often the SPIN will appear on your employee's super fund paperwork, or you can follow Steps 1 and 2 below to obtain a SPIN.

Step 1

On the left navigation menu, click 'Choice of Fund'.

To locate a SPIN, click 'Fund Information' on the left menu.

The 'Search for Choice Fund' page is displayed.

Type in the name of the super fund followed by an *.

Click 'Submit'.

Choice Fund Information
Search for Choice Fund

Return Submit

Fund Alert Information is only available for multi member choice funds that are currently available in SmartChoice
Note: All highlighted fields accept * wildcard searches

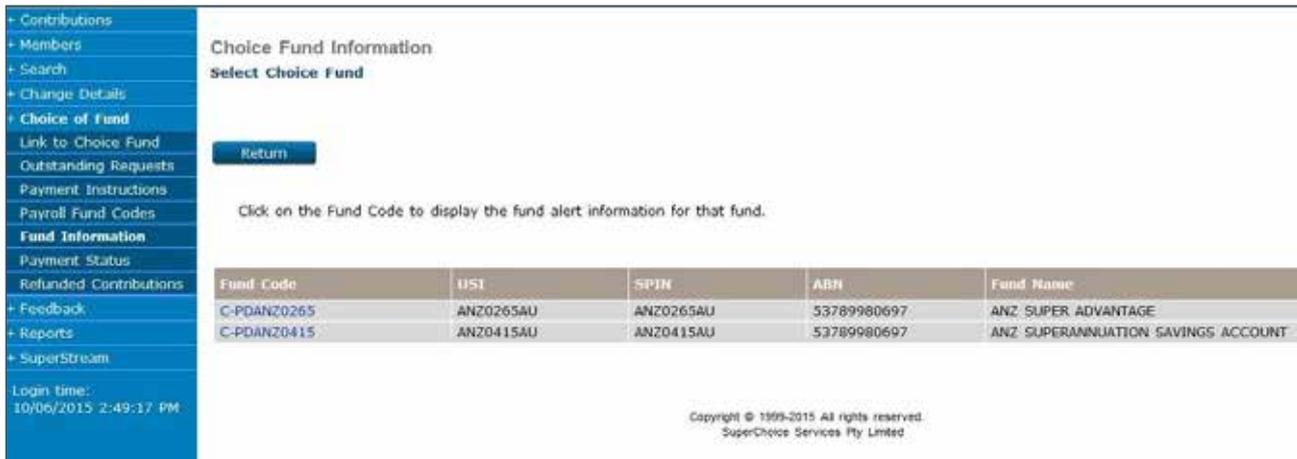
Fund Name	ANZ SUPER*
Fund Code	
USI	
SPIN	
ABN	
SFN	

Step 2

The 'Select Choice Fund' page is displayed. A list of superannuation funds with their SPIN will be shown on this page.

Write down the SPIN for the fund to which you want to link.

This is the number you will need to use when linking to the Choice Fund nominated by your employee.



The screenshot shows a web interface for 'Choice Fund Information'. On the left is a blue navigation menu with options like Contributions, Members, Search, Change Details, Choice of Fund, Link to Choice Fund, Outstanding Requests, Payment Instructions, Payroll Fund Codes, Fund Information, Payment Status, Refunded Contributions, Feedback, Reports, and SuperStream. The main content area is titled 'Choice Fund Information' and 'Select Choice Fund'. It features a 'Return' button and a instruction: 'Click on the Fund Code to display the fund alert information for that fund.' Below this is a table with the following data:

Fund Code	USI	SPIN	ABN	Fund Name
C-PDANZ0265	ANZ0265AU	ANZ0265AU	53789980697	ANZ SUPER ADVANTAGE
C-PDANZ0415	ANZ0415AU	ANZ0415AU	53789980697	ANZ SUPERANNUATION SAVINGS ACCOUNT

At the bottom right of the page, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved SuperChoice Services Pty Limited'. The login time is shown as '10/06/2015 2:49:17 PM'.

3.5 Troubleshooting – Searching for a SPIN

If the SPIN for the nominated superannuation fund is not on the list, you can contact the super fund directly to obtain these details.

Alternatively you can also search for Choice Funds using the USI or ABN. This process is outlined in sections 3.2 and 3.7 of this document respectively.

3.6 ANZ SPIN Codes

Product name	ABN	Organisation Name	SPIN
ANZ OneAnswer Personal Super – Entry Fee	53789980697	OnePath Masterfund	ANZ0325AU
ANZ OneAnswer Personal Super – Nil Entry Fee	53789980697	OnePath Masterfund	ANZ0326AU
ANZ Personal Superannuation Bond	53789980697	OnePath Masterfund	ANZ0074AU
ANZ Smart Choice Super	53789980697	OnePath Masterfund	MMF2076AU
ANZ Super Advantage	53789980697	OnePath Masterfund	ANZ0265AU
ANZ Superannuation Savings Account	53789980697	OnePath Masterfund	ANZ0415AU
Corporate Super	53789980697	OnePath Masterfund	MMF0393AU
Integra Super	53789980697	OnePath Masterfund	MMF0146AU
OneAnswer Frontier Personal Super	53789980697	OnePath Masterfund	MMF0334AU
OnePath Plus Personal Super	53789980697	OnePath Masterfund	NIL
OptiMix Superannuation	53789980697	OnePath Masterfund	LEF0160AU

Step 3

Once you have the SPIN, click 'Choice of Fund' on the left navigation menu.

Click 'Link to Choice Fund' on the left navigation menu.

You are now on the 'Choice of Fund Search' page.

Type in the SPIN next to the field called 'SPIN'.

Click 'Search'.

<ul style="list-style-type: none"> Contributions Members Search Change Details Choice of Fund Link to Choice Fund Outstanding Requests Payment Instructions Payroll Fund Codes Fund Information Payment Status Refunded Contributions Feedback Reports SuperStream <p>Login time: 10/06/2015 2:49:17 PM</p>	<h4 style="margin: 0;">Choice of Fund Search</h4> <h5 style="margin: 0;">Search for Choice Fund</h5> <div style="margin-top: 10px;"> Return Search </div> <p style="margin-top: 10px;">Please enter one of the following identifiers:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USI</td> <td style="padding: 5px;"><input type="text"/></td> </tr> <tr> <td style="padding: 5px;">SPIN</td> <td style="padding: 5px;"><input type="text" value="ANZ0265AU"/></td> </tr> <tr> <td style="padding: 5px;">ABN</td> <td style="padding: 5px;"><input type="text"/></td> </tr> <tr> <td style="padding: 5px;">SPN</td> <td style="padding: 5px;"><input type="text"/></td> </tr> </table> <p style="text-align: right; font-size: small; margin-top: 20px;">Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited</p>	USI	<input type="text"/>	SPIN	<input type="text" value="ANZ0265AU"/>	ABN	<input type="text"/>	SPN	<input type="text"/>
USI	<input type="text"/>								
SPIN	<input type="text" value="ANZ0265AU"/>								
ABN	<input type="text"/>								
SPN	<input type="text"/>								

Step 4

You will now view a disclaimer page allowing you to link to the superannuation fund.

Click 'Link' to add the Choice Fund.

Note: Depending on the Choice Fund of which you are trying to link, a Fund Employer Number may need to be provided. Please contact the Choice Fund directly for more information on how to obtain a Fund Employer Number.

Fund ID#	ANZ0215401
Spin Number	ANZ0215500
Fund ABN	5278962087
Fund Name	ANZ SUPER ADVANTAGE
Fund Code	C-PBAN2025
Fund Employer Number	<input type="text"/>

After selecting 'Link', you will be returned to the 'Choice Fund Search' page where you will be able to link another fund.

Note: If ANZ EasyTransact does not recognise the SPIN you have entered, the following message will be displayed:

'This SPIN is not currently available for Choice of Fund contributions.'

Please check the SPIN and if correct, contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

If you already have a link to the fund, a message will appear saying 'You are already linked to this Fund'. You can now add new members to this external fund.

3.7 Linking by ABN

Linking to a Choice Fund using an ABN can only be done when the fund is a Self-Managed Super Fund (SMSF) or the superannuation fund does not have a USI or SPIN.

Step 1

On the left navigation menu, click 'Choice of Fund'.

On the left navigation menu, click 'Link to Choice Fund'.

You are now on the 'Choice of Fund Search' page.

Type in the ABN as provided by your employee.

Click 'Search'.

Note: If you need to link to a superannuation fund using the fund's ABN, you will need to obtain the bank details, email address and the Electronic Service Address (ESA) for EFT payments, in addition to the ABN. Your employee should provide you with payment details for the Choice Fund. Please ensure you use the ABN of the superannuation fund and not the company.

The screenshot displays the 'Choice of Fund Search' interface. On the left is a blue navigation menu with options like 'Contributors', 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Link to Choice Fund', 'Outstanding Inquiries', 'Payment Instructions', 'Payroll Fund Codes', 'Fund Information', 'Payment Status', 'Refunded Contributions', 'Feedback', 'Reports', and 'Superannuation'. The main content area is titled 'Choice of Fund Search' and 'Search for Choice Fund'. It features a 'Return' button and a 'Search' button. Below these is a prompt: 'Please enter one of the following identifiers:'. There are four input fields: 'USI', 'SPIN', 'ABN', and 'SFN'. The 'ABN' field contains the value '60343797687'.

Step 2

If ANZ EasyTransact identifies that the ABN is a complying superannuation fund, the 'Choice Fund Application' page will appear within the search results.

You will then be required to select a payment method for the fund. This is how the superannuation fund wishes to accept payments for contributions. Your employee should provide you with payment details for the external fund.

Step 3

If the payment method is EFT all fields highlighted in blue need to be completed.

If EFT is selected as a payment method, remittances will be emailed to the nominated Choice Fund.

The fund will be available for submitting contributions within 3 business days.

Click 'Link' to create a link to that fund.

<p>Link to Choice Fund</p> <p>Outstanding Requests</p> <p>Payment Instructions</p> <p>Payroll Fund Codes</p> <p>Fund Information</p> <p>Payment Status</p> <p>Refunded Contributions</p> <p>Feedback</p> <p>Reports</p> <p>SuperStream</p> <p>Login time: 18/08/2015 2:49:17 PM</p>	<p>Return Continue</p>
<p>Access to this fund will be available in 1-3 days.</p> <p>Please click here to read the Disclaimer and General Note to Employers</p> <p>Fund Business Rule</p> <p>With this type of fund there are no restrictions on contribution payments (SMSF or Small APRA).</p> <p>Employer Alert</p> <p>There has been a high level of refunds for SMSF's and Small APRA funds recently because of the failure to provide correct member numbers where the Fund is administered by a corp. If the administrator of your employee's fund does not require a member number, please enter as much of the employee's first name followed by last name as will fit into the member number field.</p> <p>Note: We recommend that SMSF's and Small APRA funds are paid by EFT due to the possibility that the Addresses may change without adequate notification.</p> <p>ATO Guideline</p> <p>When a new SMSF is established by the employee, the status of this fund will be "UNDETERMINED" until the fund's first annual return has been successfully received by the ATO. In order to ensure that your contributions are tax deductible, you (the employer) are responsible to ensure that at the time of making a contribution, you obtained a written statement from the Superannuation Industry (Supervision) Act 1993 (SISA) and was not subject to any direction under that Act not to accept your contributions.</p>	
<p>Fund ABN <input type="text"/></p> <p>Fund Name <input type="text"/></p>	
<p>Please check that the above fund details are correct before continuing.</p> <p>Please indicate which payment method is required by the above fund and click the 'Continue' button. If the fund accepts both payment methods, please select EFT.</p>	
<p><input type="checkbox"/> The above fund will be paid by EFT</p> <p><input checked="" type="checkbox"/> Quickest payment method</p> <p><input type="checkbox"/> Requires e-mail address and bank account.</p> <p><input type="checkbox"/> The fund will be paid by cheque</p> <p><input type="checkbox"/> Requires address details.</p>	

Step 4

Double check the bank and details are correct then click 'Yes' to accept or 'No' to amend. Please ensure you select the correct Electronic Service Address (ESA) from the available drop-down to ensure the remittance correctly reaches the fund. This information should be supplied by your employee. If an ESA has not been provided, you can still pay via non-SuperStream methods by selecting 'No ESA Provided'.

Note: Where a payment has been entered for a Choice Fund which has been previously utilised by another ANZ EasyTransact user, the bank details may be different. If the bank details do not match the current details ANZ EasyTransact holds, the following message will be displayed:

'The bank account details you have entered are different from the details attached to this fund. Please check the bank's details and re-enter them if entered incorrectly. If the bank details are correct, contact Employer Services.'

- Contributions
- Members
- Search
- Change Details
- Choice of Fund
- Link to Choice Fund
- Outstanding Requests
- Payment Instructions
- Payroll Fund Codes
- Fund Information
- Payment Status
- Refunded Contributions
- Feedback
- Reports
- SuperStream
- Login time: 10/06/2013 2:40:17 PM

Choice Fund Application

EFT Payment

Return
Request

Note: All highlighted fields are mandatory.

Fund ABN	[REDACTED]
Fund Name	[REDACTED]
Fund Employer Number	[REDACTED]

Fund: EFT Details

Fund: E-mail Address <small>(for remittance notification)</small>	[REDACTED]
Fund: Electronic Service Address <small>(for SuperStream notification)</small>	-Please select-
Fund: IBAN	[REDACTED]
Fund: Bank Account Number	[REDACTED]

3.8 Troubleshooting – Searching for the ABN

When ANZ EasyTransact does not identify an ABN, the following message will appear:

'The ABN you have entered does not match to a compliant superannuation fund. Please check the ABN and if correct, contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Where an external fund has a registered SPIN and you have entered an ABN, you will receive the following message:

'This fund has a SPIN; please enter the SPIN or USI instead of the ABN'. See the notes from sections 3.5 and 3.2 of this document for instructions on how to obtain a USI or SPIN.

- Contributions
- Members
- Search
- Change Details
- Choice of Fund
- Link to Choice Fund
- Outstanding Requests
- Payment Instructions
- Payroll Fund Codes
- Fund Information
- Payment Status
- Refunded Contributions
- Feedback
- Reports
- SuperStream

Login time:
10/06/2015 2:49:17 PM

Choice Fund Application

Select Payment Method

Return
Continue

Access to this fund will be available in 1-3 days.

Please click here to read the Disclaimer and General Note to Employers

Fund Business Rule

With this type of fund there are no restrictions on contribution payments (SMSF or Small APRA).

Employer Alert

There has been a high level of refunds for SMSFs and Small APRA funds recently because of the failure to provide correct member numbers where the fund is administered by a corporate trustee. If the administrator of your employee's fund does not require a member number, please enter as much of the employee's first name followed by last name as will fit into the member number field.

note: We recommend that SMSFs and Small APRA funds are paid by EFT due to the possibility that the Addresses may change without adequate notification.

ATO Guideline

When a new SMSF is established by the employee, the status of this fund will be 'UNDETERMINED' until the fund's first annual return has been successfully received by the ATO.

In order to ensure that your contributions are tax deductible, you (the employer) are responsible to ensure that at the time of making a contribution, you obtained a written statement from the Superannuation Industry (Supervision) Act 1993 (SISA) and was not subject to any direction under that Act not to accept your contributions.

Fund ABN

Fund Name

Please check that the above fund details are correct before continuing.

Please indicate which payment method is required by the above fund and click the 'Continue' button. If the fund accepts both payment methods, please select EFT.

The above fund will be paid by EFT

Quickest payment method.

Requires e-mail address and bank account.

The fund will be paid by cheque

Requires address details.

4. Add Choice Member

Step 1

On the left navigation menu, click 'Members'.

Then, click 'New Members'.

You are now on the 'New Member Application Status Summary' page

Click 'Add'

New Member Application Status Summary

New Members for DEMONSTRATION SITE

Return Add Refresh Today's Members Upload Members Sequential Completion Bulk Completion

Last Name	First Name	Birth Date	Fund

Return Add Refresh Today's Members Upload Members Sequential Completion Bulk Completion

Step 2

From the drop down list, select the choice fund you wish to add your employee to.

Click 'Continue'

New Member Application - Select Fund

Member for DEMONSTRATION SITE

Return Continue New Fund

Your default fund(s) are at the top of the list below.

Fund for New Member Application

CPDH050100 - HOST - PLUS SUPERANNUATION FUND

Step 3

You are now on the 'New Member Application' page.

The following new 'Add Choice Member' screen will show.

For further information, please refer to the ATO documentation.

Note: All highlighted fields are mandatory

Fund	C-PHO5000 - HCST - PLUS SUPERANNUATION FUND
Member Name	
First Name	
Mobile Name	
Last Name	
Address 1	
Address 2	
Address 3	
Address 4	
Suburb	
State	--Please select--
Postcode	
Country	--Please select--
Address Usage Code	--Please select--
Mobile Number	
Alt/alt address	
Gender	--Please select--
Date of Birth	
Payroll Number	
Tax file Number	

Return Submit Now Submit Later Select Fund Clear All values

Click 'Submit Now'.

Click 'Return' to return to 'Contribution Status Summary' screen.

To review today's added members, click on 'today's members'.

Contributions

Members

New Members

Exit Members

Transfer Members

Search

Change Details

Choice of Fund

Feedback

Reports

SuperStream

LOGO TIME: 09/09/2015 12:01:30 PM

Recent New Member Applications

List of Recent New Members for DEMONSTRATION SITE

Return Submit

New members submitted from (DD-MM-YYYY)

09-06-2015
09-06-2015

Fund	Member Number	Payroll Number	LHM Name	First Name
------	---------------	----------------	----------	------------

5. Creating Contribution Schedules

Using ANZ EasyTransact, contributions can be submitted to your Employer Default Fund or to Choice Funds.

Depending on the volume of contributions you are submitting you can select one of two methods using ANZ EasyTransact, either Direct Entry or via Payroll Upload. Both methods automatically submit contributions to your employees accounts.

5.1 Direct entry

If you are submitting contributions for a small number of members it may be easier to do this using Direct Entry (manual). You will be required to enter all contribution details on the online form before submitting the contributions to ANZ.

In order to submit contributions on ANZ EasyTransact, you need to firstly create a Contribution Schedule. You only need to complete this step once as part of the initial set-up process. Once this step is complete, you will be able to follow the procedure in section 6.1 to submit contributions for your employees.

Step 1

On the left navigation menu, click 'Contributions'.

You are now on the 'Contribution Status' page.

Click 'Add'.

Contribution Status

Contribution Summary for 'DEMONSTRATION SITE'

Return Add Refresh 12 Monthly Batches All Batches

You should submit ALL direct-entry contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 2 working days to be processed and must be completed before contributions can be submitted.

For batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Funds.

Choice Fund	Contribution Schedule	Period	Status

Return Add Refresh 12 Monthly Batches All Batches

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Step 2

You are now on the 'Contribution Schedule Maintenance' page.

Enter the following details:

Schedule Name – use any name you consider appropriate e.g. Super Contributions Manual Schedule

Schedule Type – select Direct Entry.

Submission Period – you can either select a default payment frequency or select 'None' (this allows you to make amendments to dates).

Next Start Date – this is the first day of the period you are paying, for example, if you are paying for July 2015 you would use 01-07-2015.

Default Schedule – leave check box unchecked.

Select Members by Search – leave check box unchecked.

Then click 'Save'.

Contribution Schedule Maintenance	
Create the contribution schedule details	
<input type="button" value="Return"/> <input type="button" value="Save"/>	
Schedule Name:	<input type="text"/>
Schedule Type:	Direct Entry ▾
Submission Period:	None ▾
Next Start Date: (DD-MM-YYYY)	<input type="text"/>
Default Schedule	<input type="checkbox"/>
Select Members by Search	<input type="checkbox"/>

Step 3

You are now on the 'Select Members' page.

Click 'Select All' to add all of your members to this schedule for future contributions or individually tick the 'Members in Schedule' box next to each member you want to add to this schedule.

Members who are selected will then be able to receive future contributions made using this schedule.

Once you are happy with the members you have selected, click 'Save'.

Contributors
Members
Search
Change Details
Choice of Fund
Feedback
Reports
SuperStream

Login time: 09/06/2015 12:55:40 PM

Select Members

Select members for Contribution Schedule * Monthly super *

Return Save Select All

Members in Schedule	Member Name	Number
<input type="checkbox"/>	JOHN JOHNSON	2222222
<input type="checkbox"/>	M JONES	12345555
<input type="checkbox"/>	JOE OFF LINE	1222
<input type="checkbox"/>	PETER PAN	87373
<input type="checkbox"/>	MIKE J WILSON	12222

Return Save Select All

Step 4

You are now on the 'Contribution Schedule Maintenance' page.

Click 'Return'.

The process is now complete.

- Contributions
- Members
- Search
- Change Details
- Change of Fund
- Feedback
- Reports
- SuperStream

Login Info:
 30/06/2015 12:33:49 PM

Contribution Schedule Maintenance

Modify the contribution schedule

Return
Modify
Members
Delete

Schedule Name:	Monthly super
Schedule Type:	Direct Entry
Submission Period Type:	None
Next Start Date:	31-04-2015
Default Schedule:	
Select Members by Search:	<input type="text"/>

Members in schedule: Monthly super	Member No	Payroll No	Fund
JONES KEVINSON	222222	107272	854
JONES	2245555	12872722	854
JONES OFFICER	222	999933	09999 (40)
JONES PAUL	87373	627272	702
JONES WILSON	2222	623333	8994

Return
Modify
Members
Delete

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6. Processing a contribution

Now that you have your contribution schedule setup, it is time to process a contribution batch. For Direct Entry, simply follow the steps outlined below or for a Payroll Upload follow the procedure outlined within section 16.1.

Don't forget, if it is the first time you have processed contributions, you will need to contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) before you can use Payroll Upload.

Once you complete the appropriate procedure below, you must then submit your batch payment by following the procedures outlined in section 7 of this document.

6.1 Direct entry

Step 1

On the left navigation menu, click 'Contributions'.

You are now on the 'Contribution Status' page.

For the schedule you wish to process click on 'Begin' under the heading 'Create batch'.

Contribution Status

Contribution Summary for 'ASA TEST EMPLOYER.'

Begin Add Refresh 12 Month Batches All Batches

You should submit all choice-of-fund contributions at least 2 weeks before the Super guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.

For Batches that include contributions to Choice Funds, the status 'Completed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	Default (Default schedule)		Completed
Begin	MBS PROFESSIONAL	01-09-1999 to 30-09-1999	Submitted
Begin	all employees	01-07-2008 to 31-07-2008	Submitted
Begin	arbitral	01-07-2008 to 31-07-2008	Completed
Begin	default	01-09-1999 to 14-09-1999	Submitted
		15-09-1999 to 28-09-1999	Completed with Variation
		01-07-2008 to 31-07-2008	Completed
Begin	all eligible members	12-07-1999 to 22-07-1999	Completed

Begin Add Refresh 12 Month Batches All Batches

Step 2

You are now on the 'Batch Input' page.

Enter the correct dates for the payment period. If you have selected a Submission type (e.g. weekly) then the payment period dates will be locked.

Enter the amounts payable to each member in the relevant columns.

Click 'Calculate Total' to populate the total contribution amount for this schedule.

Once you have entered all contributions that you want to submit click 'Save and Continue'.

- Contributions
- Members
- Search
- Change Profile
- Close of Fund
- Feedback
- Assess
- Superannuation

Logout Time:
25/09/2015 13:30:48
474

Batch Input

* Monthly super * Batch for ASA 1000 EMPLOYEE.

From Date: 01-04-2015 To Date: 30-09-2015

Name Fund No. / Fund No.	Fund	Set as default	Total	SLC (\$)	Employee Amount (\$)	Member Premium	Salary Growth (\$)
JOHNSON, JOHN 222222-101212 (1)	ASA	<input type="checkbox"/>	0.00				
SMITH, M 12345678-901234 (2)	ASA	<input type="checkbox"/>	0.00				
LING, JOE GUY 1222-999900	OFFICE (M)	<input type="checkbox"/>	0.00				
WAL, PETER 87778-901234 (3)	OFF	<input type="checkbox"/>	0.00				
WILSON, JOHN J 1222-012345 (4)	SP95	<input type="checkbox"/>	0.00				
TOTAL (\$)			0.00	0.00	0.00	0.00	0.00

T - Taxable Contribution Type
 If the members identified above have not had their FPN supplied to the appropriate Superannuation Funds, they may
 suffer the truncation of the Member's Contributions.
 * You can supply a Member's FPN by using the Member Maintenance functionality of this system.
 Note: Permission must be obtained from any Trustees who hold the Employer before July 1st, 2015.

Note: To select members to appear in a batch, click on 'Members Schedule'. Select the employees you want to pay for. Once this is completed click 'Save'. This will return you to the 'Batch Input' page.

Step 3

You are now on the 'Batch Payment Details' page.

Firstly, you must enter your password in the blank cell next to 'Enter Password'.

The next step is to confirm the total batch amount in the 'Confirm Total Amount Due (\$)' field.

Click 'Transmit Batch' to authorise the payment.

- Contributions
- Members
- Search
- Change Details
- Change of Fund
- Feedback
- Reports
- SuperStream

Login time:
05/05/2015 12:35:40 PM

Batch Payment Details

Enter Payment Details for Schedule 'Monthly super'

Return
Transmit Batch
Delete
Payment Instructions

The following funds are provisional or offline: OFFLINE99 (of)
No automatic payment will take place for these funds and no data will be delivered to the fund manager

Period
01-04-2015 to 30-04-2015
Batch ID
17388

Enter Password

Total Amount Due (\$)
230.00
Confirm Total Amount Due (\$)

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
ANZ SUPER ADVANTAGE TEST	2	130.00	Direct Credit (Employer)	110098743
OFFLINE99 (of)	1	.00	Not Applicable	
SUPERCHOICE TEST FUND 01 05A	1	.00	Direct Credit (Employer)	110098743
XYZ SUPERFUND	1	100.00	Direct Credit (Employer)	110098743
TOTAL	5	230.00		

On completion the 'batch confirmation screen will appear.

7. Paying for your contributions

There are three methods you can use when paying for your contributions. All three methods are initiated by you.

The options for payment are:

Direct Debit

Direct Credit

BPAY®

® Registered to BPAY Pty Ltd ABN 69 079 137 518

Employer initiated Direct Debit has a number of advantages you should consider:

- As Direct Debit is employer initiated, money will only be debited from your account when you have approved the payment of your batch. With employer initiated Direct Debit, you can control the timing for money to be debited from your account.
- The Direct Debit facility reads the payment amount directly from the contribution batch you have submitted. Therefore the payment amount will match the contribution batch every time. This will remove any reconciliation issues and potential errors that can occur by other payment methods where you are required to enter account numbers and payment amounts.
- Once you approve payment, that's it, you don't need to login to your Internet banking to make a separate payment.

Direct Credit and BPAY® are the other payment methods offered by ANZ.

Once you have submitted your batch, you will then be required to login to your internet banking service and transfer the total amount of your batch payment to ANZ via money transfer or BPAY®.

The procedures for payment are outlined following.

7.1 Direct debit payment method

Step 1

Once you have clicked 'Transmit Batch' you will be taken to the 'Batch Confirmation' page. You will see the message 'This batch has been successfully sent for processing'.

Click 'Return'.

This will take you to the 'Contribution Summary' page.

Once this batch has moved to a status of 'Confirmed', the contributions are ready to be allocated to your employee's super fund.

If you are submitting contributions to external funds (Choice payments), the status will move to 'Submitted' and then to 'Confirmed' after 6 – 7 business days.

If the batch does not move to 'Confirmed' status, please inform Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status	
[REDACTED]	Direct Debit (Fund)	10-06-2015	197.11	29941212	Pending Payment Clearance	View Report
[REDACTED]	Direct Debit (Fund)	10-06-2015	1090.30	29941213	Pending Payment Clearance	View Report
ANZ SMART CHOICE	Direct Debit (Fund)	10-06-2015	718.33	29941214	Confirmed by fund	View Report
[REDACTED]	Direct Debit (Fund)	10-06-2015	333.69	29941215	Pending Payment Clearance	View Report
[REDACTED]	Direct Debit (Fund)	10-06-2015	337.25	29941216	Confirmed by fund	View Report
[REDACTED]	Direct Debit (Fund)	10-06-2015	491.34	29941217	Pending Payment Clearance	View Report
[REDACTED]	Direct Debit (Fund)	10-06-2015	528.35	29941218	Pending Payment Clearance	View Report
TOTAL			3696.37			

Note: If you have authorised a batch that contains only contributions to Choice Funds the status on the 'Batch Confirmation' page for these contributions will remain on Pending Payment Clearance until ANZ receives the funds.

7.2 Direct credit payment method

Step 1

From the 'Contribution Summary' page, click on 'Pending Payment Clearance'.

This will take you to the 'Batch Confirmation' page.

Click 'Payment Instructions' to retrieve your payment details.

Batch Confirmation							
Batch Confirmation for Schedule * Monthly Super Contribution *							
		Return	Payment Instructions	Employee Advice			
Period:		01-04-2015 to 30-04-2015		Batch ID:		3835371	
Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status		
ANZ SMART CHOICE SUPERANNUATION	Direct Credit (Employer)	10-06-2015	328.85	29936376	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	1030.35	29936377	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	105.80	29936378	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	328.85	29936379	Pending Payment Clearance	View Report	
ONEPATH INTEGRA - SUPER FOR EMPLOYERS	Direct Credit (Employer)	10-06-2015	438.45	29936380	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	277.70	29936381	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	328.85	29936382	Pending Payment Clearance	View Report	
[REDACTED]	Direct Credit (Employer)	10-06-2015	273.45	29936383	Pending Payment Clearance	View Report	

Step 2

Use the bank account and reference details to make your payment from your financial institution.

Once ANZ has confirmed that the contribution data and payment has been received, the batch will move to a 'Confirmed' status, and member contributions will be allocated.

- Contributions
- Members
- Search
- Change Details
- Choice of Fund
- Feedback
- Reports
- SuperStream
- Login time:
10/06/2015 3:35:55 PM

Payment Instructions

Return
Print

Payment Instructions

Note: This is not a receipt

Employer:	[REDACTED]
Batch:	3835371
Period from:	01-04-2015
Period to:	30-04-2015

Please be sure to quote the payment reference below when paying.
Failure to do so may result in a delay of the allocation of this payment to the member accounts.

Payment Method	Bank Account	Payee	Payment Reference	Amount Payable
Direct Credit (Employer)	[REDACTED]	ANZ SMART CHOICE DIRECT CREDIT	110035705	3112.30

Note: If you are submitting contributions to Choice Funds the status will first move to 'Submitted' and then to 'Confirmed' after 6-7 business days.

If the batch does not move to a 'Confirmed' status please inform Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

If payment is not received by ANZ within 7 business days, your ANZ EasyTransact Contribution Batch will be cancelled.

7.3 BPAY® payment method

Step 1

From the 'Contribution Summary' page, click on 'Pending Payment Clearance'.

This will take you to the 'Batch Confirmation' page.

Click 'Payment Instructions' to retrieve your payment details.

Batch Confirmation for Schedule Contributions

Return Payment Instructions Employee Advises

Period: 01-01-2015 to 31-03-2015 Batch ID: 3836362

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status	
[REDACTED]	BPAY Biller Code: [REDACTED] CRN: [REDACTED]	10-06-2015	2192.31	29949131	Pending Payment Clearance	View Report
ANZ SMART CHOICE	BPAY Biller Code: [REDACTED] CRN: [REDACTED]	10-06-2015	16272.57	29949132	Pending BPAY Payment Clearance	View Report
[REDACTED]	BPAY Biller Code: [REDACTED] CRN: [REDACTED]	10-06-2015	2740.38	29949133	Pending Payment Clearance	View Report

Step 2

Use the Biller Code and Customer Reference (CRN) details to make your payment from your financial institution.

Once ANZ has confirmed that the contribution data and payment has been received, the batch will move to a 'Confirmed' status, and member contributions will be allocated.

Payment Instructions

Return Print

Payment Instructions

Note: This is not a receipt

Employer: [REDACTED]
Batch: 3836362
Period from: 01-01-2015 Period to: 31-03-2015

Please be sure to quote the CRN below when paying.
Failure to do so may result in a delay of the allocation of this payment to the member accounts.

Payment Method	Biller Code	CRN	Amount Payable
BPAY	[REDACTED]	[REDACTED]	48021.57

For BPAY: Contact your participating financial institution to make this payment directly from your cheque, savings or credit card account.

Note: If you are submitting contributions to Choice Funds the status will first move to 'Submitted' and then to 'Confirmed' after 6-7 business days.

If the batch does not move to a 'Confirmed' status please inform Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

If payment is not received by ANZ within 7 business days, your ANZ EasyTransact Contribution Batch will be cancelled.

You have now set up all details required for processing contributions.

Log out on completion if no further work needs to be done.

8. Exiting members

When exiting members, it is important that all contributions are up to date, as contributions cannot be paid to a member with an exited status.

Note: ANZ has the capability to accept file uploads for exits (section 16.6). This is recommended if you are submitting an average of 10 or more exits per remittance.

Please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) to set up this facility.

8.1 Member exit manual entry

Step 1

On the left navigation menu, click 'Member'.

Click 'Exit Members'.

You are now on the 'Status of Member Exits' page.

Click 'Exit Member'.

Status of Member Exits
Members for DEMONSTRATION SITE

Return Exit Member Refresh Contributions Today's Exits

Under SuperStream, once you exit this member, notification will be immediately forwarded to the fund. No further contributions will be accepted for the member. Click the "Contributions" option to submit any final contributions before exiting this member.

Member Name	Fund	Member Number	Payroll Number	Status
Return Exit Member Refresh Contributions Today's Exits				

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Step 2

You are now on the 'Member Exits Search' page.

Type member details into one of the search fields e.g. 'Member Last Name' then click 'Search'.

Member Exits Search	
Member Search	
<p>Return Search Clear All Values</p>	
<p>Note: All highlighted fields accept * wildcard searches</p>	
Fund Name	<All>
Member First Name	
Member Last Name	
Member Number	
Payroll Number	
Maximum Number of Members in Search Result	500

Step 3

You are now on the 'Exit Member' page.

Type the member's 'Date Left Employment' and select the 'Exit Reason'. You may also enter address details if requested by the employee.

Click 'Exit Member'.

Exit Member	
Exit Member for ASA TEST EMPLOYER.	
<p>Warning: No further contributions can be made once a member is exited. Click 'Contributions' to submit any final contributions. Only use Member Exits when the member has left employment. Use Transfer Members if the employee is transferring to a Choice Fund.</p>	
<p>Return Exit Member Exit Later Contributions</p>	
<p>Note: All highlighted fields are mandatory</p>	
Fund	XYZ
Member Number	87373
First Name	PETER
Last Name	PAN
Payroll Number	A272727
Date Left Employment (dd-mm-yyyy)	
Exit Reason	<Please select>

Step 4

You are now on the 'Confirm Member Exit' page.

The details you have entered will be displayed for you to confirm.

If details are correct click 'Yes' to confirm or 'No' to change details.

<ul style="list-style-type: none"> + Contributions + Members <li style="padding-left: 10px;">New Members <li style="padding-left: 10px;">Exit Members <li style="padding-left: 10px;">Transfer Members + Search + Change Details + Choice of Fund + Feedback + Reports + SuperStream <li style="margin-top: 10px;">Login time: 10/06/2015 3:50:28 PM 	<h3>Confirm Member Exit</h3> <p>Exit Member for ASA TEST EMPLOYER.</p> <p>Warning: No more contributions will be accepted for this member if you exit this member!</p> <div style="display: flex; justify-content: center; gap: 10px; margin: 10px 0;"> Return Yes No </div> <p>Do you really want to exit this member?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Fund</td><td>XYZ</td></tr> <tr><td>Member Number</td><td>87373</td></tr> <tr><td>First Name</td><td>PETER</td></tr> <tr><td> </td><td> </td></tr> <tr><td>Last Name</td><td>PAN</td></tr> <tr><td>Payroll Number</td><td>A272727</td></tr> <tr><td> </td><td> </td></tr> <tr><td>Date Left Employment (dd-mm-yyyy)</td><td>09-06-2015</td></tr> <tr><td>Exit Reason</td><td>Change Employer</td></tr> <tr><td>Forwarding Address 1</td><td> </td></tr> <tr><td>Forwarding Address 2</td><td> </td></tr> </table>	Fund	XYZ	Member Number	87373	First Name	PETER			Last Name	PAN	Payroll Number	A272727			Date Left Employment (dd-mm-yyyy)	09-06-2015	Exit Reason	Change Employer	Forwarding Address 1		Forwarding Address 2	
Fund	XYZ																						
Member Number	87373																						
First Name	PETER																						
Last Name	PAN																						
Payroll Number	A272727																						
Date Left Employment (dd-mm-yyyy)	09-06-2015																						
Exit Reason	Change Employer																						
Forwarding Address 1																							
Forwarding Address 2																							

Step 5

You are back at the 'Status of Member Exits' page.

Once the exit record you have entered disappears from this page, the exit is processed.

If the member status is 'Exit Queued' or 'Exit Requested', the exit is still processing.

If the status shows as 'Exit Waiting', the member is still appearing in a contribution schedule.

If the member displays 'Exit Rejected' contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

- + Contributions
- + **Members**
- New Members
- Exit Members**
- Transfer Members
- + Search
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream
- Login time:
10/06/2015 3:50:28 PM

Status of Member Exits

Members for ASA TEST EMPLOYER.

[Return](#)
[Exit Member](#)
[Refresh](#)
[Contributions](#)
[Today's Exits](#)

Under SuperStream, once you exit this member, notification will be immediately forwarded to the fund. No further contributions will be accepted for the member. Click the "Contributions" option to submit any final contributions before exiting this member.

* Members with status 'Exit Waiting' still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the 'Exit Waiting' status for more details.

Member Name	Fund	Member Number	Payroll Number	Status
PAN, PETER	XY2	87373	A272727	Exit Waiting

[Return](#)
[Exit Member](#)
[Refresh](#)
[Contributions](#)
[Today's Exits](#)

8.2 Exit Choice Member screen

Step 1

On the left navigation menu, click 'Members'.

Click 'Exit Members'.

Status of Member Exits

Members for ASA TEST EMPLOYER.

Return Exit Member Refresh Contributions Today's Exits

Under SuperStream, once you exit this member, notification will be immediately forwarded to the fund. No further contributions will be accepted for the member. Click the "Contributions" option to submit any final contributions before exiting this member.

* Members with status 'Exit Waiting' still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the 'Exit Waiting' status for more details.

Member Name	Fund	Member Number	Payroll Number	Status
PAN, PETER	XYZ	87373	A272727	Exit Waiting

Return Exit Member Refresh Contributions Today's Exits

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Step 2

You are now on the 'Member Exits Search' page.

Type the member details into one of the search fields, e.g. 'Member Last Name' then click 'Search'.

Member Exits Search

Member Search

Return Search Clear All Values

Note: All highlighted fields accept * wildcard searches

Fund Name	C-SPIN-STAO100AU - SUPERANNUATION TRUST OF AUSTRALIA
Member First Name	
Member Last Name	
Member Number	
Payroll Number	
Maximum Number of Members in Search Result	500

Step 3

The member/s in the selected Choice Fund will be displayed.

Double click on the Member to be amended.

Member Exits

Selected Members for ASA TEST EMPLOYER.

Return

To exit a member, click on the member name.

Member Name	Fund	Member Number	Payroll Number	Status
SMITH, JOHN	C-SPIN-STA0100AU	123456789		Active

Return

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Step 4

The exit member page will display.

Enter the data required.

Select 'Exit Member' to complete the Exit.

Exits when the member has left employment. Use Transfer Members if the employee is transferring to a Choice Fund.

Return Exit Member Exit Later Contributions

Note: All highlighted fields are mandatory

Fund	C-SPIN-STA0100AU
Member Number	123456789
First Name	JOHN
Middle Name	
Last Name	SMITH
Payroll Number	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
Suburb	<input type="text"/>
State	<Please select>
Postcode	<input type="text"/>

9. Transferring members

When an employee already exists on ANZ EasyTransact and moves to a new fund (their Choice Fund) you can transfer them to the new fund without going through the new member process. First, you must link to the Choice Fund (see section 3) prior to transferring your employee to the new fund.

Note: You can transfer members from your Employer Sponsored Fund to a Choice Fund and from a Choice Fund to another Choice Fund. You cannot transfer members from Choice Funds to your Employer Sponsored Fund.

Step 1

On the left navigation menu, click 'Members'.

On the left navigation menu, click 'Transfer Members'.

You are now on the 'Member Choice Fund Transfers' page.

Enter the employee's details into the search fields and click 'Search'.

Member Choice Fund Transfers

Member Search

Return Search Clear All Values

Note: All highlighted fields accept * wildcard searches

Fund Name	<All>
Member First Name	
Member Last Name	
Member Number	
Payroll Number	
Maximum Number of Members in Search Result	500

Step 2

The 'Selected Members' page will be displayed.

Click on the member you wish to transfer.

- + Contributions
- + **Members**
- New Members
- Exit Members
- Transfer Members**
- + Search
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream
- Login time:
10/06/2015 4:20:21 PM

Member Choice Fund Transfers

Selected Members for ASA TEST EMPLOYER.

[Return](#)

To transfer a member, click on the member name.

Member Name	Fund	Member Number	Payroll Number	Status
JOHNSON , JOHN	ASA	2222222	1Q7272	Active
JONES , M	ASA	12345555	1287272732	Active
LINE , JOE OFF	OFF999	1222	W99933	Active
SMITH , JOHN	C-SPIN-STAD100AU	123456789		Active
WILSON , MIKE J	STF01	12222	A21233	Active

[Return](#)

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Step 3

Enter the date in the 'Effective Date of Transfer' field then scroll down to the bottom of the page. NB: Cannot be today's date.

Select the employee's new Choice Fund from the 'New Choice Fund' drop down list.

You must create a link to the Choice Fund first (see Section 3 'Linking to Choice Funds').

Enter the employee's new Choice Fund Member Number in the 'New Fund Member Number' field.

Click 'Transfer Member'.

- + Search
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream

Login time:
10/06/2015 4:20:21 PM

Warning: No further contributions can be made to the current fund once a member is transferred. Click 'Contributions' to submit any final contributions.

Return
Transfer member
Contributions

For self-managed super funds (SMSFs), if the administrator of the SMSF does not require a member number, please enter as much of the employee's first name followed by last name as will fit into the member number field.

Note: All highlighted fields are mandatory

Fund	ASA
Member Number	2222222
First Name	JOHN
Last Name	JOHNSON
Date of Birth	1979-12-12
Payroll Number	1Q7272
Gender	<Please select>
Effective Date of Transfer (dd-mm-yyyy)	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>

Note: You can supply your employee's TFN to their Choice Fund using ANZ EasyTransact. Simply click on 'Supply TFN now' and populate the member's TFN. The TFN will then be sent directly to the member's Choice Fund. This is recommended as it allows your employee to make after tax contributions to their Choice Fund.

Step 4

You are now on the 'Confirm Member Transfer' page.

Check the new Choice Fund Details for your employee.

Check that the details are correct and click 'Yes' to complete the transfer or 'No' to change details.

<ul style="list-style-type: none"> + Contributions Members New Members Exit Members Transfer Members + Search + Change Details + Choice of Fund + Feedback + Reports + SuperStream Login time: 10/06/2015 4:20:21 PM 	<h3>Confirm Member Transfer</h3> <p>Transfer Member for ASA TEST EMPLOYER.</p> <p>Warning: No more contributions will be accepted for this member in the current fund if you transfer this member!</p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> <p>Please review all details on this page carefully. Then select Yes to transfer this member, or select No if you wish to change any details of the transfer Please click here to read the Disclaimer and General Note to Employers</p> <p><u>Fund Business Rule</u></p> <p>From July 1st 2007, a Public Offer Fund is banned from requiring that you become an employer-sponsor of their fund. Though these funds are banned from demanding you formally register (employer-sponsor) they will, initially seek contact information from you, primarily to allocate you a <i>Fund Employer Number (FEN)</i></p> <p>Failure to do this may delay the allocation of the contributions</p> <p><u>Employer Alert</u></p> <p>It is our understanding that there is no obligation for the employer to supply your contact details to this fund. However this may delay the Contributions being allocated</p> <p><i>Note that if the fund holds the money for longer than 30 days, or threaten not to allocate the money unless they receive these details, they are potentially in breach of the Corporations Act. If you refuse to provide these details, and the member information is correct the Fund is obligated to allocate the contributions.</i></p> <p>If the Fund attempts to force you to sign a formal registration form (Deed of Registration) or uses your contact details to do this on your behalf, you may report them to the Australian Prudential Regulatory Authority on 1300 13 10 60 or in writing contactapra@apra.gov.au and title the email <i>Public Offer registration complaint</i> specifying the name of the fund.</p>
--	---

Note: If you have chosen to supply the members TFN to the Choice Fund, the Confirm Member Transfer page may ask you to confirm your email address. This will ensure the Choice Fund can contact you to clarify any necessary information.

9.1 Transferring Choice Members

Step 1

On the left navigation menu, click 'Member'.

Click 'Transfer Member'.

The screenshot shows the 'Member Choice Fund Transfers' page. On the left is a navigation menu with 'Transfer Members' selected. The main content area has a 'Member Search' section with three buttons: 'Return', 'Search', and 'Clear All Values'. Below the buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. The search form contains the following fields:

Fund Name	<All>
Member First Name	
Member Last Name	
Member Number	
Payroll Number	
Maximum Number of Members in Search Result	500

Step 2

From the drop down menu, select the Choice Fund of the Member which you want to transfer.

Then select 'Search'.

The screenshot shows the 'Member Choice Fund Transfers' page after selecting a specific fund. The 'Fund Name' dropdown menu is now set to 'C-SPIN-STAD100AU - SUPERANNUATION TRUST OF AUSTRALIA'. The rest of the page, including the navigation menu, buttons, and other search fields, remains the same as in Step 1.

Fund Name	C-SPIN-STAD100AU - SUPERANNUATION TRUST OF AUSTRALIA
Member First Name	
Member Last Name	
Member Number	
Payroll Number	
Maximum Number of Members in Search Result	500

Step 3

The active member/s for the selected choice fund will be shown.

Double click the member you wish to transfer.

- Contributions
- Members**
- New Members
- Exit Members
- Transfer Members**
- Search
- Change Details
- Choice of Fund
- Feedback
- Reports
- SuperStream

Login time:
10/06/2015 4:20:21 PM

Member Choice Fund Transfers

Selected Members for ASA TEST EMPLOYER.

[Return](#)

To transfer a member, click on the member name.

Member Name	Fund	Member Number	Payroll Number	Status
SMITH, JOHN	C-SPIN-STA0100AU	123456789		Active

[Return](#)

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Step 4

You will now be on the transfer member screen.

Select the 'Transfer member' option.

Note: All highlighted fields are mandatory

Fund	██████
Member Number	██████
First Name	██████
Middle Name	
Last Name	██████
Date of Birth	██████
Payroll Number	██████
Gender	<input type="text" value="Please select"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="Please select"/>
Address Usage Code	<input type="text" value="Please select"/>
E-Mail address	<input type="text"/>
New Choice Fund	<input type="text" value="Please Select"/>
New Fund Member Number	<input type="text"/>
Tax File Number	<input type="text"/>

[Return](#)
[Transfer member](#)
[Contributions](#)

10. Searching for transactions

10.1 Search by batch

Step 1

On the left navigation menu, click 'Search'.

Click 'Search by Batch'.

This takes you to the 'Transaction Search' page. Enter the batch details.

For a list of transactions sorted by batch click 'Batch Search'.

For a list of transactions sorted by fund click 'Fund Search'.

The screenshot displays the 'Transaction Search' page. On the left is a blue navigation menu with the following items: '+ Contributions', '+ Members', '+ Search' (expanded), 'Search by Batch' (highlighted), 'Search by Member', '+ Change Details', '+ Choice of Fund', '+ Feedback', '+ Reports', and '+ SuperStream'. Below the menu, it shows 'Login time: 10/06/2015 4:20:21 PM'. The main content area is titled 'Transaction Search' and 'Search For Transactions'. It features four buttons: 'Return', 'Batch Search', 'Fund Search', and 'Clear All Values'. Below the buttons is a search form with the following fields:

Batch ID	<input type="text"/>
Reference ID	<input type="text"/>
Input Type	<All> ▾
Contribution Schedule	<All> ▾
Contribution Status	<All> ▾
Fund	<All> ▾
Contribution Amount	<input type="text"/>
Date Sent (dd-mm-yyyy)	<input type="text"/> to <input type="text"/>
Maximum number of transactions returned in search list	500

Step 2

You are now on the 'Batch List' page.

Click on the 'Batch ID' of the schedule you wish to view.

+ Contributions		Batch List			
+ Members					
+ Search					
Search by Batch					
Search by Member					
+ Change Details					
+ Choice of Fund					
+ Feedback					
+ Reports					
+ SuperStream					
Login time: 10/06/2015 4:20:21 PM					
		Return			
Batch ID	Contribution Schedule	Contribution Period	Batch Amount (\$)	Status	
10034	test cheque payment	12 Jul 1999 to 25 Jul 1999	159.00	CNF	
10722	all employees	01 Jul 2008 to 31 Jul 2008	420.00	WIP	
10734	newtest	01 Aug 1999 to 14 Aug 1999	140.00	WIP	
10735	all employees	01 Sep 1999 to 30 Sep 1999	420.00	WIP	
12495	newtest	15 Aug 1999 to 28 Aug 1999	140.00	VAR	
12496	newtest	01 Jul 2008 to 31 Jul 2008	401.00	CNF	
5504	NEIS PROVISIONAL	01 Jan 1009 to 07 Jan 1999	50.00	CNF	
7595	anztestok	01 Jul 1999 to 07 Jul 1999	60.05	CNF	
8514	anztestok	01 Jul 2008 to 31 Jul 2008	230.05	CNF	

Step 3

You are now on the 'Transaction List' page.

Click on 'Batch ID' or 'Reference ID' to view transaction details of the batch.

+ Contributions		Transaction List				
+ Members						
+ Search						
Search by Batch						
Search by Member						
+ Change Details						
+ Choice of Fund						
+ Feedback						
+ Reports						
+ SuperStream						
Login time: 10/06/2015 4:20:21 PM						
		Return				
Fund	Batch ID	Reference ID	Schedule	Period	Status	
XYZ	10034	7644	test cheque payment	12 Jul 1999 to 25 Jul 1999	Confirmed by fund	
		Return				
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Step 4

You are now on the 'Transaction Details' page.

The details of the batch will now be displayed and can be printed if required.

- + Contributions
- + Members
- + Search
 - Search by Batch**
 - Search by Member
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream
- Login time:
10/06/2015 4:20:21 PM

Transaction Details

Transaction Details for Schedule ' test cheque payment '

[Return](#)

Period: 12-07-1999 to 25-07-1999 Batch ID: 10034

Name Member.No : Pay.No	Fund	Total (\$)	SGC (T)	Employer Additional (T)	Member Voluntary	Salary Sacrifice (T)
PETER PAN 87373 : A272727	XYZ	159.00	90.00	43.00	17.00	9.00
TOTAL (\$)		159.00	90.00	43.00	17.00	9.00

T - Taxable Contribution Type

10.2 Search by member

Step 1

To search for a batch by member, on the left navigation menu click 'Search'.

Click 'Search by Member'.

Enter the member's details and click 'Search'.

The screenshot shows the 'Member Search' form. On the left is a navigation menu with options: Contributions, Members, Search (expanded), Search by Batch, Search by Member (highlighted), Change Details, Choice of Fund, Feedback, Reports, and SuperStream. Below the menu is the login time: 10/06/2015 4:20:21 PM. The main content area is titled 'Member Contributions' and 'Member Search'. It contains three buttons: 'Return', 'Search', and 'Clear All Values'. Below these is a note: 'Note: All highlighted fields accept * wildcard searches:'. The form fields are: Fund Name (dropdown menu showing '<All>'), Member First Name (text input), Member Last Name (text input), Member Number (text input), Payroll Number (text input), Member Status (dropdown menu showing '<Current>'), and Batch Id (text input).

Step 2

You are now on the 'Select Member and Date Range' page.

Enter the dates you wish to search for and then click the member's name.

The screenshot shows the 'Select Member and Date Range' page. The navigation menu is the same as in Step 1, with 'Search by Member' highlighted. The main content area is titled 'Member Contributions' and 'Select Member and Date Range'. It contains a 'Return' button. Below the button is the instruction: 'To report the contributions for a member, enter the date range, if applicable, and click on the member name.' There is a date range input field labeled 'Report Contributions from' with a 'to' separator. Below this is a table with the following data:

Member Name	Fund	Member Number	Payroll Number	Status
JOHNSON, JOHN	ASA	2222222	1Q7272	Active

Below the table is another 'Return' button. At the bottom of the page is the copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

Step 3

You will now be on the 'Member Contributions Report' page.

This page displays all transaction details for the selected period and can be printed if required.

- + Contributions
- + Members
- + Search
 - Search by Batch
 - Search by Member
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream
- Login time:
10/06/2015 4:20:21 PM

Member Contributions Report

Return
Print

Member Contributions Report

Member Name	JOHNSON, JOHN
Payroll Number	1Q7272
Fund	ANZ SUPER ADVANTAGE TEST
Member Number	2222222
Report Period	All contributions available for reporting.

Submitted	Period	Batch Id	Total (\$)	SGC (T)	Employer Additional (T)	Member Voluntary	Salary Sacrifice (T)
29 Oct 1999	01 Jul 2008 to 31 Jul 2008	12496	76.00	60.00	10.00	5.00	1.00
TOTAL (\$)			76.00	60.00	10.00	5.00	1.00

T - Taxable Contribution Type

Return
Print

11. Changing ANZ EasyTransact details

Details stored within ANZ EasyTransact can be modified using the 'Change Details' left menu option.

11.1 Modify a password

When you first access ANZ EasyTransact, you should change your password. In the event that you forget your password, you can request a reset by calling Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Users'.

You are now on the 'User Modify' page.

Type in the old password.

Select a new password and type it into the 'New Password' field.

Confirm your new password by re-typing it into the 'Verify New Password' field.

Click 'Submit'.

Your password is now changed.

User Modify
Update Users for ASA TEST EMPLOYER.

Return Submit

Note: All highlighted fields are mandatory

User ID	ANZTEST1
Old Password	<input type="password"/>
New Password	<input type="password"/>
Verify New Password	<input type="password"/>
First Name	ANZ
Middle Name	<input type="text"/>
Last Name	TEST
User Type	Employer Admin
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>

Login time: 10/06/2015 4:20:21 PM

11.2 Modify employer details

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Employer'.

You are now on the 'Employers' page.

You can change your details on this page. When finished click 'Save' or 'Return' to exit.

<ul style="list-style-type: none"> Change Details Employer Users Funds Members Payroll + Choice of Fund + Feedback + Reports + SuperStream Login time: 10/06/2015 4:20:21 PM 	<p>Employer ASA TEST EMPLOYER.</p> <p>Return Save Deduction Codes</p> <p>Where an employer is not entitled to an ABN, their Withholding Payer Number must be supplied instead. All other employers must supply their ABN. Only one of ABN and WPN to be supplied.</p> <p>Note: All highlighted fields are mandatory</p> <table border="1"> <tr> <td>Employer Name</td> <td>ASA TEST EMPLOYER.</td> </tr> <tr> <td>ABN</td> <td>11005357522</td> </tr> <tr> <td>Withholding Payer Number (WPN)</td> <td></td> </tr> <tr> <td>Payment Method</td> <td>Direct Credit (Employer)</td> </tr> <tr> <td>Employer Id</td> <td>4611</td> </tr> <tr> <td>Payroll Procedure</td> <td>No Payroll Package Assigned</td> </tr> <tr> <td>Contact First Name</td> <td>FirstName</td> </tr> <tr> <td>Contact Last Name</td> <td>LastName</td> </tr> <tr> <td>Business Telephone</td> <td>ISD () STD (02) 99343434</td> </tr> <tr> <td>Email Address</td> <td>test.easytransact@onepath.com.au</td> </tr> <tr> <td>Contribution Alert Type</td> <td>None ▾</td> </tr> </table>	Employer Name	ASA TEST EMPLOYER.	ABN	11005357522	Withholding Payer Number (WPN)		Payment Method	Direct Credit (Employer)	Employer Id	4611	Payroll Procedure	No Payroll Package Assigned	Contact First Name	FirstName	Contact Last Name	LastName	Business Telephone	ISD () STD (02) 99343434	Email Address	test.easytransact@onepath.com.au	Contribution Alert Type	None ▾
Employer Name	ASA TEST EMPLOYER.																						
ABN	11005357522																						
Withholding Payer Number (WPN)																							
Payment Method	Direct Credit (Employer)																						
Employer Id	4611																						
Payroll Procedure	No Payroll Package Assigned																						
Contact First Name	FirstName																						
Contact Last Name	LastName																						
Business Telephone	ISD () STD (02) 99343434																						
Email Address	test.easytransact@onepath.com.au																						
Contribution Alert Type	None ▾																						

11.3 Modify fund details (includes SMSFs)

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Funds'.

You are now on the 'Funds' page.

- + Contributions
- + Members
- + Search
- + **Change Details**
- Employer
- Users
- Funds**
- Members
- Payroll
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream

Login time:
10/06/2015 4:20:21 PM

Funds

Modify Fund for ASA TEST EMPLOYER.

Note: All highlighted fields are mandatory

Fund Code	C-SPIN-MIN0001AU
Fund USI	
Fund SPIN	MIN0001AU
Fund ABN	19905422981
Fund SFN	
Fund Name	MERCER SUPER TRUST - CORPORATE SUPERANNUATION DIVISION
Fund Employer Number	n/a
Hide Choice Fund	<input type="checkbox"/>

The Payment instructions for this choice fund are managed by arrangements with this Fund. If you have any queries regarding a particular payment to this fund, please contact SmartChoice

Step 2

You can delete the fund by clicking 'Delete'.

You will be asked to confirm this action.

You can also modify the Fund Employer Number from this page. Make the change and click 'Save'.

- + Contributions
- + Members
- + Search
- + Change Details
- Employer
- Users
- Funds**
- Members
- Payroll
- + Choice of Fund
- + Feedback
- + Reports
- + SuperStream

Login time:
10/09/2013 4:20:21 PM

Funds

Modify Fund for ASA TEST EMPLOYER.

Return
Save
Delete

Note: All highlighted fields are mandatory

Fund Code	C-SPIN-MIN0001AU
Fund USI	
Fund SPIN	MIN0001AU
Fund ABN	19905422901
Fund SFN	
Fund Name	MERCER SUPER TRUST - CORPORATE SUPERANNUATION DIVISION
Fund Employer Number	n/a
Hide Choice Fund	<input type="checkbox"/>

The Payment instructions for this choice fund are managed by arrangements with this Fund. If you have any queries regarding a particular payment to this fund, please contact SmartChoice

Note: If the selected external fund has active members linked to the fund, you will not be able to delete the fund.

Note for SMSF: If information is not editable, a signed letter from all members of the fund should be provided to Employer Services. Call 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) discuss the setup options to allow edits and modifications.

12. Choice of Fund

12.1 Link to Choice Fund

See section 3 of this document for details on how to use this function.

12.2 Outstanding requests

When a new external fund is set up using an ABN (see section 3.7) it takes up to 3 business days for the fund to be established on ANZ EasyTransact. The status of these requests can be viewed in this function.

Step 1

On the left navigation menu, click 'Choice of Fund'.

Click 'Outstanding Requests'.

The list of outstanding funds will be displayed on this page.

Once the fund has been established it will no longer appear on this page.

Request Date	User Code	Fund ABN	Fund Name	Fund Code	Request Type
Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited					

12.3 Payment instructions

See section 7 of this document for details on how to use this function.

This page can be used to view the payment details of a selected Choice Fund.

Step 1

On the left navigation menu, click 'Choice of Fund'.

Click 'Payment Instructions'.

You are now on the 'Choice Fund Payment Instructions' page.

Select a Choice Fund from the drop down list then click 'Continue'.

The screenshot shows the 'Choice Fund Payment Instructions' page. On the left is a blue navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund (highlighted), Link to Choice Fund, Outstanding Requests, Payment Instructions (highlighted), Payroll Fund Codes, Fund Information, Payment Status, Refunded Contributions, Feedback, Reports, SuperStream, and Login time: 10/06/2015 4:20:21 PM. The main content area is titled 'Choice Fund Payment Instructions' and has a sub-heading 'Select Fund'. Below this are two buttons: 'Return' and 'Continue'. A link says 'Please click here to change the Choice Fund's Details'. A dropdown menu is labeled 'Select the required fund' and shows 'C-SPIN-MIN0001AU - MERCER SUPER TRUST - CORPORATE SUPERANNUATION DIVISION' selected. At the bottom right, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

Step 2

Details on how payments are sent to the Choice Fund will be displayed on the 'Choice Fund Payment Instructions' page.

The screenshot shows the 'Choice Fund Payment Instructions' page with the sub-heading 'Payment by Cheque'. The left navigation menu is the same as in Step 1. The main content area has a 'Return' button. Below it, two rows of information are displayed: 'Fund Code: C-SPIN-MIN0001AU' and 'Fund Name: MERCER SUPER TRUST - CORPORATE SUPERANNUATION DIVISION'. A message states 'This fund is paid by Cheque'. Below this, the address is shown: 'Address: GPO Box 4303, MELBOURNE, VIC 3001'. At the bottom right, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved.'.

12.4 Payroll fund codes

This function can assist with the contribution payroll upload file mapping. This function requires specialised training. Please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) if you believe this service will benefit you with processing Choice of Fund payroll file uploads.

12.5 Fund information

For more information and to locate the correct USI please refer to 'Linking USI'.

Choice Fund Information

Search for Choice Fund

Return Submit

Fund alert information is only available for multi member choice funds that are currently available in SmartChoice

Note: All highlighted fields accept * wildcard searches

Fund Name	
Fund Code	
USI	
SPN	
AIN	
SPN	

09/06/2015 1:24:43 PM

12.6 Payment status

This function allows you to view the status of your Choice Fund transactions.

Step 1

On the left navigation menu, click 'Choice of Fund'.

Click 'Payment Status'.

The 'Status of Payments to Choice Funds' page will be displayed.

Enter a Batch ID and click 'Submit'.

The screenshot shows a web application interface. On the left is a vertical blue navigation menu with the following items: '+ Contributions', '+ Members', '+ Search', '+ Change Details', '+ Choice of Fund', 'Link to Choice Fund', 'Outstanding Requests', 'Payment Instructions', 'Payroll Fund Codes', 'Fund Information', 'Payment Status', 'Refunded Contributions', '+ Feedback', '+ Reports', '+ SuperStream', and 'Login time: 10/06/2015 4:20:21 PM'. The main content area is titled 'Status of Payments to Choice Funds'. Below the title is a 'Select Batch' section containing two buttons: 'Return' and 'Submit'. Underneath the buttons is a 'Batch Id' label followed by a text input field. At the bottom of the page, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

Step 2

If the batch has been submitted to the Clearing Service, the 'Status of Payments to Choice Funds' page will be displayed.

This page shows a list of payments to individual Choice Funds and the status of those payments.

If the batch has not been submitted to the Clearing Service, a message will be displayed notifying this.

[Link to Choice Fund](#)
[Outstanding Requests](#)
[Payment Instructions](#)
[Payroll Fund Codes](#)
[Fund Information](#)
[Payment Status](#)
[Refunded Contributions](#)
[Feedback](#)
[Reports](#)
[SuperStream](#)

 Login time:
 10/06/2015 4:50:57 PM

[Return](#)
[Download](#)

Click on the download button to extract the Payment Status Report in a csv file. To include the Payment Totals and the Refunded Date (if applicable) in the report, tick the below boxes.

Payment Totals	<input type="checkbox"/>
Refund Date	<input type="checkbox"/>

Details of payments can be found below or by clicking the download button, however please keep the following in mind:

- Presentation of a cheque does not infer allocation of member monies
- Please contact the receiving fund for enquiries.
- Your payment might be a part of a larger amount. If applicable, this amount will be displayed under the cheque number

A Payment Trace may be requested by providing the following information:

- the batch id
- the fund code
- the fund name
- the amount paid to the fund in this batch
- the Cheque Number or Payment Reference

Please allow at least 2 weeks after the Date Paid before requesting a payment trace.

Batch Id	2603105
Employer Name	[REDACTED]

Fund Code	Fund	Amount Paid	Pay Method	Chq Num / Payment Ref	Payment Status
[REDACTED]	COLONIAL FIRST STATE - FIRSTCHOICE WHOLESALE SUPER	975.00	[REDACTED]	[REDACTED]	Issued (27-12-2012) Presented (02-01-2013)

13. Viewing member details

This function allows you to view the member details for all fund members.

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Members'.

The member search page is displayed.

Select the members fund from the drop down menu and select 'Search'

<ul style="list-style-type: none"> + Contributions + Members + Search + Change Details Employer Funds Members Payroll Password + Choice of Fund + Feedback + Reports + SuperStream Login time: 10/06/2015 4:50:57 PM 	<p>Members</p> <p>Member Search</p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Search"/> <input type="button" value="Clear All Values"/> <input type="button" value="Status of Amendments"/> </p> <p style="text-align: center; font-size: small;">Note: All highlighted fields accept * wildcard searches</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund Name</td> <td><All></td> </tr> <tr> <td>Fund Type</td> <td><All></td> </tr> <tr> <td>Member First Name</td> <td><input type="text"/></td> </tr> <tr> <td>Member Last Name</td> <td><input type="text"/></td> </tr> <tr> <td>Member Number</td> <td><input type="text"/></td> </tr> <tr> <td>Payroll Number</td> <td><input type="text"/></td> </tr> <tr> <td>Member Status</td> <td><Current></td> </tr> <tr> <td>TFN Supplied Status</td> <td><All></td> </tr> <tr> <td>Maximum Number of Members in Search Result</td> <td>500</td> </tr> </table>	Fund Name	<All>	Fund Type	<All>	Member First Name	<input type="text"/>	Member Last Name	<input type="text"/>	Member Number	<input type="text"/>	Payroll Number	<input type="text"/>	Member Status	<Current>	TFN Supplied Status	<All>	Maximum Number of Members in Search Result	500
Fund Name	<All>																		
Fund Type	<All>																		
Member First Name	<input type="text"/>																		
Member Last Name	<input type="text"/>																		
Member Number	<input type="text"/>																		
Payroll Number	<input type="text"/>																		
Member Status	<Current>																		
TFN Supplied Status	<All>																		
Maximum Number of Members in Search Result	500																		

Step 2

The search will display the member/s within the selected fund.

Double click on the member name to view.

- Contributions
- Members
- Search
- Change Details
- Employer
- Users
- Funds
- Members**
- Payroll
- Choice of Fund
- Feedback
- Reports
- SuperStream
- Login time:
10/06/2015 4:53:44 PM

Members

Members for ASA TEST EMPLOYER.

[Return](#)

Number of members: 1 (Active: 1)

Member Name	Fund	Member Number	Payroll Number	Status	TIN Supplied Status
JOHNSON , JOHN	ASA	2222222	IQ7272	Active	Not supplied

Number of members: 1 (Active: 1)

[Return](#)

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14. Reporting for members

14.1 Member reports

Step 1

On the left navigation menu, click 'Reports'.

Click 'Member Reports'.

You are now on the 'Member Reporting' page.

The report can be customised using the different filter options on this page.

Click 'Search and Display' to display the report within the web page, or click 'Search and Download' to download the results of your report as a Text file.

The screenshot shows the 'Member Reporting' interface. On the left is a blue navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, Member Reports (highlighted), Employee Advises, Choice Invoices, and SuperStream. Below the menu, it shows 'Login time: 10/06/2015 4:53:44 PM'. The main content area is titled 'Member Reporting' and 'Select members for reporting'. It contains four buttons: 'Return', 'Search and Display', 'Search and Download', and 'Clear All Values'. Below the buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. The search form includes the following fields:

Fund Name	<All>
Member First Name	<input type="text"/>
Member Last Name	<input type="text"/>
Member Number	<input type="text"/>
Member Status	<Current>
TFN Supplied Status	<All>
Date Created (DD-MM-YYYY)	<input type="text"/>
Include First Contribution Date	<input type="checkbox"/>
Include Payroll Number	<input type="checkbox"/>
TFN Supplied Status	<input type="checkbox"/>

14.2 Employee advices

The Contribution Advices will include all contributions that satisfy the following conditions:

- the end date of the contribution period associated with the batch must fall in the selected reporting quarter.
- the batch must be confirmed.

Step 1

On the left navigation menu, click 'Reports'.

Click 'Employee Advices'.

You are now on the 'Contribution Advices for Employees' page.

Enter the start and end dates into the relevant boxes of the 'Period from' field.

To produce a PDF report for all your staff click 'PDF Advices'.

If you would like to edit the report information, for example if you need to do a mail merge, click 'Advice Details' which will allow you to download the report as a CSV file.

Contribution Advices for Employees

Report all confirmed contributions for period

Warning: Ensure that all contributions for the period have been submitted and confirmed before downloading the Contribution Advices.

The Contribution Advices will include all contributions that satisfy the following conditions:

- The end date of the contribution period associated with the batch must fall in the selected reporting period
- The batch must be confirmed

Period from to

NOTE: Results will be restricted to a 12 month period

You may download one of two types of Contribution Advices for Employees. Select the one that best fits your requirements.

Fixed format Contribution Advices

[PDF Advices](#) [PDF Sample](#)

If you use this option, the Contribution Advices will be downloaded in PDF format and can not be amended. Use this option if the format of the contribution advice suits your requirements.

Click on PDF Sample to view an example. Click on PDF Advices to download the contribution advices for all employees

Note: If you have over 150 members this report cannot be produced in PDF format and you will need to download the report as a CSV file.

15. SuperStream

As part of industry reforms for superannuation, ANZ EasyTransact has become a SuperStream compliant portal through which superannuation payments, member registrations and updates can be made.

As an employer, if you are paying superannuation contributions to funds outside of ANZ and OnePath for employees who exercise Choice of Fund, it is mandated that you supply required employee data with each contribution (full name, residential address, TFN and phone number) in order to remain compliant.

You can also update member details for employees who have exercised Choice of Fund at any time, by loading updates for individual employees or in bulk.

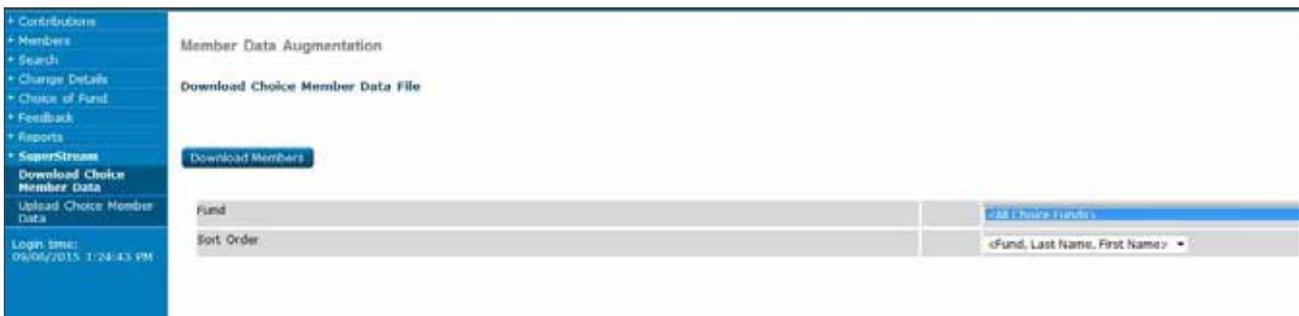
15.1 Download of Choice member data

Step 1

From left-hand menu, select SuperStream, then Download Member Data.

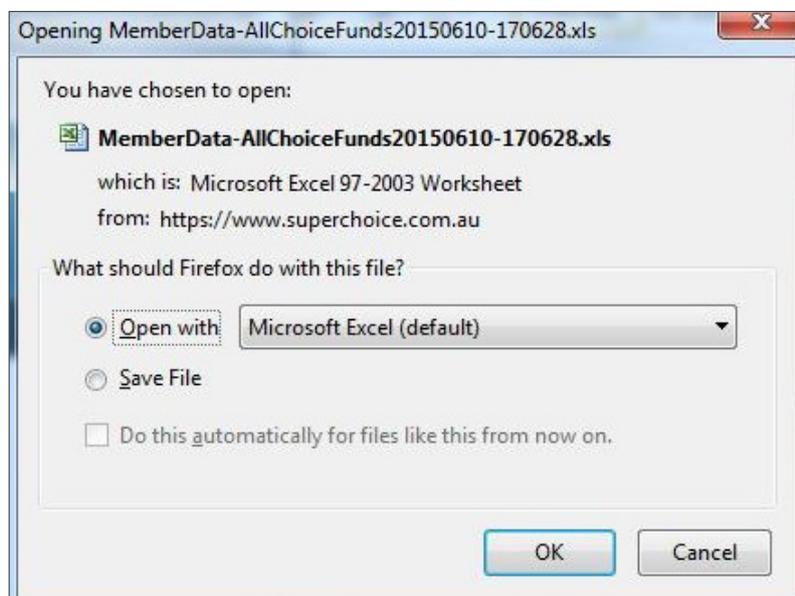
Step 2

From drop-down on Member Data Augmentation page, select the Choice fund which member data needs to be updated for, otherwise select 'All Choice Funds' if all Choice members need to be updated.



Step 3

Select Download Members button to initiate download of the member data. If prompted, select to 'Save' the file to your computer.



15.2 Updating the Choice member data

Step 1

Open the saved Excel file. Choice member data will be displayed in the format outlined in the below screen.

The screenshot shows a web interface for 'Member Reporting'. On the left is a blue navigation menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, Member Reports (highlighted), Employee Advises, Choice Invoices, and SuperStream. Below the menu is a login time: 10/06/2015 4:53:44 PM. The main content area is titled 'Member Reporting' and 'Select members for reporting'. It contains four buttons: Return, Search and Display, Search and Download, and Clear All Values. Below the buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. A search filter table is displayed with the following fields and values:

Fund Name	<All>
Member First Name	
Member Last Name	
Member Number	
Member Status	<Current>
TFN Supplied Status	<All>
Date Created (DD-MM-YYYY)	
Include First Contribution Date	<input type="checkbox"/>
Include Payroll Number	<input type="checkbox"/>

Step 2

Insert the required data into columns E to R. The data format for each column is as follows:

- Column E (Family Name) – Mandatory – May be up to 40 characters.
- Column F (Given Name) – Mandatory – May be up to 40 characters.
- Column G (Gender) – Mandatory – Must supply as 1 (male), 2 (female) or 3 (intersex or indeterminate).
- Column H (Date of Birth) – Mandatory – Must be supplied in format YYYY-MM-DD.
- Column I (Address Usage Code) – Mandatory – Indicates address type being supplied; RES for residential, or POS for postal.
- Column J (Address Line 1) – Mandatory – May be up to 50 characters.
- Column K (Address Line 2) – Optional – May be up to 50 characters.
- Column L (Address Line 3) – Optional – May be up to 50 characters.
- Column M (Address Line 4) – Optional – May be up to 50 characters.
- Column N (Suburb) – Optional – May be up to 50 characters.
- Column O (State or Territory) – Optional – This field must be provided if the country (column Q) is Australia. If country is not Australia, this field must not be used, and details must be entered in Address lines 2, 3 or 4 instead. State field must use the following codes: ACT – NSW – NT – QLD – SA – VIC – WA – AAT (note: AAT = Australian Antarctic Territory)
- Column P (Post Code) – Optional – This field must be provided if the country (column Q) is Australia. If country is not Australia, this field must not be used, and details must be entered in Address lines 2, 3 or 4 instead. Field can only accept numerals, 4 digits in length.
- Column Q (Country) – Mandatory – AUS to be used for all Australian resident members. Should a member reside outside of Australia, please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).
- Column R (TFN) – Optional – This field is noted as optional but must be supplied by you if these details have been provided to you by your employee. Field can only accept numerals, 9 digits in length.

Step 3

Save the updated version of the file.

Note: Make sure not to change the file format type (e.g. changing the file format to .csv) or the worksheet name otherwise the upload will not correctly work.

15.3 Uploading the Choice member data

Step 1

On the left navigation menu, select 'SuperStream'.

Select 'Upload Member Data'.

The following screen will display.



Step 2

Select the 'Browse' button to open an explorer window.

Locate the saved file from its saved location and select 'Open'.

Step 3

Once correct file has been selected, select 'Test' to verify nominated data is in correct format.



Step 4

If the file contains data in the invalid format, the details are provided in a summary page per error record.

The screenshot shows a web interface for 'Member Data Augmentation' with a sub-header 'Upload Member Data File Summary - Test Upload'. On the left is a blue navigation menu with items like 'Contributions', 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Feedback', 'Reports', 'Employer Centre', 'SuperStream', 'Download Choice Member Data', and 'Upload Choice Member Data'. The main content area includes a 'Return' button and a table with the following data:

Number of Records in File:	4
Number of Records Which Would Be Updated:	0

At the bottom right, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'. The login time is shown as '12/06/2015 6:05:33 PM'.

Step 5

Correct the error records based on the provided comments, then select 'Return' from the test results page.

Step 6

From the Upload Member Data File page, select the 'Browse' button to locate and select the corrected file. Select 'Upload' to load the file.

The screenshot shows the 'Upload Choice Member Data File' page. The navigation menu is identical to the previous screenshot. The main content area features 'Test' and 'Upload' buttons. Below them is a 'File to Upload:' field with a 'Browse...' button and the filename 'MemberData-AllChoiceFunds20150612-183303.xls'. The copyright notice and login time are the same as in the previous screenshot.

Step 7

Select 'Submit' from the summary screen to complete the process.

16. File uploads

16.1 Payroll file uploads

Adding new members using a Payroll File Upload on ANZ EasyTransact can significantly reduce your administration tasks if you have a large number of new members to add.

This function allows a file, produced by your payroll system, to be uploaded directly into the ANZ EasyTransact site. Within minutes you will be able to see your new member numbers within the 'Today's Members' function.

Note: If this is the first time you have used the Payroll File Upload facility on ANZ EasyTransact, it is essential that you contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) before you commence this process. They will ensure that the file format you are using is correctly configured. This only occurs the first time you submit a Payroll File Upload.

Step 1

On the left navigation menu, click 'Members'.

Click 'New Members'.

You are now on the 'New Member Application Status Summary' page. Click 'Upload Members'.

The screenshot shows the 'New Member Application Status Summary' page in the ANZ EasyTransact system. On the left is a blue navigation menu with options like Contributions, Members, New Members, Exit Members, Transfer Members, Search, Change Details, Choice of Fund, Feedback, Reports, Employer Centre, and SuperStream. The 'New Members' section is expanded. The main content area has the title 'New Member Application Status Summary' and a subtitle 'New Members for DEMONSTRATION SITE'. Below the subtitle is a row of buttons: Return, Add, Refresh, Today's Members, Upload Members, Sequential Completion, and Bulk Completion. Underneath is a table with four columns: Last Name, First Name, Birth Date, and Fund. Below the table is another row of buttons: Return, Add, Refresh, Today's Members, Upload Members, Sequential Completion, and Bulk Completion. At the bottom right, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'. The login time '12/06/2015 6:05:33 PM' is visible in the bottom left of the navigation menu.

Step 2

You are now on the 'New Member File Upload' page.

Click 'Browse' to search for and select the correct file for upload from your computer directory.

Using the drop down menus on the New Member File Upload screen, populate the necessary fields.

When you are happy with the data you have entered you can choose to test the file or upload the file. Most of our clients simply upload the file, as the next step requires you to confirm what you have loaded.

Click 'Upload' to load the file.

<ul style="list-style-type: none"> Contributions Members New Members Exit Members Transfer Members Search Change Details Choice of Fund Feedback Reports Employer Centre SuperStream Login time: 12/06/2015 6:05:33 PM 	<div style="text-align: center;"> <h3>New Member File Upload</h3> <p>Payroll File for DEMONSTRATION SITE</p> </div> <div style="text-align: center; margin-top: 10px;"> Return Test Upload </div> <p style="font-size: small; margin-top: 20px;"> Tax File Numbers: If an employee has authorised you to provide OnePath with their Tax File Number (TFN), it is your responsibility to do so within 14 days of it being quoted to you by your employee. Failure to do so will incur Employer penalties, affect the member's tax rate and result in Member Voluntary contributions being refunded. </p> <p style="font-size: small;"> Tax File Numbers for any members in a Choice Fund, will need to be supplied direct to the appropriate Super Fund (Outside of the Super Clearing Service). For further information, please contact EasyTransact Support on 1800 251 588 (option 2). </p> <p style="font-size: small;"> Note: Any supplied TFNs will NOT be forwarded (sent by email) to SMSFs because a TFN was already required to be supplied by the Member (Employee) to the ATO to establish an SMSF. The suburb and postcode will be validated against the most recent Postcode file provided by Austraka Post. </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px;">File to Upload</td> <td style="padding: 2px;"><input type="button" value="Browse..."/> No file selected.</td> </tr> <tr> <td style="padding: 2px;">Records for Existing Members</td> <td style="padding: 2px;"><are ignored> ▾</td> </tr> <tr> <td style="padding: 2px;">Records for Exited Members</td> <td style="padding: 2px;"><create new members> ▾</td> </tr> <tr> <td style="padding: 2px;">Results Display</td> <td style="padding: 2px;"><First 5> ▾</td> </tr> <tr> <td style="padding: 2px;">Error Display</td> <td style="padding: 2px;"><First 20> ▾</td> </tr> <tr> <td style="padding: 2px;">For 'Test' only</td> <td style="padding: 2px;"><Do not display warnings> ▾</td> </tr> </table>	File to Upload	<input type="button" value="Browse..."/> No file selected.	Records for Existing Members	<are ignored> ▾	Records for Exited Members	<create new members> ▾	Results Display	<First 5> ▾	Error Display	<First 20> ▾	For 'Test' only	<Do not display warnings> ▾
File to Upload	<input type="button" value="Browse..."/> No file selected.												
Records for Existing Members	<are ignored> ▾												
Records for Exited Members	<create new members> ▾												
Results Display	<First 5> ▾												
Error Display	<First 20> ▾												
For 'Test' only	<Do not display warnings> ▾												

Step 3

You are now on the 'New Member Upload Results' page.

Errors may be encountered for certain members. If you do encounter errors, refer to the notes at the end of this procedure on how to correct these errors.

Once you are happy with the file being uploaded, click 'Yes' to confirm the upload.

- + Contributions
- + **Members**
- New Members
- Exit Members
- Transfer Members
- + Search
- + Change Details
- + Choice of Fund
- + Feedback
- + Reports
- + Employer Centre
- + SuperStream
- Login time:
12/06/2015 6:05:33 PM

New Member Upload Results

New Members for DEMONSTRATION SITE

Return
Yes
No

Are you sure you want to upload these new members?

New Members upload file	Test New member Upload.csv
Records in File	2
Records placed on Edit Queue	2
Ignored Records	0

The results are:

Last Name	First Name	Birth Date	Fund	Payroll Number	Result
THREE	Member Number	01-01-1977	C-ANZSMART001	780890	Queued for Edit
FOUR	MEMBER NUMBER	15-01-1988	C-PDNML0450	780012	Queued for Edit

Step 4

You are now on the 'New Member Application Status Summary' page.

The members you have uploaded will appear with a status of 'Incomplete'.

There are three methods for finalising the new members:

1. Bulk Completion

Bulk Completion should be used when processing large volumes of new members. Using this process, all members that have all the mandatory fields correct will be submitted for processing.

Click 'Bulk Completion'. You will then have to confirm the bulk completion. Click 'Yes' to confirm.

Note: The Bulk Completion confirmation page allows you to specify how to manage any Choice Fund members in the file.

The options available are:

- attempt to complete all Choice Fund Members (this is the default, and if a TFN is not supplied, the member is added without sending a TFN).
- leave all Choice Fund Members incomplete (you can sequentially or individually complete all Choice Fund Members later).
- attempt to complete only Choice Fund Members with TFNs.

2. Sequential Completion

Sequential Completion allows you to check each member's details before finalising the new member.

Click 'Sequential Completion'. This will require you to click for each member entry.

3. Individual Completion

This method requires you to click on 'Incomplete' under the 'Status' column for each individual member you want to submit.

Click 'Submit Now'.

The screenshot shows the 'New Member Application Status Summary' page for 'New Members for DEMONSTRATION SITE'. The page includes a navigation menu on the left, a set of action buttons at the top, a table of member data, and a second set of action buttons below the table. The table has columns for Last Name, First Name, Birth Date, Fund, and Status. Two members are listed, both with a status of 'Incomplete'.

Last Name	First Name	Birth Date	Fund	Status
FOUR	MEMBER NUMBER	15-01-1988	C-PDNML0450	Incomplete
THREE	MEMBER NUMBER	01-01-1977	C-ANZSMART001	Incomplete

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16.2 Troubleshooting – File upload

You may encounter some errors during this process. The following is a list of example error messages and how to correct each error:

Error on processed line: 2. Payroll Number already exists

This error occurs when a member in the file has the same payroll number as an existing registered member under your plan. It may be that the member already exists or the payroll number is incorrect. If the member has already been set up, remove the member from the file. If the existing member has an incorrect payroll number, update the payroll number (see section 18.2 of this document).

Error on processed line: 3. Fund and employer are not associated. Fund OnePath Custodians.

Either the Fund Code is incorrect or the Choice Fund has not yet been established on ANZ EasyTransact.

If the Fund Code is incorrect, map the Fund Codes via Payroll Fund Codes functionality (see section 3 of this document).

If the Choice Fund has not been set up, set up the Choice Fund via Link to Choice Fund functionality (see section 3 of this document).

Error at line: 2 Error is on the first record Error Line [Illegal.combination.of.digits.in.date:.'8/95. Crane.St'] A date field had an invalid format.

This error indicates that the file format being used is incorrect. A quick method to determine if the file format is correct is to compare it to a previous file you have successfully uploaded to the ANZ EasyTransact website.

If you are still having problems please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

16.3 Uploading Contributions

Loading contributions using Payroll Upload is the most efficient way of loading high volume contribution batches. Most employers use payroll systems that allow superannuation contribution details to be exported to CSV or text files. We can customise ANZ EasyTransact to read your payroll system's file format. All we need is a sample file for the initial set-up and then you can use Payroll Upload whenever a new batch needs to be loaded.

Note: Contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) if you are a new user of the ANZ EasyTransact service and want to use this function.

In order to submit contributions on ANZ EasyTransact, you need to firstly create a Contribution Schedule. You only need to complete this step once as part of the initial set-up process. Once this step is complete, you will be able to follow the procedure in section 5 to submit contributions for your employees.

Step 1

On the left navigation menu, click 'Contributions'.

You are now on the 'Contribution Status' page.

Click 'Add'.

The screenshot shows the 'Contribution Status' page for 'DEMONSTRATION SITE'. On the left is a navigation menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, Employer Centre, and SuperStream. Below the menu, it shows the login time: 12/06/2015 6:05:33 PM.

The main content area is titled 'Contribution Status' and 'Contribution Summary for ' DEMONSTRATION SITE ''. It features a row of buttons: Return, Add, Refresh, 12 Months Batches, and All Batches.

Below the buttons, there is a message: 'You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.'

Another message states: 'For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.'

There is a table with the following structure:

Create Batch	Contribution Schedule	Period	Status
Begin	Monthly Super		

Below the table, there is another row of buttons: Return, Add, Refresh, 12 Months Batches, and All Batches.

At the bottom right, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

Step 2

You are now on the 'Contribution Schedule Maintenance' page.

Enter the following details:

Schedule Name – use any name you consider appropriate e.g. Super Contributions Upload Schedule.

Schedule Type – select Payroll File Transfer.

Submission Period – select 'None'. This allows you to make amendments to dates.

Next Start Date – this is the first day of the period you are paying for example, if you are paying for July 2015 you would use 01-07-2015.

Default Schedule – leave blank.

Select Members by Search – leave blank.

Click 'Save'.

The screenshot shows the 'Contribution Schedule Maintenance' page. On the left is a blue navigation menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, Employer Centre, and SuperStream. Below the menu, it shows the login time: 12/06/2015 6:05:33 PM. The main content area is titled 'Contribution Schedule Maintenance' and 'Create the contribution schedule details'. It features two buttons: 'Return' and 'Save'. Below these are several form fields:

Schedule Name:	<input type="text"/>
Schedule Type:	Direct Entry <input type="text"/>
Submission Period:	None <input type="text"/>
Next Start Date: (DD-MM-YYYY)	<input type="text"/>
Default Schedule	<input type="checkbox"/>
Select Members by Search	<input type="checkbox"/>

Step 3

You are now on the 'Contribution Schedule Maintenance' page.

This confirms what you have set up. If you wish to make amendments, click 'Modify'.

Click 'Return' to go back to the 'Contribution Summary' page.

The process is now complete.

This screenshot is identical to the one in Step 2, showing the 'Contribution Schedule Maintenance' page with the same navigation menu, login time, and form fields. The form fields are:

Schedule Name:	<input type="text"/>
Schedule Type:	Direct Entry <input type="text"/>
Submission Period:	None <input type="text"/>
Next Start Date: (DD-MM-YYYY)	<input type="text"/>
Default Schedule	<input type="checkbox"/>
Select Members by Search	<input type="checkbox"/>

16.4 Payroll upload

Once a contribution schedule has been created it is included on the 'Contribution Summary' page as shown below.

Step 1

On the left navigation menu, click 'Contributions'.

You are now on the 'Contribution Status' page.

For the schedule you wish to process click 'Begin' under the heading 'Create Batch'.

Contribution Status
Contribution Summary for ' DEMONSTRATION SITE '

Return Add Refresh 12 Months Batches All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	Monthly Super		

Return Add Refresh 12 Months Batches All Batches

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Step 2

You are now on the 'Batch Input' page.

Click 'Browse' and select the file which you wish to upload.

The file directory will now appear in the 'Payroll File to send' box.

Note: Ensure that the file format is correct for your upload file.

Click 'Submit'.

Batch Input
Monthly Super Batch for DEMONSTRATION SITE

Return Submit

Period from: 01-05-2015 Period to: 31-05-2015

File to Upload Browse... CoF_Test.csv

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Step 3

You are now on the 'Contribution Status' page.

Click 'Refresh' until a status appears underneath the heading 'Status'.

Click on 'Ready for Submission' to authorise payment.

This will take you to the 'Batch Payment Details' page.

Contribution Status
Contribution Summary for ' DEMONSTRATION SITE '

Return Add Refresh 12 Months Batches All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	Monthly Super	01-05-2015 to 31-05-2015	Ready for Submission

Return Add Refresh 12 Months Batches All Batches

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Step 4

You are now on the 'Batch Payment Details' page.

Enter your password.

The next step is to confirm the total batch amount in the 'Confirm Total Amount Due (\$)' field.

Click 'Transmit Batch' to authorise the payment.

Refer to section 7 'Paying For Your Contributions' in order to make your payment.

Batch Payment Details
Enter Payment Details for Schedule ' Monthly Super '

Return Transmit Batch Delete Payment Instructions

Period: 01-05-2015 to 31-05-2015 Batch ID: 3839280

Enter Password

Total Amount Due (\$) 814.79 Confirm Total Amount Due (\$)

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
AUSTRALIANSUPER	1	319.79	Direct Credit (Employer)	110123456
HDST - PLUS SUPERANNUATION FUND	1	495.00	Direct Credit (Employer)	110123456
TOTAL	2	814.79		

16.5 Troubleshooting – Payroll upload

If the status 'Input Error' shows, click on 'Input Error'. This will take you to the 'Batch Input Error' page.

Click 'View errors'. A window containing an explanation of each error will appear. The following is a list of example error messages and how to correct each error:

Error on processed line: 1. Either payroll number or member number not found for any fund. payroll number 1

This error will occur for one of two reasons:

- either the member on the file is new and has not been established on ANZ EasyTransact.
- the member's payroll number does not match the payroll number recorded for this member on ANZ EasyTransact.

If the member is new, and therefore has not been setup on ANZ EasyTransact, simply create the new member. Refer to section 2 of this document for procedures on how to create a new member.

If the payroll number is incorrect, either update the file you uploaded or update the payroll number for the member stored on ANZ EasyTransact. Refer to section 18.2 of this document for procedures on how to update member payroll numbers.

Error on processed line: 2. Member 000001 cannot make a contribution while in state EXITED payroll number 2

The member has been exited on the website.

If the member does not require contributions, simply remove the member from the upload file.

If the member is still receiving contributions, set up the member as a new member.

Refer to section 2 of this document for procedures on how to create a new member.

Error on processed line: 3. Member 000001 cannot make a contribution while in state Inactive payroll number 3

The member status has been changed on the website to inactive.

Check if the member has been transferred to a Choice Fund. If so, update the member Choice Fund payroll number. Refer to section 18.2 of this document for procedures on how to update member payroll numbers.

If the member has been transferred to another pay site, please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Error on processed line: 4. Multiple members found. No fund specified. Payroll number 4

This error is caused when one member is active in more than one fund under your ANZ EasyTransact registration.

A member can only be active within one fund at any point in time. The member needs to exit any inactive funds that no longer receive contributions.

Refer to section 8 of this document for procedures on how to exit members.

Error on processed line: 5. Inconsistent date of birth: 01-07-1977 (01-01-1978) Fund XYZ SUPER FUND payroll number 5

The member's date of birth on the file does not match the date of birth stored on ANZ EasyTransact.

If the error is on the file, simply update the file with the correct date of birth before re-submitting the contribution file.

If the date of birth error is on the ANZ EasyTransact website, you must contact ANZ to have the date of birth updated.

Error on processed line: 6. Inconsistent last name: SMITH (Smyth) Fund XYZ SUPER FUND payroll number 6

The member name on the file does not match the name stored on ANZ EasyTransact.

If the error is on the file, simply update the file with the correct name before re-submitting the contribution file.

If the name error is on the ANZ EasyTransact website, you must contact ANZ to have the name updated.

When all errors have been identified and corrected, the file can be resubmitted.

If you are still having problems solving errors please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

16.6 Member exit file upload

Step 1

On the left navigation menu, click 'Members'.

Click 'Exit Members'.

You will be on the 'Status of Member Exits' page.

Click 'Upload Exits' to go to the 'Member Exit File Upload' page.

Step 2

You are now on the 'Member Exit File Upload' page.

Click the 'Browse' button to search for and select the appropriate file from your directory.

Using the drop-down menus, populate the appropriate fields.

Click 'Upload' to load the file.

Step 3

You are now on the 'Member Exit Upload Results' page.

Click 'Yes' to confirm the upload.

Contributions
Members
 New Members
Exit Members
 Transfer Members
 Search
 Change Details
 Choice of Fund
 Feedback
 Reports
 SuperStream
 Login time:
 12/06/2015 5:52:04 PM

Member Exit Upload Results

Member exits for DEMONSTRATION SITE

Warning: No further contributions will be accepted for a member once a member is exited.

Are you sure you want to exit all members that have their exit details correctly completed?

Member Exit upload file	Test Member exits.csv
Records in File	2
Records processed as Exits	2
Records placed on Edit Queue	0
Ignored Records	0

The results are:

Rec #	Line #	Fund	Mem. No	Pay. No	Member Name	Result
1	2	C-POSTA0100	3456789	1234	CITIZEN, JOHN	Exit Correct
2	3	C-PDHO50100	10111213	5678	ONE, MARK	Exit Correct

Step 4

You are back at the 'Status of Member Exits' page.

Once the exit record you have entered disappears from this page, the exit is processed.

If the member status is 'Exit Queued' or 'Exit Requested', the exit is still processing.

If the status shows as 'Exit Waiting', the member is still appearing in a contribution schedule.

If the member displays 'Exit Rejected' contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

Contributions

Members

New Members

Exit Members

Transfer Members

Search

Change Details

Choice of Fund

Feedback

Reports

SuperStream

Login time:
12/06/2015 5:23:46 PM

Status of Member Exits

Members for ASA TEST EMPLOYER.

Return Exit Member Refresh Contributions Today's Exits

Under SuperStream, once you exit this member, notification will be immediately forwarded to the fund. No further contributions will be accepted for the member. Click the "Contributions" option to submit any final contributions before exiting this member.

* Members with status 'Exit Waiting' still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the 'Exit Waiting' status for more details.

Member Name	Fund	Member Number	Payroll Number	Status
PAN, PETER	XYZ	87373	A272727	Exit Waiting

Return Exit Member Refresh Contributions Today's Exits

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16.7 Troubleshooting – Member exit file upload

If you receive an error message when uploading the exit file, the reason for this error will be displayed. The following is a list of error messages and how to correct each error.

Error on processed line: 2. Either payroll number or member number does not represent a member of Fund

Either the payroll number or member number does not match an existing registered member on ANZ EasyTransact. To correct, check the file to make sure both numbers are correct and modify if necessary. If these details still register as an error please contact Employer Services.

Error on processed line: 3. Missing or Invalid Date Left Employment

It is compulsory to populate the Date Left Employment field on the exit file for all members you are trying to exit from ANZ EasyTransact. Check your file and make sure that the column is populated for all members on the file.

Error on processed line: 4. Date Left Employment in the past can only be a maximum of one year ago

This error limits how far back you can exit a member. Update the Date Left Employment on the exit file if it is incorrect. If the date still registers as an error please contact Employer Services.

Error on processed line: 5. Member has invalid status

This error occurs when the member has already been exited from ANZ EasyTransact. Remove this member from the exit file before re-submitting.

If you are still having problems solving member errors please contact Employer Services. To contact Employer Services, call 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST).

16.8 Today's exits

Once you have uploaded or entered member exits, you can check on their progress using the 'Today's Exits' function.

Step 1

On the left navigation menu, click 'Members'.

Click 'New Members'.

You will be on the 'Status of Member Exits' page.

Click 'Today's Exits' to go to the 'Recent Member Exit Applications' page.

The screenshot shows the 'Status of Member Exits' page for 'ASA TEST EMPLOYER'. The left navigation menu is visible, with 'Members' selected. The main content area has a sub-header 'Members for ASA TEST EMPLOYER.' and a row of buttons: 'Return', 'Exit Member', 'Refresh', 'Contributions', and 'Today's Exits'. Below this, there is explanatory text: 'Under SuperStream, once you exit this member, notification will be immediately forwarded to the fund. No further contributions will be accepted for the member. Click the "Contributions" option to submit any final contributions before exiting this member.' and a note: '* Members with status "Exit Waiting" still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the "Exit Waiting" status for more details.' A table lists the member details:

Member Name	Fund	Member Number	Payroll Number	Status
PAN, PETER	XYZ	87373	A272727	Exit waiting

Below the table is another row of buttons: 'Return', 'Exit Member', 'Refresh', 'Contributions', and 'Today's Exits'. At the bottom, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

Step 2

You will be on the 'Recent Member Exit Applications' page.

The date range will default to today's date and today's exits will be listed.

To view members exited from another date range, insert a range of dates, enter the required value in the field 'Member Exits submitted from dd-mm-yyyy to dd-mm-yyyy' then click 'Submit'.

The 'Exit Applications' within that date range will be listed.

This screenshot is identical to the one above, showing the 'Status of Member Exits' page for 'ASA TEST EMPLOYER'. The main content area has the same sub-header and buttons. The explanatory text and note are the same. The table lists the member details:

Member Name	Fund	Member Number	Payroll Number	Status
PAN, PETER	XYZ	87373	A272727	Exit waiting

Below the table is another row of buttons: 'Return', 'Exit Member', 'Refresh', 'Contributions', and 'Today's Exits'. At the bottom, there is a copyright notice: 'Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited'.

17. Deleting incomplete members

This function allows you to delete a member with an incomplete status, if you have added the member by mistake or added them incorrectly.

Step 1

On the left navigation menu, click 'Members'.

Click 'New Members'.

You are now on the 'New Member Application Status Summary' page.

Click 'Incomplete' under the 'Status' column for the member you want to delete.

The screenshot shows the 'New Member Application Status Summary' page. On the left is a navigation menu with options: Contributions, Members, New Members, Exit Members, Transfer Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and a login time of 12/06/2015 5:23:46 PM. The main content area is titled 'New Member Application Status Summary' and 'New Members for ASA TEST EMPLOYER.'. Below the title are buttons for Return, Add, Refresh, Today's Members, Upload Members, Sequential Completion, and Bulk Completion. A table displays the following data:

Last Name	First Name	Birth Date	Fund	Status
BESPOKE	TESTONE	01-01-1980	ANZSMARTBE	Incomplete

Below the table are buttons for Return, Add, Refresh, Today's Members, Upload Members, Sequential Completion, and Bulk Completion. At the bottom right, there is a copyright notice: Copyright © 1999-2015 All rights reserved. SuperChoice Services Pty Limited.

Step 2

You are now on the 'New Member Completion' page.

Confirm that this is the member you wish to delete.

Click 'Delete'.

<ul style="list-style-type: none"> + Contributions + Members <li style="background-color: #0070C0; color: white;">New Members Exit Members Transfer Members + Search + Change Details + Choice of Fund + Feedback + Reports + SuperStream Login time: 12/06/2015 5:23:46 PM 	<p>New Member Completion</p> <p>Member for ASA TEST EMPLOYER.</p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Submit Now"/> <input type="button" value="Submit Later"/> <input type="button" value="Clear All Values"/> <input type="button" value="Delete"/> </p> <p style="text-align: center; font-size: small;">* At least one phone number must be supplied if employee is residing in Australia. If employee resides overseas please supply an email address.</p> <p style="text-align: center; font-size: x-small;">Note: All highlighted fields are mandatory</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund</td> <td>ANZSMARTBE - ANZ SMART CHOICE BESPOKE</td> </tr> <tr> <td>Title</td> <td>MR</td> </tr> <tr> <td>First Name</td> <td>TESTONE</td> </tr> <tr> <td>Middle Name</td> <td></td> </tr> </table>	Fund	ANZSMARTBE - ANZ SMART CHOICE BESPOKE	Title	MR	First Name	TESTONE	Middle Name	
Fund	ANZSMARTBE - ANZ SMART CHOICE BESPOKE								
Title	MR								
First Name	TESTONE								
Middle Name									

Step 3

You are now on the 'Delete Member Confirm' page.

Click 'Delete'.

<ul style="list-style-type: none"> + Contributions + Members <li style="background-color: #0070C0; color: white;">New Members Exit Members Transfer Members + Search + Change Details + Choice of Fund + Feedback + Reports + SuperStream Login time: 12/06/2015 5:23:46 PM 	<p>Member for ASA TEST EMPLOYER.</p> <p>Press the delete button to delete the new member application.</p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Delete"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund</td> <td>ANZSMARTBE ANZ SMART CHOICE BESPOKE</td> </tr> <tr> <td>First Name</td> <td>TESTONE</td> </tr> <tr> <td>Middle Initial</td> <td></td> </tr> <tr> <td>Last Name</td> <td>BESPOKE</td> </tr> <tr> <td>Date of Birth (DD-MM-YYYY)</td> <td>01-01-1980</td> </tr> <tr> <td>Payroll Number</td> <td></td> </tr> </table>	Fund	ANZSMARTBE ANZ SMART CHOICE BESPOKE	First Name	TESTONE	Middle Initial		Last Name	BESPOKE	Date of Birth (DD-MM-YYYY)	01-01-1980	Payroll Number	
Fund	ANZSMARTBE ANZ SMART CHOICE BESPOKE												
First Name	TESTONE												
Middle Initial													
Last Name	BESPOKE												
Date of Birth (DD-MM-YYYY)	01-01-1980												
Payroll Number													

Step 4

The 'New Member Application Status Summary' page is displayed. The deleted member has been removed.

The process is now complete.

- Contributions
- Members**
- New Members
- Exit Members
- Transfer Members
- Search
- Change Details
- Choice of Fund
- Feedback
- Reports
- SuperStream
- Login time:
12/06/2015 5:23:46 PM

New Member Application Status Summary

New Members for ASA TEST EMPLOYER.

Return Add Refresh Today's Members Upload Members Sequential Completion

Bulk Completion

Last Name	First Name	Birth Date	Fund	Status
BESPOKE	TESTONE	01-01-1980	ANZSMARTRE	Incomplete

Return Add Refresh Today's Members Upload Members Sequential Completion

Bulk Completion

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18. Member amendments

By using ANZ EasyTransact you can notify ANZ if your employees have had a change of address, salary, phone number, email address or employment status. You can also submit employee TFNs. We require employee TFNs in order to process personal after tax contributions from your employees.

We recommend you submit these changes after processing contributions and before processing Member Exits.

Note: ANZ has the capability to accept file uploads for salary and address changes. This is recommended if you are submitting an average of 20 or more member amendments per remittance.

Please contact Employer Services on 13 47 43 (select option 1) weekdays from 8.30am to 6.30pm (AEST) if you wish to set up this facility.

18.1 Update member details

Using this process you can update the member address, salary, phone number, email address or benefit category (bespoke members only) and occupation (ANZ Smart Choice).

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Members'.

You are now on the 'Member Search' page.

Enter the employee's details into the search field and click 'Search'.

The screenshot displays the ANZ EasyTransact interface for member search. On the left is a blue navigation menu with options: Contributions, Members, Search, Change Details (highlighted), Employer, Funds, Members, Payroll, Password, Choice of Fund, Feedback, Reports, and SuperStream. Below the menu, it shows 'Login time: 12/06/2015 5:10:14 PM'. The main content area is titled 'Members' and 'Member Search'. At the top of this area are buttons for 'Return', 'Search', 'Clear All Values', and 'Status of Amendments'. Below these buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. The search form consists of several fields: 'Fund Name' (dropdown menu showing '<All>'), 'Fund Type' (dropdown menu showing '<All>'), 'Member First Name' (text input), 'Member Last Name' (text input), 'Member Number' (text input), 'Payroll Number' (text input), and 'Member Status' (text input).

Step 2

You are now on the 'Members' page.

Click on the member's name you wish to amend.

Members

Members for DEMONSTRATION SITE

[Return](#)

Number of members: 2 (Active: 2)

Member Name	Fund	Member Number	Payroll Number	Status	TFN Supplied Status
CITIZEN , JOHN	C-POSTA0100	3456789	1234	Active	Not supplied
ONE , MARK	C-PDHO50100	10111213	5678	Active	Not supplied

Number of members: 2 (Active: 2)

Step 3

You are now on the 'Details of Member' page.

Click 'Amend Member'.

Members

Details of Member for DEMONSTRATION SITE

[Return](#) [Amend Member](#) [Save](#) [Details](#)

Note: All highlighted fields are mandatory.

Fund	C-PDSTA0100
Member Number	3456789
First Name	JOHN
Middle Name	
Last Name	CITIZEN
Birth Date (DD-MM-YYYY)	01-01-1997

Step 4

You are now on the 'Amend Member Details' page.

Type in the details you want to amend and click 'Submit'.

<ul style="list-style-type: none"> + Members + Search + Change Details <ul style="list-style-type: none"> Employer Funds Members Payroll Password + Choice of Fund + Feedback + Reports + SuperStream Login time: 12/06/2015 5:10:14 PM 	<h3>Amend Member Details</h3> <p>Submit member amendments for DEMONSTRATION SITE</p> <p style="text-align: center;"> <input type="button" value="Return"/> <input type="button" value="Submit"/> </p> <p>Under SuperStream, OnePath will immediately pass on all amendments to the receiving fund. Please ensure the information is correct and complete before submitting the request. SmartChoice cannot guarantee that any of the optional fields below will be actioned by the receiving Fund. To ensure details are actioned, you or the Member should contact the Fund directly.</p> <ul style="list-style-type: none"> * Change any of the fields that require amendment * If you are updating an address, please enter the full address details, including suburb, state and postcode. * Non-Australian addresses cannot be entered on SmartChoice . Please forward these requests to customer@onepath.com.au <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Fund</td> <td>C-PDSTA0100</td> </tr> <tr> <td>Member Number</td> <td>3456789</td> </tr> <tr> <td>First Name</td> <td>JOHN</td> </tr> <tr> <td>Middle Name</td> <td></td> </tr> <tr> <td>Last Name</td> <td>CITIZEN</td> </tr> <tr> <td>Address 1</td> <td>1 OCTOBER STREET</td> </tr> </table>	Fund	C-PDSTA0100	Member Number	3456789	First Name	JOHN	Middle Name		Last Name	CITIZEN	Address 1	1 OCTOBER STREET
Fund	C-PDSTA0100												
Member Number	3456789												
First Name	JOHN												
Middle Name													
Last Name	CITIZEN												
Address 1	1 OCTOBER STREET												

18.2 Update member payroll number

This function allows you to update payroll numbers for your members.

Step 1

On the left navigation menu, click 'Change Details'.

Click 'Payroll'.

You are now on the 'Payroll Members' page.

Click 'Search'.

Contributions
Members
Search
Change Details
Employer
Funds
Members
Payroll
Password
Choice of Fund
Feedback
Reports
SuperStream
Login time: 12/06/2015 5:10:14 PM

Payroll Member
Payroll Member Search

Return Search Clear All Values

Last Name - Start
Last Name - End
Maximum Number of Members in Search Result 500

Step 2

You are now on the 'Payroll Numbers' page.

Update the payroll numbers you need to update by entering or altering them in the 'Payroll Number' column.

Click 'Save'.

Contributions
Members
Search
Change Details
Employer
Funds
Members
Payroll
Password
Choice of Fund
Feedback
Reports
SuperStream
Login time: 12/06/2015 5:10:14 PM

Payroll Numbers
Payroll Numbers for DEMONSTRATION SITE

Return Save

Member Name	Member Number	Payroll Number	Fund
CITIZEN, JOHN	3456789	1234	C-PD5TA0100
ONE, MARK	10111213	5678	C-PDHOS0100

Return Save

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Step 3

You are now on the 'Payroll Member' page, the process is complete.

<ul style="list-style-type: none">+ Contributions+ Members+ Search+ Change DetailsEmployerFundsMembersPayrollPassword+ Choice of Fund+ Feedback+ Reports+ SuperStreamLogin time: 12/06/2015 5:10:14 PM	Payroll Member	
	Payroll Member Search	
	<input type="button" value="Return"/> <input type="button" value="Search"/> <input type="button" value="Clear All Values"/>	
	Last Name - Start	<input type="text"/>
	Last Name - End	<input type="text"/>
	Maximum Number of Members in Search Result	<input type="text" value="500"/>

19. Feedback

Fund Administrator Feedback is a function that facilitates the receipt of information by a contributing employer from a participating Choice Fund. If feedback has been provided by a Choice Fund, an alert will be displayed when you log in. The alert will state:

'Click here to view new Fund Administrator feedback'.

To view the message, there are two options:

1. click on the hyperlink or
2. select the 'Feedback' option.

The Feedback page allows an employer to:

- display the specified Choice Fund information by clicking the hyperlink under 'Fund'.
- display the specified 'Member details' page, where necessary changes can be made by clicking the 'Member Number/Name'.
- show all messages, including hidden or archived messages, by selecting the appropriate button.
- 'hide' or archive individual messages. Note: this will prevent the notification (hyperlink) from displaying on the 'Login' page.
- download all messages currently displayed by selecting the appropriate button.

Contributions
Members
Search
Change Details
Choice of fund
Feedback
Reports
SuperStream

Login time:
12/06/2015 5:10:14 PM

Fund Administrator Feedback

Show all messages Download messages

Use the 'hide' button to hide messages that you have actioned. When all messages are hidden the prompt 'Click here to view new Fund Administrator feedback' will no longer appear when you log on. Click the 'Show all messages' button to see messages that you have hidden.

Member Number/Name	Fund	Date Submitted	Message from the Fund Administrator (FA)	Action
Messages more than 92 days old (i.e. produced before 12-Mar-2015) will be deleted automatically.				

Show all messages Download messages

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SuperChoice Services Pty Limited

20. Terms and definitions

Australian Business Number (ABN)	The term used to describe a unique 11 digit number that identifies your business or organisation to the government and community.
BPAY®	The term used to describe an electronic bill payment system which allows payments to be made through a financial institution's online or telephone banking facility to merchants who are registered BPAY® billers.
Choice	The term used to describe a contribution that will be paid to a fund other than your default fund.
Contribution Batch	The term used to describe the dollar amount contributed to a selected member.
Contribution Transaction Request (CTRs)	An electronic contribution message that contains data.
Direct Credit	The term used to describe monies transferred from your company's account once contributions have been authorised and confirmed.
Direct Debit	The term used to describe monies automatically debited out of your company's account once contributions have been authorised and confirmed.
Electronic Funds Transfer (EFT)	The term used to describe an electronic transfer of funds.
Electronic Service Address (ESA)	The term used to identify where contribution messages are to be sent.
Exit Member	The term used to remove a member from your plan, usually an exiting employee. Includes employees who subsequently elect Choice of Fund.
Member Registration Request (MRRs)	The term used to describe a new member registration or a member maintenance task.
New Member	The term used to describe the addition of a new member into the plan, usually a new employee that qualifies for superannuation.
Schedule	The term used to describe how you can nominate the members you wish to make payments for and where you can name the payment for your future reference.
SPIN	(Superannuation Product Identification Number) - The term used to describe a unique code used to identify a super fund. All public, corporate and industry super funds will generally have a SPIN and can be easily linked using this number.
SuperStream	The name used to describe the program introduced by the Federal Government to improve the way super contributions are submitted, by standardising the format needed and the way in which payments are made.
Tax File Number (TFN)	The term used to describe the number issued by the Australian Taxation Office (ATO) to recognize an individual or organisation for taxation purposes.
Total Amount Payable	The term used to describe the amount payable from you after each contribution.
USI – (Unique Superannuation Identifier)	A unique code used to identify a super fund (except SMSFs) or a specific super product within a large fund.

ANZ EasyTransact Help Desk



13 47 43, option 1, weekdays between 8.30am and 6.30pm (AEST)



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ANZ Smart Choice Super Employer Services



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Important Information

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