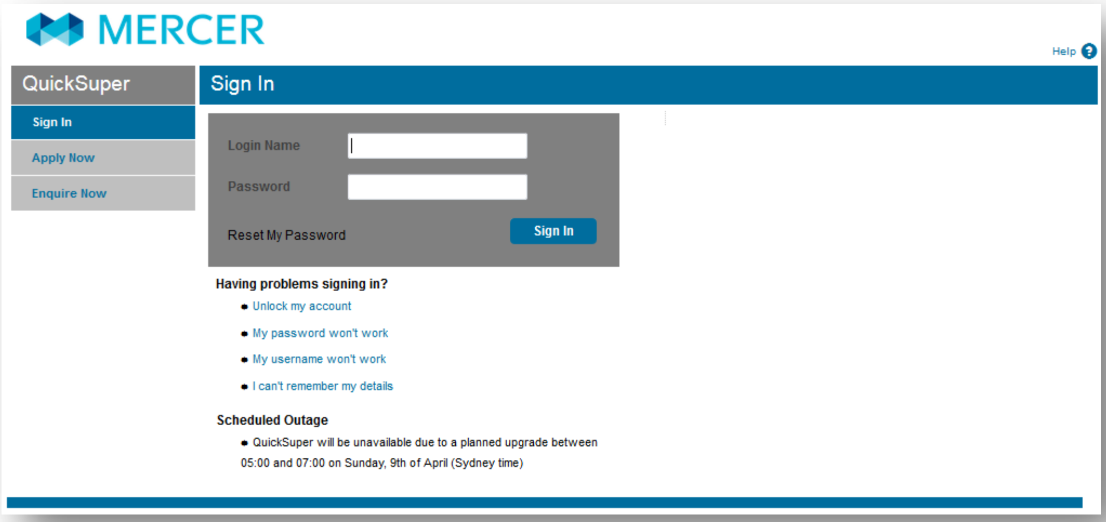
Completing your QuickSuper registration Instruction Guide

The Trustee is upgrading the way for you to pay your employees' superannuation contributions. Employer Online will be replaced by the QuickSuper Clearing House from 18 May 2017. This upgrade provides you with a more comprehensive solution that continues to meet the Government's SuperStream requirements.

As an active user of Employer Online we have pre-registered you for QuickSuper and pre-loaded your member listing.

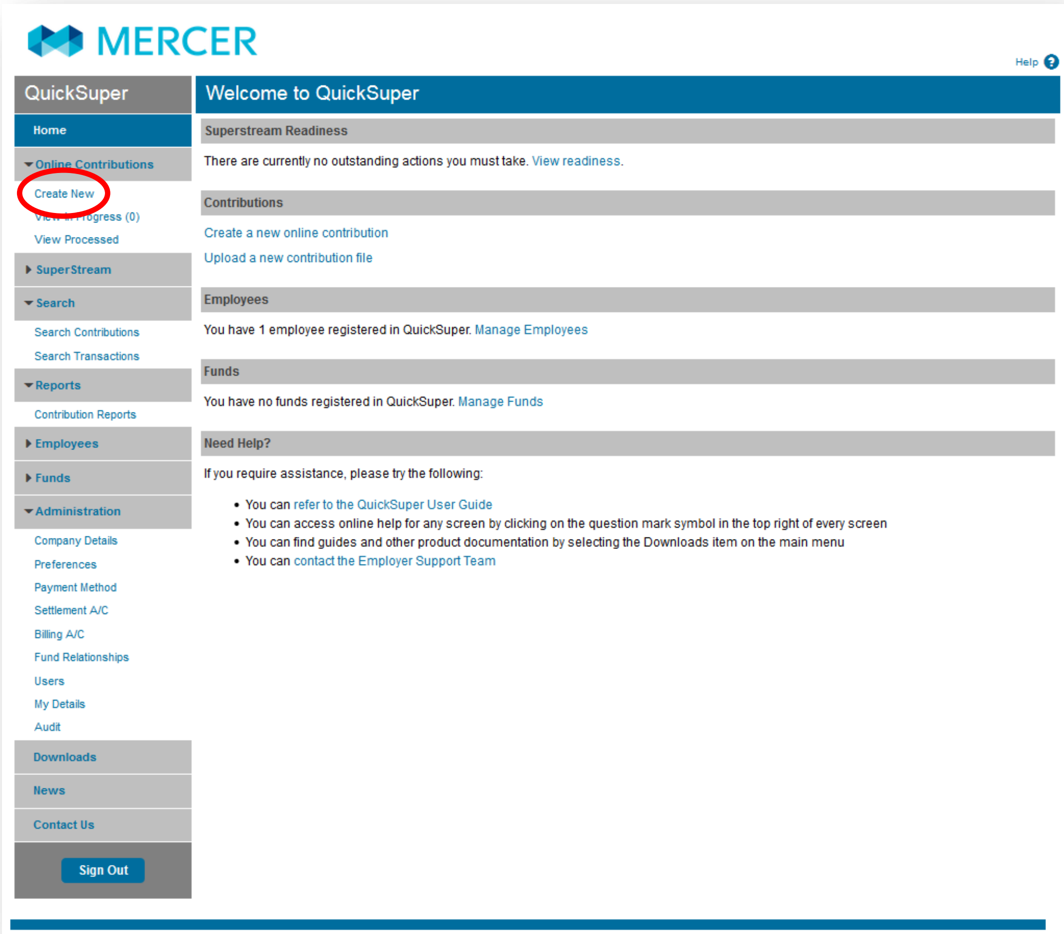
What steps do I follow to complete my QuickSuper registration?

- On 18 May, you will receive your Welcome email with login details. This email will be sent from Clearing House Support (clearinghouse@esuper.com.au)
- Go to the Sign In page and enter the Login Name and Password from your email. You will be prompted to change your password and you will receive a confirmation email of this change



- You will then need to step through the screens to complete your registration:
  - add Security Questions
  - accept Terms and Conditions
  - check Company Details (you can update any details here as required)
  - select Payment Method
  - enter Bank Details
  - select Contribution Entry Method

- You will now be logged into your QuickSuper Clearing House account. As we have pre-loaded the details of your members, your contribution grid is ready to enter contribution amounts straight away. This can be done by clicking ‘Create New’ under the ‘Online Contributions’ menu.



Need assistance or have questions?

If you have any questions or issues, please contact our Employer Support Team on 1300 550 423 or by email on clearinghouse@esuper.com.au. They are available between 9am and 5pm AEST Monday to Friday (with the exception of National Public Holidays).