



MERCER QuickSuper  
Employer Self-Registration Application  
Process.

October 2018

Click the apply now tab to start the employer self registration process. This will allow you to register for the clearing house and then submit default and choice contributions.



**MERCER**

QuickSuper **Sign In** Help

Sign In

**Apply Now**

Enquire Now

Login Name

Password

Reset My Password

**Having problems signing in?**

- [Unlock my account](#)
- [My password won't work](#)
- [My username won't work](#)
- [I can't remember my details](#)

**Demo and Test environment only**

- This is NOT the live QuickSuper site
- No actual value transactions are processed through this site
- Please do not enter actual fund email addresses as simulated remittance emails will still be sent from the test environment
- The master funds listed in this environment may not reflect what is listed in the live environment

Under superannuation legislation, you must pay superannuation guarantee amounts to the employee's nominated super fund at least four times a year. You can choose to make super payments more regularly than quarterly. For example fortnightly or monthly, so long as the total amount you owe each quarter is paid by the quarterly cut-off dates. The superannuation guarantee quarterly cut-off dates are shown in the following table. When a cut-off date for payment falls on a Saturday, Sunday or public holiday, the date is extended to the next working day after the cut-off date.

**Payment cut-off dates for each quarter are:**

- 1st July - 30th September is 28th October
- 1st October - 31st December is 28th January
- 1st January - 31st March is 28th April
- 1st April - 30th June is 28th July

Under current legislation, the super guarantee contribution is counted as being paid on the date that the super fund receives it, not the date that you pay QuickSuper. The time that it takes for a fund to receive your payment will depend on the way you are paying QuickSuper (Direct Debit or EFT):

- Paying by Direct Debit we must wait 3 banking days for the payment to clear before we make the payment to the fund.
- Paying by EFT we consider the payment cleared as soon as we receive it, however there is 1 banking day difference until it is received.

Please take this timing into account as well as national public holidays, weekends and your financial institutions daily cut-offs.

Using the fund payment timings noted above, you should make sure you allow enough time for the payment to be received by the fund before the cut-off date. Please refer to the Australian Tax Office for more details on your super obligations.

For end of financial year payments, to ensure contributions are shown on members 30 June benefit statements, it is highly recommended that contributions are remitted well in advance, keeping in mind the timing for various payment methods. This ensures adequate time for contributions to be received and allocated to a members fund, as late submissions may result in the contributions being applied to the members account the following financial year.

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## Apply Now

Arranging your set-up with QuickSuper is easy - you can simply complete this online application.

This should only take you 5 minutes to complete once you have all the information ready.

### What information should I have ready?

- company details (ABN, address, contact details)
- settlement account details for contributions
- nominate an administrator user for this application (name, email, phone)

### What will happen next?

Once your application has been submitted, a Mercer representative will review your application.

Once your application has been approved, you will be notified via email. This email will include login details and steps on how you can start processing superannuation contributions.

[Return to Sign In](#)[Start Application](#)

If you have any questions or require assistance you can contact our Employer Support Team on 1300550423, available between 9am and 5pm AEST Monday to Friday (apart from National Public Holidays) or Email us at [clearinghouse-merc@qvalent.com](mailto:clearinghouse-merc@qvalent.com)

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Employer information required to complete the online application process.



## Step 1 - Enter ABN

This wizard allows you to add a new QuickSuper Client. The steps are:

1. Enter ABN
2. Enter company details
3. Select facility type, either single employer or multiple employer
4. Enter settlement account details
5. Enter the details for the client administrator
6. Confirm details and save client
7. Client saved

### Enter ABN

Please enter the ABN of the client you wish to create. If you are having difficulties entering the ABN you can check the status of the ABN at [ABN Lookup](#)

If you are not entitled to an ABN, you may enter your [Withholding Payer Number \(WPN\)](#) instead.

\* ABN:

Employer will be requested to provide their ABN, which Mercer QuickSuper will validate. If an employer has a WPN, then this number can also be entered here.

To proceed the employer needs to click on the 'Lookup' tab, which will return the business name associated with that ABN. If the employer has an WPN, no name will be returned, however the application will be able to proceed.

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\* ABN:

The following details were found. Please confirm this is the client you wish to add. Click "Next" to set up this client.

ABN:	43154618498
Registered Name:	ABC Pty Ltd
ABN Status:	Active from 10 Apr 2012
Entity Type:	Australian Private Company
Main Business Location:	QLD 4216
Trading Names:	ABC Pty Ltd

The employer will be given an opportunity to check that the ABN they have entered is correct. To proceed they click on the 'Next' tab.

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## Step 2 - Enter Company Details

Company ABN: 43154618498

### Fund Employer Number

\* Employer Number:  [What is this?](#)

### Company Name

Select the preferred name for your company.

- Registered Name: ABC Pty Ltd  
 Trading Name:

### Contact Details

Enter the contact details for your company.

\* Mailing Address:

\* Suburb:

\* State:

\* Post Code:

\* Trading Address:  Same as above

\* Email:

\* Phone:

Fax:

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The employer number is given to the employer by Mercer. If you don't know your number, you can simply enter 'UNKNOWN'.

The employer will be required to provide their address and contact details. To proceed they need to click on the 'Next' tab.

If you have different divisions or subsidiary companies and would like to lodge separate contribution submissions for each entity, then you can do so by selecting the 'Multi Employer Facility' option. If you are a single entity with no subsidiaries and no need to separate contributions, then you would select the 'Single Employer Facility' option.



Help ?

### Step 3 - Select Facility Type

Company Name: ABC Pty Ltd

Company ABN: 43154618498

Select a facility type.

- Single Employer Facility.** You will make contributions on behalf of a single business.
- Multiple Employer Facility.** You will facilitate contributions on behalf of multiple businesses.

It may be necessary to select the Multiple Employer Facility if:

- Employees are managed out of more than one payroll system; or
- Contributions are paid from more than one bank account

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## Step 4 - Enter Settlement Account Details

Company Name: ABC Pty Ltd  
Company ABN: 43154618498

### Settlement Account

Enter the details for the company's settlement account. This account may be debited for online contributions or credited where contributions are to be returned to you.

\* BSB:  Enter 6 digit BSB  
\* Account Number:   
\* Account Name:  X eg. John Smith

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Employer provides their bank account details, even if they have chosen to pay by EFT. The reason for this is that Mercer QuickSuper needs an account to refund contributions, if they have been rejected or refunded by the Super Fund.



## Step 5 - Nominate Company Administrator and Authorisation

Company Name: ABC Pty Ltd  
Company ABN: 43154618498

### Company Administrator

Enter details of the user nominated to be the Company Administrator. They will be able to setup additional users if required.

Login Name: *A login name will be emailed to this user once your application has been processed.*

Password: *An initial password will be emailed to this user once your application has been processed.*

\* First Name:

\* Surname:

\* Email:

\* Phone:

Mobile:

### Authorisation

This authorisation to use QuickSuper is authorised for and on behalf of ABC Pty Ltd by:

\* Executive Officer #1:  Enter full name

\* Position:  x Duly authorised signatory eg Director, Partner, Attorney

Executive Officer #2:  Enter full name

Position:  Duly authorised signatory eg Director, Partner, Attorney, Company Secretary

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The employer will be asked to provide details of the person who will be the Administration User for Mercer QuickSuper, together with details of who are the decision makers in the business.

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## Step 6 - Additional Information

Company Name: ABC Pty Ltd

Company ABN: 43154618498

The following details are required to complete your application.

- ★ 1. How many employees do you have?
- ★ 2. Which Superannuation Fund is your default fund?
- ★ 3. Will you bulk upload contributions via file upload?

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1-5 ▼

Mercer SmartSuper Plan (19905422981888)

No

Yes

[Next](#)

The employer will be asked to provide some other additional information relating to their business. During this process you will also be asked to enter your default fund in step 2.

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## Step 7 - Confirm Application Details

Company Name: ABC Pty Ltd  
Company ABN: 43154618498

These details have not been submitted. Confirm the details below and click Submit Application.

### Company Details [Edit](#)

Employer Number: 123  
Client Name: ABC Pty Ltd  
Mailing Address: 1 Test Drive  
Brisbane  
QLD  
4216  
Trading Address: 1 Test Drive  
Brisbane  
QLD  
4216  
Email: test.test@abc.com.au  
Phone: 0712341234  
Fax:



The employer will be presented with a summary of the details that they have entered throughout the application process and given an opportunity to edit this information if incorrect.

### Facility Type [Edit](#)

Single Employer Facility. You will make contributions on behalf of a single business.

### Settlement Account [Edit](#)

BSB: 013-006  
Account Number: 123456789  
Account Name: TEST

### Company Administrator [Edit](#)

Full Name: TEST TEST  
Email: test.test@abc.com.au  
Phone: 0712341234  
Mobile:

Part of step 7 continued from page 11.

<b>Authorisation</b>		<b>Edit</b>
Executive Officer #1:	TEST TEST	
Position:	PAYROLL MANAGER	
Executive Officer #2:		
Position:		
<b>Additional Information</b>		<b>Edit</b>
How many employees do you have?	1-5	
Which Superannuation Fund is your default fund?	Mercer SmartSuper Plan (19905422981888)	
Will you bulk upload contributions via file upload?	No	
<b>Declaration</b>		
* <input type="checkbox"/> I hereby declare that all information provided is correct and I am authorised to provide it on behalf of the company.		←
<b>Verification</b>		
* Verification Code:	<input type="text"/> Enter the verification code below	
		
	Unclear? <a href="#">Generate a new verification code.</a>	
<b>Back</b>	<b>Cancel Application</b>	<b>Submit Application</b>

The applicant will be asked to declare that the information that they have provided is correct and that they are authorised to make this application on the companies behalf.

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## Step 8 - Application Submitted

Company Name: ABC Pty Ltd  
Company ABN: 43154618498  
Application Number: 66601306



Your application has been submitted. A confirmation email has been sent to your Company Administrator's email address 'test.test@abc.com.au'.

We will now process your application and contact your Company Administrator within 5 business days regarding its progress.

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Mercer will advise the employer that the application process has been completed. An email confirming the receipt of their application automatically sent to the email address of the person that the employer nominated as the Mercer QuickSuper Administration User.