



# Keep track of your super any time with Suncorp WealthSmart online

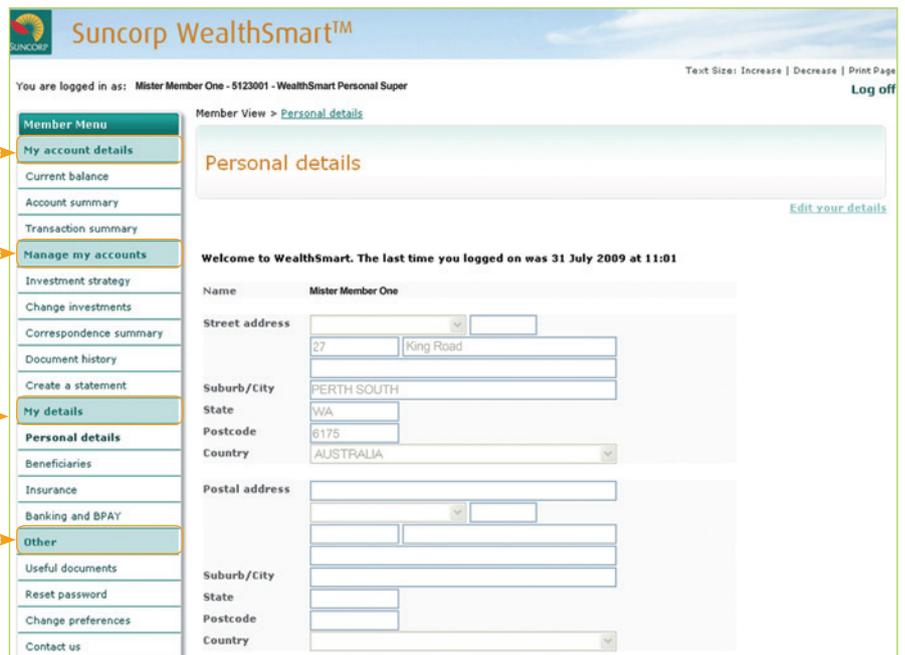
We make it easy for you to access your WealthSmart super account through our secure online service. Log on 24/7 at [www.suncorp.com.au](http://www.suncorp.com.au) to check your account balance or print an up to date statement. Use this guide to make the most out of your online access.

Shows you your current account balance split according to your investment strategy, a summary of your account and a detailed list of the recent transactions.

Allows you to view and change your investment strategy, view a list of requests you've sent to us and documents we've sent to you. You can also print an up to date statement.

You can view and update your personal details as well as review your current beneficiaries, insurance and banking details.

You can locate other documents you may need, reset your password to something you can remember or change the way your online account looks.

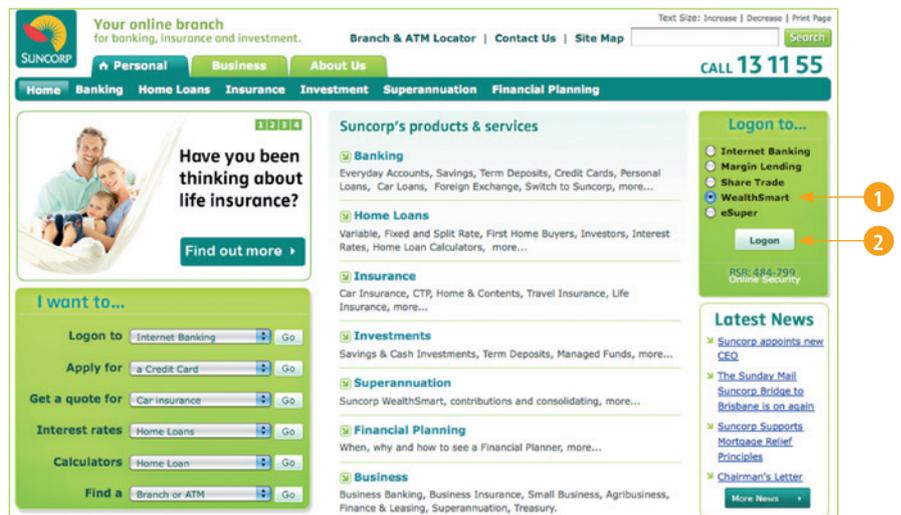


## Log on to WealthSmart online.

We sent you your user ID and password in your WealthSmart Welcome Pack. If you no longer have your User ID, call us on 13 11 55 and we'll give you another one. To log on go to [www.suncorp.com.au](http://www.suncorp.com.au):

1. Select WealthSmart from the Log on menu
2. Click the Log on button.

A log on page will appear. Enter your user ID and password and click the Log on button.



## Jump online!

We'd like to make accessing your super easier so here are some step by step instructions to using some of the most common functions on our secure online site.

### How do I update my investment strategy?

Before you change either your future or existing investment strategy, it's always a good idea to have a look at the latest Product Disclosure Document and to speak to your financial adviser. To begin:

1. Select **Change investments** from the list of menu options.
2. Choose the investment option from the drop down menu and enter the percentage to be switched for either or both your existing or future investment strategy if you're a super customer and your pension payment strategy if you're a pension customer.
3. To select **auto-rebalancing\*** choose a timeframe for this to occur.
4. Read the **Terms and conditions**.
5. Click on **Submit**.

\* Auto-rebalancing ensures your investments are realigned with your future investment strategy or pension payment strategy at regular intervals. You choose quarterly, half-yearly or yearly intervals and we'll take care of this task for you.

### How do I change my address?

You can change all your contact details by following the below steps:

1. Select **Personal details** from the list of main menu options.
2. Select **Edit details** from the top right hand corner of the page.
3. Update your personal details as required.
4. Click the **Update details** button.

### How do I change my password?

Don't forget to keep your password confidential! To change your password:

1. Select **Reset password** from the list of main menu options.
2. Enter your old password.
3. Enter your new password twice.
4. Click the **Reset password** button.

### How do I create a statement of my WealthSmart account?

It's easy and you can choose the timeframe. To create an up to date statement:

1. Select **Create a statement** from the list of main menu options.
2. Select the **Start date** to apply to the statement.
3. Select the **End date** to apply to the statement.
4. Click the **Create statement** button.

### How do I view a document from Suncorp WealthSmart?

Lost a document we have sent you? We can help. We electronically store the more common correspondence we have sent you about your Wealthsmart account. To find a document:

1. Select **Document history** from the list of main menu options.

To use the Filter criteria:

2. Use any of the **Filter criteria** to search for a document.
3. Click on **Search**.

To view a **single** document:

4. Click on the **View** button next to the relevant document you wish to view as a PDF.

To view **multiple** documents on the page in one PDF:

5. **Check the box** next to the documents you wish to view as one PDF.
6. Click on the **View** button.

To view **all** your documents in one PDF:

7. **Check the box** in the blue bar next to the Document title. This will select all documents on the page.
8. Click on the **View** button.