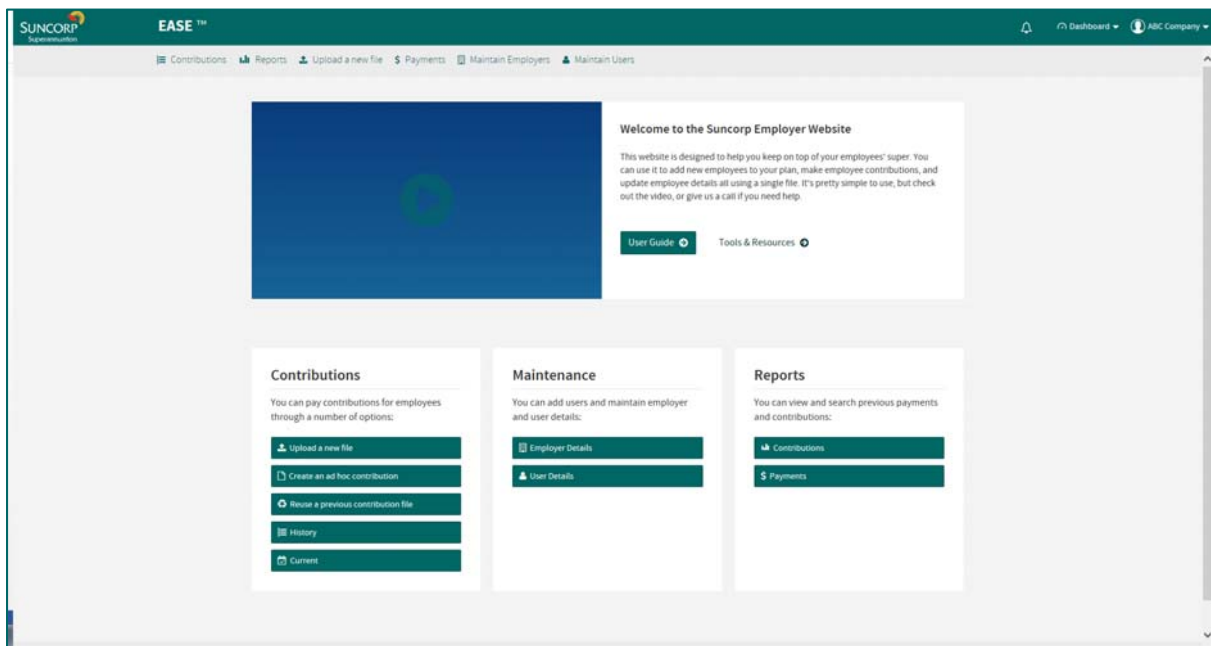


Suncorp Super Administering your plan just got easier



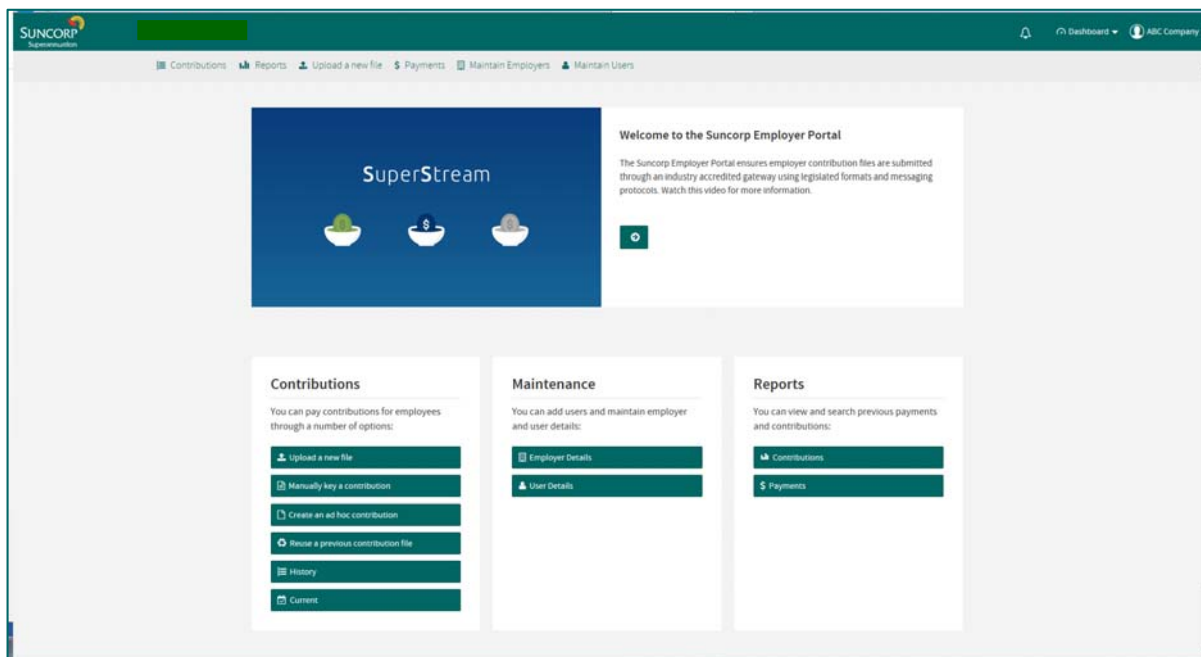
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Welcome to the new Suncorp Employer website

We're excited about the changes happening at Suncorp, including our new employer website. The new employer website is based on a brand new version of Suncorp EASE, which is now even easier to use. And of course it's fully SuperStream compliant.

The look and feel of our new website is a little bit different. And although our new website is very intuitive, we've put together this document to help guide you through the changes.



What are the benefits of the new Suncorp Employer website?

The new Suncorp employer website is easier to use, and designed to save you time and effort. Some of the main highlights are:

- You can submit default super and choice contributions in a single payment/file
- Quickly spot the items that you need to correct before contributing
- Update employee details quickly and easily
- Customise views within the portal
- Create reports

Registering for Suncorp Brighter Super - new employers

Applying for Suncorp Brighter Super is easy with the new Suncorp Employer website. You'll need to have the following information handy to complete the process:

- Your Australian Business Number (ABN);
- Your company address details;
- Your contact details (including a valid email address) as the authorised contact point at your organisation;
- Your company banking details (to facilitate direct debits and/or contribution refunds); and
- Your preferred user name to access the website.

You may also require...

- Your Insurance Quote ID (but only if you have been provided with a quote for one of the tailored insurance benefit designs available in Suncorp Brighter Super); and
- Your registered Adviser's ID (but only if you have an Adviser registered with Suncorp).

You should read the Suncorp Brighter Super Product Disclosure Statement and Product Guide before registering but you can also find a link to it on the website.

Registering for Suncorp Brighter Super – transferring employers

The good news is that we'll automatically transfer your employee details across to the new website, so you won't need to key in any existing information. But because you'll be moving to our new, secure website, we'll need your nominated representative to re-validate their details when they first visit the site and establish access for any other staff members you wish to have access. It's easy to do, and will only take a few minutes to complete. Just follow the instructions below, and call us if you need help.

How to register

Shortly after the transfer to Brighter Super, we'll send you an email with a link to the registration page for the new website.

We'll automatically carry across your ABN to the new website, so you'll just need to confirm your email address (and that you're not a robot!) to start your re-registration through our Employer Self Registration process.

The screenshot displays the 'EMPLOYER SELF REGISTRATION' process. At the top, a progress bar shows five steps: 1. Employer ABN (Enter ABN and Email address), 2. Employer Information (Questionnaire), 3. Employer Details (Employer Data Capture), 4. Bank Account Details (Bank Account & Paycycle Information), and 5. Summary (The final review). The first step, 'Employer ABN', is currently active. Below the progress bar, the page title is 'Employer ABN'. A sub-header reads: 'Please enter the Employer ABN you would like to register and your Email Address'. The form contains three input fields: 'ABN', 'Email Address', and 'Confirm email'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A green 'Continue' button with a right-pointing arrow is located at the bottom right of the form area.

You'll then be prompted with the following Employer Information page. Simply select "Brighter Super" from the product selection (it should be the only option available to you) and confirm that you're still authorised to register for access on behalf of your organisation. There's no need for you to provide an Insurance Quote ID or registered adviser details – we've already transferred that information for you from your old product, along with all of the information about your employees.

SUNCORP Superannuation **EASE™**

EMPLOYER SELF REGISTRATION

Employer ABN | Employer Information | Employer Details | Bank Account Details | Summary

Enter ABN and Email address | Questionnaire | Employer Data Capture | Bank Account & Paycycle Information | The final review

Employer Information

Please answer the questions below

Which Suncorp product are you registering for?

Brighter Super

Are you able to register for a Suncorp superannuation product on behalf of the employer?

Yes No

Do you have an Insurance Quote ID

Yes No

Do you have a registered Adviser for the Suncorp superannuation product?

Yes No

[< Previous](#) [Continue >](#)

Once you've completed that step, you'll simply need to validate your organisations' contact details on the Employer Details page and specify your preferred username for the new website. And as SuperStream now requires all employers (regardless of their size) to make contributions using compliant solutions, we'll need you to confirm your bank account details – we're sorry, but we'll no longer be able to accept separate contributions via BPAY.

The Summary page provides you with an opportunity to check the information you've provided before submitting the re-registration. Once submitted, you should receive an email to your nominated email address confirming your access has been activated and you'll be up and running.

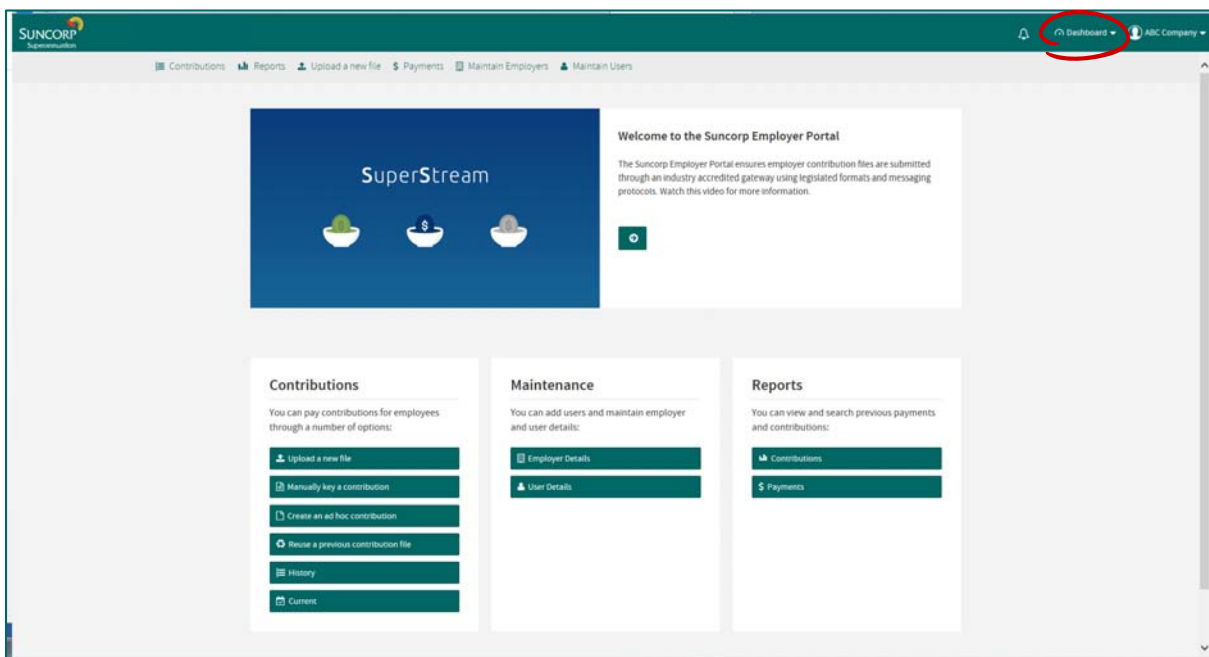
What happens next?

Once you've registered and accepted the terms and conditions, you'll receive an email with a temporary password and link. Follow the link because you'll need to reset your password. (This is just an additional security step to give you peace of mind.) You can then log into the new website and experience the difference.

What's changed?

We've overhauled the look and feel of our employer website, which aims to be pretty easy to navigate. Once you're logged in, you'll be taken to the **Dashboard**. There's a short demonstration video that you should take a few minutes to review, it'll help you get underway.

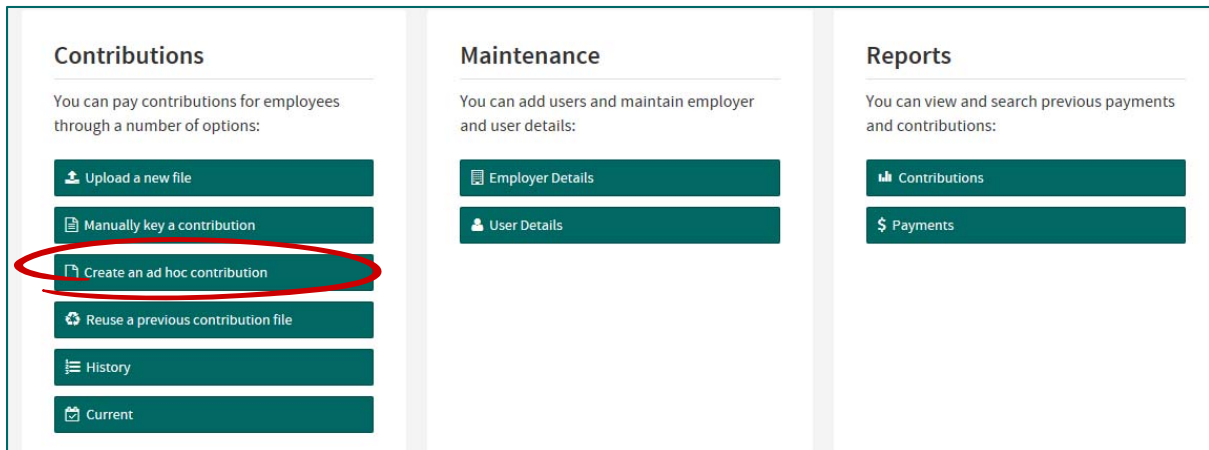
And from there you can use the navigation tools available to you in either the top menu, the dropdown menu in the top right hand corner, or the tabs at the bottom of the page



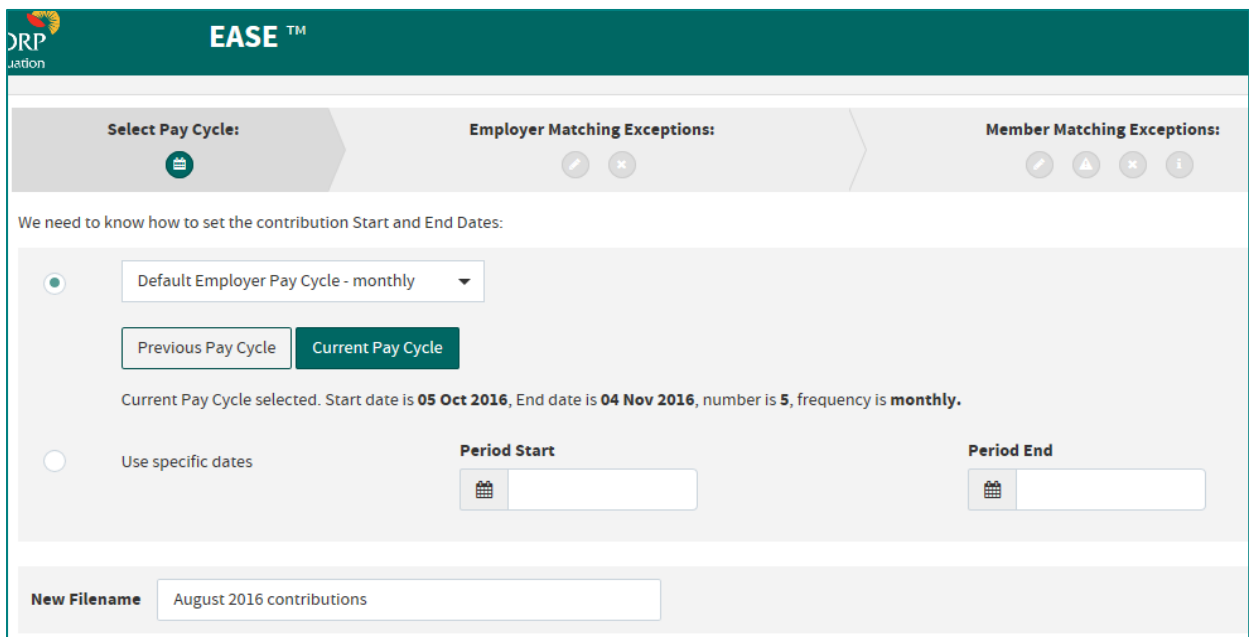
Once you move off this page, you'll need to use the drop down menu on the top right hand side of the screen.

How to make a contribution

When you're ready to create your first contribution, select the **Create an ad hoc contribution** tab from the dashboard (or **Upload a new file**, if you have a file from your payroll system that conforms to the SuperStream Alternate File (SAF) standard).



You'll then need to follow the prompts for each section of the screen:

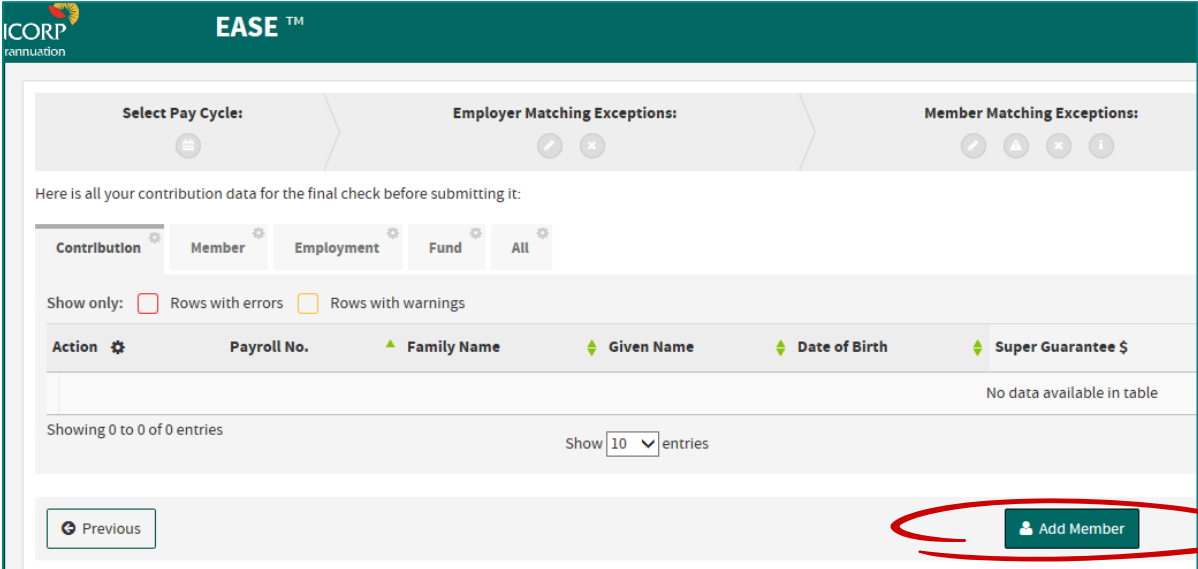
A screenshot of the EASE contribution creation form. The header shows 'DRP' and 'EASE™'. Below the header are three tabs: 'Select Pay Cycle:', 'Employer Matching Exceptions:', and 'Member Matching Exceptions:'. The main content area starts with the text 'We need to know how to set the contribution Start and End Dates:'. There are two radio button options. The first option is selected and is labeled 'Default Employer Pay Cycle - monthly'. Below this are two buttons: 'Previous Pay Cycle' and 'Current Pay Cycle'. A message states: 'Current Pay Cycle selected. Start date is 05 Oct 2016, End date is 04 Nov 2016, number is 5, frequency is monthly.' The second radio button option is 'Use specific dates', which is followed by 'Period Start' and 'Period End' fields, each with a calendar icon. At the bottom, there is a 'New Filename' field containing the text 'August 2016 contributions'.

Note: Your previous payroll cycle (used in the old website) won't appear for the first contribution. You can use the payroll cycle nominated during your registration process or choose specific dates.

Once this is done, you can start adding members and contributing!

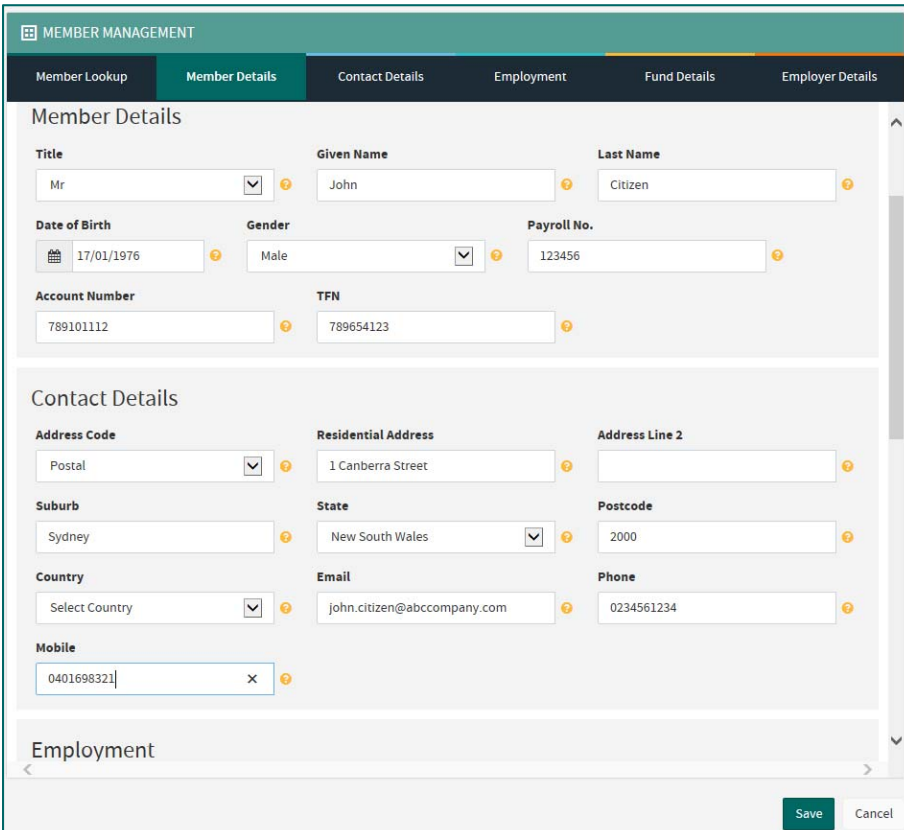
How to add a new member

Adding a new employee or 'member' is easy in the contribution window. Click on the **Add member** button.



The screenshot shows the EASE™ interface with a dark green header. Below the header, there are three tabs: "Select Pay Cycle:", "Employer Matching Exceptions:", and "Member Matching Exceptions:". Below these tabs, a message reads: "Here is all your contribution data for the final check before submitting it:". There are four filter tabs: "Contribution", "Member", "Employment", "Fund", and "All". Below the filters, there are two checkboxes: "Show only: Rows with errors" and "Show only: Rows with warnings". Below this is a table header with columns: "Action", "Payroll No.", "Family Name", "Given Name", "Date of Birth", and "Super Guarantee \$". The table body is empty, with the text "No data available in table" centered. Below the table, it says "Showing 0 to 0 of 0 entries" and "Show 10 entries". At the bottom left is a "Previous" button, and at the bottom right is an "Add Member" button, which is circled in red.

Fill in the requested information.



The screenshot shows the "MEMBER MANAGEMENT" form with a dark green header. Below the header, there are six tabs: "Member Lookup", "Member Details", "Contact Details", "Employment", "Fund Details", and "Employer Details". The "Member Details" tab is selected. Below the tabs, there are two sections: "Member Details" and "Contact Details". The "Member Details" section has fields for: "Title" (Mr), "Given Name" (John), "Last Name" (Citizen), "Date of Birth" (17/01/1976), "Gender" (Male), "Payroll No." (123456), "Account Number" (789101112), and "TFN" (789654123). The "Contact Details" section has fields for: "Address Code" (Postal), "Residential Address" (1 Canberra Street), "Address Line 2", "Suburb" (Sydney), "State" (New South Wales), "Postcode" (2000), "Country" (Select Country), "Email" (john.citizen@abccompany.com), "Phone" (0234561234), and "Mobile" (0401698321). At the bottom right, there are "Save" and "Cancel" buttons.

Don't forget to scroll down and enter the Employment, Super Fund and confirm the employer details.

It's important that you provide the correct Employment details including Employment Start Date, Occupation, Category and Salary (if you have a salary-based insurance design attached to your plan) to ensure that we can establish the appropriate insurance for your employees. The Occupation field intelligently filters as soon as you start entering information but you can also find a full list of the appropriate occupations in our Suncorp Brighter Super Insurance premium rates guide located at www.suncorp.com.au.

The screenshot displays the 'MEMBER MANAGEMENT' interface with the 'Employment' tab selected. The form is divided into three main sections: Employment, Fund Details, and Employer Details.

Employment Section:

- Payroll No.:** A text input field.
- Employment Start Date:** A date picker showing 'YYYY-MM-DD'.
- Employment End Date:** A date picker showing 'YYYY-MM-DD'.
- Occupation:** A dropdown menu with 'Select Employment Occupation'.
- Annual Salary:** A text input field.
- Benefit Category:** A dropdown menu with 'Select Reg Benefit Category'.

Fund Details Section:

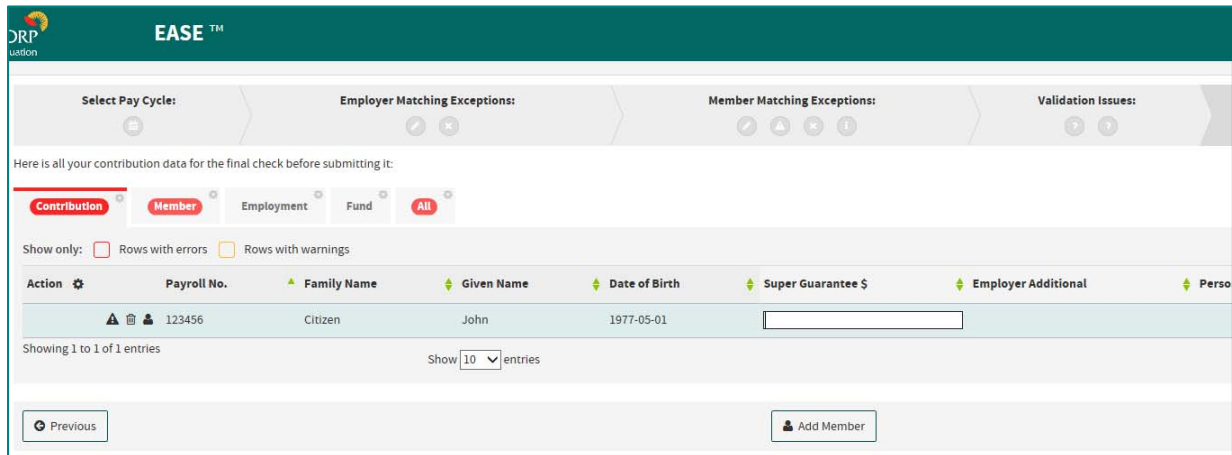
- Fund Type:** Radio buttons for 'Fund' (selected) and 'SMSF'.
- Search Fund:** A dropdown menu showing 'SUNCORP BRIGHTER SUPER [USI:98350952022123, ABN:983...]'.
- Name:** A text input field containing 'SUNCORP BRIGHTER SUPER'.
- ABN:** A text input field containing '98350952022'.
- USI:** A text input field containing '98350952022123'.

Employer Details Section:

- Search Employer:** A dropdown menu showing 'SUNCORP PORTFOLIO SERVICES LIMITED [ABN:610634279...]'.
- Name:** A text input field containing 'SUNCORP PORTFOLIO SERVICES LIMITED'.
- ABN:** A text input field containing '61063427958'.
- Fund Employer No.:** A text input field.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Once you can see your employee details on the contribution screen you are free to edit each cell – just click on the field you want to update. You can also click on the Person icon at the left hand end of the row to edit member details.

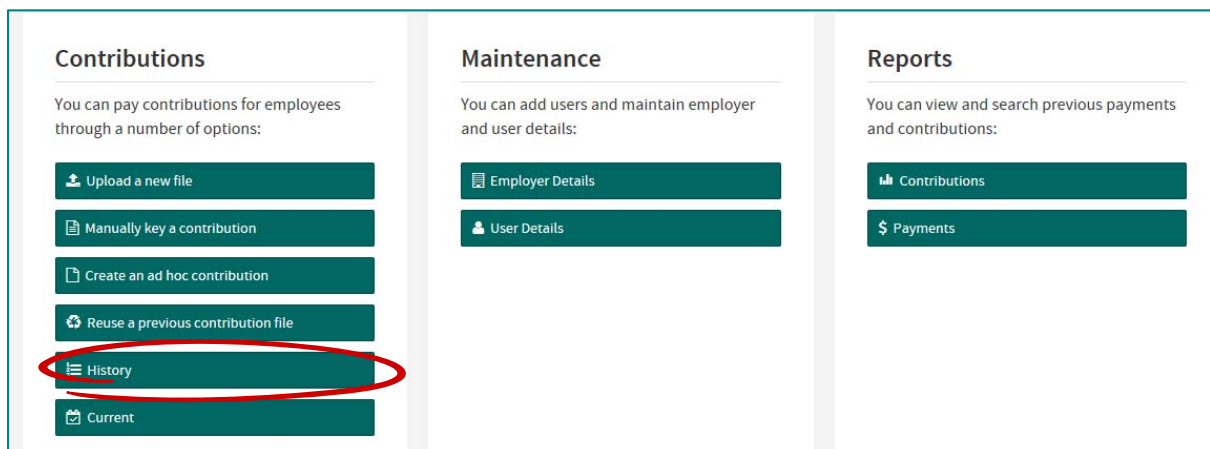


Note:

- The contribution screen will automatically validate information you've entered or uploaded via file and will highlight any information in red where the information cannot be validated.
- Once you submit a contribution, both the contribution file and your payment will be collated by our payment agent and will then be sent to Suncorp and any Choice funds you've nominated. If the file and money don't match, you'll see a message in the employer website and a representative from our payment agent will contact you to alert you to any inconsistencies.

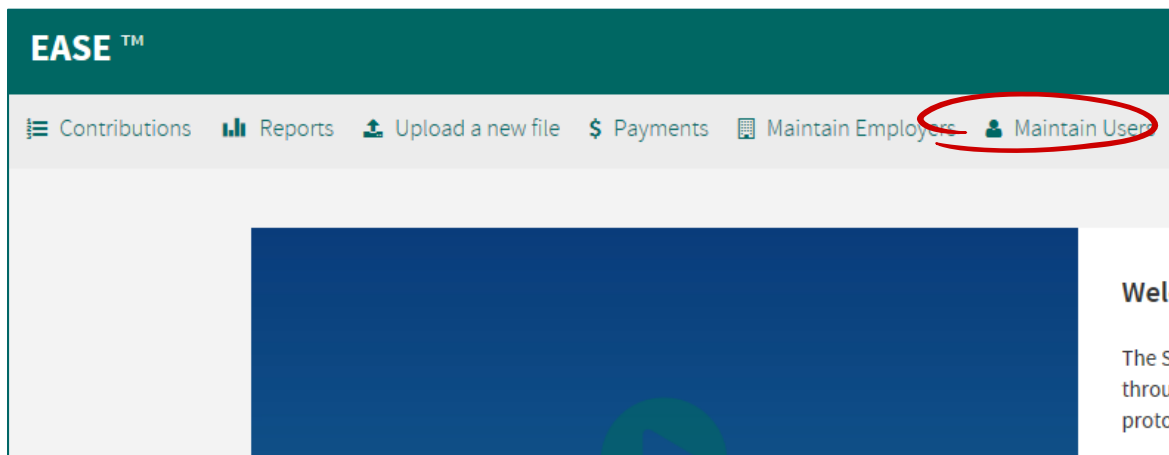
How to access your contribution history

Simply select the **History** tab on the main dashboard.

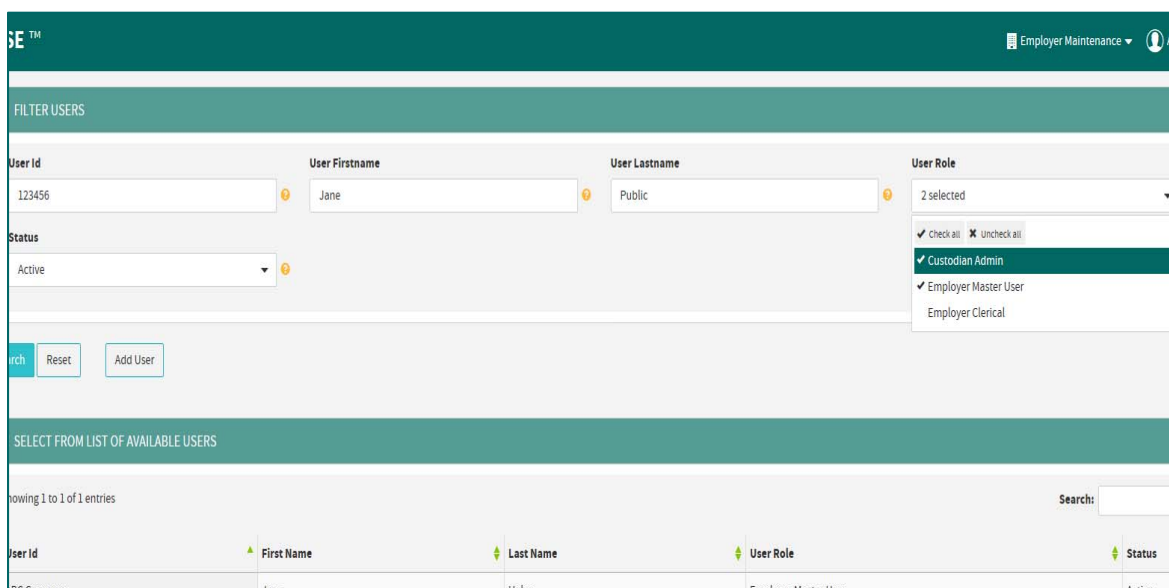


How to update your website “users”

If you need to update your payroll staff, you can do it quickly and easily by selecting the **Maintain Users** tab.



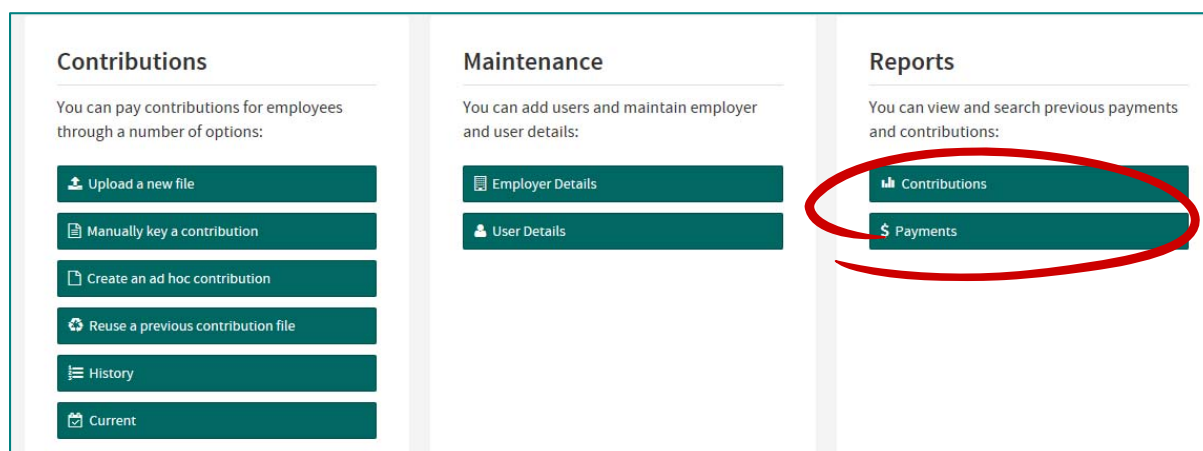
From there, insert the requested information and select the ‘User Role’ from the drop down box.



As with the current EASE system, there are two access levels available – Employer Master User and Employer Clerical. A Master User can complete all activities in the website on your behalf, whereas a Clerical user can create contributions but cannot submit them.

How to access reporting

You can run reports on any contributions or payments made through the new website. Simply select the relevant tab on the main dashboard to begin.



Please note that the reports will include a number of new fields to accommodate the new SuperStream requirements.

Need more information?

We hope you'll enjoy using the new employer website, and that it makes administering your employees' superannuation easier. But if you need more information feel free to contact us on 1800 636 081 between 8am and 6pm Monday to Friday (AEST).

Important Information

This communication is current as at 13 October 2016 but may be subject to change. Suncorp Brighter Super is issued by Suncorp Portfolio Services Limited ABN 61 063 427 958 AFSL 237905 RSE licence no L0002059 (SPSL) as trustee for Suncorp Master Trust R1056655 ABN 98 30 952 022. Insurance cover within Brighter Super is issued by Suncorp Life & Superannuation Limited ABN 87 073 979 530, AFSL 229880 (SLSL). The different entities of the Suncorp Group are not responsible for, or liable in respect of products and services provided by other Suncorp Group entities. Information provided is general advice only and does not take into account any person's objectives, financial situation or needs. Before making a decision to acquire or continue to hold Suncorp Brighter Super, please read the [Suncorp Brighter Super for Business Product Disclosure Statement](#) and [Product Guide](#), and other associated documents and speak to your financial adviser.

Suncorp Brighter Super is not a bank deposit or other liability and is subject to investment risk including possible delays in repayment and loss of the interest and principal invested.

Suncorp EASE™ (clearing house), is issued by Suncorp Portfolio Services Limited (SPSL) ABN 61 063 427 958 AFSL 237905 RSE License L0002059. Before deciding whether to acquire or continue to hold Suncorp EASE™ (clearing house) all persons should obtain, read and consider the relevant Product Disclosure Statement and [Product Guide](#).

How to contact us

Suncorp Brighter Super
GPO Box 2585,
Brisbane QLD 4001

13 11 55 – Customers

1800 066 745 – Suncorp Financial
Planners, Authorised Representatives
and Independent Financial Advisers

Fax – 1300 419 019

super@suncorp.com.au

suncorp.com.au/super