



Suncorp EASE™

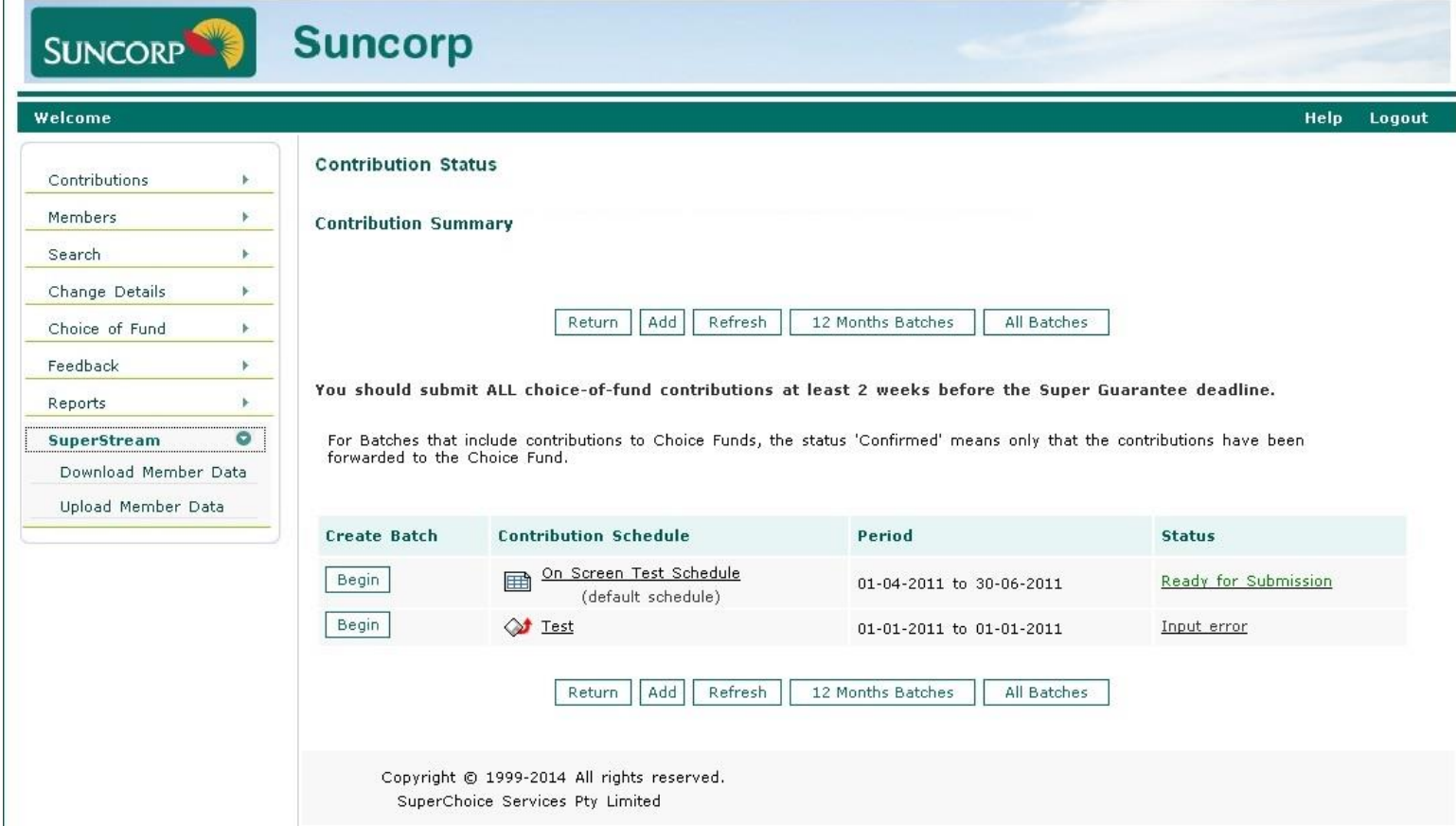
Member Data Augmentation Tool



Updating your Choice Member data

Existing members in your plan may require further updates to their personal details to bring them in line with new data standards. The augmentation tool can help you manage these updates.

To get started simply select the 'SuperStream' icon on the left hand side of your screen, then select 'Download Member Data'.



The screenshot displays the Suncorp SuperStream web application interface. At the top, the Suncorp logo is visible. Below the logo, a navigation bar contains 'Welcome' on the left and 'Help' and 'Logout' on the right. A left-hand sidebar menu lists various options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream (highlighted with a blue circle), Download Member Data, and Upload Member Data. The main content area is titled 'Contribution Status' and 'Contribution Summary'. It features a set of buttons: Return, Add, Refresh, 12 Months Batches, and All Batches. A warning message states: 'You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline.' Below this, a note explains that 'Confirmed' status means contributions have been forwarded to the Choice Fund. A table lists contribution batches with columns for Create Batch, Contribution Schedule, Period, and Status. The table contains two rows: one for 'On Screen Test Schedule (default schedule)' with a 'Ready for Submission' status, and one for 'Test' with an 'Input error' status. A second set of buttons (Return, Add, Refresh, 12 Months Batches, All Batches) is located below the table. At the bottom of the page, a copyright notice reads: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Create Batch	Contribution Schedule	Period	Status
Begin	On Screen Test Schedule (default schedule)	01-04-2011 to 30-06-2011	Ready for Submission
Begin	Test	01-01-2011 to 01-01-2011	Input error

Selecting fund members to update

You should see the below screen. From here you can select from the drop down box the Choice fund you would like to remediate, i.e. those members within a specific Choice fund.

The screenshot shows the Suncorp Member Data Augmentation tool interface. At the top, there is a header with the Suncorp logo and the word "Suncorp". Below the header, there is a navigation bar with "Welcome" on the left and "Help" and "Logout" on the right. On the left side, there is a vertical menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled "Member Data Augmentation" and "Download Member Data File". In the center, there is a "Download Members" button. Below the button, there is a "Fund" label and a dropdown menu with the text "<Please select>". At the bottom of the page, there is a copyright notice: "Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited".

Alternatively you can perform this operation for All Choice funds by selecting 'All Choice Funds' from the below drop box.

Once you have selected the fund/s you wish to remediate click the 'Download Members' button.

The screenshot shows the Suncorp Member Data Augmentation Tool interface. At the top left is the Suncorp logo. Below it is a navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled "Member Data Augmentation" and "Download Member Data File". It features a "Download Members" button and a "Fund" dropdown menu currently set to "<- All Choice Funds>". At the bottom, there is a copyright notice: "Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited".

Save the file on your computer where it will be easily accessible as you will need to open it to update the data.

The screenshot shows the Suncorp Member Data Augmentation Tool interface. At the top, there is a header with the Suncorp logo and the text "Suncorp". Below the header is a navigation bar with "Welcome" on the left and "Help Logout" on the right. A sidebar on the left contains a menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled "Member Data Augmentation" and "Download Member Data File". A "Download Members" button is visible. Below the button is a "Fund" dropdown menu with the text "Please select...". A "File Download" dialog box is open in the foreground, displaying the following information: "Do you want to open or save this file?", "Name: MemberData-AllChoiceFunds20140509-120412.xls", "Type: Microsoft Excel 97-2003 Worksheet", and "From: www.test.superchoice.com.au". The dialog box has "Open", "Save", and "Cancel" buttons. At the bottom of the dialog box, there is a warning icon and the text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

Updating your selected Choice of Fund members

Once the file has been saved on your computer the download will become available and you will be able to select 'Open'. You can now remediate your data.

You will need to complete the missing information for each member..

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	GUID	Fund	Member Number	Payroll Number	Family Name	Given Name	Gender	Date of Birth	Address Usage Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Suburb	State or
1	410660	C-SPIN-AMP0195AL	122121212121		BLOG	JOE		1980-01-01							
2	410661	C-SPIN-AMP0195AL	121212122		SMITH	JAMES		1980-01-01							
3															
4															
5															

Also please see example member data validation rules below, a guide has been supplied 'Member Data Remediation Guide' page 11-14.

Field	Notes
Gender	Use the Gender/Sex Code: 1 – Male 2 – Female 3 – Intersex or indeterminate 4 – Not stated or inadequately described
Date of Birth	Date, such as 1970-11-25
Address Usage Code	RES = Residential, POS = Postal

Important: **Don't forget to save this data file** when you complete the missing information. This completed file will soon be uploaded back into EASE online to complete your Choice member data remediation.

Testing your updated data file by uploading you changes

Once you have completed the data in file, you are ready to upload the file back in the system. To do so, click again on 'SuperStream' in the left hand side menu and select 'Upload Member Data'.

Click 'Browse', select the file on your computer and click 'Open'. This will upload the new file in the system.

Now that you have selected the file, you will need to test it before uploading it in the system.

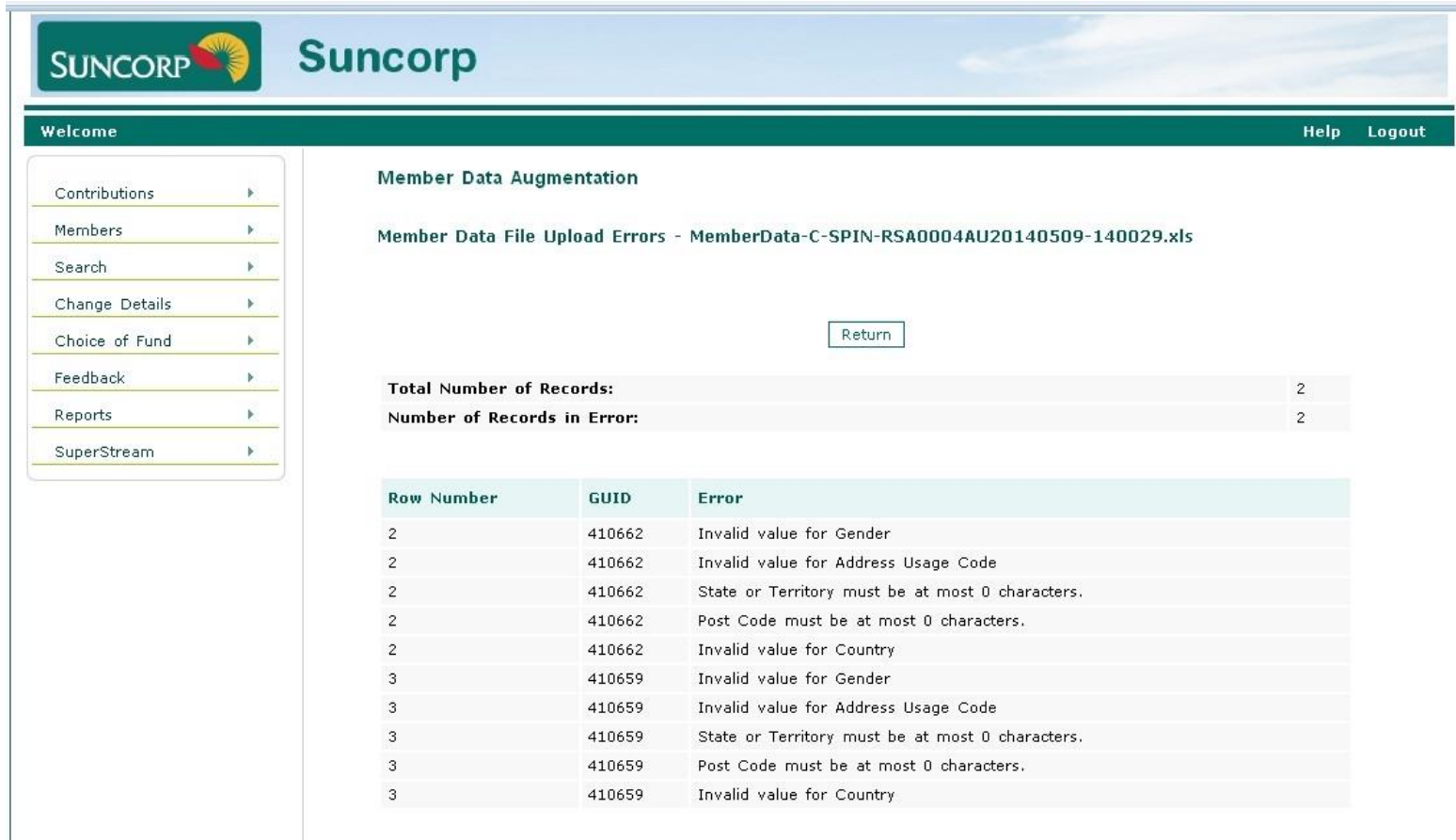
To do so simply click on the 'Test' button.

The screenshot shows the Suncorp Member Data Augmentation Tool interface. At the top, there is a header with the Suncorp logo and the text 'Suncorp'. Below the header is a navigation bar with 'Welcome' on the left and 'Help' and 'Logout' on the right. A left-hand side menu contains the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Data Augmentation' and contains a section for 'Upload Member Data File'. This section includes two buttons: 'Test' and 'Upload'. Below these buttons is a text input field labeled 'File to Upload:' containing the path 'H:\Other\SuperStream\Data Remediation Process' and a 'Browse...' button. At the bottom of the page, there is a copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Checking your updated member data

In the case where data you have input is missing, or does not comply with the format requirements, an error report will be shown on screen.

This will enable you to identify the issues and fix them prior to re-uploading the revised file. You can do this test as many times as required to get the file right, so if it shows an error amend you data and test your file again until it complies.



The screenshot displays the Suncorp Member Data Augmentation tool interface. The header includes the Suncorp logo and the text "Suncorp". A navigation menu on the left lists: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled "Member Data Augmentation" and shows a report for "Member Data File Upload Errors - MemberData-C-SPIN-RSA0004AU20140509-140029.xls". A "Return" button is present. Summary statistics indicate 2 total records and 2 records in error. A table below lists the specific errors for each record.

Row Number	GUID	Error
2	410662	Invalid value for Gender
2	410662	Invalid value for Address Usage Code
2	410662	State or Territory must be at most 0 characters.
2	410662	Post Code must be at most 0 characters.
2	410662	Invalid value for Country
3	410659	Invalid value for Gender
3	410659	Invalid value for Address Usage Code
3	410659	State or Territory must be at most 0 characters.
3	410659	Post Code must be at most 0 characters.
3	410659	Invalid value for Country

Once the file returns no error report, you need to confirm the file upload by clicking the 'Yes' button. Also check that the number of records to be uploaded matches the number of records in the file. When there are no errors in the file, confirm the file upload by clicking 'Yes'.

The screenshot shows the Suncorp Member Data Augmentation tool interface. At the top left is the Suncorp logo. Below it is a navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled "Member Data Augmentation" and "Upload Member Data File Summary". It features a confirmation dialog with "Yes" and "No" buttons. Below the buttons, a table displays the following information:

Total Number of Records in File:	2
Number of Records To Be Updated:	2
Do you wish to update these records?	

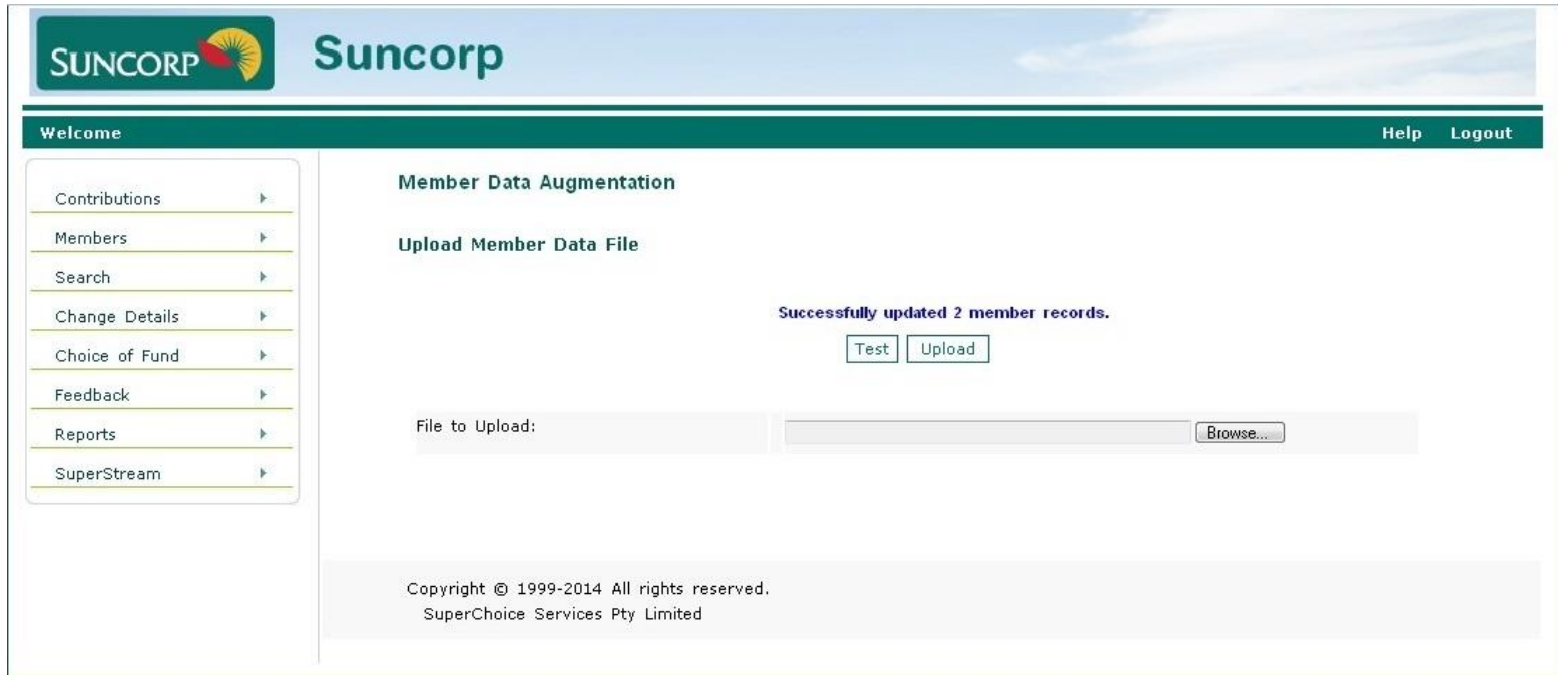
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Accepting your changes

Once your new completed data file has been successfully updated, a confirmation message appears on the screen to confirm the number of updated records.

Congratulations, you have successfully updated the Choice member data.

Make sure you download the data formatting guidelines now to update your member data for the new SuperStream process, effective on 1st July 2014.



The screenshot displays the Suncorp Member Data Augmentation Tool interface. At the top, the Suncorp logo and name are visible. Below the header, a navigation bar includes 'Welcome', 'Help', and 'Logout'. A left-hand menu lists various options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Data Augmentation' and 'Upload Member Data File'. A confirmation message states 'Successfully updated 2 member records.' Below this message are 'Test' and 'Upload' buttons. A 'File to Upload:' field with a 'Browse...' button is also present. At the bottom, a copyright notice reads 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Member Data Remediation Guide

Note:

- ♦ R/O = Read Only
- ♦ X(1) = Alphanumeric character, length 1 only
- ♦ X(1..40) = Alphanumeric characters, length between 1 to 40
- ♦ 9(4) = Number only, four digits in length

Field	Mandatory	Format	Notes
Family Name	Y	X(1..40)	
Given Name	Y	X(1..40)	
Gender	Y	X(1)	Use the Gender/Sex Code: 1 - Male 2 - Female 3 - Intersex or Indeterminate 0 - Not stated or inadequately described
Date of Birth	Y	YYYY-MM-DD	Date, such as 1970-11-25

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Address Usage Code	Y	Fixed values RES or POS	RES = Residential, POS = Postal
Address Line 1	Y	X(1..50)	
Address Line 2	N	X(0..50)	NB: This column only included if Fund's Member Ruleset includes Address Line 2
Address Line 3	N	X(0..50)	NB: This column only included if Fund's Member Ruleset includes Address Line 3
Address Line 4	N	X(0..50)	NB: This column only included if Fund's Member Ruleset includes Address Line 4
Suburb	Y	X(1..50)	

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Field	Mandatory	Format	Notes
State or Territory	C	See Notes	Must be included if Country is (code corresponding to) Australia. Otherwise, any value in this field is ignored. Must use the Country Code as currently configured for the Fund's Member Ruleset.
Post Code	C	9(4)	Must be included if Country is (code corresponding to) Australia. Otherwise, any value in this field is ignored.
Country	Y	See Notes	Must use the Country Code as currently configured for the Fund's Member Ruleset.
TFN Supplied	Y	Fixed values Y or N	
TFN	C	9(9)	Must be supplied if TFN Supplied = Y

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GUID	Y	R/O	Column is locked in file and cannot be changed in upload file. Used to identify the Member when the file is re-uploaded into the system.
Fund	Y	R/O	Column is locked in file and cannot be changed in upload file. For information purposes only.
Member Number	N	R/O	Column is locked in file and cannot be changed in upload file. For information purposes only to help the Employer Identify the Member.
Payroll Number	N	R/O	Column is locked in file and cannot be changed in upload file. For information purposes only to help the Employer Identify the Member.

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