



MLC SuperEzy

User Guide



Using our online service to make contributions is an efficient way to manage your super obligations. *You can make contributions for employees within your MLC MasterKey Business Super Plan, and for those who have chosen another super fund.*

Contents

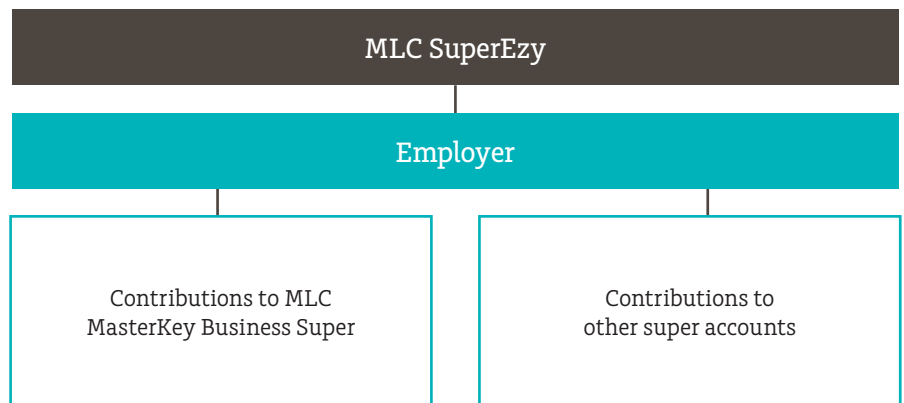
Contents	3
How does MLC SuperEzy work?	4
Getting Started	5
Setting up your members	7
Managing your Contributions	9
Managing your Choice employees	17
Updating member details	20
Exiting members	22
Reports	25
SuperStream	33
Glossary	35
Your notes	38

How does MLC SuperEzy work?

MLC SuperEzy is an online administration and contribution processing service designed to help you easily meet your super obligations.

MLC SuperEzy works with your payroll system so you can:

- enrol new employees, update salaries and change
- personal details
- reduce data entry while making it easier to keep
- employee(s) details up to date
- eliminate the need for paper and cheques, and
- automatically reconcile payments.



Getting Started

What you'll need to start using MLC SuperEzy

To start using MLC SuperEzy, you'll need to read and complete the Application form and send it to us. This form is included with the MLC SuperEzy PDS and available on mlc.com.au/mlcsuperezy

Once we've received your signed Application form and set your Plan up on MLC SuperEzy, we'll provide you and your employee representative with a username and password.

Your computer must be set up to access the Internet, using a reasonably current browser. You should also have a list of current members and their normal contribution amounts.

Levels of access

For your security, you're able to select the level of access you want to give your employees representative. The table below provides an explanation of the two levels of access available:

Access level	What employees can do
Level A Employee contribution details and submission for processing	<ul style="list-style-type: none">• View company information• View and update employee details• Update and create MLC SuperEzy authorised user details; and• Create, submit and authorise contribution schedules, contribution data and member data.
Level B Employee contribution details only	<p>The same access as Level A but does not allow the authorisation of contributions.</p> <ul style="list-style-type: none">• View company information• View and update employee details• Update and create MLC SuperEzy authorised user details; and• Create, submit and authorise contribution schedules, contribution data and member data.

Logging In

To start using the system, go to mlc.com.au/mlcsuperezy/, type in your username and password and click **Login**.

Step One: Enter your username and password

Step Two: Click **Login**

Important!

When navigating through MLC SuperEzy, make sure you don't use any of your internet browser buttons, such as the 'back' button on your menu. Click on **Return** to go back to the previous page or select an item from the menu.

Information

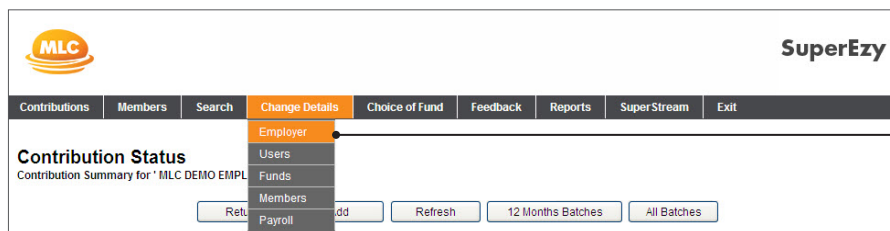
If your secure login session remains inactive, your session will automatically timeout and you will be asked to enter your login details.

Read our [Product Disclosure Statement](#)

Getting Started

Confirming your details

To confirm your Employer details are correct, you'll need to select **Change Details** from the top menu and click on **Employer**:



Step One: Select **Change Details** from the top menu

Step Two: Click on **Employer**

You'll be able to update your email address however if any other details are incorrect, please contact us on **132 652**.

Using your payroll with MLC SuperEzy

MLC SuperEzy can accept a file generated by your payroll program and automatically enter the details into the contribution schedule.

To ensure that we're able to match your details to those in our system, please send a sample of an extract from your payroll file to **mlcsuperezy@mlc.com.au**

Please include the following information:

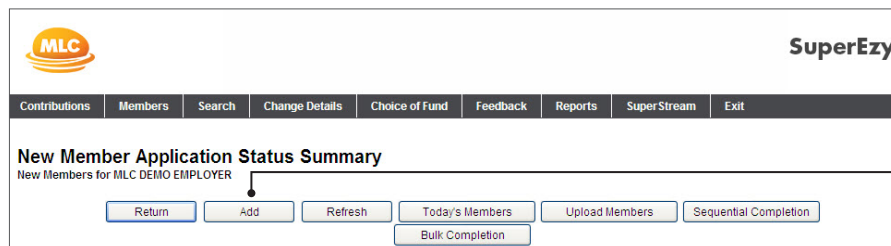
- Name and version of the software you use (eg. MYOB version 2.1)
- File saved in either CSV or text format

For further information on setting up this facility, call us on **132 652**.

Setting up your members

Adding a new member on screen

To add new members to your Plan, select the **Members** menu and click on **New Members**. The following screen will display:



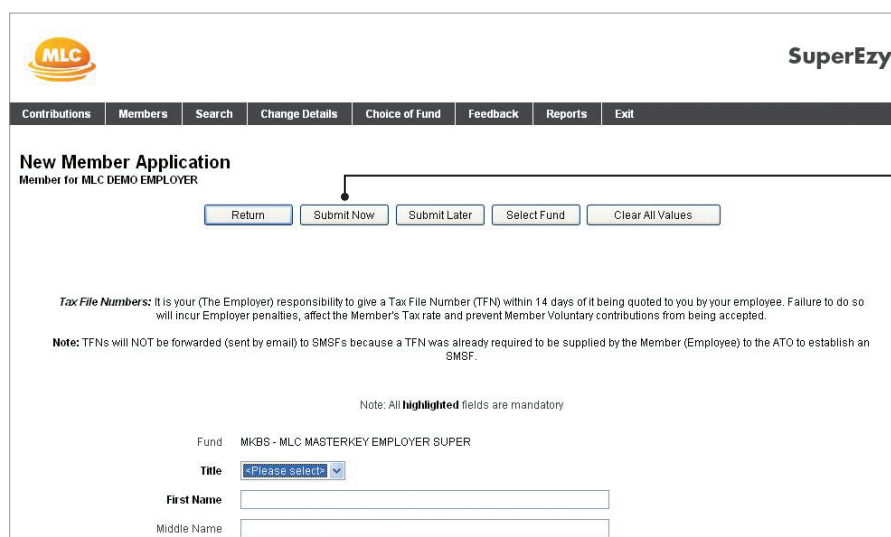
Step One: Click on the **Add** button to take you to the **New Member Application** page.

Step Two: Select the fund by clicking on the **Fund for New Member Application** drop down box

Step Three: Click **Continue** and the New Member application page will open.

New member application

This is where you enter the new member's details. Once you've entered all the details, click on **Submit Now** and the new member's details will be generated.



Step One: Once you've entered all the details, click on **Submit Now**.

Important!

If you've missed any fields or entered information incorrectly, a reminder will display on screen to enter that information before you can proceed.

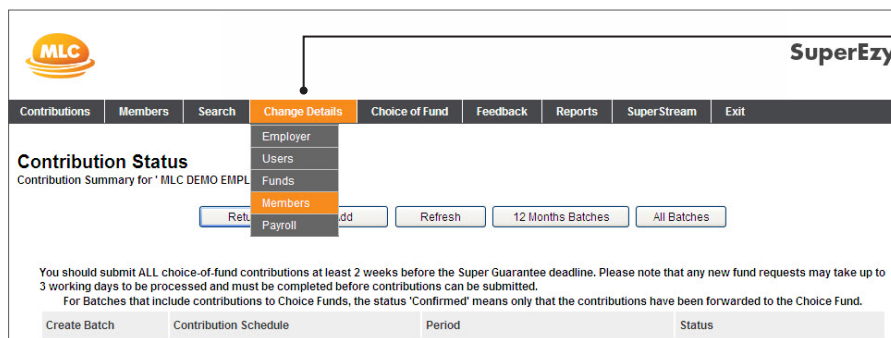
Adding new members by payroll file upload

MLC SuperEzy makes it simple to conveniently upload a payroll file to make changes to your Plan. If you don't have this facility and would like to use it, please call us on **132 652**.

Setting up your members

Confirming member details

To view your member details, you'll need to select **Change Details** from the top menu and click on **Members**:



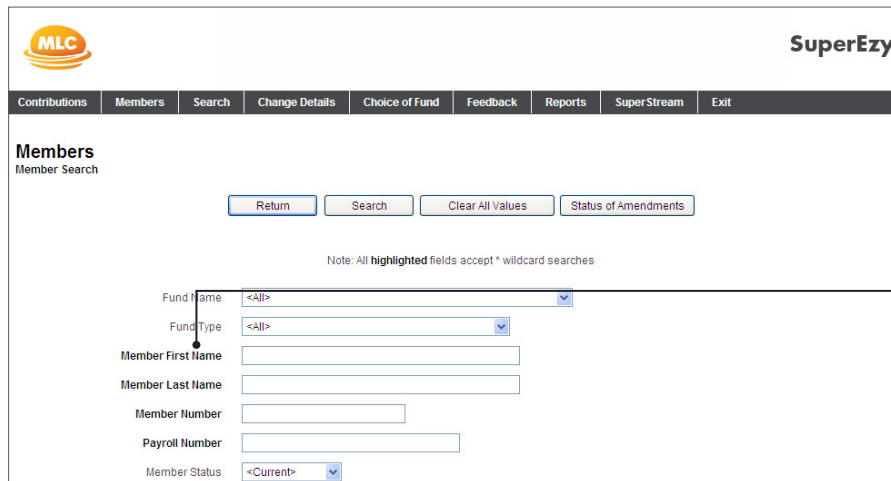
The screenshot shows the SuperEzy interface with the 'Change Details' menu open. The 'Members' option is highlighted in orange. The main content area shows 'Contribution Status' for 'MLC DEMO EMPL' with buttons for 'Return', 'Add', 'Refresh', '12 Months Batches', and 'All Batches'. Below this is a notice about submission deadlines and a table with columns for 'Create Batch', 'Contribution Schedule', 'Period', and 'Status'.

Step One:
Click on **Change Details**.

Step Two: Click on **Members**.

There are two options when searching for members:

1. List all members in the Fund – select the Fund from the **Fund Name** drop down box.
2. Search for an individual member – type the member's details into the search fields.
3. Click **Search**.



The screenshot shows the SuperEzy 'Members' search form. It includes buttons for 'Return', 'Search', 'Clear All Values', and 'Status of Amendments'. A note states: 'Note: All highlighted fields accept * wildcard searches'. The form fields are: 'Fund Name' (dropdown menu), 'Fund Type' (dropdown menu), 'Member First Name' (text input), 'Member Last Name' (text input), 'Member Number' (text input), 'Payroll Number' (text input), and 'Member Status' (dropdown menu).

Step One: Click on **Member First Name** to view and their amend details.

To view the member's details: Click on their name.

If any of the member's details are incorrect, they'll need to be amended. Refer to page 16 for information on how to do this.

Managing your Contributions

There are two ways of making contributions. You can either enter the contributions on screen or upload a payroll file.

If you would like to use the upload facility, please call us on **132 652** to set this up for you.

Step One: Click on **Contributions**

Step Two: Select **Add**.

Creating a new contribution schedule

If this is the first time you're making contributions, you'll need to create a template for your contribution schedule. You only need to set up a contribution schedule once, which you can then use to submit regular contributions. To do this, click on **Contributions** and select **Add**.

The following screen will display:

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Contribution Schedule Maintenance
Create the contribution schedule details

Return Save

Schedule Name:

Schedule Type: Direct Entry

Submission Period: None

Next Start Date: (DD-MM-YYYY)

Default Schedule

Select Members by Search

Then complete the following fields:

1. Schedule Name
2. Schedule Type – this will be either **Direct entry** or **Payroll transfer**
3. Submission Period – (eg weekly/fortnightly/monthly)
4. Enter the next start date
5. Select the **Default Schedule** tickbox if you want all future members automatically added to the schedule. This is for Direct Entry only.
6. Tick **Select Members by Search** if you want to add members individually to the schedule.
7. Click **Save** once all the fields have been entered

You can only select one contribution schedule as the default. If you have more than one schedule, you'll need to add new members to all except the default.

Managing your Contributions

If you have selected **Direct entry** and did not select **Members by Search** the following screen will display:

Select Members
Select members for Contribution Schedule ' Schedule 2 '

Members in Schedule	Member Name	Member	Payroll No	Fund
<input type="checkbox"/>	BEVERLEY ANNE ASSINK	20440714		MKBS
<input type="checkbox"/>	PAM BLACK	20440715		MKBS
<input type="checkbox"/>	MICHAEL CLIFTON BOUNDY	24488162		MKBS

You can then either select members one by one by ticking the box next to their name, or click on the **Select all** then click **Save** and the contribution schedule will be saved.

The **Contribution Schedule Maintenance** page then opens. Check that the information is correct. If you need to make changes, click on **Modify** to update the information, otherwise click on **Return** and your new Contribution Schedule will be ready for use.

Contribution Schedule Maintenance
Modify the contribution schedule

Schedule Name: Schedule 2
Schedule Type: Direct Entry
Submission Period Type: None
Next Start Date: 25-04-2014
Default Schedule:
Select Members By Search:

Members in schedule ' Schedule 2 '	Member No	Payroll No	Fund
BEVERLEY ANNE ASSINK	20440714		MKBS
PAM BLACK	20440715		MKBS
BRENTON ALBERT BURGE	21703832		MKBS

Step One: Click **Modify** to make changes, or click **Return** for your new **Contribution Schedule**.

Entering contributions on screen

On the **Contributions** screen, under the **Create batch** heading, click on **Begin**.

MLC **SuperEzy**

Contributions | Members | Search | Change Details | Choice of Fund | Feedback | Reports | SuperStream | Exit

Contribution Status
Contribution Summary for ' MLC DEMO EMPLOYER '

Return | Add | Refresh | 12 Months Batches | All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.
For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	10 (default schedule)	01-04-2012 to 30-04-2012	Submitted
		01-10-2012 to 31-10-2012	Submitted
		01-12-2012 to 31-12-2012	Submitted
		01-01-2013 to 31-01-2013	Submitted
		01-03-2013 to 31-03-2013	Submitted

Step One: Click **Begin** and the Batch Input screen will open.

Step Two: Enter the contribution details for each member in the relevant fields.

Step Three: Select **Save and Continue** and the Batch Payment Details page will open.

Understanding the contribution schedule fields

It's important to understand each of the contribution categories to ensure your employees' contributions are processed correctly. The table below outlines the contribution categories:

Category Access Level	Contribution type
SGC	<ul style="list-style-type: none"> The standard compulsory contributions you're required to make, either SG or award.
Employer additional	<ul style="list-style-type: none"> Employer contributions over and above the employer compulsory contributions.
Member voluntary	<ul style="list-style-type: none"> Additional contributions made by an employee from their after-tax income and processed by you on your employee's behalf. This type of contribution is also referred to as a non-concessional contribution.
Salary sacrifice	<ul style="list-style-type: none"> Additional contributions made by an employee from pre-tax income and processed by you on your employee's behalf.
Spouse	<ul style="list-style-type: none"> An after-tax contribution made by an employee's spouse.

Managing your Contributions

If you regularly submit the same contribution amounts for your employees and you want these to be pre-populated on screen for next time, just select the tickbox **Set as defaults** beside the members' names. Then click **Save and Continue**.

The **Batch payment details** page will open:

Batch Payment Details
Enter Payment Details for Schedule 'Defect 270 retest'

Return Transmit Batch Delete

Period: 20-02-2012 to 21-02-2012 Batch ID: 72403

Enter Password

Total Amount Due (\$) 0.00 Confirm Total Amount Due (\$)

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
MLC MASTERKEY EMPLOYER SUPER	1	.00	Direct Credit (Employer)	Available after submission
TOTAL	1	0.00		

Important!

You should check the contribution period on the screen before processing. If this is incorrect, click on **Delete** and create a new batch for the correct period.

Process a contribution batch

To finalise the contribution batch you will need to confirm the total amount due by entering this in the **Confirm Total Amount Due (\$)** box.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Batch Payment Details

Enter Payment Details for Schedule '10'

Return Transmit Batch Delete

Period: 29-03-2014 to 30-03-2014 Batch ID: 72445

Enter Password

Total Amount Due (\$) 1000.00 Confirm Total Amount Due (\$) 1000.00

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
MLC MASTERKEY EMPLOYER SUPER	7	1000.00	Direct Credit (Employer)	Available after submission
TOTAL	7	1000.00		

Step One: Enter the total amount due in the **Confirm Total Amount Due (\$)** box.

You then need to enter your password and click **Transmit batch**.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Batch Payment Details

Enter Payment Details for Schedule '10'

Return Transmit Batch Delete

Period: 29-03-2014 to 30-03-2014 Batch ID: 72445

Enter Password

Total Amount Due (\$) 1000.00 Confirm Total Amount Due (\$) 1000.00

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
MLC MASTERKEY EMPLOYER SUPER	7	1000.00	Direct Credit (Employer)	Available after submission
TOTAL	7	1000.00		

Step Two: Enter your password.

Step Three: Click **Transmit batch**.

Managing your Contributions

Once the Amount and passwords entered are correct the **Batch Confirmation** page will be displayed:

Batch Confirmation
Batch Confirmation for Schedule 'Ad hoc'

Return Employee Advice

Period: 09-09-2012 to 10-09-2012 Batch ID: 72442

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status
MLC MASTERKEY EMPLOYER SUPER	Direct Debit (Fund)	22-04-2014	2500.00	88517	Queued for submission View Report
TOTAL			2500.00		

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Important!

Only Level A access users are able to perform this function. Level B access users are able to prepare and save contribution schedules but they cannot transmit the batch.

If you have dual authorisation, a second employer representative must authorise the batch before it can be transmitted.

Submitting contributions using the payroll file upload

Once we've set up this facility for you, follow these steps to conveniently upload a payroll file to make contributions:

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Contribution Status

Contribution Summary for ' MLC DEMO EMPLOYER '

Return Add Refresh 12 Months Batches All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.
For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	10 (default schedule)	01-04-2012 to 30-04-2012	Submitted
		01-10-2012 to 31-10-2012	Submitted
		01-12-2012 to 31-12-2012	Submitted

Step One: Select **Begin** button next to the icon with the red arrow

From this screen, select **Begin** button next to the icon with the red arrow which indicates that the contribution schedule can be used to upload payroll files.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Batch Input

Sample Payroll upload Batch for MLC DEMO EMPLOYER

Return Submit

Period from: 01-08-2011 Period to: 01-08-2011

File to Upload: Browse...

Tick to send an email to: user@sampleemployer.com.au when the validation of the payroll contributions file is finished.

Step Two: Select **Browse** to select the file you want to upload.

Step Three: Click **Submit**.

On this screen, click on **Browse** to select the file you want to upload. You can select the tickbox to receive an email confirming that the file was validated correctly. Then click **Submit**.

When the file has been successfully uploaded, you'll be returned to the **Contribution Status** page where the status will show as **Ready for Submission**.

To transmit the batch, you'll need to confirm the total amount due and type in your password.

If you're using Direct Credit, the **Batch Confirmation** page will then open, where you can view and print out reports for each super fund.

Click on **Payment Instructions** to view the following screen:

Managing your Contributions

The screenshot displays the SuperEzy web interface. At the top left is the MLC logo, and at the top right is the SuperEzy logo. A navigation menu contains the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The main content area is titled "Payment Instructions" and includes two buttons: "Return" and "Print". Below these buttons, the text "Payment Instructions" is followed by a red warning: "Note: This is not a receipt". The page lists the following details: Employer: MLC DEMO EMPLOYER; Batch: 64017; Period from: 20-06-2011; Period to: 26-06-2011. A red warning states: "Please be sure to quote the payment reference below when paying. Failure to do so may result in a delay of the allocation of this payment to the member accounts." Below this is a table with the following data:

Payment Method	Bank Account	Payee	Payment Reference	Amount Payable
Direct Credit (Employer)	082401 115080696	MLC LTD - SUPERANNUATIONCLEARING	:445	1000.00

At the bottom of the page, there is a copyright notice: "Copyright © 1999-2012 All rights reserved. SuperChoice Services Pty Limited".

Click on **Return** to go back to the **Contribution Status** page.

Managing your Choice employees

MLC SuperEzy enables you to make contributions to all Complying Super funds in Australia (including Self Managed Super Funds) from the one Payroll file and in one payment.

Setting up a Choice fund

Important information!

Before adding a Choice fund, you should make sure that the fund accepts employer contributions.

If you are adding a Self Managed SuperFund (SMSF), you will also need to provide the electronic service address of the SMSF.

The first step in making contributions to Choice employees is to make sure you're linked to the Complying Fund.

Step One: Click on the **Choice of Fund** and select **Link to Choice Fund**.

Step Two: Enter the USI, SPIN, ABN or SFN of the fund and then select Search (Either the USI or the SPIN is highly recommended). If the fund is available in MLC SuperEzy, the **Link to Choice Fund** page opens.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Choice of Fund Search
Search for Choice Fund

Return Search

Please enter one of the following identifiers:

USI

SPIN

ABN

SFN

If the fund is already available in MLC SuperEzy, the **Link to Choice Fund** page opens:

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Link to Fund
Link to Choice Fund

Return Link

After you have entered the details, click 'Link' to add this Choice Fund to your list of available funds.
Click 'Link' to add this Choice Fund to your list of available funds.
A Fund Employer Number only applies if you are registered with this fund.

Note: All highlighted fields are mandatory.

If no error messages were displayed, click on **Link**. You'll now be able to add new members to the fund and start making contributions.

If the Fund is not available, follow the steps on page 14, **Applying for a new Choice fund**.

Managing your Choice employees

Each Choice fund being linked will have a message displayed which outlines the rules applicable to the fund. Some funds require certain information before contributions can be processed.

If a fund has been terminated or cannot accept contributions, a message will display saying that the fund has been blocked.

If you believe that you can contribute to that fund, contact that Fund Administrator.

Applying for a new Choice fund

All institutional funds and many SMSFs will already be available on MLC SuperEzy.

Important!

If an Institutional fund does not appear, you will need to contact MLC to have it validated and added to your Choice of Fund list.

If you need to link a new SMSF to MLC SuperEzy, follow these steps:

1. Click on **Payment Method** for the fund and select **Continue**
2. Select your payment type, ie **EFT** or **Cheque**
3. Enter the following details depending on your payment type:

Payment type	Details
EFT	<ul style="list-style-type: none">• Fund Email Address• Fund Electronic Service Address• Fund BSB• Fund Bank Account Number
Cheque	<ul style="list-style-type: none">• Fund Address• Fund Suburb• Fund State• Fund Post Code

4. Click on **Request** to submit the application.

To check on the status of any requests for new funds click on **Choice of Fund** menu and select **Outstanding Requests**. A list of the super funds that are requested but not yet available will be provided.

Making contributions to your Choice employees

Once you're linked to the Choice fund, you'll be able to process contributions as outlined in **Managing your Plan**, on page 5.

Receiving feedback from Choice funds

Should there be any issues with Choice funds, we'll communicate these with you. This includes information being received by the Choice fund or that a refund has been sent back to you.

You'll need to action these requests to ensure that contributions can be allocated in a timely manner. If you receive a refund and a new contribution is not remitted, you may be in breach of Superannuation Guarantee liabilities.

Below are three types of errors or feedback you may receive:

Message	Explanation
Change notification	This means that either the Member or Employer number has been changed. You'll need to update your payroll system if you get this message.
Return	This means that money has been returned and you'll need to make a new contribution for the affected member to avoid SG liabilities.
Feedback	This means that money has been allocated but information in MLC SuperEzy and your payroll system needs to be changed to avoid the money being returned in the future.
Salary sacrifice	Additional contributions made by an employee from pre-tax income and processed by you on your employee's behalf.
Spouse	An after-tax contribution made by an employee's spouse.

Important Information!

You'll need to action all requests within 4 days of receiving the errors or feedback otherwise they'll automatically be deleted.

Updating member details

You can update your members' details two ways, either by making changes on screen or uploading a payroll file.

Updating members on screen

To make changes on screen, click on **Change Details** then select **Members**. The following page will display:

Step One: Click on **Change Details** then select **Members**.

Step Two: Enter the member's first and last names, or
Enter the member number or payroll number.

Step Three: Click **Search**.

Then the following screen will display:

Step Four: Click on the member's name.

Member Name	Fund	Member Number	Payroll Number	Status	TFN Supplied Status
DOE, JOHN	C-SPIN-ANZ0415AU	075234		Active	Not supplied

Number of members: 1 (Active: 1)

Select on the member's name and this screen will display:

Step Five: Select **Amend member** and you'll be able to update their details on screen.

Once you've completed the details, click on **Submit** and the changes will be implemented on the member's account.

Important!

Some member details, such as name and date of birth, cannot be changed by you. Ask the member to contact us directly to update these details.

Updating members by uploading a payroll file

If you're using a payroll file and you need to make changes, complete the following steps:

The screenshot shows the SuperEzy web interface. At the top, there is a navigation bar with the MLC logo and the SuperEzy name. Below the navigation bar, there are several menu items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The 'Members' section is active, showing a 'Member Search' form. The form includes fields for Fund Name, Fund Type, Member First Name, Member Last Name, Member Number, Payroll Number, Member Status, TFN Supplied Status, and Maximum Number of Members in Search Result. The 'Upload Amendments' button is highlighted with a red box and a line pointing to a callout box.

Step One: Click on **Change details** then select **Members**.

Step Two: Click on **Upload amendments**.

The following screen will display:

The screenshot shows the 'Member Amendment File Upload' page. The page title is 'Member Amendment File Upload' and it includes a 'Payroll File for MLC DEMO EMPLOYER'. The page has a navigation bar with the MLC logo and the SuperEzy name. Below the navigation bar, there are several menu items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The 'Members' section is active, showing a 'Member Amendment File Upload' form. The form includes fields for File to Upload, Records for New Members, Upload Options, Results Display, and Error Display. There are also buttons for Return, Test, and Upload. A checkbox is present for 'Tick to send an email to: [] when the validation of amendments upload is finished.'

There are a few settings you can choose:

- Whether the records for new members are errors or are ignored
- How many results to display
 - first 5 or all records
- How many errors to display
 - first 20 or all records

Then click on **Browse** to select the file you want to upload.

You can now **Test** the file or go straight to **Upload**. By testing the file first, you'll be able to identify any errors and correct them before uploading it.

To upload the file, click **Upload** and your amendments will be saved.

Exiting members

There are two ways to exit a member from your Plan, either by making changes on screen or by uploading a payroll file.

Important!

Before you exit a member, please make sure you've submitted all their contributions. Once they've been exited, you won't be able to submit any more contributions for them.

Step One: Click on **Members** then **Exit Members**.

Exiting a member on screen

Click on **Members** then **Exit Members** and the following screen will display:

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports Super Stream Exit

Status of Member Exits

Members for MLC DEMO EMPLOYER

Return Exit Member Refresh Contributions Today's Exits Upload Exits Sequential Completion

Bulk Completion

No further contributions can be made once a member is exited. Click 'Contributions' to submit any final contributions.
* Members with status 'Exit Waiting' still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the 'Exit Waiting' status for more details.

Member Name	Fund	Member Number	Payroll Number	Status
SIMPSON, BART	MKBS	SC000002	123456	Exit Incomplete
DELANEY, DAVID	MKBS	MLC-00006091		Exit Requested

Click on **Exit Member** and this screen will display:

Step Two: Enter the member's name, member number or payroll number and select **Search**.

Member Exits Search

Member Search

Return Search Clear All Values

Note: All highlighted fields accept * wildcard searches

Fund Name: <All>

Member First Name:

Member Last Name:

Member Number:

Payroll Number:

Maximum Number of Members in Search Result: 500

Then enter the member's name, member number or payroll number and select **Search**. The following screen will display:

Step Three: Select the member's name.

Member Exits

Selected Members for MLC DEMO EMPLOYER

Return

To exit a member, click on the member name.

Member Name	Fund	Member Number	Payroll Number	Status
JONES, JOHN	MKBS	789645	13254678	Active

Return

Select the member's name and the following screen will display:

Step Four: Enter the **Date left employment** and the **Exit reason**, ie Fund Choice or Left Employment.

Step Five: Click **Exit Member**.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Member Exit Completion

Member Exits for MLC DEMO EMPLOYER

Warning: Once you exit this member no more contributions will be accepted for the member! Click 'Contributions' to submit any final contributions.

Return Exit Member Exit Later Contributions Delete Exit

Note: All highlighted fields are mandatory

Fund MKBS
Member Number SC000002
First Name BART
Middle Name
Last Name SIMPSON
Payroll Number 123456

Exit Date (dd-mm-yyyy)
Exit Reason <Please select>

Return Exit Member Exit Later Contributions Delete Exit

Then click on **Exit Member** and the following screen will display:

Step Six: Click **Yes** and the exit will be processed.

MLC SuperEzy

Contributions Members Search Change Details Choice of Fund Feedback Reports SuperStream Exit

Confirm Member Exit

Warning: No more contributions will be accepted for this member if you exit this member!

Return Yes No

Do you really want to exit this member?

Fund MKBS
Member Number SC000002
First Name BART
Middle Name
Last Name SIMPSON
Payroll Number 123456
Exit Date (dd-mm-yyyy) 15-04-2014
Exit Reason Fund Choice

Return Yes No

A final warning message will display reminding you that once you exit the member, you'll not be able to submit any contributions for them.

To proceed, select **Yes** and the exit will be processed.

Exiting members

What if I get an error?

Any errors detected during the upload are displayed on the **Member Exit Uploads Results** page.

Click on Yes to confirm that the exits should proceed or on No if not.

The **Status of Member Exits** page opens and the **Edit Queue** is updated with the results of the upload. The member's status is set to **Exit Requested** or **Exit Waiting** if the member still has outstanding contributions in MLC SuperEzy.

Once we've processed the exit request, the Member's status will be updated.

A final warning message will display reminding you that once you exit the member, you'll not be able to submit any more contributions for them.

Exiting a member by uploading a payroll file

Click on **Members** then select **Exit Members**. The following screen will display:

Member Name	Fund	Member Number	Payroll Number	Status
SIMPSON, BART	MKBS	SC000002	123456	Exit Incomplete

Now click on **Upload Exits** and the following screen will display:

File to Upload

Unrecognised Records

Members Already Exited

Upload Options

Results Display

Error Display

There are a few settings you can choose:

- Whether unrecognised records are ignored or create an error
- Whether members who already exited are ignore or create an error
- Upload options
- How many results to display – first 5 or all records
- How many errors to display – first 20 or all records

Then click on **Browse** to select the file you want to upload.

You can now **Test** the file or go straight to **Upload**. By testing the upload first, you'll be able to identify any errors in the file and correct them before uploading it.

To upload the file, click **Upload** and your exits will be processed.

Reports

View contribution history

You can easily view the history of all contributions submitted within any given date range. To display this information, select **Search** and click on **Batch** or **Member**.

The following screens will display:

Batch:

To search by batch, click **Batch Search** to display a list of all previous batch payments made. Alternatively, to limit your search, complete any or all of the fields shown above and then click **Batch Search**.

Member:

To search contribution made to an individual member click **Search**, this will display all active members in your plan. To view a specific transaction, click on the member's name.

You can limit your search by entering any or all of the above fields.

If you want to print the Contribution Advice Report, click on the **Reference ID** and select **Print**.

Reports

Status of Member Amendments

You can check the status of amendments you have made for a member or group of members. To do this, click on **Change Details** and select **Members**.

Click on **Status of Amendments** and the following page will display:

Member Name	Fund	Member Number	Amendment Status
ALLEN, DIANNE	MKBS	60225	UNCONFIRMED
CRAZY, DIRK MIDDLE	MKBS	122233	UNCONFIRMED
DELANEY, DAVID	MKBS	MLC-00006091	UNCONFIRMED

Step One: Click on **Change details** then select **Members**.

Step Two: Click on the **hyperlink** beside the applicable amendment to display more information on the amendment.

To display more information on the amendment, click on the hyperlink beside the applicable amendment and the information will display:

Fund	MKBS
Member Number	27530744
Amendment Status	UNCONFIRMED
First Name	XXXXXXXX
Middle Name	XXXXXXXX
Last Name	XXXXXXXX
Address 1	XXXXXXXX
Address 2	
Address 3	XXXXXXXX
Suburb	XXXXXXXX
State	XXX
Postcode	9999
Country	
Home Telephone	9999 9999
Business Telephone	9999 9999
Mobile Phone	

View submitted New Member applications

You can view any New Member applications you have submitted by following these steps:

Step One: Click on the **Members** menu and select **New Members**. Any new members that haven't been submitted or accepted are listed.

Step Two: Click on **Today's Members**.

New Member Application Status Summary
New Members for MLC DEMO EMPLOYER

Return Add Refresh Today's Members Upload Members Sequential Completion Bulk Completion

Last Name	First Name	Birth Date	Fund	Status
ANDERSON	AMANDA	09-12-1990	MKBS	Entering Sent
BARBER	MITCHELL	01-01-1980	MKBS	Entering Sent
BEETOBBE	TEST	10-05-1983	MKBS	Entering Sent

Step Three: Type the required date range in the **New members submitted from (DD-MM-YYYY)** and **To** fields.

Step Four: Click on **Submit** and all New Members submitted will display.

Recent New Member Applications
List of Recent New Members for MLC DEMO EMPLOYER

Return Submit

New members submitted from (DD-MM-YYYY) to

30-01-2011 to 30-01-2012

Fund	Member Number	Payroll Number	Last Name	First Name	Birth Date	Status
MKBS		2011902	ANDERSON	AMANDA	09-12-1990	Entering Sent
MKBS			BLOND	JAMES	01-01-1980	Entering Sent
C-SPIN-HOS0100AU	123456	122222222222	BOLAND	TODD	21-01-1989	Exited
C-SPIN-MLC0440AU	123456	122222222222	BOLAND	TODD	21-01-1989	Exited
C-SPIN-ANZ0415AU	2541	3	CALDWELL	RAYMOND	11-01-1963	Active

Reports

Employee Contribution Advices

You can create advice documents for your employees, which outline the contributions that have been remitted by you through MLC SuperEzy.

You can download the Advices either by date range or per batch.

Employee Contribution Advices – Date Range Report

To download the Advice for a date range, click on **Reports** and select **Employee Advices**.

Type the required date range in the **Period From** and **To** fields. Please note that the report cannot be for a period greater than 12 months (at a time).

The screenshot shows the MLC SuperEzy interface for generating a report. At the top left is the MLC logo, and at the top right is the SuperEzy logo. A navigation bar contains the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The main heading is 'Contribution Advices for Employees' with the subtext 'Report all confirmed contributions for period'. A warning message states: 'Warning: Ensure that all contributions for the period have been submitted and confirmed before downloading the Contribution Advices.' Below this, conditions for the report are listed: 'The Contribution Advices will include all contributions that satisfy the following conditions: a. The end date of the contribution period associated with the batch must fall in the selected reporting period b. The batch must be confirmed'. There are two input fields for 'Period from' and 'to'. A note specifies: 'NOTE: Results will be restricted to a 12 month period'. The user is informed: 'You may download one of two types of Contribution Advices for Employees. Select the one that best fits your requirements.' Under the heading 'Fixed format Contribution Advices', there are two buttons: 'PDF Advices' and 'PDF Sample'. A final note reads: 'If you use this option, the Contribution Advices will be downloaded in PDF format and can not be amended. Use this option if the format of the contribution advice suits your requirements.'

1. Click on **PDF Advices** for Adobe Acrobat format.
2. Click on **Advice Details** for the report to be in CSV format.

Employee Contribution Advices – Batch Report

To download the Advice for a batch, you need to be in the **Batch Confirmation** page.

To get to the batch confirmation page, you would need to be on the **contribution status** page by clicking **contributions** menu.

Step One: Access the **contribution status** page by clicking **contributions** menu.

Then click on the **“submitted”** hyper link corresponding to your desired batch.

Create Batch	Contribution Schedule	Period	Status
Begin	10 (default schedule)	01-04-2012 to 30-04-2012	Submitted
		01-10-2012 to 31-10-2012	Submitted
		01-12-2012 to 31-12-2012	Submitted

Step Two: Click on the **submitted** hyper link corresponding to your desired batch.

You will now be on the Batch confirmation page:

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status
AMP SUPERLEADER PLAN	Direct Credit (Employer)	20-05-2013	500.00	77121	Pending Payment Clearance View Report
ANZ SUPERANNUATION SAVINGS ACCOUNT	Direct Credit (Employer)	20-05-2013	500.00	77119	Pending Payment Clearance View Report

Step Three: Click on **Employee Advices**.

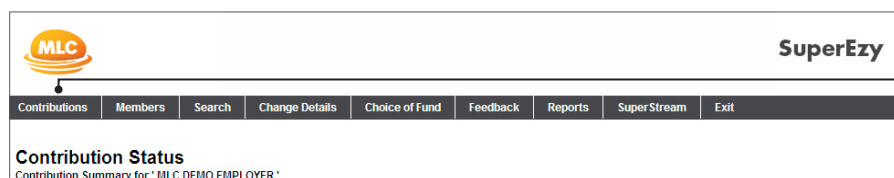
From this page, click on **Employee Advices** and the following page will display:

The screenshot shows the SuperEzy web interface. At the top left is the MLC logo, and at the top right is the SuperEzy logo. Below the logos is a navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The main content area is titled "Contribution Advices for Employees" with a subtitle "Advices for batch 64048". A "Return" button is located at the top of the main content area. Below the button, the "Period:" is set to "2012-04-01 to 2012-04-30" and the "Batch ID:" is "64048". A message states: "You may download one of two types of Contribution Advices for Employees. Select the one that best fits your requirements." Underneath, there are two sections: "Fixed format Contribution Advices" and "Flexible format Contribution Advices". The "Fixed format Contribution Advices" section has two buttons: "PDF Advices" and "PDF Sample". A note below these buttons says: "If you use this option, the Contribution Advices will be downloaded in PDF format and can not be amended. Use this option if the format of the contribution advice suits your requirements." Below this note, it says: "Click on PDF Sample to view an example. Click on PDF Advices to download the contribution advices for all employees in the batch." A further note states: "This option is only available if your batches contained fewer than 150 employees." The "Flexible format Contribution Advices" section has two buttons: "Advice Details" and "Advice Sample". A final note at the bottom says: "Use this option if you want to edit the contribution advices for your employees or if your batches contained more than 150 employees."

3. Click on **PDF Advices** for Adobe Acrobat format.
4. Click on **Advice Details** for the report to be in CSV format.

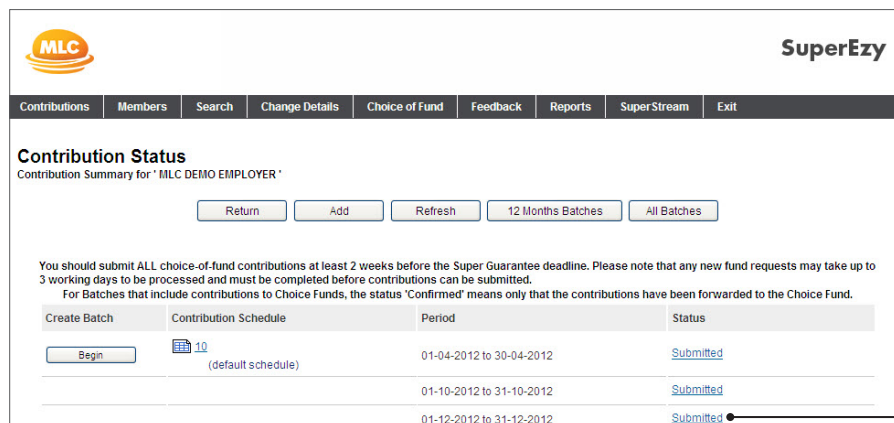
Payment Instructions (Applicable to Direct Credit users only)

To view the Payment Instructions for a batch, the easiest way is through the **Batch Confirmation** page, accessible through the **Contributions** menu.



Step One: Access the **contribution status** page by clicking **contributions** menu.

Once you have selected the contributions menu, the Contributions Status page will display:



Step Two: Click on the **submitted** hyper link corresponding to your desired batch.

Click on the **Submitted** hyperlink for the batch that the Payment Instructions are required to make payment for.

Reports

Click on **Payment Instructions** and the following screen will display:

Batch Confirmation
Batch Confirmation for Schedule '10'

Return Payment Instructions Employee Advices Exit Completion

One or more members are at status 'Exit Notified'. Click 'Exit Completion' to complete the Exits for these members.

Period: 01-04-2012 to 30-04-2012 Batch ID: 64048

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status	
AMP SUPERLEADER PLAN	Direct Credit (Employer)	20-05-2013	500.00	77121	Pending Payment Clearance	View Report
ANZ SUPERANNUATION SAVINGS ACCOUNT	Direct Credit (Employer)	20-05-2013	500.00	77119	Pending Payment Clearance	View Report

Step Three: Click on **Payment Instructions**.

To view the report, click on **Payment Instructions** and the following page will display:

Payment Instructions

Return Print

Payment Instructions
Note: This is not a receipt

Employer: GRAND MOTOR
Batch: 72284
Period from: 05-04-2014 Period to: 06-04-2014

Please be sure to quote the payment reference below when paying.
Failure to do so may result in a delay of the allocation of this payment to the member accounts.

Payment Method	Bank Account	Payee	Payment Reference	Amount Payable
Direct Credit (Employer)	082401 115080696	MLC LTD - SUPERANNUATIONCLEARING	098765	5000.00

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You can then print the report.

SuperStream

Amending member data

Use this page to download member details in a Microsoft Excel® file. You can amend member details and then upload the file to change the details in SuperEzy.

Step One: Click on SuperStream, then select Download Member Data.

Step Two: Select the Fund from the drop down box.

Step Three: Click Download Members to save the fund's member details as an Excel spreadsheet.

Where the upload is unsuccessful, an errors page will display. This shows whether the error is with the file format, or with the data that the file contains.

Resolve any errors, then click Upload to upload the corrected file and modify member details in SuperEzy.

Amending member information

In the spreadsheet, the first four data columns are protected. You cannot change these details.

Add the missing information or amend the existing information, then save the file. Do not change the spreadsheet layout or formatting, or the filename.

When you are finished, click Test to check your changes and display error information.

If your upload file has errors, the upload fails and no data is changed.

The screenshot shows the SuperEzy interface for Member Data Augmentation. At the top left is the MLC logo, and at the top right is the SuperEzy logo. A navigation bar contains links for Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The main heading is "Member Data Augmentation" with the sub-heading "Upload Member Data File". Below this are two buttons: "Test" and "Upload". At the bottom, there is a "File to Upload:" label, a text input field, and a "Browse..." button.

The screenshot shows the error page for "Member Data File Upload Errors - data-error.xlsx". It features a "Return" button in the top right. A summary table shows:

Total Number of Records	12
Number of Records in Error	3

Below the summary is a table with the following structure:

Row Number	GUID	Error
1	Some GUID	An error of some sort!

The screenshot shows the error page for "Member Data File Upload Errors - file-error.xlsx". It features a "Return" button in the top right and the message "The file is corrupted." at the bottom.

Glossary

1.1 Contribution Batch Statuses

Below is a summary of the different Batch Statuses

Batch Status	Description
Input Error	There is an error in the input of the Contribution Schedule. Any errors must be rectified before the batch can be submitted.
Ready for Submission	Means that the Contribution Schedule has been completed.
Awaiting Authorisation	Only shows if the you have selected to have dual authorisation and it is waiting for the 2nd authorisation.
Submitted	The batch has been submitted to MLC
Confirmed	The batch has been received and reconciled. The batch may contain both Default and Choice monies. The status does not mean that the funds have been accepted by the Choice Fund.
Fund Rejected	A contribution or contributions at Member level have failed in the Default Fund. Although the batch status is Fund Rejected, the Choice monies could in fact have been accepted by the Choice Fund/s. To see whether any Choice contributions have been rejected, the Employer must refer to the Advice Status (discussed later in this section).
Ready for Submission	An batch has errors previously, which have been rectified, but have not been submitted to MLC.
Confirmed with Stop Payments	All Choice monies in the batch have been stopped. This status can only be used if the Choice monies have not debited from the MLC Bank Account and paid to the Choice Funds. The entire batch status changes to "Confirmed with Stop Payments", but the status only refers to the Choice portion of the batch.
Confirmed with Choice Refunds	The Direct Debit dishonours or one or more Choice contributions has been rejected / returned by a Choice Fund after the Choice monies have been debited from the MLC Bank Account and are being "held" (for 3 days) before sending to the Choice Funds. The entire batch status changes to "Confirmed with Choice Refunds", but the status only refers to the Choice portion of the batch. If the Direct Debit dishonours, MLC update the status. If monies are rejected/returned by the Choice Funds, the status will be updated in SuperEzy.
Incomplete	The batch has failed validation and has not been submitted to MLC. All missing information must be rectified updated before the batch can be submitted.

Note: In the Search functions, "Confirmed with Variation" is a status available for selection in search criteria. This status is a legacy title in SuperEzy which is no longer available for new batches. Therefore, MLC batches will never have a status of 'Confirmed with Variation'.

Glossary

1.2 Contribution Advice Statuses

Like batches have a status, Advices do too. These codes are used to progress the advice through the stages of transmission from Employers to the Fund Administrator. The other status codes possible for an advice are as follows:

Advice Status	Description
CNF (Confirmed)	The advice has been confirmed by the Fund.
CRE (Created)	The advice is ready to be submitted to a Fund. The advice has not yet been placed in the SuperEzy submission queue.
QUE (Queued)	The advice has been placed in the SuperEzy submission queue, for submission to a Fund.
RSM (Resubmitted)	The advice is ready for resubmission to the Fund, following its rejection by the Fund. The advice has not yet been placed in the SuperEzy submission queue.
CAN (Cancelled)	The advice has been cancelled because it has been replaced with another advice that has been resubmitted to the Fund.
ERR (Rejected)	The advice has been rejected by the Fund Administrator.
CSP (Confirmed with Stopped Payment)	All Choice Advices have been Stopped, after submission, from being paid.
CPR (Confirmed with Payment Refund)	A Choice payment has been rejected by a Fund and Money returned.

1.3 New Member & Member Amendment Statuses

Below is a listing and explanation of each of the statuses resulting from a New Member or a Member Amendment being processed in SuperEzy.

Status	Description
Incomplete	The Member information that has been entered or uploaded did not pass validation in SuperEzy. Therefore, nothing is submitted. The error(s) must be fixed before anything can be submitted.
Entering	The new Member or Amendment sits at this status for a split second, so the you probably won't see this status. If it does happen to sit for longer on this status, it indicates a problem with SuperEzy.
Entering Sent	A message has been sent to MLC and SuperEzy is waiting for a reply back. The New Member or Amendment will potentially have this status for up to a day or two. If you notices that the status hasn't changed, there may be a problem and they will contact MLC to rectify.
Active	New Members only - Once MLC confirms that the Member has been set up in MLC's Admin System, the Member status changes to Active.
Inactive	This is a status that MLC can set via the Fund Administrator view.

1.4 Exit Statuses

Below is a listing and explanation of each of the statuses resulting from a Member being exited in SuperEzy.

Amendment Status	Description
Exiting	The exiting member has this status for a split second so you shouldn't see Members with this status. If a Member does have an 'Exiting' status for a day or two, there is an issue with SuperEzy.
Exit Queued	The exiting member has this status for a split second so you shouldn't see Members with this status. If a Member does have an 'Exit Queued' status for a day or two, there is an issue with SuperEzy.
Exit Waiting	The exit has been processed by you but there are outstanding contributions that are waiting to be confirmed. Once these contributions are confirmed, the status will change to Exit Requested. This exit is stored by SuperEzy until the contributions are processed by MLC.
Exit Requested	The Exit message has been sent to MLC for processing.
Exited	MLC has processed the termination and confirmed back to SuperEzy.
Exit Rejected	This status can only be achieved by manually changing the Member's status in SuperEzy.



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