

FirstChoice Employer  
Super Clearing House

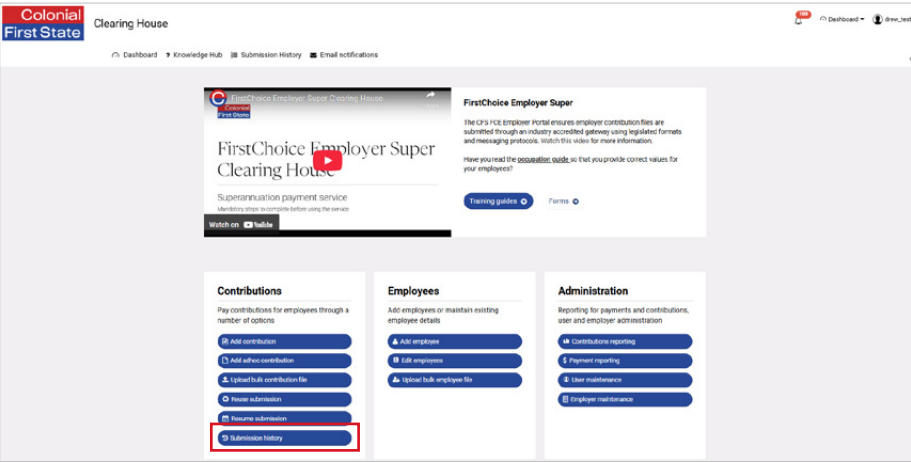
# Employer paid fees and premiums user guide

# Employer paid fees and premiums

This guide assists employers in paying employee fees and premiums for their employees.

## Introduction

CFS will generate the month-end invoices. The file will then be sent to the employer portal by approximately 6th to 7th business day of the month and will be listed under **Submission history**. We suggest you add a reminder to your calendar to check the Submission history each month. **There will be no notifications** from the FirstChoice Employer Super Clearing House portal about the file being ready for review.



On the dashboard click on **Submission history**.

HISTORY											
Status	File Name	Employer(s)	File Type	Last Updated	User	Count	Expected \$	Received \$	Refunded \$	Issues	Actions
✓	Fees and Premiums (August 2024) (7).csv	SOLUTIONS	\$ADP (CFS Service)	Thu, 04 Mar 2025, 11:07h		3	1,081.49			✓	<div><div>Download</div><div>Review</div></div>


Locate the file within the **Submission history**. There are two options: download the file by clicking on the download this file icon or review and pay the file via the grid by clicking on the grid option.

Test															
ABN	Employer	Surname	TFN	DOB	Period Sts	Period End	Category	Investor	Plan Serv	Managem	Managem	ECG Insur	ECG DCI pr	ICG Insura	ICG DCI pr
3.81E+10 Test	jones	1.23E+08	#####	#####	#####	#####	Other Staf	n/a	n/a	\$158.00	n/a	\$180.00	n/a	n/a	\$347.00
6.2E+10 Test	smithy	1.23E+08	#####	#####	#####	#####	Other Staf	n/a	n/a	\$266.28	n/a	\$83.60	n/a	n/a	\$249.88
8.51E+10 Test	boh	1.23E+08	#####	#####	#####	#####	Other Staf	n/a	n/a	\$234.01	n/a	\$140.60	n/a	n/a	\$374.61
8.51F+10 Test	Stavenson	1.23F+08	#####	#####	#####	#####	Other Staf	n/a	n/a	\$778.18	n/a	\$60.80	n/a	n/a	\$338.98

### Download the file

By clicking on the download option (📄) within the portal. The file will be downloaded for review. The file cannot be uploaded and is simply used for reference. Please refer to view and pay via the grid for options to review and pay the file. Noting that the file is at plan level, and you will see all employees as long as you have access to the employees within the plan.

## View and pay via the grid

1 To view and pay the file, click on the grid option  within **Submission history** and the file will appear within the portal.

2 Review the grid. If you wish to pay the file, click **next** otherwise you can remove an employee from the grid by clicking on the bin icon next to the employee, update or edit the member data via the grid screen. You can also change the employer additional amount.

3 Review summary and click **Confirm and send**.

4 By clicking on the **Submission history**, you can see the file has been successfully submitted.

## More information

For further assistance, access the User Reference Guide in the clearing house portal.

## Contact

FirstChoice Employer Super Services on 1300 654 666, 8:30am – 6pm AEST Monday to Friday.

### Important information

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