

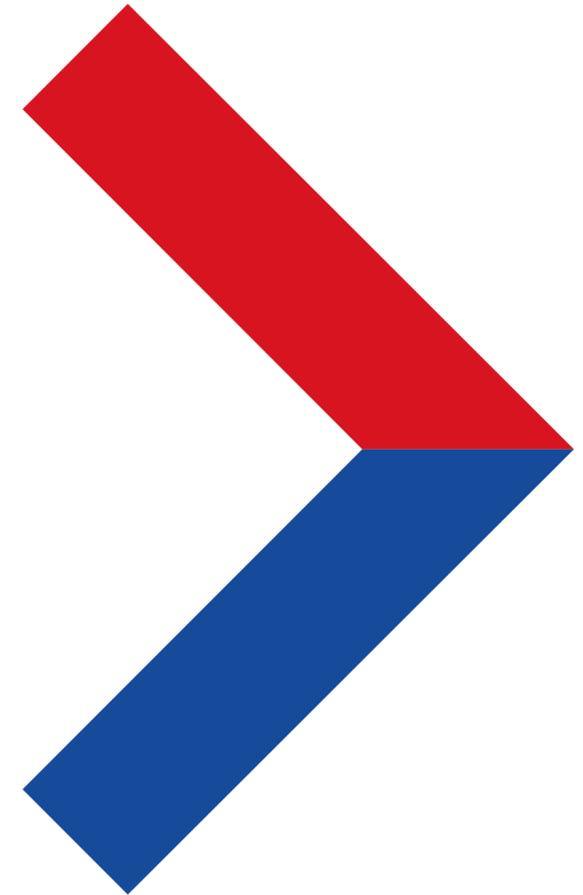


Fast Start Guide

Essential Super for business

Get started with the superannuation payment service in just a few simple steps.

This guide will walk you through updating your contact information and providing your payment details. You'll need to complete these steps before you can start making super payments.





We're taking you securely to Colonial First State

You can now access your Essential Super account with Colonial First State.

Okay, let's go

Step1: Login to NetBank

- Go to the NetBank login page and sign in.
- Once logged in, click on **View accounts**, and go to **Superannuation**.
- A pop-up window will display requesting to take you securely to Colonial First State.
- When you click on the button, you will be directed to Colonial First State's secure website to select your business.



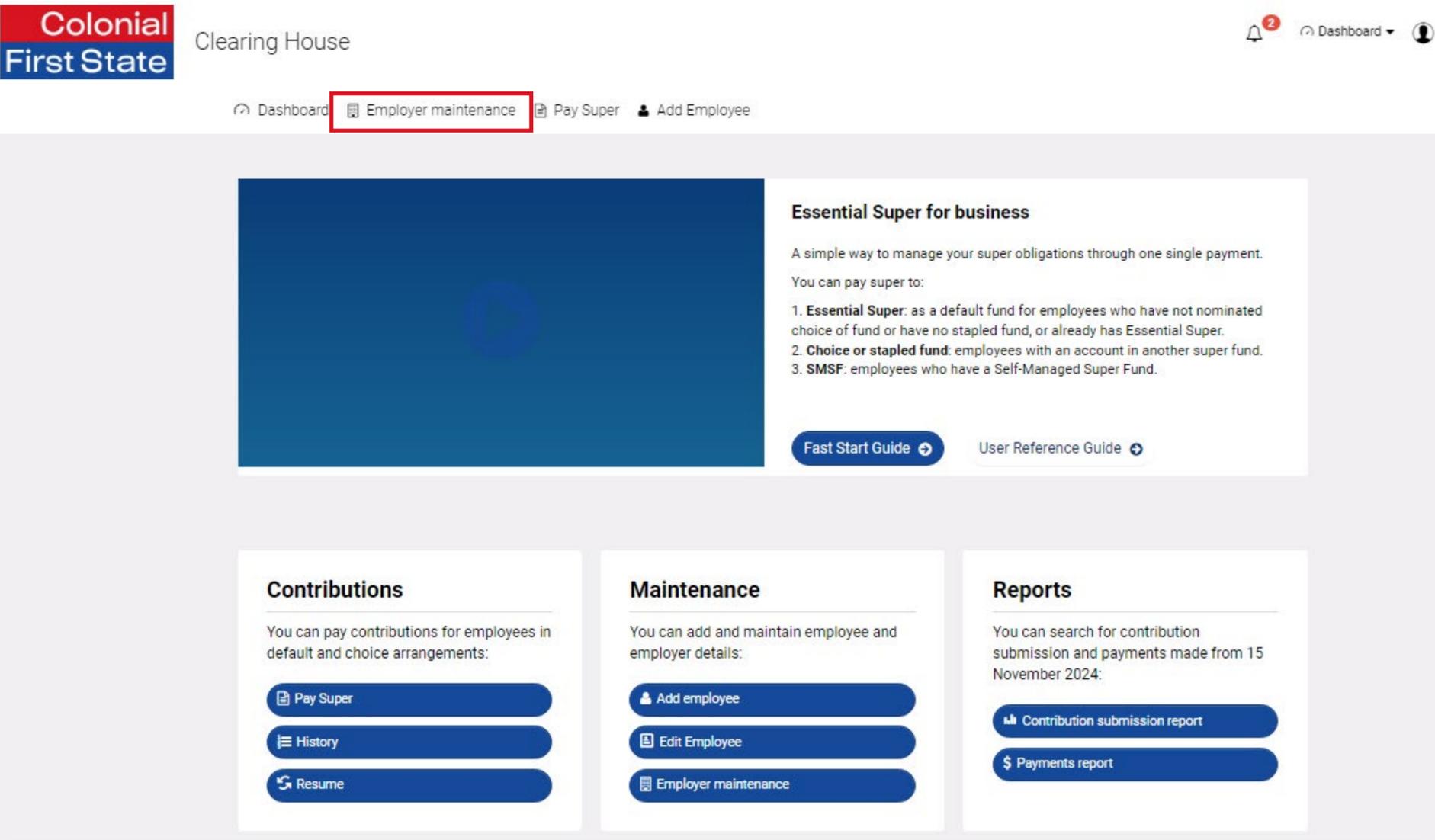
Essential Super for business

Superannuation for your business

Continue

Step 2: Colonial First State secure website

- Select your business from the drop-down box.
- Press **Continue**.



Step 3: Essential Super for business clearing house portal – dashboard

- You will be in the dashboard page – this is the entry and main page of the clearing house.
- Click on **Employer maintenance**.

SELECT FROM LIST OF AVAILABLE EMPLOYERS

Search 

Employer name	Australian business number (ABN)	Status
SuperChoice	78109509739	Active 

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Step 4: Employer maintenance

- Click on your **business name** in the Employer name column or click on the **edit icon** in the Status column.

Employer details **Contact** Address Payment details Manage funds Users and user groups

Contact
Please fill in the contact details fields. Given Name, Family Name and Email Address are required fields.

Given name* Brian	Surname* Wilson
Email address* test@test.com	Phone* 95551234

Save Cancel Next



You must click save for your information to be submitted.

Step 5: Click on the Contact tab

- Complete the primary contact details for the business. Email address and phone number are mandatory fields to complete.
Note: The email address will be used to send notifications if there is an issue with your payment.
- Click on **Save**.

Employer details Contact Address **Payment details** Manage funds Users and user groups

Payment details
Please select the payment details. All fields are mandatory.

Payment method*
Direct Debit

Direct debit account
Please fill in the direct debit fields. All fields are required.

BSB* Account number*

Account name*

Refund to employer bank account
This is the bank account that refunds will be paid to.

Account number* Account name*

BSB*

I have read and agree to the Direct Debit Authorisation terms [View direct debit terms](#)

Save Cancel Next



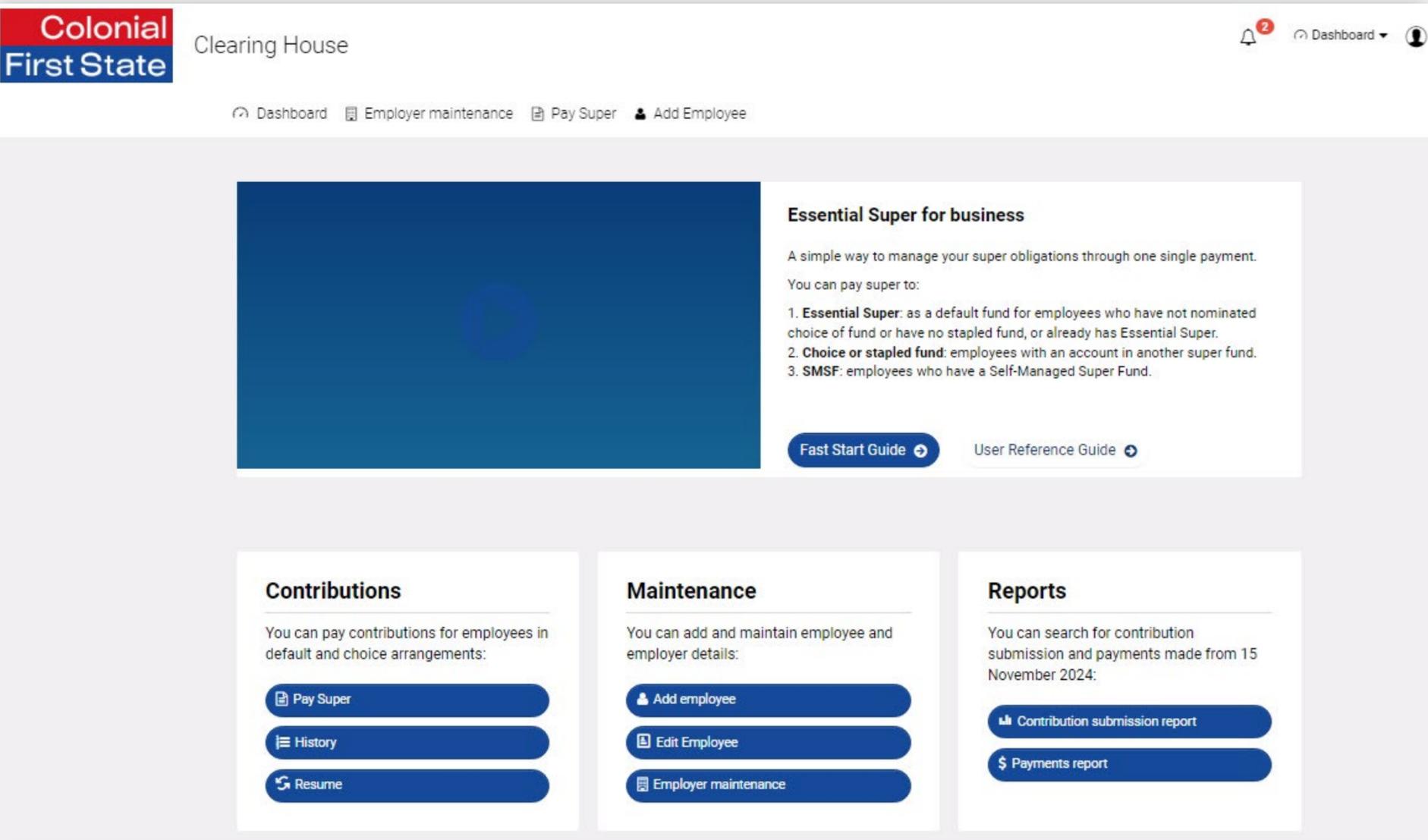
You must click save for your information to be submitted.

Step 6: Click on the Payment details tab

- Select **Direct debit** as the payment method (this is the only payment method available).
- Complete the **Direct debit account** details of the bank account to be debited for super payments.
- Complete the **Refund to employer bank account** details in case payments are returned from super funds.
- Review the direct debit terms and tick the **Direct Debit Authorisation** box.
- Click **Save**.

What you need to know:

When your bank account is debited for your super payment, the transaction will be reflected in your bank account as 'Superchoice P/L'.



Step 7: Return to the Dashboard

- Click on the logo or the **Dashboard** in the quick links to return to the main Dashboard.

Step 8: Submitting super payments

Choose your next step depending on your situation

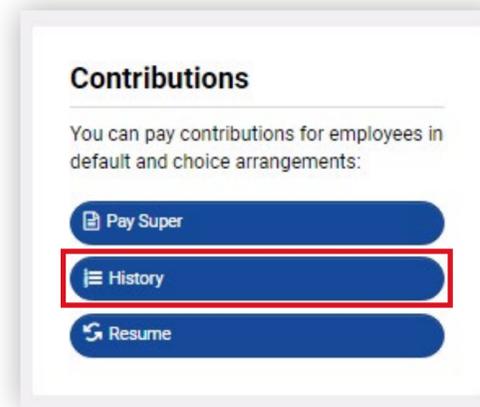
8a: If this is the **first attempt** in using this portal to make payment.

OR

8b: If you have **recently attempted** to use the portal to make a payment and received a validation error.



- Click on **Pay Super** to start making super payments.



- Click **History** – as you need to revalidate the previous contribution to clear the error.

Revalidating your previous payment attempt

- Click on the **revalidate** icon highlighted in the red box.

Status	File Name	Employer(s)	File Type	Last Updated	User	Count	Expected \$	Received \$	Refunded \$	Issues	Actions
⚠	Super Entry File	W & W ASSOCIATES PTY LTD	\$	manual Mon, 18 Nov 2024, 11:12	ADMINISTRATOR	14	1.00			⚠	🔄

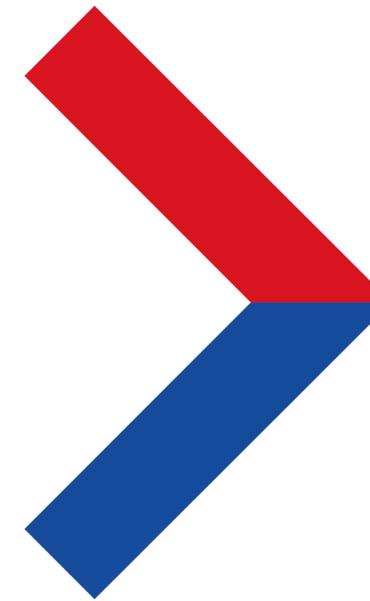
- This should change the Issues status to a green tick. Then you need to click on the **calendar grid** icon highlighted in the red box below.

Status	File Name	Employer(s)	File Type	Last Updated	User	Count	Expected \$	Received \$	Refunded \$	Issues	Actions
→	Super Entry	THREE MANAGEMENT CONSULTANTS PTY	\$	manual Wed, 20 Nov 2024, 11:50	ADMINISTRATOR	2	4,600.00			✔	📅

- This will take you to the contribution screen to make payment.

More information

For further assistance, you can access the User Reference Guide in the clearing house portal or contact Essential Super Services on 13 40 74.



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