

Dealing with us is easy

Equisuper's Employer Online

contributions payment facility

Using Equisuper's web-based contributions payment facilities makes paying contributions and updating information for your employees' super much easier than completing paper advice slips or vouchers and writing cheques.

You can use Employer Online to accurately allocate and pay funds to your employees' super accounts. This service is provided free of charge and allows you to remit their superannuation contributions quickly and efficiently.

Employer Online can eliminate manual work by using automatic reconciliation tools. This ensures the integrity of the data you are sending to Equisuper and eliminates unnecessary follow-up between you and Equisuper.

If you're a small business with less than 25 employees, Employer Online allows you to pay super contributions for your employees one batch at a time and to use BPAY to make your payments.

Equisuper's Employer Online facility will also suit your business if you're paying contributions for employees who have nominated us as their preferred super fund under Choice of Fund arrangements.

Now let's look at Employer Online in more detail.

Employer Online is an online system which simplifies the process of remitting superannuation contributions for employees. It allows Equisuper employer sponsors to submit contribution data and new employee information using our secure website. You make the contribution payments via BPAY, a well-established, secure and proven payment system.

Employer Online keeps track of your transactions history, which is accessible to you any time that you need it.

Benefits of Employer Online:

- > **User friendly** – Employer Online is very easy to use, with simple step by step instructions to guide you.
- > **Speed** – Employer Online is much faster than the manual payment methods.
- > **Excellent record keeping** – Your online account will keep track of all the online payments you make.
- > **Email confirmation** – Employer Online will automatically send reminder emails to your inbox.

How it works

To access Employer Online, you go to our website – **www.equisuper.com.au** and select the "MyBusiness" tab in the top left quadrant of our home page. Once you have registered and received your login details, you can access the Employer Online site and log on to your employer account. The details for your employees will be pre-loaded.

If you are making payments for more than one employer or location, you will be presented with a dropdown list of applicable employers/locations. You select the relevant location for which you wish to submit contributions.

You then simply check and update the contribution amounts for each of your employees. You can also add new employees.

When you have loaded the necessary contribution details and are satisfied that the information is correct, click "Submit". Employer Online generates and emails a unique BPAY Reference Number to you. You then use this Reference Number and the noted Biller Code to make the BPAY payment from your chosen bank account. This ensures your payment is matched to the contributions data you have submitted.

You repeat this process for each payroll cycle. It's all very easy.

How to get started

To register for Employer Online, please visit the Equisuper website or contact our **Helpline 1800 682 626**, or email **employer@equisuper.com.au**. There is a fact sheet on the Employer Online website to assist you.

If registering via email, you must supply all of the following details:

- > Employer (business) name;
- > Employer number;
- > Contact name;
- > Employer email address;
- > Contact phone number.

Other employers (names and numbers) remitting on behalf of (if applicable)

If at any time you require technical support regarding Employer Online, please call 1800 682 626 or send an email to **superpay@mercero.com** with your query.

Contact us

Helpline: **1800 682 626**

Email: **employer@equisuper.com.au**

Facsimile: **(03) 9245 5827**

Address: **The Fund Administrator, Equisuper, GPO Box 4303, Melbourne VIC 3001**

Website: **www.equisuper.com.au**

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