

Employer Online - payment options

At Sunsuper we listen to our employers, and that's why when you said you wanted extra payment options, we developed our Employer Online payment methods to include BPAY®. Sunsuper's Employer Online gives you the freedom to not only enter and pay contributions in one fully encrypted, password protected, online service, but also:

- update and manage your employee records
- run and print reports,
- check online transaction history,
- create different user access levels.

Sunsuper online payment options

Employer Online now offers two different payment options to ensure all employer preferences are catered for. The below table will help you decide which options is best suited to your needs.

Number of Sunsuper members	Contribution option	Payment option	Benefits of this option	How to start
1-50 members	Web input - Input your employees details and contributions via an onscreen grid	Direct debit	Direct debit gives you the freedom and control to make electronic payments with the click of a button	Complete the Employer Online Webpay form, filling in section 4 - payments by direct debit
		BPAY	BPAY through Employer Online gives you the added security to make bulk payments for all of your Sunsuper employees with one easy transaction	Complete the Employer Online Webpay form, filling in section 3 - payments by BPAY
More than 50 members	Web upload - Upload your employees details and contributions via your payroll system	Direct Debit	Direct debit gives you the freedom and control to make electronic payments with the click of a button	Contact our employer team on 13 11 84 to determine your eligibility to use this payment method
		BPAY	BPAY through Employer Online gives you the added security to make bulk payments for all of your Sunsuper employees with one easy transaction	Contact our employer team on 13 11 84 to determine your eligibility to use this payment method

After registration, you will receive a letter confirming your online access details, including your user ID and password. Once online, you can customise your security login information.

© Registered to BPAY Pty Ltd ABN 69 079 137 518

Call 13 11 84 (+61 7 3121 0700 when overseas) | Web sunsuper.com.au | Mail GPO Box 2924 Brisbane Qld 4001 | Fax 07 3016 7722

Disclaimer and disclosure This fact sheet has been prepared and issued by Sunsuper Pty Ltd, referred to as 'Sunsuper'. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. All forecasts and estimates are based on assumptions. If those assumptions change, our forecasts and estimates may also change.

This fact sheet contains general information only and does not take into account the objectives, financial situation or needs of any particular individual. You need to apply the concepts to your own situation and consider the appropriateness of any general advice before making an investment decision. You should obtain and consider the Product Disclosure Statement (PDS) before making any decision to acquire the product. The PDS is available by calling 13 11 84 or visiting sunsuper.com.au. Contributions to superannuation are subject to the preservations rules.

We are committed to respecting your privacy. Our privacy policy sets out how we do this. If you would like a copy of Sunsuper's privacy policy, please call us on 13 11 84 or go to our website at sunsuper.com.au. If you do not want to receive this publication in the future, please let us know.

Sunsuper Pty Ltd
ABN 88 010 720 840
AFSL No. 228975
RSE Licence No. L0000291

Trustee and issuer of the
Sunsuper Superannuation Fund
ABN 98 503 137 921
SPIN SSR 0100 AU

How to use Web Input for direct debit:

- Login to Employer Online.
- Create a new contribution period.
- Once you have created a new period, a list of your current employees will appear. Simply enter the amount to be paid for each member - totals are calculated automatically. You can also add or remove employees as required.
- After submitting the contribution grid, a total amount will be displayed for final approval. Once you click *Continue* that amount will be direct debited from your bank account and distributed to each member's Sunsuper account.
- Once your payment is submitted, a transaction record is generated for you to print and keep.

How to use Web Input for BPAY:

- Login to Employer Online.
- Create a new contribution period.
- Once you have created a new period, a list of your current employees will appear. Simply enter the amount to be paid for each member - totals are calculated automatically. You can also add or remove employees as required.
- After submitting the contribution grid, a total amount will be displayed for final approval.
- Once you click *Continue* your BPAY biller code and reference number will appear on the screen.
- Make your BPAY payment via your financial institution within 24 hrs.
- Once your payment is submitted, a transaction record is generated for you to print and keep.

How to use Web Upload:

Please call our employer team on 13 11 84, Monday to Friday from 8:00am - 6:30pm to find out more about Web Upload and whether it is suitable to you.

Clearing House

Sunsuper Stream is a 'clearing-house' service to help employers meet their choice of fund obligations. Sunsuper Stream helps take the hassle out of managing contribution transactions and making payments to multiple super funds.

Number of Sunsuper members	Contribution option	Payment option	Benefit of this option	How to start
More than 10	Sunsuper Stream	Webpay (direct debit)	One easy payment for all your super fund payments	You will first need to meet some *eligibility criteria. Once this is met, call 13 11 84 to get started

*Eligibility includes: a minimum of 10 Sunsuper members, 30 per cent of your employees contributing to Sunsuper, Sunsuper selected as your default fund and registered user of Employer Online.

For more information, visit sunsuper.com.au or call our dedicated employer team on 13 11 84.