

# How to use Sunsuper clearing house

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Now that you've registered to use Sunsuper clearing house, you can pay your employees' super into multiple funds at the same time. Here's how.



## Determine how you want to submit your contributions

There are two methods you can use to submit your contributions through *Employer Online*. You can enter your employees' information manually or upload one formatted file from your payroll system using Web Upload. If you are paying a large number of employees, using Web Upload could streamline your process, and you can always choose a different method later. Whichever you choose, Sunsuper clearing house will extract all the information it needs and distributes the contributions to the appropriate super fund.

## Entering the information manually

You will need to complete the following two set-up steps before making your first payment. You will only need to do this process once, but may need to add in additional details if you have more employees to add later.

### 1. Link each super fund you're paying to the clearing house service.

Click on *My funds* and enter the Unique Superannuation Identifier (USI) for each super fund you will be paying or the Australian Business Number (ABN) if they are a Self Managed Super Fund (SMSF). Your employees should have provided this information (through a [Standard choice form](#)) but if they haven't you should contact the external fund directly. You can find a list of over 12,000 funds currently registered in our system [here](#). You don't need to link Sunsuper as a fund.

### 2. Add your employees to the clearing house service.

Click on Start New and then Add Employee. Enter the employee's details as prompted by the wizard. Use the drop down box to select the fund you wish to pay for the employee.

You can now enter the contribution details for your employees. Just click the green Start New button or click on Wizard on the left hand side. If you're not ready to make your payment, you can save the contribution and come back to it later.

## Using Web Upload

If you are paying any SMSFs you will need to link these funds before they appear in your Web Upload file, using the first step described above. Once you've done this, simply generate your payroll file in the appropriate file format (csv, .txt, .xls, or .xlsx format) and ensure it meets the [File Specifications for Web Upload](#). Then email us at [clearinghouse@sunsuper.com.au](mailto:clearinghouse@sunsuper.com.au) to let us know you would like to use this option. We'll contact you once it is activated, and you can upload your file.

If you already use Web Upload, you will need to send us a new test file whenever the parameters of your payroll file change.

## Where can I find more information?

The Sunsuper *Employer Online* and clearing house user guide provides more information and is available on our website. If you have any questions, you can email us at [clearinghouse@sunsuper.com.au](mailto:clearinghouse@sunsuper.com.au) or call us on **13 11 84**.

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