



PSSap employer AOL

November 2016

The purpose of this user guide is to navigate through the PSSap Super Employer Acurity Online ("AOL").

Use this guide when you are required to perform the below in AOL:

- Search and view employee details
- View employer details
- Manage employer users
- Upload and view employer



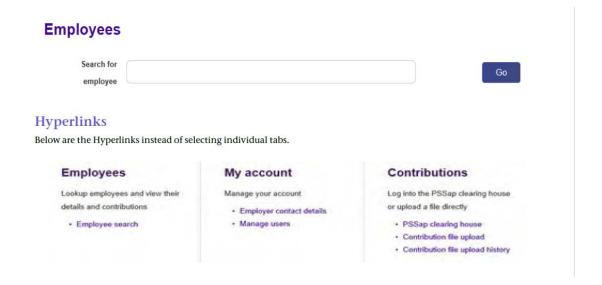
The information provided in this form is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, rou should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the elevant **Product Disclosure Statement (PDS)** and consider its contents before making any decision regarding your super.

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Section 1: Home

Search for an employee and quick links to tasks that can be performed.



Section 2: Employees

Employee Search

To search for an employee enter one of the following details into the Search for employee field.

- Surname
- Given name
- Date of birth
- Member number (Client ID)

The search can be filtered further by selecting the following options:

Active members only;

or

• Active and terminated members



Employee Display

Member #	Payroll ID	Name	Date of Birth	Employed From	Account Name	Status
Client ID	Payroll ID	Client name	Client DOB	Employment	Account type	Active
				start dates		Terminated

Employee Details

Field	Details		
Employment Details	Member number (Client ID)		
	TFN (can be updated by employer)		
	Payroll number		
	Date of employment		
Personal Details	Last name		
	First name		
	DOB		
	Gender		
Address Details	Mailing address		
	Residential address		
Contact Details	Phone		
	Mobile		
	Work email		

Export Employee Details

Information from the employee details screen can be exported into the following format:

- PDF
- Excel

In ${\bf Export}$ field select Excel Format and press ${\bf Go}.$



Click on Save as and save in your personal folder.



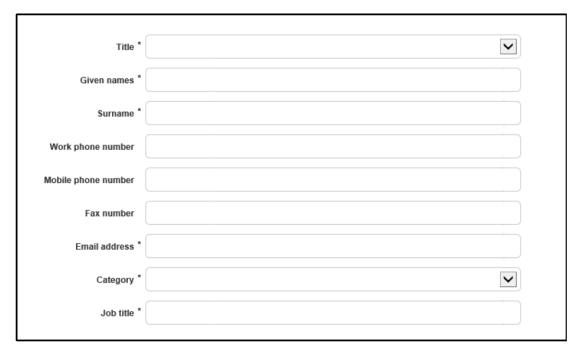
Click on **Open** to view file.



Section 3: My Account

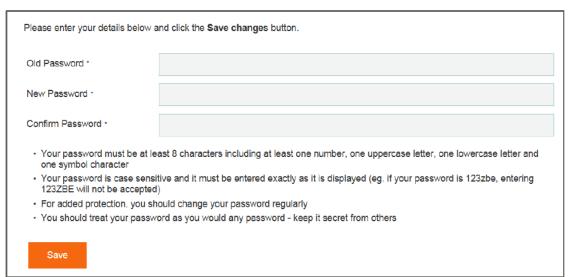
My User Details

Complete the below fields and press Save if correct, Cancel if incorrect.



Update password

Complete the fields below and press Save.



Section 4: Employer Details

Employer business details

This information is unique to the employer. The employer is unable to update/edit this information through AOL. They must call the Service Centre to update these details:

- Employer name
- Employer code
- ABN/ACN

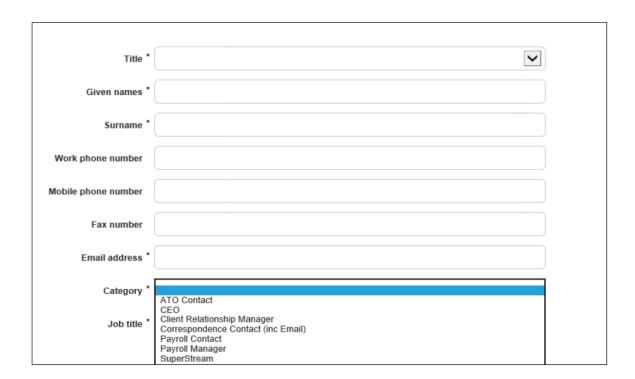
Employer contact details

The employer is able to update/edit this information through AOL:

- Address
- Telephone
- Mobile
- Fax
- Email

Section 5: Manage Users

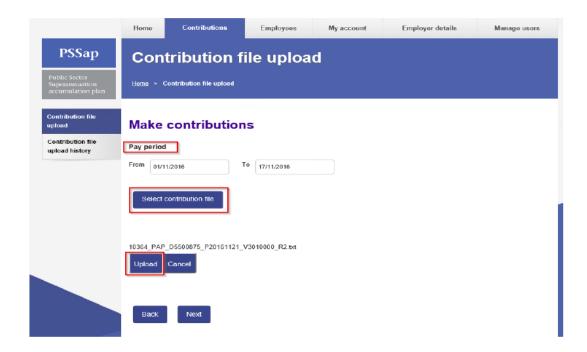
This screen shows all users who are authorised to access the employer account in AOL. A user can be added or deleted.



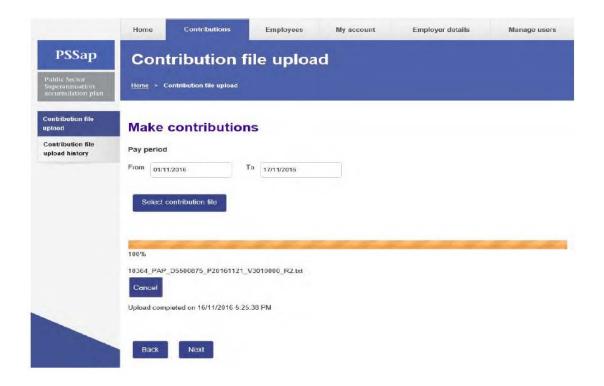
Section 6: Contributions

This screen will allow you to upload a contribution file.

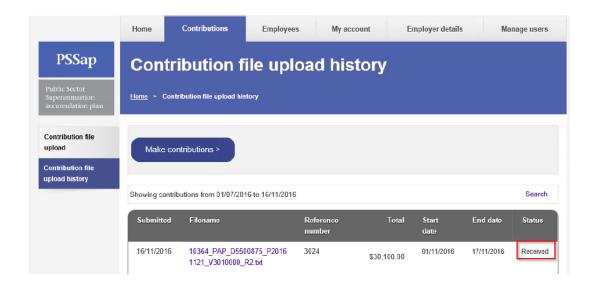
- 1. Enter the correct Pay period date range
- 2. Press the 'Select contribution file' button
- 3. In the pop up file browser window, browse and select the contribution file for uploading
- 4. Press the 'Upload' button



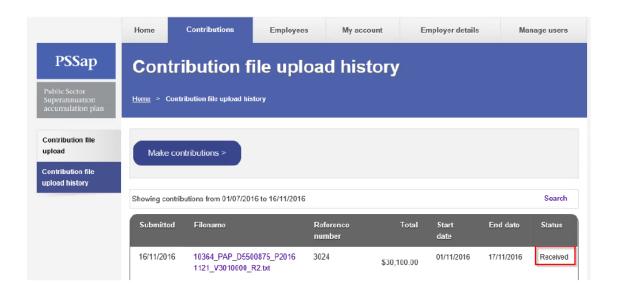
This screen will appear to show it has been loaded successfully, click Next.



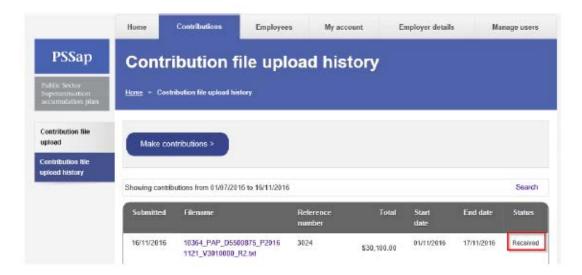
This screen will appear to show the file is being uploaded with the Uploading Status displayed.



This screen will appear to show the file is being uploaded with the Uploading Status displayed.



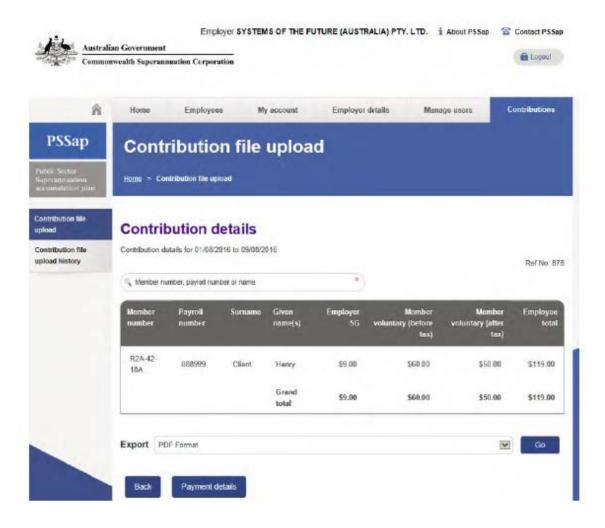
The Contribution file upload history screen shows a list of all contributions file uploaded. It will not show SuperStream files



The search link will open up a set of search fields:



The user is able to click on a file that has been fully uploaded and translated. This will show the following screen detailing the line items within the contribution file. The user can export the file as PDF or Excel.



If the user clicks the Payment details button, the following summary screen is displayed. The user can export the file as PDF or Excel:

