



Super FileManager fast facts

Super FileManager, HOSTPLUS's, premium online service for employers makes submitting member super contributions simple, fast and highly convenient.

Manage your HOSTPLUS super contributions online today!

Super FileManager, HOSTPLUS's, premium online service for employers makes submitting member super contributions simple, fast and highly convenient.

Within minutes, you can enjoy the convenience of submitting your contributions online by simply uploading a file from your payroll system. Super FileManager will then validate your contribution details and inform you via email to approve the contribution payment. Similar to online banking, you will be provided with a unique User ID and password so that you can log into Super FileManager from anywhere and at anytime.

What are the benefits of using Super FileManager

Simple and convenient. There is no need to frequently log into Super FileManager to check the status of your submission. Instead you will receive status updates via email. Now that is convenient!

Save you time. Efficiently submit contributions for any number of members, simply by uploading your payroll file - now there is no need for paperwork and manual processing.

Flexibility. You have the option to control or delegate who can make or approve your Super contribution management based on your requirements.

Secure. Rest easy knowing that Super FileManager has the highest level of security measures to protect your business and employees information.

Information when you need it. You're in complete control over the process. Log into Super FileManager anytime, from anywhere to manage your contributions or obtain historical reports.

Can I use Super FileManager?

Super FileManager is best suited to employers with an electronic payroll system. To ensure that your payroll system file is compatible with Super FileManager please contact us and we will happily assist you with testing your file.

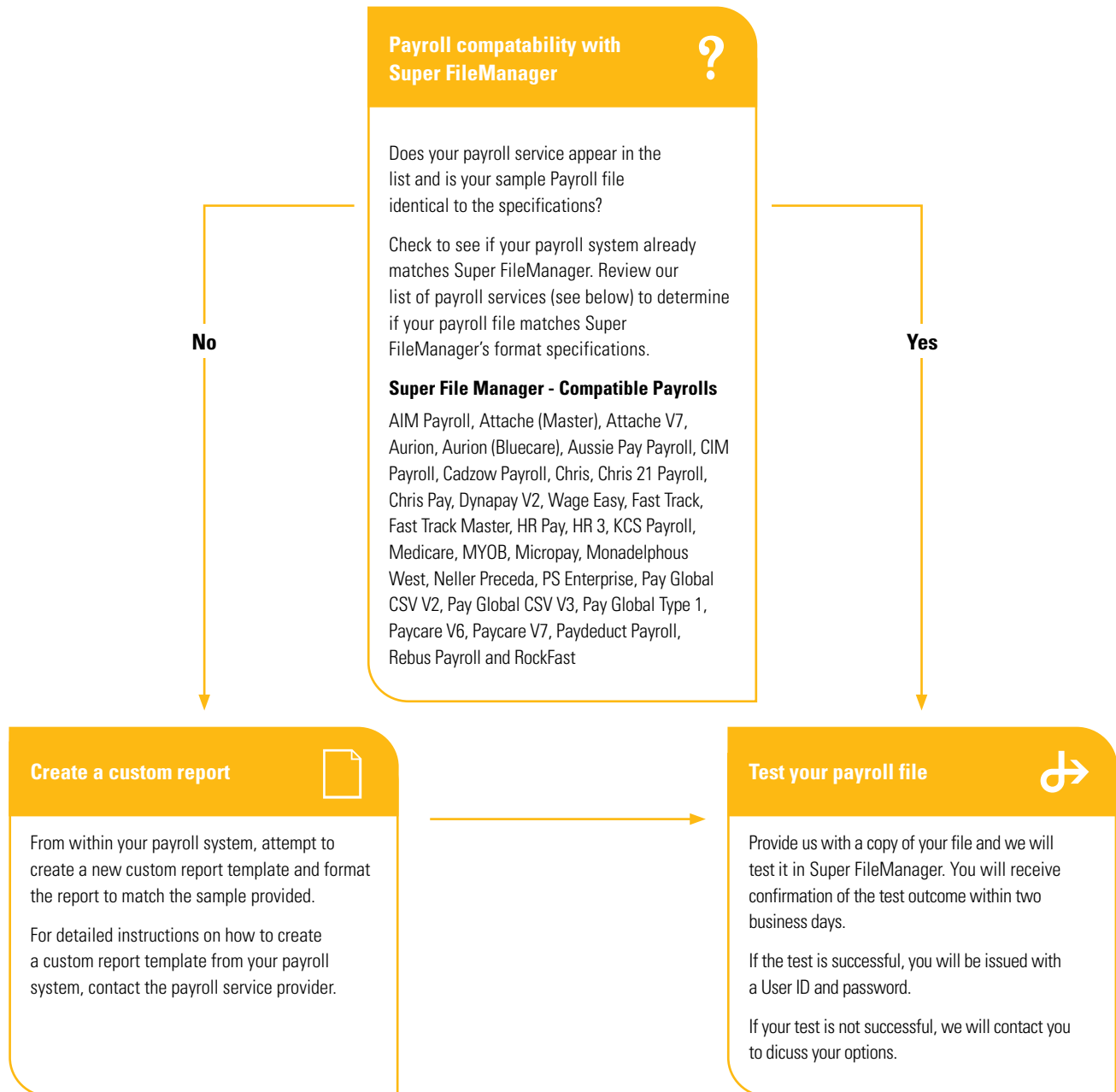
How do I get started using Super FileManager?

There is no need to install any special software and the service is free, so getting started with Super FileManager is simple. Call HOSTPLUS today and we will guide you through the initial setup and compatibility check.



Step-by-step approach to using Super FileManager

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SUPERFileMANAGER

We're here to help you

For additional assistance with Super FileManager, you can refer to the Online Demonstration and Help pages, available on the Super FileManager homepages. Simply click on Employee login via hostplus.com.au or alternatively contact HOSTPLUS on 1300 HOSTPLUS (1300 467 875), 8am–8pm, Monday to Friday.

Super FileManager

Follow these three simple steps when making your submissions through Super FileManager. Remember, all steps need to be completed for every submission.

Step 1

Upload your payroll files and contribution information.

Create new submission

Select the tab located on the top of the screen.

Create file upload

Complete the instructions for each payroll file you upload, selecting 'Submit' when complete.

Payment period

Confirm the file(s) detail(s), modify or provide the required payment period (start/end date or month/quarter) information, selecting 'Confirm' when complete.

Confirmation of submission

Your confirmation and submission reference number will be displayed.

File is complete:

Yes - Proceed to **step 2**

No - You will be notified via email, that some mandatory details were missing (for example, an employee's date of birth). Please complete action items listed to proceed with your submission.

Update contribution details (if needed)

From the Super FileManager homepage, click 'Update Contribution Details' under 'My Action Items'.

Fill in any missing data (refer to the fields highlighted in pink), then select 'Update Contribution Details' when complete.

Step 2

Confirm the contribution amount.

Authorise your payment

Return to the homepage and click 'Confirmation of contribution amount is required' under 'My Action Items'

Payment confirmation

Confirm the contribution amount(s) for the submission, if ok, select 'Confirm Payment Amount'.

Please note: this step only confirms the amount which will be paid, the actual payment (money transfer) takes place in **step 3**.

To cancel or amend your submission, select 'Cancel' and begin the process again from **step 1**.

Note: If this step is not completed within 5 working days, you will be notified via email that you have an outstanding action item. You need to log back into Super FileManager to complete the task.

Step 3

Select payment method and make your payment.

Payment instructions

Select how you want to make your payment; BPAY®, EFT or Direct debit, then select Next.

Direct debit: you first need to register with **HOSTPLUS** in order to use this payment option.

BPAY® or EFT - remittance advice: the banking details, including a Payment Reference Number (PRN) will be displayed. This is required for making your payment (via your bank account).

Make payment

Log in to your Internet Banking and, using the reference details provided in the remittance advice above, submit your payment.

Full amount payment received

Once your payment has been received by the fund a notification email will be sent to you advising your submission is now complete - your notice is now available via the homepage of Super FileManager.

Super FileManager handy tips



Make sure you have your Super FileManager User ID and password handy.



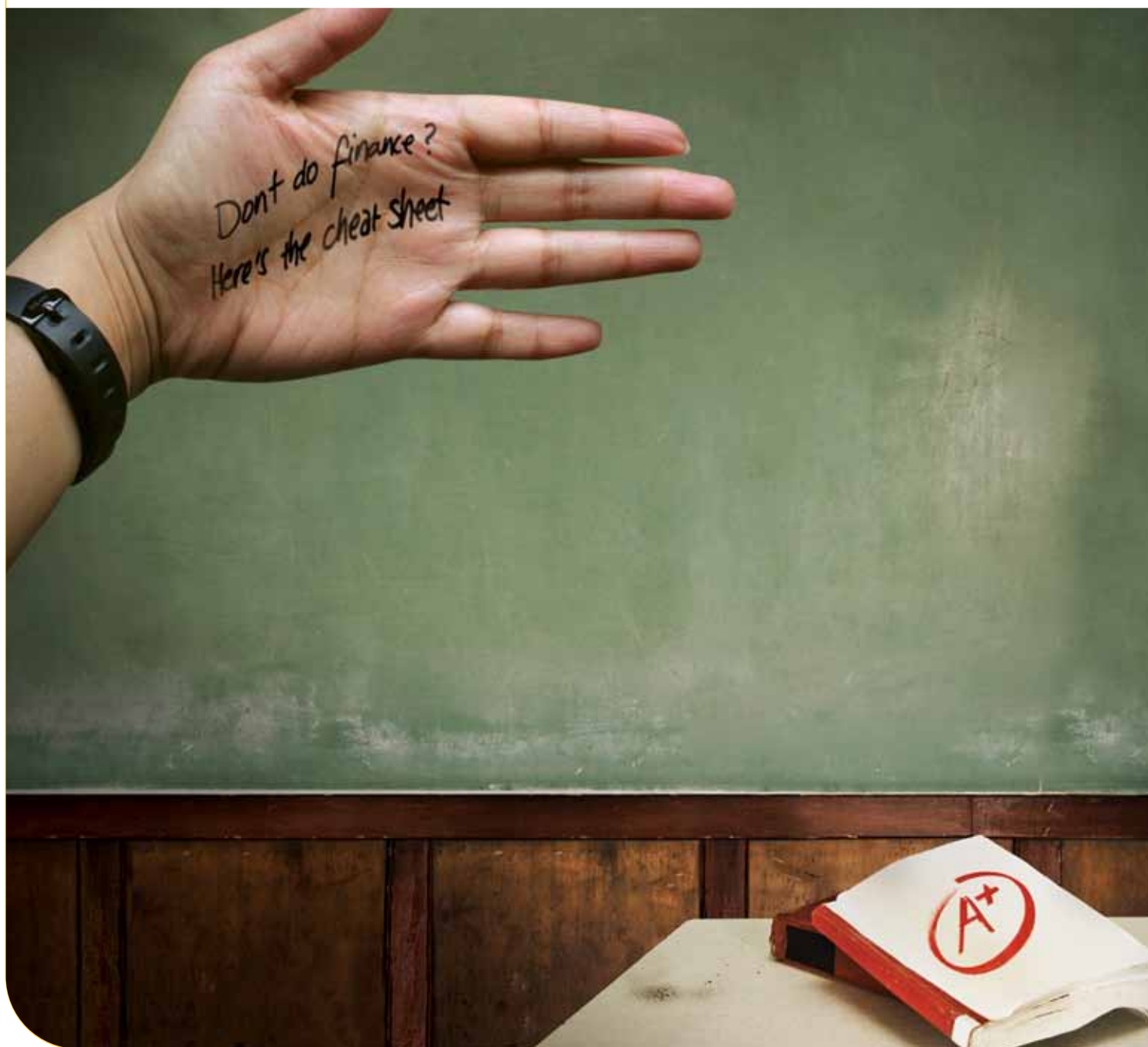
Record your Payment Reference Number following file upload – you need this to complete your payment. It changes each time you make a submission.



Check payroll file first to make sure employee details are complete – if any details are missing in the payroll file, it won't upload into Super FileManager, so check everything is there beforehand.



Always include termination dates in payroll file – by doing this, we are able to keep your leaving employees updated with information about what to do with their super.



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