

a SUPERClear way to easy processing

One payment point



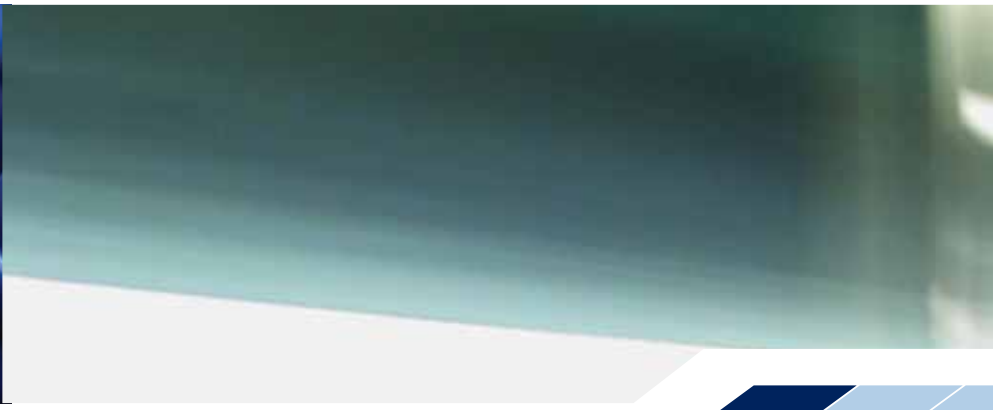
Super admin processing made easy

The hours spent managing your payroll could multiply under superannuation choice - the more funds your staff choose, the more complex it will get.

You can reduce the processing time for all these contributions, no matter how many other super funds your employees choose.

SUPERClear® is the online solution to make remitting your choice contributions easy. You can keep making contributions to us the same way you have been, and...

SUPERClear will take care of all the other funds for you.

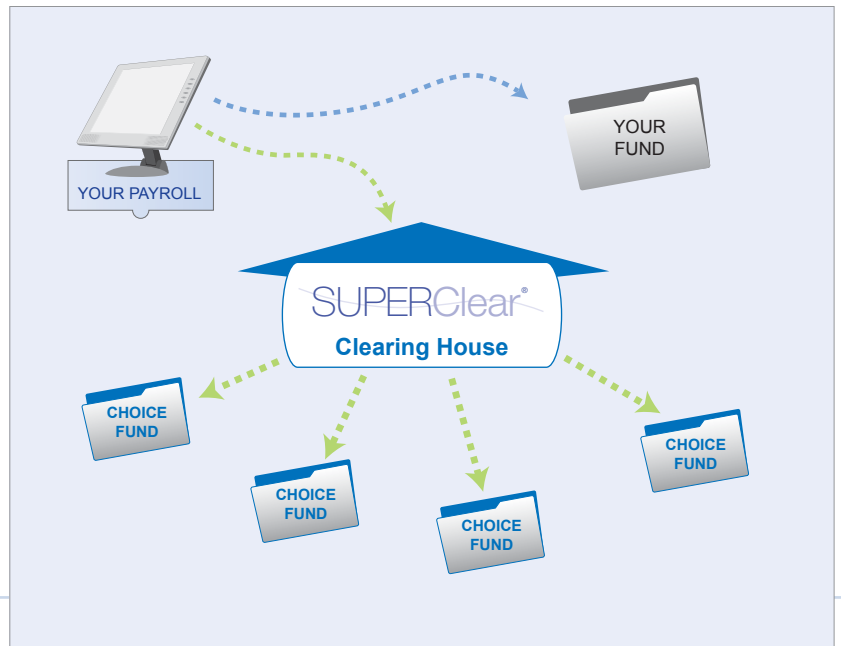


SUPERClear is easy to use. You don't need any new software, and we have user guides and hotlines to make it as easy as it should be.

What is SUPERClear...

SUPERClear is a service enabling you to submit all your choice fund information and payment instructions online. The instructions are collated, one deduction is made from your nominated bank account and SUPERClear distributes the information and the money to the various 'choice' funds. It does the hard work for you...

so you can get on with yours.



→ Just \$85 to register and 40c (excl GST) per 'choice' member per transaction.

How do I get SUPERClear?

- 1 You will need to register for SUPERClear. To do this simply complete the SUPERClear Registration Pack and send it in. To get the pack, you can either:
 - a. Go to www.legalsuper.com.au and download the clearing house registration pack
 - b. Call us on 1800 060 312, or
 - c. Email us on mail@legalsuper.com.au
- 2 Fill in and return the SUPERClear Application Form and the Client Initiated Direct Debit form to the address shown on the application form.
- 3 Once you're registered we'll send you a Confirmation Advice and User Guide with step by step instructions on how to use SUPERClear.

How does SUPERClear work?

- Log on to EmployerAccess at the legalsuper website, and choose the SUPERClear tab.
- You'll need to set up your employee records (only for those choosing their own fund, and only once). Our eForms and menu of funds make it even easier to link a fund to a member and create the files for easy processing.

And if your employees choose their own self managed fund, setting up a new fund is just another screen.

When it's close to contribution time, log on to check your employee records and make any changes or adjustments. Then it's a matter of setting up a contribution schedule and simply pressing 'Submit'.

- If you're uploading a payroll file, just: Click on 'Contributions' to bring up the screen and upload your file.

We'll send you an email to confirm when we've validated your payroll. A summary screen will appear showing how much money is going to each fund. Review the amounts, confirm and send.

When using SUPERClear, you should allow 10 working days for the payment and contribution advice to reach the choice funds.

- Keep making your normal contributions to legalsuper, the same way you have been.





Worried about security? Don't be...

SUPERClear provides the highest levels of security so you can be certain the information sent and received is private.

SUPERClear uses a private cryptographic key system, known as Secure Socket Layer (SSL), which is built into browser software products such as Microsoft Internet Explorer or Netscape Communicator.

This type of encryption is widely used by banks for internet banking applications. SSL uses a cipher key to encrypt and decrypt all data that is sent between your computer and SUPERClear.

The key is known only to your computer and the SUPERClear server and is changed each session to further protect your sensitive information. Anyone trying to read this data would have to try up to a trillion different key combinations before being able to decrypt it successfully, making it extremely difficult for any unauthorised person to access your information.

SUPERClear is committed to the protection of personal information and is fully compliant with the Privacy Act 1988 (Cth) (the Privacy Act). SUPERClear is subject to a published privacy code of practice, conforming to the 10 National Privacy Principles (NPPs) as defined in the Privacy Act.



To find out more about how we can make your choice contribution processing as easy as one, done!

Email us: mail@legalsuper.com.au

Or just call:

1800 060 312