### **D**legalsuper

# **Super Clearing House Online User Guide**

## Overview

Super Clearing House Online (SCH Online) is a Superstream compliant, online, electronic payment facility which provides employers the ability to distribute superannuation contributions to various superannuation funds chosen by staff with one simple payment. SCH Online integrates fully with legalsuper's EmployerAccess, so it's easy to make super contributions and manage employee details.

#### **BENEFITS OF USING SUPERSTREAM**

- Simplify your contribution process by making just the one payment to multiple funds you make one secure electronic transaction and SCH Online distributes the contributions to your employees' nominated funds.
- Using a clearing house service can minimise the time and paperwork involved in paying contributions to numerous funds.
- You can obtain a record of your contribution history whenever you need it.
- Easy payments via EFT, BPAY, or Authorised Bank Transfer (ABT)

LEARN MORE AT ATO.GOV.AU

This is a step-by-step guide to assist employers using the SCH Online through legalsuper's EmployerAccess.

- Register for EmployerAccess and SCH Online
- Direct Entry of contribution advice
- Payroll Upload of contribution advice
- Adding an employee

#### **IMPORTANT DOCUMENTS**

#### SCH ONLINE PRODUCT DISCLOSURE STATEMENT (PDS)



This Product Disclosure Statement (PDS) describes 'The Superannuation Clearing House - Online' product (SCH-Online) which is accessed through legalsuper's Employer portal. This is important information you should consider before making a decision to use this product.

#### TO VIEW ALL DOCUMENTS CLICK HERE

WE'RE HERE TO HELP -

Speak to a legalsuper representative: **Contact SCH Online:** 

#### **FINANCIAL SERVICES GUIDE (FSG)**



**§ 1800 060 312** 

R 1300 855 935

Financial Services Guide (FSG) Download PDF This FSG is designed to assist you in deciding whether to use any of the services offered in this guide.

sch-online.com.au

## Follow the below step - by - step guide for assistance in setting up and using SCH Online.

# 1.

Click Login as an Employer at legalsuper.com.au, you can use your email address as your username. Don't worry if you have forgotten your password, you can reset it online or by calling us on 1800 060 312 OR

If you have not yet registered for EmployerAccess, click Register Now to register as an employer



# 2.

Once logged in, you will see a pop up screen to register for SCH online. Click on Register to join and manage your preferences.



If the pop up does not appear, you can click on My Details and Manage preferences, then the SCH Online Register Now button.

		Contribution	mployee Management	My Details	lome Messages
				Employer Details	ashboard
				Manage Contacts	lcome to Employer.
	Hide Information 🔨	q		Manage Preferen	
			The	contributions;	rmation y any incomplete or outstanding
			E S		Click on 'continue' in the action c Pay the oldest contribution first.
			either:	ling contributions you ca	e are no incomplete or outstand
					Show all contributions, or Create an additional contribution
					tributions
	Action	Status	iber Of Amount	on Period - N	tribution ID Contributio
					/ - there are no records to view
erAccess	EmployerAcces			per 🗟	∎legalsu
erAccess	EmployerAcces	Contribution	Employee Management	per 🔛	Tiegalsu
erAccess	EmployerAcces	Contribution	Employee Management	My Details	
erAccess	EmployerAcces	Contribution		My Details	Home Messages
erAccess	EmployerAcces	Contribution		My Details	Home Messages Manage Pref
erAccess				My Details Terences bu can update these pref g house)	Home Messages Manage Pref Select your preferred options. Yi SCH-Online (clearin
erAccess			nces at any time.	My Details Terences bu can update these pref g house)	Home Messages Manage Pref Select your preferred options. Yi SCH-Online (clearin
2			nces at any time.	My Details Terences bu can update these pref g house)	Home Messages Manage Pref Select your preferred options. Yi SCH-Online (clearin

#### Payment Method

To change your preferred Pay	yment method, select one of the options below and click on 'Save preferences'.	
Payment Method:	Authorised Bank Transfer      Electronic Fund Transfer      BPAY	

e

Enter your ABN and bank account details. If your information is pre-populated, ensure all details are correct. Ensure that you read the Product Disclosure Statement (PDS) and Financial Services Guide (FSG) for SCH online. Click the tick box to acknowledge payment through SCH online, and if you agree to the Terms and Conditions, click Submit.



The easiest way to pay your super. Because you only pay once.

Cancel

Submit

#### The Superannuation Clearing House

You can pay multiple super funds through SCH-Online with a single payment.

SCH-Online is not recommended or provided by legalsuper.

You should read the PDS to decide whether this product suits your needs.

As described in the PDS, contributions made via SCH-Online may take additional time to reach the destination fund. Charges may apply when you make contributions to funds other than legalsuper

SCH-Online integrates fully with legalsuper EmployerAccess, so it's easy to make super contributions and manage employee details.

#### SCH-Online information

#### \* 🛃 SCH-Online - FSG \* 🥔 SCH-Online-PDS

#### ABN

You must provide your ABN to use SCH-Online.

ABN

#### Bank account details

You must provide your bank account details to use SCH-Online.

We will refund any money returned by super funds to this account.

\* 273

If you pay by Authorised Bank Transfer, the account you enter here must be the same as the account you make payments from

BSB	*	
Account number	*	
Account name	*	
Email (for refund notification)	•	

📁 I wish to pay super contributions through SCH-Online and acknowledge I have read the Product Disclosure Statement and agree to the Terms and Conditions it contains



You will then be prompted to login a second time, using your email address as your username.



# 5.

You will then see the SCH online logo in the top right hand corner of the page. Clicking on **Create additional contribution** will allow you to make contributions for a new pay period.

Home	Messages	My Details	Employee Man	agement	Contribution			
Dashbo	bard							
Welcome to	Employer	Access				Hide Information	~	
nformation								
To pay any incomp	lato os outotondi	an contributions:						
1. Click on 'conti 2. Pay the oldest								
f there are no inco	mplete or outsta	inding contribution	s you can either:					
1. Show all contr 2. Create an add		on						
Contributions	5							
Contribution ID	Contribut	ion Period 🗕	Number Of Employees	Amount	Status	Action		
Sorry - there are n	o records to view	v						

6.

Nominate the contribution period by entering the 'From' and 'To' dates and clicking Continue.

Home	Messages	My Details	Employee Management	Contribution		
Creat	Contril	hution				
Create	e Contril	bution				
To create an ad	dditional contributior	n, enter the contribution	n period data below.			
Contribution F	Period From:	01/09/2016	To: 30/09/2016	Enter start and end date	s for the contribution period.	

7.

To upload a payroll file click on **Payroll Upload** on the right hand side of the screen and move on to **page 12** to follow the instructions. Employers with 20 or more legalsuper members may benefit from using the Payroll Upload option. **OR** 

To enter the data directly, click on Direct Entry on the left hand side of the screen and move to page 7 to follow instructions.

Home	Messages	My Details	Employee Management	Contribu	ition
		et started. Typically e 9/2016 to 30/(		per members will	benefit from using the Import File option.
	DII	RECT ENT	TRY	Or	PAYROLL UPLOAD Upload your contribution details by file. You may need to may your file to our system.

## SCH Online **Direct Entry**

	Messages	My Details	Employee Management	Contributi	on	
ow	will you e	enter cor	tribution detail	ls?		
act from th	e below options to ge	t started. Typically e	mployers with 20 or more legalsuper	r members will b	enefit from using the Import File option.	
ontributio	on Period: 01/09	9/2016 to 31/	10/2016			
	DIF		RY		PAYROLL	UPLOAD
	Manually	enter contribution de		Or		bution details by file. your file to our system.
	r you need to work wit	in many records, cor			For existing employers: If you have pre continue using the same file format a	eviously uploaded a file, you will be able to s per your previous contribution return.

DIRECT ENTRY

Manually type in the contribution amounts, directly in to the revelant columns for all legalsuper employees. If your employees are not listed, see instructions on **how to add an employee on page 21**.

						$\sim$		house online	<b>1e</b>
Home	Messages	My Detail	s Employe	e Management	Contribution				
Contril	oution	Details							
Contin	oution	Details							
	Edit Contribu	tion (Grid)							
lee the grid hel	ow to enter contr	ibution amounte t	then continue to new	ment ontione					
Jse the grid bel	ow to enter contr	ibution amounts, t	then continue to pay	ment options.					
-									
-			then continue to pay						
Contributi	on: 183658	<b>32628</b> 01/0	9/2016 <b>to</b>	31/10/2016					
-	on: 183658		9/2016 <b>to</b>		Payroll #			F	ilter
Contributi	on: 183658	<b>32628</b> 01/0	9/2016 <b>to</b>	31/10/2016	Payroll #				
Contributi	on: 183658	32628 01/0	9/2016 <b>to</b>	31/10/2016	Payroll #			F Manage Accou	
Contributi Member ID	Employees (5)	32628 01/0 Siven name(s) ( \$420.00 C	19/2016 to su	31/10/2016		Member	Employer	Manage Accou	unts
Contributi	ion: 183658	32628 01/0 Biven name(s) ( \$420.00 C	99/2016 <b>to</b>	31/10/2016		Member contribution	Employer Additional		
Contributi Member ID	Employees (5)	32628 01/0 Siven name(s) ( \$420.00 C	19/2016 to su	31/10/2016 Imame bysees (0) \$0.00 TEN \$6 contribut			Employer Additional \$0.00	Manage Accou	unts
Contributi Wember ID legalsuper ID Member ID	Employees (5)	32628 01/0 Siven name(s) ( \$420.00 C s Given Name	19/2016 to Su Date of birth	31/10/2016 mame oyees (0) \$0.00 TTN 80 contribu @No \$1	tion Selary secrifice	contribution	Additional	Manage Accou	unts Ac
Contributi Kember ID legalsuper ID Member ID 326352251	Employees (5) Burname 4 Briant	32628 01/0 Siven name(s) ( \$420.00 C Given Name Patty	19/2016 to Su ther Fund Emplo Date of birth 07/09/1976	31/10/2016 mame yees (0) \$0.00 TFN \$6 contribut 9 No \$1 9 No \$1 1 0 No \$1	ntion Betary secrifice	contribution \$0.00	Additional \$0.00	Manage Accou Total \$100.00	unts Ac edit
Contributi Kember ID Iegalsuper ID Member ID 326552251 326552252	Employees (5) Briant Farigne	32628 01/0 Siven name(s) ( \$420.00 C Given Name Patty Gemima	19/2016 to Su ther Fund Emplo Date of birth 07/09/1976 65 03/10/1951	31/10/2016 mame sysees (0) \$0.00 TFN \$0 contribut @No \$1 @No \$5 @No \$5	tion Selary secrifice 00.00 \$0.00 50.00 \$0.00	contribution           \$0.00           \$0.00	Additional \$0.00 \$0.00	Manage Accou Total \$100.00 \$50.00	unts Ac edit edit

For any employees that have choice of fund outside of legalsuper, click on **Other Fund Employees** on the right hand tab, or you can click on the bottom right hand button titled **Check other fund contributions.** 

Even if you do not pay to any superannuation funds outside of legalsuper, you must go to the Other Fund Employees tab or click on Check other fund contributions to continue.

Edit Contribu									
to enter contr	ibution amounts, th								
		en continue to payr	nent optio	ns.					
n: 18365	32389 01/0	9/2016 <b>to</b> 3	31/10/3	2016					
1: 103030	2369 01/0	9/2016 <b>to</b>	51/10/4	010					
								_	
	Given name(s)	Su	mame	Pavro	#			Fi	iter
ployees (5)	\$0.00 Othe	r Fund Employe	es (1) \$	0.00				Manage Accou	Ints
									-
Surname	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member	Employer	Total	
						contribution			
Briant	Patty	07/09/1976	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	e
Farigne	Gemima	65 03/10/1951	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	e
Kaur	Lalitha	03/11/1990	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	e
Naui							30.00	\$0.00	
Smith	Fred	01/01/1986	( No	\$0.00		\$0.00		\$0.00	
Smith		01/01/1986	() No	\$0.00	\$0.00		\$0.00	\$0.00	e
Smith			-		\$0.00		\$0.00	\$0.00	
	Fred Chen	01/01/1986 22/02/1961	No     No	\$0.00 \$0.00		\$0.00 \$0.00			(
Smith			-		\$0.00		\$0.00	\$0.00	
Smith			-		\$0.00		\$0.00	\$0.00	
Smith			-		\$0.00		\$0.00	\$0.00	
Smith			-		\$0.00		\$0.00	\$0.00	6
Smith			-		\$0.00		\$0.00	\$0.00	(
Smith			-		\$0.00		\$0.00	\$0.00	
Smith			-		\$0.00		\$0.00	\$0.00	
Smith			-		\$0.00		\$0.00	\$0.00	6
Smith			-		\$0.00		\$0.00	\$0.00	6
Smith			-		\$0.00		\$0.00	\$0.00	6
Smith			-		\$0.00		\$0.00	\$0.00	(
	ployees (5) Surname Briant	Surname Given Name Briant Patty	Summer         Given Name         Date of birth           Briant         Patty         07/09/1976	Briant         Patty         Office         Fund Employees (1)         St	Briant     Patty     O7/09/1976     Image: None of the state of t	ployees (5) \$0.00     Other Fund Employees (1) \$0.00       Surname ×     Given Name     Date of birth     TFN     SG contribution     Salary sacrifice       Briant     Patty     07/09/1976     Image: Solid	Burname *         Given Name         Date of birth         TFN         SG contribution         Salary sacrifice         Member contribution           Briant         Patty         07/09/1976 $\bigcirc$ No         \$0.00         \$0.00         \$0.00	ployees (5) \$0.00     Other Fund Employees (1) \$0.00       Surname -     Given Name     Date of birth     TFN     SG contribution     Salary sacrifice     Member contribution     Employer Additional       Briant     Patty     07/09/1976 $\Theta_{N0}$ \$0.00     \$0.00     \$0.00     \$0.00	Briant     Patty     O7/09/1976     Image     S0.00     S0.00     S0.00     S0.00     S0.00     S0.00     S0.00

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Add in any payment amounts for employees with other funds. If you do not have any employees in other funds, no records will show. If you need to add employees for another fund, click add employee and see instructions on page 21.

Once you have added and checked all contribution details, click Continue

se the grid belo	Edit Contribution		continue to pave	Summary ment options.						
ontributio	on: 18365823	89 01/09/	2016 <b>to</b>	31/10/2016					_	
ember ID	Give	n name(s)	Su	Irname	Pa	yroll #				Filter
legalsuper E	mployees (5) \$4	75.00 Oth	er Fund Emplo	oyees (1) \$50.00					Manage Acco	ounts
Member ID	Fund name	Surname 🔺	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Award	En Ad
3698769	AustralianSuper									
		McBaron	tess	01/02/1981	€ No	\$50.00	\$0.00	\$0.00	\$0.00	
		McBaron	less	01/02/1981	<b>9</b> No	SSO.00	\$0.00	50.00	\$0.00	
			tess	01/02/1981	Wo	\$50.00	\$0.00 \$0.00	\$0.00		
add emp		tribution	tess	01/02/1981				\$0.00		

**DIRECT ENTRY** 

The contribution summary page will load. Check the relevant members and populated amounts. If the details are correct, click **Continue to Payment Details.** 

Home	Messages	My Details	Employee Management	Contribution			
Contri	bution S	ummary					
			Summary	Payment			
Contributio	n 1836582389		01/09/2016 to 31/10	0/2016			Export
Employees	being paid in this	contribution:				0	
Total payab	le amounts in this	contribution (Paym	ent Amount):			\$0.00	view less
Clear co	ntribution details a	ind start over	Upload ano	ther file Adjust co	ntribution detail	Continue to Pay	ment Details

#### **DIRECT ENTRY**

9

On the **Payment Options** screen, select your preferred payment method. You can choose between an Authorised Bank Transfer, Electronic Funds Transfer (EFT), or BPay. After you have selected your preferred method, click **Confirm Payment**.

	ent Optio	ons				
			Payment Complete			
To change you	details for this contribu ur preferred payment m our contribution, click '	method, select the	relevant payment tab.			
Payment met	thod		Electronic F	und Transfer 🛛 🔘 BF	3PAY	
EFT Deta	ails					
Fund BSB						
Account nu	umber				What is Electronic Fund Transfer?	
	umber eference Number				To pay by EFT go to your bank or financial institution's	
Payment R		etails			To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment R	eference Number on payment de	etails	CH2018365823896		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Ro Contributio	eference Number on payment de		CH2018365823896 \$0.00		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Ro Contribution Master Contribution	eference Number On payment de	per			To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Ro Contribution Master Contri Contribution Contribution	eference Number On payment de ribution ID s payable to legalsup	per Inds	\$0.00		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Ro Contribution Master Contri Contribution Contribution	eference Number On payment de ribution ID s payable to legalsup s payable to other fur	per Inds	\$0.00 \$0.00		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Re Contribution Master Contri Contribution Contribution Superannuat Subtotal	eference Number On payment de ribution ID s payable to legalsup s payable to other fur	per Inds	\$0.00 \$0.00 0.00 Inc. GST (1)		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	
Payment Re Contribution Master Contri Contribution Contribution Superannuat Subtotal	eference Number On payment de ribution ID s payable to legalsup s payable to other fur tion Clearing House of ered by legalsuper	per Inds	\$0.00 \$0.00 0.00 Inc. GST () \$0.00		To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the	



#### **DIRECT ENTRY**

A pop up will appear confirming that you will commit to making the super payment. Click **Continue** to if you wish to proceed.

	Payment Confirmation
954	You are committing to make a superannuation payment of \$6,132.39. Do you wish to proceed?
008579	BP
	Cancel Continue BPAY
	nd er onfin

#### **DIRECT ENTRY**

=

The **Payment Confirmation** screen outlines your contribution payment. You can print a copy of the details for your own records, or click **finish**. You will be emailed a copy of the remittance advice.

En	Home Me	Employee Management	Contribution			
	ayment					
				> c	omplete	
	ank you for authoris ployee's account w	The payment will be deducted fi	rom your account on the pa	yment date you have in	dicated. Contributions will be	e applied to your
and ph	ayment confirmatio	processes.				
	ontribution de					
	mployer name	FAKE				
	mployer ID	200008579				
	ontribution period	01/09/2016 to 30/09/20	16			
	CH Online Contrib	CH2018333767060				
	ubmission date	28/09/2016				
No.			ontributions	SCH-Online charge		Amount
	alsuper her funds	5	\$6,132.39 \$0.00		\$0.00 \$2.95	\$6,132.39 \$2.95
	nertunas	U	\$0.00		Refund from legalsuper	\$2.95
					Total payable:	\$6,132.39
	ayment detai					
	ayment method	BPAY				
make th or	B Telephon Contact y payment f transactio					
137 51	Registe	518				
	iller code	178954				
	ef*	200008579				
	mount due *	\$6,132.39				
				Make another contr	ibution Print	Finish
				many another conta		

You have now successfully completed submitting your contribution advice via SCH Online.

Once these steps have been finalised, simply make one payment of the whole amount to SCH Online via your preferred payment method.

The contributions will then be distributed to the various superannuation funds.

#### For further questions or help, please don't hesitate to contact us.

Speak to a legalsuper representative: **1800 060 312** Contact SCH Online: **1300 855 935** sch-online.com.au

## SCH Online Payroll Upload

#### PAYROLL UPLOAD

If your file is already in the ATO's 'Standard Alternative File Format' then select SAFF file on the left hand side. For more information about SAFF files, visit **ato.gov.au**.

If you do not have a SAFF file, click **Other File** on the right hand side.

Home	Messages	My Details E	mployee Management	Contrib	ution	
How v	vill you e	enter contri	bution detai	ls?		
Select from the	e below options to ge	et started. Typically employ	ers with 20 or more legalsupe	er members wi	Il benefit from using the Import File option.	
Contributio	n Period: 01/0	9/2016 to 30/09/20	16			
		SAFF FILE			OTHER	
		eam alternative file format (\$ mat you should use "Other		Or	Upload your contributi You may need to map you	ur file to our system.
					For existing employers: If you have previo continue using the same file format as pe	
					Cancel	Return to Contribution List

## 2.

#### PAYROLL UPLOAD

Mapping your contribution file allows the clearing house system to accurately read the data from your files. Click on 'browse' to select your file and go through to File Mapping.

				super clearing house online
Home	Messages	My Details	Employee Management	Contribution
Before you ca	n import a contribu	tion file, you must	file for import map your import file to our syster e on your computer.	n.
	on file cord (rows) delimite umn delimiter:	er: NewLin Comma		Browse

3

File mapping happens in five steps. Use the **SCH online Example File** on the final page of this document for further assistance with file-mapping requirements.

#### Step 3a:

Browse your computer to find and import your file. This will display under file preview.

lar		essages	My Det	ails	Employee Ma	anagem	ent	Contribution						
1al	you	r con	tributi	on file	e for ir	npo	ort							
	u oon imno	rt a contrib	ution file yes	u must man	your import fil		austam							
fore yo	ou can impo	rt a contrib	ution file, you	I must map :	your import in	e to our	system.							
ton 1	Click '	Browso	' to find t	he file o	n your coi	moute	ar							
teh 1	. CIICK	browse	to find t	ne me o	your col	inpute	51.							
, contri	ibution file		E	Book1.xlsx				Browse.	1)					
ilo ni	eview													
ne hi	eview													
	_													
Row 1	Firstname	Surname	TFN	Street	Suburb	State	Postcode	DOB	Gender	SG	Mbr#	SUPERFUND	ABN	SPIN
	Fred	Smith	125375394	Very	Hupbert	VIC	3876	1/01/1986	M	1999	30345	ABC	8523396748	ABC100AU
2		Briant	345567890	Albere	Lacorssay	VIC	3997	7/09/1976	F	876.98	2228997	HESTA	649717321	HST0110AL
	Patty				and the state of the	NSW	2887	3/10/1951		2013.02	501958	legalsuper	000 10070070	
	Patty Gemima	Farigne	163856215	Strong	sheid plain	14244		0/10/1001				legaisuper	60346078879	LIS0100AU
3		Farigne Kaur	163856215 529874123	Strong Willow	condeetner	WA	6096	3/11/1990		169.9	30356987	legalsuper	60346078879	LIS0100AU

#### Step 3b:

Specify your file structure. Input numbers to indicate whether there is a header, and on what row the data starts.

#### Step 3c:

Enter the date and money format which you used in your file. This must match for the file information to be extracted correctly.

My file has headers in row:	1 My file doesn't have a header row	
Data in my file starts in row:	2	
Step 3. Date and N	oney formats.	
	m(m)/d(d)/yyyy v (j	
Step 3. Date and M Date formats in my file: Money formats:		

#### Step 3d:

Map your file columns on the left with the SCH system required fields on the right. Check that your data matches the far right column (eg. First name = Given Name) For any fields which read 'Not Mapped' click on the field to bring up a list of options.

#### Please note that not all fields are mandatory.

Use the **SCH online Example File** on the final page of this document for further assistance with file-mapping requirements. The highlighted fields in the example file are the mandatory fields.



#### Map your contribution file for import

Before you can import a contribution file, you must map your import file to our system.

For each of your column headings, select the corresponding system field from the drop down options.

Your File's Columns	(examples)	Our fields	
Firstname	(Fred, Patty)	- Not Mapped	×
Surname	(Smith, Briant)	Surname	×
TEN	(125375394, 345567890)	TEN	×
Street	(Very, Albere)	- Not Mapped	×
Suburb	(Hupbert, Lacorssay)	Suburb	×
State	(VIC, VIC)	State	×
Postcode	(3876, 3997)	Postcode	×
DOB	(1/01/1986, 7/09/1976)	Date of birth	×
Gender	(M, F)	Gender	×
3G	(1999, 876.98)	Not Mapped	×
/br#	(30345, 2228997)	- Not Mapped	×
SUPERFUND	(ABC, HESTA)	- Not Mapped	×
ABN	(8523396748, 649717321)	ABN	×
SPIN	(ABC100AU, HST0110AI)	USI	×

#### Step 3e:

Choose the corresponding field. If your option is not shown, you can select **Show extended fields** in the top right hand corner. Once complete, click **Confirm** in the bottom right hand.

		Mappin	g: "Firstname"		×
Show Extended Fields					
Employee Details					A
Title	Date of bir	th	TFN	Suburb	
Surname	Gender		Street Address 1	State	
Given name	Email addr	ess	Street Address 2	Postcode	
	Phone num	nber		Country	
	Mobile nur	nber			
Employment Details					
Payroll number	Occupatio	n	Employment type		
Employee satisfies work test (if > 65)	Loc ation				
Employment Start Date	Termination	n date			
	Annual Sal	ary (for Insurance)			
Employee Fund Details					
Member ID	USI		Fund ESA		
	ABN		Fund Name		
			Classific ation		
					Ť
FUND		(ABC, HESTA)		Not Mapped	<b>X</b>
		(8523396748, 649717321)		ABN	X (
		(ABC100AU, HST0110AI)		USI	×



#### PAYROLL UPLOAD

You will be prompted to review and re-confirm the mapping. Once you are satisfied that the fields are matching, click confirm again.

					Super clearing house online		
Home	Messages	My Details	Employee Management	Contribution			
onfir	m field I	Mapping	s				
	nfirm your file mapp						
			nding system field from the drop dowr	n options.			
	Your File's C	olumns		(examples)	Our fields		
stname			(Fred, Patty)		(Given name)		
rname			(Smith, Briant)		(Sumame)		
(FN		(125375394, 345567890)		(TFN)			
Street		(Very, Albere)		(Street Address 1)			
burb			(Hupbert, Lacorssay)		(Suburb)		
ate			(VIC, VIC)		(State)		
stcode			(3876, 3997)		(Postal code)		
в			(1/01/1986, 7/09/1976)		(Date of birth)		
ender			(M, F)		(Gender)		
3			(1999, 876.98)		(SG contribution)		
or#			(30345, 2228997)		(Member ID)		
PERFUND			(ABC, HESTA)		(Fund Name)		
PERFUND (ABC, HESTA)			(8523396748, 649717321)		(ABN)		
IN			(ABC100AU, HST0110AI)		(USI)		

5.

#### PAYROLL UPLOAD

Review your confirmation and click 'Edit Mapping' if you need to make changes. Click **Proceed to Contributions** to begin the contributions process.

	1	
ile Mapping Comple	te	
ou have successfully created file mapping details. P	ease review these below.	
you wish to change these, please click on "Edit Map	pings" below.	
Your File's Columns	(example	s) Our fields
Firstname	(Fred, Patty)	(Given name)
Surname	(Smith, Briant)	(Surname)
TFN	(125375394, 345567890)	(TFN)
Street	(Very, Albere)	(Street Address 1)
Suburb	(Hupbert, Lacorssay)	(Suburb)
State	(VIC, VIC)	(State)
Postcode	(3876, 3997)	(Postal code)
DOB	(1/01/1986, 7/09/1976)	(Date of birth)
Sender	(M, F)	(Gender)
SG	(1999, 876.98)	(SG contribution)
/lbr#	(30345, 2228997)	(Member ID)
SUPERFUND	(ABC, HESTA)	(Fund Name)
ABN	(8523396748, 649717321)	(ABN)
SPIN	(ABC100AU, HST0110AI)	(USI)

needs validation.

PAYROLL UPLOAD

1

Click 'Choose file' to select a payroll file to load. Once selected, click Submit.

~	File upload							
o upload your	contribution file:							
	vse' to find your file o mit' to upload the co							
If your file inc	ludes normants to	fund other than la	galsuper you must include Fu	ind Nome, ADM or CDIN i	the relevant rouse			
			alsuper you must include Ful		the relevant rows.			
			ess1, Suburb, State, Postcod		ed. State must be c	one of NSW VIC OL	D SA WA NT TAS AC	T
	owse' button to choo					, 10 01 11011, 110, QL	5, 5, 6, 7, 7, 7, 7, 7, 6, 7, 6	
	o No file chosen							

Once the upload is complete, you will be presented with a validation screen. You will need to amend any information from the highlighted fields. Once you have amended the highlighted fields, click **Reprocess this record** to be taken to the next record which

File upload Validate	
	Summary Payment
Complete Contribution 1833376706 01/0	09/2016 to 30/09/2016
Prefer to work offline? You can download a corrections fil	ile when processing is complete. Download Corrections File
Processing records 5 of 5	Cancel processing
This record requires your attention	
FRED SMITH	Unidentified Member 1 issue(s) need attention
	ABC
Fund Details	Search Funds
Member ID 30345	ABC100AU
Fund Name ABC	
	Your search did not locate any fund. Please check your details and search again.
ABN (8523396748)	If you cannot find your fund, you can add a new fund using the button below.
	Add new Self Managed Super Fund (SMSF) Use default fund

#### PAYROLL UPLOAD

10

After the data validation process has been completed, the **Contribution Summary** page will load. Check the relevant members and populated amounts. If the details are correct, click **Continue to Payment Details**.

Contribution Summary		
Summary		
Contribution 1833376706 01/09/2016 to 30/09/2016	Export	
Records not paid from latest file: (0)	\$0.00	
Failed employee updates from latest file:	٥	
New employees created by latest file:	5 view	
Employee records adjusted by latest file:	0	
Employees being paid in this contribution:	5 view	
Funds from latest file:	\$6,132.39 view	
Total payable amounts in this contribution (Payment Amount):	\$6,132.39 view less	
Legal Super:	\$6,132.39	
SG contribution	\$8,132.39	
Salary sacrifice	\$0.00	
Member contribution	\$0.00	
Employer Additional	\$0.00	
Other funds:	\$0.00	
SG contribution	\$0.00	
Salary sacrifice	\$0.00	
Member contribution	\$0.00	
Employer Award	\$0.00	
Employer Additional	\$0.00	
Spouse Contributions	\$0.00	
Child Contributions	\$0.00	
	\$0.00	
Other Third Party Contributions	\$0.00	

9.

#### PAYROLL UPLOAD

If there is missing data in the files you have uploaded, the below screen will appear. Certain data is mandatory under the SuperStream data standards, for more information see the **ATO website**. Select the tick box to acknowledge the missing files and select **Continue to Payment Details**.

		Complete	Summary Warning	
			an employer is required to provide certain mandatory employee	
		w employees and/or when making co indatory data elements for your emplo		
i ne table belov	v provides details of the missing ma	noatory data elements for your emplo	oyees.	Export
Member ID	First name	Last name	Key Data Missing	
26352249	Fred	Smith	1 TFN, Phone Number	
26352251	Patty	Briant	1 TFN, Phone Number	
26352252	Gemima	Farigne	1 TFN, Phone Number	
26352253	Lalitha	Kaur	1 TFN, Phone Number	
26352255	Chen	Yeung	1 TFN, Phone Number	
		Page 1 of 1	View 1 - 5 of 5	
		knowledge the following.		

10.

#### PAYROLL UPLOAD

6

On the **Payment Options** screen, select your preferred payment method. You can choose between an Authorised Bank Transfer, Electronic Funds Transfer (EFT), or BPay. After you have selected your preferred method, click **Confirm Payment**.

Home	Messages	My Details	Employee Management	Contribution	
Payn	nent Optio	ons			
			Payment Complete		
To change yo	nt details for this contrib our preferred payment your contribution, click	method, select the	relevant payment tab.		
Payment me	ethod		Electronic F	und Transfer 🔿 BF	PAY
EFT De	tails				
Fund BSB	3				
Account r	number				What is Electronic Fund Transfer?
Payment f	Reference Number				To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the following Payment Confirmation page.
Contribut	tion payment c	details			
			CH2018333767060		
	tribution ID				
Master Cont	ns payable to legalsu	iper	\$6,132.39		
Master Con Contributio			\$0.00		
Master Con Contributio Contributio	ons payable to legalsu	funds			
Master Cont Contributio Contributio Superannua	ons payable to legalsu ons payable to other fi	funds	\$0.00		
Master Cont Contributio Contributio Superannua Subtotal	ons payable to legalsu ons payable to other fi	funds	\$0.00 \$2.95 Inc. GST ()		
Master Cont Contributio Contributio Superannua Subtotal	ons payable to legalsu ons payable to other fr ation Clearing House wered by legalsuper	funds	\$0.00 \$2.95 Inc. GST (j) \$6,135.34		

PAYROLL UPLOAD

A pop up will appear confirming that you will commit to making the super payment. Click **Continue** to proceed.

954 D08579	Payment Confirmation You are committing to make a superannuation payment of \$6,132.39. Do you wish to proceed?  Cancel Continue PAY Nd er Phy
---------------	--

12.

#### PAYROLL UPLOAD

20

The **Payment Confirmation** screen outlines your contribution payment. You can print a copy of the details for your own records, or click **finish**. You will be emailed a copy of the remittance advice.

					super clearing house or	nline
Home	Messages	My Details	Employee Management	Contribution		
Paym	ent Conf	irmation				
					Complete	
mployee's ac	authorising the payn secount when paymen nfirmation has been tion details	t has been received	tion. The payment will be deduct and processed.	ed from your account on the	payment date you have indicated. Contributions will b	be applied to your
Employer n	ame		FAKE			
Employer II	D		200008579			
Contribution	n period		01/09/2016 to 30/09	/2016		
SCH Online	Contribution ID		CH2018333767060			
Submission	n date		28/09/2016			
	Contraction of the second s	ibution ID	No. of employees	Contributions	SCH-Online charges (inc. GST)	Amount
egalsuper Other funds		3376706 N/A	5	\$6,132.39	\$0.00	\$6,132.39 \$2.95
Julet lunds		1WA	U.	20.00	Refund from legalsuper	\$2.95
					Total payable:	\$6,132.39
payment						
	ethod Felephone & Internet Contact your bank or f payment from your che ransaction account. M	inancial institution to eque, savings, debit,	make this or			
PAY	Registered to BPAY	Pty Ltd ABN 69 079	137 518			
Biller code			178954			
Ref *			200008579			
	*		\$6,132.39			
Amount due						
Amount due						

You have now successfully completed submitting your contribution advice via SCH Online.

Once these steps have been finalised, simply make one payment of the whole amount to SCH Online via your preferred payment method.

The contributions will then be distributed to the various superannuation funds.

#### For further questions or help, please don't hesitate to contact us.

Speak to a legalsuper representative: **1800 060 312** Contact SCH Online: **1300 855 935** sch-online.com.au

## SCH Online Adding an Employee

#### ADDING AN EMPLOYEE

From the home screen, click on Employee Management and then Add employee

com	plete C	ontributio	Manage Em	ployees	)			
se use the		d below. Search by st outstanding or incom Contrib	plete contributions		to 30	/06/2017	7	Search
Contribu	tion ID	Contribution Pe	riod •	Number Of Emple	oyees	Amount	Status	Action
	6706	01 Sep 16 - 30 Se	ep 16	5		\$6,132.39	Awaiting payment	Summary Payment
183337			ct 16	0		\$0.00	Awaiting payment	Summary Payment

#### OR

From the Contributions Details screen, click on add employee in the bottom left of the screen

Member ID         Surrame a         Given Name         Date of birth         TFN         SG contribution         Selary sacrifice         Member contribution         Employer Additional           326352251         Briant         Patty         07/09/1976 $\Theta_{No}$ 50.00         50.00		Edit Contributi	on (Grid)								
Nember ID         Given name(s)         Sumame         Payroll #         Manage Active           Iegalsuper Employees (5)         \$0.00         Other Fund Employees (1)         \$0.00         Salary secrifice         Member Contribution         Employee         Contribution         Employee         Contribution         Contribution         Employee         Contribution         Solo	se the grid belo	w to enter contrib	ution amounts, th	en continue to payn	nent optio	ns.					
Nember ID         Given name(s)         Sumame         Payroll #         Manage Active           Iegalsuper Employees (5)         \$0.00         Other Fund Employees (1)         \$0.00         Salary secrifice         Member Contribution         Employee         Contribution         Employee         Contribution         Contribution         Employee         Contribution         Solo	ontributio	on: 183658	2389 01/09	9/2016 to 3	31/10/2	2016					
Iegalsuper Employees (5)         \$0.00         Other Fund Employees (1)         \$0.00         Selary sacrifice         Member contribution         Employee         Total           Member ID         Surname         Olven Name         Date of birth         TFN         \$60 contribution         Selary sacrifice         Member contribution         Employee         Additional         Total           26352251         Brant         Patty         07/09/1976         No         \$0.00	,one ibutio	. 100000	1000 01/00	//2010 10 1	5171072	.010				_	_
Member ID         Surname         Oliven Name         Date of birth         TFN         80 contribution         Salary secrifice         Member contribution         Employer Additional           26352251         Briant         Patry         07/09/1976         Image: No         50.00         \$0.00	lember ID	Gi	ven name(s)	Sur	mame	Pay	roll #			Fi	lter
Mamber ID         Sumame a         Given Name         Date of birth         TFN         80 contribution         Salary secrifice         Member contribution         Employer Additional           26352251         Briant         Patty         07/09/1976         IV No         50.00											
Brant         Patty         07/09/1976         0 No         \$0.00	legalsuper E	mployees (5)	\$0.00 Othe	r Fund Employee	es (1) \$0	0.00				Manage Accou	nts
Ze352252         Farigne         Gemima         65         03/10/1951         0 No         50.00         \$0.00	Member ID	Surname 🔺	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Additional	Total	Ac
26352253         Kaur         Lalitha         03/11/1990         No         \$0.00	26352251	Briant	Patty	07/09/1976	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
26352249 Smith Fred 01/01/1986 0No \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		-			🕕 No	\$0.00	\$0.00			\$0.00	edit
	26352253				-					\$0.00	edit
26352255 Yeung Chen 22/02/1961 €No S0.00 S0.00 \$0.00 S0.00 S0.00 \$0.00		Smith			-					\$0.00	edit
			Chen	22/02/1961	🕕 No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
		Yeung									

22

Click on legalsuper or Another fund. If you elected legalsuper, move to step 4. If you elected another fund, type in the superannuation fund name, ABN or USI, then click Search

superannuation stateme	, enter the required information below. If nt.				
Fund Details					
Member fund •	🔿 legalsuper 💿 And	other fund			
Search Funds	5				
STA011AU		Search	-		
SINUTIAU			_		
	e details				
Basic employee	e details				
Basic employee					
Basic employee Member ID • Title	e details	•			
Basic employee Member ID • Title Given name					
Basic employee Member ID * Title Given name Surname *	- please select	:			
Basic employed Member ID * Title Given name Surname * Gender		•			
Basic employee Member ID * Title Given name Surname *	- please select	:			

3.

#### ADDING AN EMPLOYEE

Select the correct fund and then click Choose this fund

Nember fund * (	legalsuper 📀 Another f	und		
Search Funds				
STA0100AU		Search		
Name	ABN	_	USI	
AustralianSuper	65714394898	STA0100AU		
AustralianSuper Corporate (use SPINSTA0100AU instead)	70742900857	MAF0100AU		
Fund Name: AustralianSupe Fund ABN: 65714394898 Fund USI: STA0100AU	r			



23

If your employee is with another superannuation fund, input the Your **employer ID** for the other superannuation fund.

#### Input the Basic employee details and then click Next

Other fund details Fund name Australian USI STA0100A Fund ABN 657143944		und				
USI STA0100A Fund ABN 65714394	U					
USI STA0100A Fund ABN 65714394	U					
Fund ABN 657143948						
	398					
Your employer ID for this fund						
Basic employee details Member ID* 33698765	9					
Title Miss		\$				
Given name tess			4			
Surname * McBaron						
Gender FEMALE		\$	4			
Date of birth 01/02/198	31	26	4			
TFN			4			

5.

#### ADDING AN EMPLOYEE

Add the employees **Contact details** and click **Create employee.** Ensure you input the employees details and not your own personal or business details.

Add Employe	e			
reate a new membership recon	d for this employee.			
Fund Details				
und name	AustralianSuper			
SI	STA0100AU			
ind ABN	65714394898			
ur employer ID for this fund				
asic employee deta	ails			
nber ID	33698769			
0	Miss			
ven name	tess			
umame	McBaron			
ender	FEMALE			
ate of birth	01/02/1981			
FN	not provided			
ontact details				
treet address 1	141 Zahene La	 4		
treet address 2				
ddress - Suburb	Melbourne	4		
ddress - State	Victoria	4		
ddress - Postcode	3000			
country	AUSTRALIA	\$ Ā		
hone number				
lobile number		A.		
mail address		-		
man 200ress				
Employment details				
mployment start date *	01/09/2016	76		
contribution redirection date *	01/09/2016	<b>(</b> )		

#### ADDING AN EMPLOYEE

You will be alerted of any missing mandatory information. If there is missing information, you will be asked tick the box to acknowledge missing mandatory information before you can click **Create employee.** For more information on SuperStream Mandatory Data, visit **ato.gov.au** 

Street address 1	141 Zahene La
Street address 2	
Address - Suburb	Melbourne
Address - State	Victoria
Address - Postcode	3000
Country	AUSTRALIA
Phone number	
Mobile number	
Email address	
Employment details	3
Employment start date *	01/09/2016
Contribution redirection date *	01/09/2016
uate	0100K2010
SuperStream Mand	latory Member Data Not Supplied - Warning
	ata and Payment Standards (also known as SuperStream) an employer is required to provide certain mandatory employee data elements to a super fund yees and/or when making contributions for their employees.
Fields not provided for this en	mployee are:
TEN	
A Phone number	
Mobile number	
In order to proceed you must	acknowledge the following.
I acknowledge that where this information available at the	e SuperStream mandatory data elements are missing, despite the employer making reasonable efforts to obtain this information, we are unable to make his time.
	Back to employee

# **W**sch online

# File-Mapping Example File

																	←			←	1
											ements	File-Mapping Requirements	File-Ma			oer field	Character limit per field		*Represents Mandatory Mapping Fields	*Represents Man	
NSF choice funds. Refer	r system. IN is used to identify SI er information.	"B is mandatory to map one of USI or ABN fields to our system. USI is used to blendly ArAv-regulated choice yunds, ABN is used to blendly SMSF choice funds. Refer to below "Data Requirements" for these fields for further information.	"It is mandatory to map USI is used to identify AI to below "Data Requires	۴	"You can map a column for both Landline & Mobile numbers. A contact number leither landline or mobile number) should be supplied for each member.	"You can map a column fo Mobile numbers. A contac landline or mobile number supplied for each member	naí for each 2 exists in	"Each contribution column is optional for mapping, however, you must map each contribution column for which data exists in your file.	*Each contributie mapping, howev contribution calu your file.	- E S X											
	20891605180	TOWER F.I.R.S.T	TOW0395AU	test@abc.com.au		02 66664444	95.23	45	415 0	111222264 43	Full Time	1/08/2012	Australia	NSW 2138	Rhodes	557 Chance Street	Male	8/01/1973 Mr	Hills 8/0	Porsche	44444
	20891605180	TOWER F.I.R.S.T	T0W0395AU	test@abc.com.au		02 66664444	0	0	435.86 64.5	111222299 43	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	536 Hammers Rd	Female	3/07/1960 Ms	Hogan 3/0:	Ferrari	33333
	68657495890	HOSTPLUS	HOS0100AU	test@abc.com.au	0491 234 567		0	0	275.45 0	111222256 2:	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	6 Talbot Place	Female	23/05/1975 Ms	Jenkins 23/i	Lamborghini	22222
	76514770399	AMP FLEXIBLE SUPER	AMP1248AU	test@abc.com.au	0491 234 567	02 66664444	70	0	123 50	111222248 12	Part Time	1/08/2012	Australia	NSW 2150	Parramatta	22 Greg Street	Male	/02/1965 Mr	Ford 1/0:	Terry	11111
	92381911598		92381911598001 NORTH PERSONAL	test@abc.com.au	0491 234 567	02 66664444	0	25	216 0	111222213 2:	Full Time	1/08/2012	Australia	NSW 2138	Rhodes	57 Chance Street	Female	3/01/1953 Ms	Fiat 8/0	Florance	325764087
				test@abc.com.au		02 66664444	0	100	119 0	111222205 1:	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	56 Hammers Rd	Female	3/07/1960 Ms	Hills 3/0:	Audi	325764086
				test@abc.com.au		02 66664444	80	0	120 0	111222193 12	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	6 Charles Place	Male	23/05/1975 Mr	VW 23/I	Tony	325764085
				test@abc.com.au	0491 234 567		0	0	245 44	111222185 24	Full Time	1/08/2012	Australia	NSW 2150	Parramatta	72 Greg Street	Male	L/02/1965 Mr	Mercedes 1/0:	Grant	325764084
				test@abc.com.au	0491 234 567		30.5	0	319 0	111222177 33	Full Time	1/08/2012	Australia	NSW 2150	Parramatta	742 Test Street	Female	15/02/1990 Ms	Holden 15/	o	325764083
				test@abc.com.au	0491 234 567		0	0	123 0	111222169 12	Full Time	1/08/2012	Australia	NSW 2138	Rhodes	57 James Rd	Female	B/12/1963 Ms	Smith-Jones 8/1:	Corvette	325764082
				test@abc.com.au	0491 234 567	02 66664444	50	25	123 0	321321321 12	Part Time	1/07/2012	Australia	NSW 2121	Epping	145 Ping St	Female	3/01/1972 Ms	Test 8/0:	Kelly-Anne	
AUSPOSTSMSF	98765432101 AI	Test SMSF		test@abc.com.au	0491 234 567	02 91234567	0	100	20 88	111222142 320	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	5/657 Smithson Rd	Female	/07/1940 Ms	Smith 3/0:	Sally	325764080
MACQUARIESMSF	M 666666666666	Sample SMSF		test@abc.com.au		02 91234567	0	0	120 0	111222134 12	Full Time	1/08/2012	Australia	NSW 2170	Liverpool	6 Challis Place	Male	3/08/1945 Mr	Smith 3/0	John	325764079
Fund ESA	FundABN Fu	FundName	FundUSI	Email Address		EmpAdd MbrCont TermDate Landline Phone# Mobile#	MbrCont TermD		SGCont SalSac	TFN SC	EmploymentType	EmploymentStart EmploymentType	Country	State PostCode Country	Suburb	Address	Title Gender		LastName DOB	FirstName	MemberID
																			house online	super clearing house online	<

Cit Runder         S         Instruct/dipha         First and sates are or paired durates         First and sates are or paired durates           Cit Runder         B         Dipha         Consolit control in tests, space, commas at **, '()' and 'B'.         Rist and the first and sates are or paired durates         Rist Sates are or paired durates are paired dura	Field		Data Requirements	Description (and/or the error message that will appear to users when an error is identified)
CF funds*     13     numeric/Lipha     Ko extiction on speak thatter       10     alpra     Can only contain letters, speaks, cammas and **, "()" and "s"       10     alpra     Can only contain letters, speaks, cammas and **, "()" and "s"       10     may be "numeric"     Speak     Cam only contain letters, speaks, cammas and **, "()" and "s"       10     may be "numeric"     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       10     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       10     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       10     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       10     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       10     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       11     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       11     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       11     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"       11     numeric     Speaks, cammas and **, "()" and "s"     Speaks, cammas and **, "()" and "s"	vember Number - Default fund*		"." "," and spaces are not permitted	Remove the following invalid characters and spacing. • NOTE: default members should be numeric values any
Sec     Signal     Can only contain letters, spaces, commas and v <sup>*</sup> , v <sup>*</sup> (1 <sup>*</sup> ) and <sup>*</sup> S <sup>*</sup> Signal     BipNa     Can only contain letters, spaces, commas and v <sup>*</sup> , v <sup>*</sup> (1 <sup>*</sup> ) and <sup>*</sup> S <sup>*</sup> Signal     BipNa     must be "M <sup>*</sup> , "Mat, "Mat, "Mat, "Mat, "Mat, "Mat, "       Signal     A monet     Must be "M <sup>*</sup> , "Mat, " Mat, "Mat, "Mat, "Mat, "       Signal     A minet     Must be "M <sup>*</sup> , "Mat, " Mat, "Mat, "       Signal     A minet     Must be "Math, "Mat, "       Signal     A minet     Dest be starter second. J i 1, 1, 1, "       Signal     A minet     Dest be starter second. J i 1, 1, 1, "       Signal     A minet     Dest be starter second. J i 1, 1, 1, "       Signal     A minet     Dest be starter second. J i 1, 1, 1, 1, must desc only       Signal     A minet     Dest be starter second. J i 1, 1, 1, must desc only       Signal     A minet     Dest starter second. J i 1, 1, 1, 1, must desc only       Signal     A minet     Dest starter second. J i 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Vember Number - CHOICE funds*		No restrictions on special characters	BT Super for Life members are the exception. They have an ID validation so the member # will need to be accurate (no hyphens, spacing or special characters). MUST be provided for choice fund members.
S0     alpha     Can adv contain teles, spaces, commas and "," (1)" and "&"       Binabie     alpha     must be "Me", "Mus" or "F", "space" only       Binabie     alpha     must be "Me", "Mus" or "F", "space" only       Binabie     alpha     must be "Me", "Mus" or "F", "space" only       Binabie     and cale must be the same as the date constant selected during the File Mapping process       Binabie     an unnetic     Space and "," are not permitted cale and constant selected during the File Mapping process       Binabie     an unnetic     Don't Incidies "S" spin, numeric and dational values only       Binabie     an unnetic     Don't Incidies "S" spin, numeric and dational values only       Binabie     an unnetic     Don't Incidies "S" spin, numeric and dational values only       Binabie     an unnetic     Don't Incidies "S" spin, numeric and dational values only       Binabie     an unnetic     Don't Incidies "S" spin, numeric and dational values only       Binabie     an unnetic/Lipha     All alter must be ame as the date from tailed during the File Mapping proces       Binabie     an unnetic/Lipha     All alter must be ame as the date from tailed alter in the duran       Binabie     an unnetic/Lipha     Must not contain numerics and date in the duran       Binabie     an unnetic/Lipha     Must not contain numerical values       Binabie     an unnetic/Lipha     Must not contain numerical values	Members Given Names*		Can only contain letters, spaces, commas and "-", "()" and "&"	Remove the following invalid characters, \ 1 [1], * and double spacing. *NOTE: Minimum of 2 characters required (initial not accepted)
ger         Descione         algoba         mast be "K", "My," "My,"""My," "My," "My,""My,"""My,"""My,"""My,"""My,"""My,"""My,""My,"""My,""My,"""My,""My,""My,""	Members Surname*		Can only contain letters, spaces, commas and "-" , "()" and "&"	Remove the following invalid characters, \ { [ ] , ( * and double spacing. *NOTE: Minimum of 2 characters required (Initial not accepted)
Series         Series         Numeric         Must be "x", "feature sector           But in numeric         All sector         All sector         All sector           But in numeric         All sector         All sector         All sector           But in numeric         All sector         All sector         All sector           But in numeric         All sector         All sector         All sector           But in numeric           But in numeric	Vembers Title		must be "Mr", "Ms", "Mrs", "Dr" or "Rev" only	
One         Currenct         All case must be that so must set data formst selected dring the file Mapping process           2         numeric/alpha         All case must be that so must set that formst selected dring the file Mapping process           2         numeric         Sares a data "ar an experimited, numbers confix           3         numeric         Cont trindice"s "sign, numeric and decimal values only           3         numeric         Cont trindice"s "sign, numeric and decimal values only           3         numeric         Cont trindice"s "sign, numeric and decimal values only           10         numeric         Cont trindice"s "sign, numeric and decimal values only           10         numeric         Cont trindice"s "sign, numeric and decimal values only           10         numeric         Cont trindice"s "sign, numeric and decimal values only           10         numeric/alpha         All dese must be tas an exit term and so values only           11         numeric/alpha         All dese must be save as the data format selected dring the file Mapping proces           10         numeric/alpha         All dese must be save as the data format selected dring the file Mapping proces           11         numeric/alpha         All dese must be save as the data format selected dring the file Mapping proces           11         numeric/alpha         All dese must be file Mapping proces <td>Members Gender*</td> <td></td> <td>must be "M", "Male" or "F", "Female" only</td> <td>A validation check will be displayed if this is not provided</td>	Members Gender*		must be "M", "Male" or "F", "Female" only	A validation check will be displayed if this is not provided
9     numeric     Spaces and "sine and permetic dual is an experiment of the participation of the partitipation of the participation of the participation of the pa	Date of Birth*		All dates must be the same as the date format selected during the File Mapping process	Change date format to that used when you mapped the file. *NOTE: if DOB is not included for all members - the file will be rejected
20     numeric/lipha     All keybaard datasets seege; \ \ 1,  , \'' and Double spacing       21     numeric     Don't include '''' spin, numeric and decinal values only       20     numeric     Don't include ''''' spin, numeric and decinal values only       20     numeric     Don't include ''''''''''''''''''''''''''''''''''''	Tax File Number*		Spaces and "-" are not permitted, numbers only	Remove spacing
1     numetic     single/ducible digitamulhe only       10     numetic     Derit trickles "S spin, numetic and decinal values only       10     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic     Derit trickles "S spin, numetic and decinal values only       12     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic     Derit trickles "S spin, numetic and decinal values only       11     numetic/sipha     All lestons must be the same as the data form states commercement data. 21 a date in the future       12     numetic/sipha     All lestons must be the same as the data form states commercement data. 21 a date in the future       13     numetic     System willow accept NN, VIC, QD, NA, ACT, SA, MA or VI       14     numetic     Ta numetic       15     numetic     Ta numetic       16     numetic     Ta numetic       17     numetic     Can only contain numerical values       18     numetic     Ta numetic       19     numetic/sipha     Nus not contain numetical values (an contalin single spacing) <td><sup>2</sup>ayroll Number</td> <td></td> <td>All keyboard characters except , \ [.[],'" and Double spacing</td> <td></td>	<sup>2</sup> ayroll Number		All keyboard characters except , \ [.[],'" and Double spacing	
30     numetic     Dort inclués 's gan, numetic and docimal values only       31     numetic     Dort inclués 's gan, numetic and docimal values only       32     numetic     Dort inclués 's gan, numetic and docimal values only       33     numetic     Dort inclués 's gan, numetic and docimal values only       34     numetic     Dort inclués 's gan, numetic and docimal values only       35     numetic     Dort inclués 's 'gan, numetic and docimal values only       36     numetic/lipha     Must not ciculan numetic, somano somay special characters       35     alpha'     Must not cicular society, 1 (1) (1) '' and Double spacing       36     numetic/lipha     All seposard character society, 1 (1) (1) '' and Double spacing       37     numetic     Can only contain numetics on mometic and active states' is and ''county'' should be       38     numetic     Spaces in numetical values       39     numetic     Gan only contain numetical values       30     numetic     Gan only contain numetical values       31     numetic     Gan only contain numetical values	Number of Pays		single/double digit number only	
30     numetic     Oper tricules ''s gan, numeric and decinal values only       influtione, casal, etcl     inametic     Doer tricules ''s gan, numeric and decinal values only       mentical     inametic     Doer tricules ''s gan, numeric and decinal values only       mentical     inametic     Doer tricules ''s gan, numeric and decinal values only       mentical     inametic     Doer tricules ''s gan, numeric and decinal values only       mentical     inametic     Doer tricules ''s gan, numeric and decinal values only       inametical     inametic     Die cannot be the same as the data format selected during the File Mapping process       inametical     inametic/ipha     All lesters merse; \'l     .'' and Double spacing       inametical     inametical     Val lesters merse; N, Vic, QD, TA, A, CT, SA, WA or VI       inametical     inametical values     Tametic       inametical     inametical values     Tametic       inametical     inametical values     Tametical values       inametical values	Employer Contribution		Don't include "\$" sign, numeric and decimal values only	
interic         Dort inclués ''s gan, numeric and docimal values only           interint Casual, etcl         Dara numeric         Dara numeric         Dara numeric           interint Casual, etcl         Dara numeric         Must not consint numeric and docimal values only           interint Casual, etcl         Dara numeric         Must not consint numeric and docimal values only           interint Casual, etcl         Dara numeric         Must not consint sub the same as the data format values only           interint Casual, etcl         Dara numeric/lipha         Must not consint sub plotter is member y commencement due, 3 a dise in the Yuan           in Dare         Interior Casual, etcl         Dara numeric/lipha         Must not consint numerics are provided brancters           in Dare         Interior Casual, etcl         Can only contain numerics are not all on bub spacing         Interior           in numeric         Interior         Can only contain numerical values         Interior           in numeric         Interior         Can only contain numerical values (can contain single spacing)         Interior           in numeric/lipha         Interior         Can only contain numerical values (can contain single spacing)         Interior           in numeric/lipha         Interior         Can only contain numerical values (can contain single spacing)         Interior           in numeric/lipha <t< td=""><td>Salary Sacrifice</td><td></td><td>Don't include "\$" sign, numeric and decimal values only</td><td></td></t<>	Salary Sacrifice		Don't include "\$" sign, numeric and decimal values only	
Childhion     20     numetic     Mart numeric       Numeric     Ban     numeric     Mart numeric       Sameri Date     Ban     numeric     All dates must be the same as the date format selected during the File Mapping proces       numeric     Ban     numeric/sipha     All dates must be the same as the date format selected during the File Mapping proces       numeric/sipha     All lexploard transtere seege; // 1 (1)."     and Double spacing       25     alpha     Mart ent certain numeric, comma or any special character       26     numeric/sipha     All lexploard transtere seege; // 1 (1)."     and Double spacing       27     alpha     Mart ent certain numeric, comma or any special character       28     alpha     Mart ent certain numerical values       29     numeric/sipha     Mart ent certain numerical values       28     numerical value     Fa nember has an international does - only the fields "Address the 1" and "Country" should be pacing an international does - only the fields "Address the spacing an international does - only the fields "Address the spacing an international does - only the fields "Address the spacing an international does - only the fields "Address the spacing an international value (an ortain single spacing)       20     numeric/sipha     Mart contain numerical values (an ortain single spacing)       20     numeric/sipha     Mart contain numerical values (an ortain single spacing)       21     numeric/sipha <td>Employer Additional</td> <td></td> <td>Don't include "\$" sign, numeric and decimal values only</td> <td></td>	Employer Additional		Don't include "\$" sign, numeric and decimal values only	
Mithine, Casal, etc)         Grag bana interri notace         Grag interri interi interri interri interi interri interi interri inter	Member Voluntary Contribution		Don't include "\$" sign, numeric and decimal values only	
Instenct Cable         Date         numeric         All cables must be the same as the date format selected during the file Anging process           In Date         Bit cam must be same as the date format selected during the file Anging process         In meric/alpha         All keybaard characters essegs / 1, 1, 1, 1,, and Double spacing         In meric/alpha         All keybaard characters essegs / 1, 1, 1, 1,, and Double spacing         In meric/alpha         All keybaard characters essegs / 1, 1, 1, 1,, and Double spacing         In meric/alpha         All keybaard characters essegs / 1, 1, 1,, and Double spacing         In meric/alpha         All keybaard characters essegs / 1, 1, 1,, and Double spacing         In meric/alpha         Must not contain numbers, commas or any special characters         Second in numbers, Cable Aug / 1, 1, 1,, and Couble spacing         In meric/alpha         Must not contain numerical values         Can only contain numerical values (can contain single spacing)         In meric/alpha         In meric/alpha         In meric/alpha         Must not contain numerical values (can contain single spacing)         In meric/alpha         In meric/alpha         Must not contain the "a" symbol         In merical values (can contain single spacing)         In merical values         In mericalpha         In mericalpha <t< td=""><td>Employment Category (full-time, casual, etc)</td><td></td><td>Must not contain numbers, commas or any special characters</td><td></td></t<>	Employment Category (full-time, casual, etc)		Must not contain numbers, commas or any special characters	
In Date     Date Sin numeric/sipha     Olst cance to kerge: \(1, 1, 1, 1,, and Double goading Signame (sipha)     Olst cance to kerge: \(1, 1, 1, 1,, and Double goading Signame (sipha)       Signame (sipha)     All keyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)     Multeyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)       Signame (sipha)     All keyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)     Multeyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)       Signame (sipha)     All keyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)     All keyboard characters except: \(1, 1, 1,, and Double goading Signame (sipha)       Signame (sipha)     All numeric/ Signame (sipha)     Can only contain numerical values (signamerical values)       Signame (sipha)     No numerical values (signamerical values)     Signamerical values (signamerical values) (signamerical values)       Signame (signamerical values)     No numerical values (signamerical values) (signamerical values)     Signamerical values (signamerical values) (signamerical values)       Signame (signamerical values)     No numerical values (signamerical values) (signamerical values)     Signamerical values (signamerical values) (signamerical values)       Signame (signamerical values)     No numerical values     Signamerical values (signamerical values) (signamerical values)       Signame (signamerical values)     No numerical values     Signamerical values) (signamerical values)       Signa	Employment Commencement Date		All dates must be the same as the date format selected during the File Mapping process	
90     numeric/jbha     All keybaard charaters escept. / 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Employment Termination Date		Date cannot be 1) before a member's commencement date, 2) a date in the future	1) Termination Date can not be less than Commencement Date, 2) Termination date must not be in the future
90     numeric/lipha     All keybard tarker seces(). (1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	Street Address*		All keyboard characters except , \   . [ ] , '" and Double spacing	Remove the following invalid characters , \  . (], (* and double spacing
25         alphan         System vince ( system vince)         System vince ( system vince)         System vince)           4         numeric         Can only contain numerical values         F	Street Address 2		All keyboard characters <u>except</u> , \ [.[],'" and Double spacing	Remove the following involtd characters, \  .  ], (* and double spacing
Image: constraint of constraints o	Suburb*		Must not contain numbers, commas or any special characters	Remove the following invalid characters - ' , double spacing
annuation Identified <sup>+</sup> Can only contain numerical values       20     numerical       20     numerical values (can contain single spacing)       21     numerical values (can contain single spacing)       22     numerical values (can contain single spacing)       23     numerical values (can contain single spacing)       24     numerical values (can contain single spacing)       25     numerical values (can contain single spacing)       26     numerical/sipha       27     numerical/sipha       28     special characters are not allowed, numbers & letters only.       29     numerical values       20     numerical values       21     numerical values       22     numerical values       23     numerical values       24     numerical values       25     numerical values       26     numerical values       27     numerical values       28     special characters are not allowed, numbers only	State*	prop Down alpha	System will only accept NSW, VIC, QLD, TAS, ACT, SA, WA or NT	Remove the following involid characters . , and spacing
annuación Identifier)*     30     numeric     can only contain numerical values (can contain single spacing)       30     numeric     Can only contain numerical values (can contain single spacing)       30     numerical pha     Can only contain numerical values (can contain single spacing)       30     numerical pha     Must contain the "g" symbol       30     numeric/sipha     Spaces & special characters are not allowed, numbers & letters only.       31     numeric/alpha     Must not contain commas or any special characters       32     numeric/alpha     Must not contain commas or any special characters       33     numeric/alpha     Must not contain commas or any special characters	Postcode*	4 numeric	Can only contain numerical values	
annuation identifier(*)*     an unmeric     Can only contain numerical values (can contain single spacing)       annuation identifier(*)     an unmeric/lipha     Must contain the "ge" symbol       spaces & special characters are net allowed, numbers & letters only.       spaces & special characters are net allowed, numbers only       spaces & special characters are net allowed, numbers only       special characters are net allowed, numbers only       special characters are net allowed, numbers only       special characters       special characters are net allowed, numbers only       special characters       special characters       special characters			If a member has an International Acdress - only the fields "Address Line 1" and "Country" should	5e
20     numeric     Can only contain numerical values (can contain single spacing)       20     numeric     Can only contain numerical values (can contain single spacing)       200     numeric/alpha     Must contain numerical values (can contain single spacing)       200     numeric/alpha     Must contain numerical values (can contain single spacing)       200     numeric/alpha     Spaces & special characters are not allowed, numbers & letters only.       201     numeric/alpha     Must not contain commas or any special characters of allowed, numbers only.       21     numeric/alpha     Spaces & special characters are not allowed, numbers only.       21     numeric/alpha     Must not contain commas or any special characters       22     spaces & special characters are not allowed, numbers only.	nternational Addresses		populated in the file for their record	
30     numeric/alpha     Can only contain numerical values (can contain single spacing)       annuation identifier)*     30     numeric/alpha     Must contain the "@" symbol       30     numeric/alpha     Spaces & special characters are not allowed, numbers & letters only.       30     numeric/alpha     Must not contain commas or any special characters       31     numeric/alpha     Spaces & special characters are not allowed, numbers only       35     numeric/alpha     Must not contain commas or any special characters	hone Number*		Can only contain numerical values (can contain single spacing)	Remove the following invalid characters A-Z (a-z) characters , / / / [ ] * & '- and double spacing
Inter Super annuation (dertifier)*     Interic/alpha     Must contain the "@" symbol       bets only     Interic/alpha     Spaces & special characters are not allowed, numbers & letters only.       res only     Interic/alpha     Must not contain commas or any special characters       res only     Interic/alpha     Must not contain commas or any special characters       res only     Interic/alpha     Must not contain commas or any special characters       tronic Service Address)     Interic/alpha     Must not contain commas or any special characters       ters only     Interic/alpha     Must not contain commas or any special characters	Vobile Phone Number*		Can only contain numerical values (can contain single spacing)	Remove the following involid characters A-Z (a=2) characters , / \   [] " & '- and double spacing
notifier()*     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	mail Address		Must contain the "@" symbol	
20         numeric/alpha         Spaces & special characters are not allowed, numbers & letters only.           20         numeric/alpha         Must not contain commas or any special characters           11         numeric         Spaces & special characters are not allowed, numbers only           26         numeric/alpha         Must not contain commas or any special characters           26         numeric/alpha         Must not contain commas or any special characters	und USI (Unique Superannuation Identifier)*			MUST be provided for contributions to an APRA-regulated choice fund. This replaces the Superannuation Froduct Identification Number (SPIN) that was previously used to identify many public or corporate funds. You should ensure that the correct USI for the target fund is provided, however SCH will search 'or registered APRA-regulated funds and attempt to match the required target fund where you provide
so         numeric/alpha         Must net contain commas or any special characters           11         numeric         Speciel & special characters are not allowed, numbers only           36         numeric/alpha         Must net contain commas or any special characters	- choice members only		Spaces & special characters are not allowed, numbers & letters only.	that fund's SPIN within this column. If an exact match cannot be identified you will be alerted during file processing.
Inumeric         Spaces & special characters are not allowed, numbers only           is         numeric/alpha           Must not contain commas or any special characters	und Name choice members only		Must not contain commas or any special characters	Ontional, Used for identification of choice target funds
11 numeric Spaces & special characters are not allowed, numbers only 26 numeric/alpha Must not contain commas or any special characters	und ABN*			KUST be provided for contributions to an SMSF (Self Managed Superannuation Fund) and is optional for contributions to an ARRA-regulated fund. The ABN for the superannuation fund to which contributions
36 numeric/alpha Must not contain commas or any special characters	choice members only		Spaces & special characters are not allowed, numbers only	are to be paid.
16 numeric/alpha Must not contain commas or any special characters	<sup>-</sup> und ESA (Electronic Service Address)			SHOULD be provided for contributions to an SMSF and may become mandatory in future.
	<ul> <li>choice members only</li> </ul>		Must not contain commas or any special characters	The target electronic service address is used when contributing to a self-managed super fund (SNSF) to identify the SuperStream SNSF Messaging provicer used by that SNSF.

Important Information
Important Information
Application of the following formats CSV/XS/XS/TT - (CSV preferred)
Application of the following formats CSV/XS/XS/TT - (CSV preferred)
Cach field matikave its own column
Application of the source of the source of the source for the entire column (eg staft / comma, or full scop)
Application of the source of

Other general information to be aware of that can cause issues: 1. Members First name contains less than a characters or it missing 2. Members Last name contains less than 2 characters or is missing 3. Members LOB is missing, not in the date formationminated in your file mapping 4. Members LOB is stating, and in the date formation in protect than 100 years before today 5. The Contribution record contains a negative value (SG, SALSAC, EMPADD, MBRCONT)

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