

Employer Portal Setup Checklist

You're almost there. Follow this checklist to complete your account setup and submit your first contribution. Step-by-step instructions and guides are available throughout the Employer Portal.*

1 User setup

- I've received my email invitation to register for the Employer Portal.
- I've created my account by entering my name and email address.
- I've created my password and verified my email address.

Note: You only need to verify your email once during registration.

- I've set up Multi-factor Authentication (MFA) using Google Authenticator or SMS to my mobile device, and verified my mobile number.

Note: While SMS is offered as an MFA option, legalsuper recommends using the authenticator app option as a preferred method for MFA (over SMS) to ensure higher levels of security.

2 Organisation setup

Where possible, we've pre-populated your organisation's details using your existing information, including your Employer Number (Employer ID).

- I've reviewed the organisation's pre-filled details and updated anything that needs correcting.
- I've read and accepted the declarations.

Once your organisation's user account is created, follow the Quickstart checklist on your dashboard to complete your organisation setup.

3 Quickstart checklist

The Quickstart checklist on your dashboard walks you through all required steps before you can submit your first contribution. Each completed step will display a green tick.

- I've opened the Quickstart checklist from the top of my dashboard.

4 Contribution payment method

- I've added my organisation's contribution payment details and selected my preferred payment method: EFT, BPAY or Direct Debit.

If using Direct Debit:

- I've verified my identity, entered the bank account details and completed bank account verification.

Note: You have 7 days to complete bank account verification from the time you initiate Direct Debit setup. Identity verification is required for Direct Debit payments — you'll need to upload a photo of your driver's licence or passport and record a short selfie video.

5 Refund account setup

- I've entered and verified the refund bank account details and completed identity verification.

Note: This must be completed within 7 days of initiating refund account setup. To verify the bank account, a small deposit will be sent to the nominated account — this can take up to 3 business days. Once received, enter the Payment Reference Number to complete verification. If you've already verified your identity for Direct Debit, you don't need to repeat this step.

6 Add employees

- Manually add employees

Enter the employee's personal details directly.

- Send an Online Invite (Self-Onboarding)

Enter the employee's email address to send them an invitation prompting them to complete their onboarding online.

- File upload

Upload a file containing the required employee information for bulk uploads.

7 Invite additional users

- I've invited any additional users to the platform and set their access permissions.

Note: This is an important step, particularly if your organisation requires authorisation for contributions. Each user must have their own individual email address — shared mailboxes are not supported.

8 Submit your first contribution

You can submit contributions by uploading a file or entering details manually — choose whichever method suits your business.

- I've uploaded the contribution file (SAFF file).

OR

- I've manually created the contribution in the Employer Portal.

Managing multiple organisations

If your business includes subsidiaries or connected entities, follow these steps for each additional organisation:

1. Use the **Organisation switcher** in the top navigation bar to move between entities or view all organisations.
2. To add a subsidiary, navigate to **View Hierarchy** within the parent organisation and select **New Affiliate**.
 - **Select Type:** Choose "Branch" or "Subsidiary" (note: subsidiaries inherit payment and refund details).
 - **Enter Details:** Follow the prompts to provide the ABN/WPN, address, and organisation information.
 - **Confirm:** Review the information and submit to create the new entity.

To keep your account secure



- Always click Log out when you're done
- Never leave your session open on a shared or public device
- Avoid staying signed in on browsers you don't control
- Avoid using multiple browsers simultaneously for the same session.

Need help?



Our Employer Team is available to support you throughout setup and beyond.

Call **1800 060 312** — available 8am–8pm AEST/AEDT weekdays.

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