

Checklist | Employer Self Enrolment

Completed

Step 1: Go to

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<https://www.employerpay.com.au/EmployerPortal/register/custodian/australianethical>

Step 2: Complete all fields.

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Take care to check you enter in the correct details.

- ☐ Organisation Details, including postal address and telephone number
- ☐ Employer contact (authorised person) details
- ☐ Create Username for this person (**record this – you will need it to login**)
- ☐ Payment Method – Direct Credit (**this is the only option**)
- ☐ Refund Bank Account (contributions returned from funds will be sent here)
Important – double check that your BSB and Bank Account Details are correct
- ☐ Payment Cycle details – (**this is optional**)

Step 3: Check your entered details, and accept the Legal Documents.

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- ☐ A summary of the details you entered will be displayed. Please review and correct if necessary (click 'Previous')
- ☐ Download the Legal Documents, read them and then indicate that you agree to by ticking each of the check boxes.

You must tick each check box before you can submit the registration.

Step 4: Click on 'Submit Registration'

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After submitting the employer registration, a 'Thank You' screen displays and an email is sent to the email address you provided during registration.

Step 5: Open the Registration Confirmation email, click the 'Log in' button.

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Step 6: At the Set Password screen, type your User Name, type and confirm a New Password, and then click Set Password.

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A message displays to tell you that a temporary verification code will be emailed to you. Keep the screen open and check your Inbox.

Step 7: Retrieve the Authentication Code you received in the email, type it into the Portal and then click Verify.

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This logs you into the portal and you will see the Home view of the Australian Ethical Employer Portal.

How to add super information for your Employees

You need to do this either before or as part of your first contribution submission.

- You can upload a File from payroll. Find out more [here](#).
- You can use data entry into online forms. Find out more [here](#).

In both cases, if the data meets SuperStream requirements, the records will be established and details sent to super funds once you complete the "Confirm and Send" process.