

# How to Use the Superstream Tab

## Why should I use the SuperStream download functionality?

You **should only** use this functionality to update your company's Choice employee data using a file download and upload function.

You also have the option to update your employees' data through file upload, or to update data individually on the member details page.

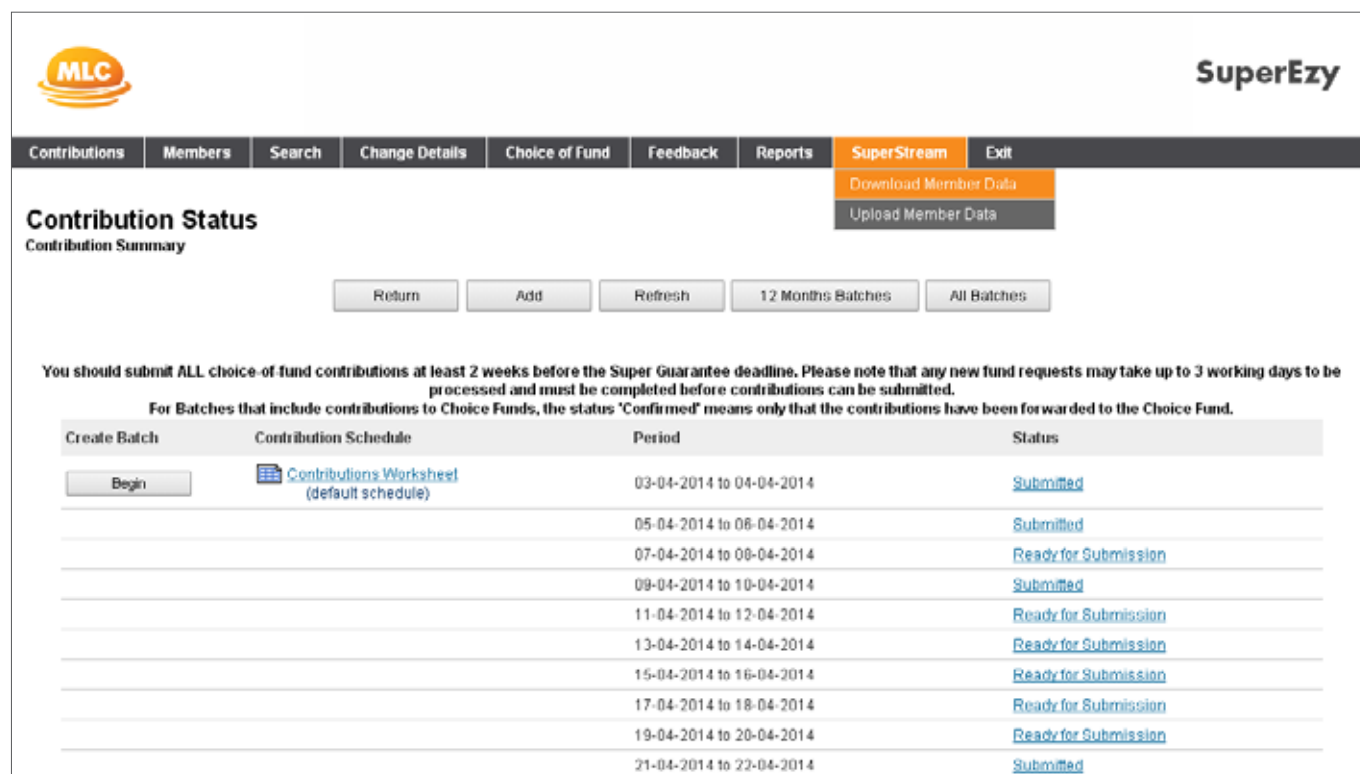
## When must I enter all SuperStream information to use SuperEzy?

From 1 October 2014, SuperEzy will need you to enter all information required under SuperStream to process contributions to **Choice members**.

SuperEzy will not require any additional information for **new Default members**.

## How do I access the SuperStream download functionality?

1. Go to the **SuperStream tab** in SuperEzy and select **Download Member Data** from the drop-down menu.



The screenshot shows the SuperEzy interface with the SuperStream tab selected. The 'Download Member Data' option is highlighted in the dropdown menu. Below the navigation bar, the 'Contribution Status' section is visible, including a 'Contribution Summary' and a table of contribution batches.

**Contribution Status**  
Contribution Summary

Buttons: Return, Add, Refresh, 12 Months Batches, All Batches

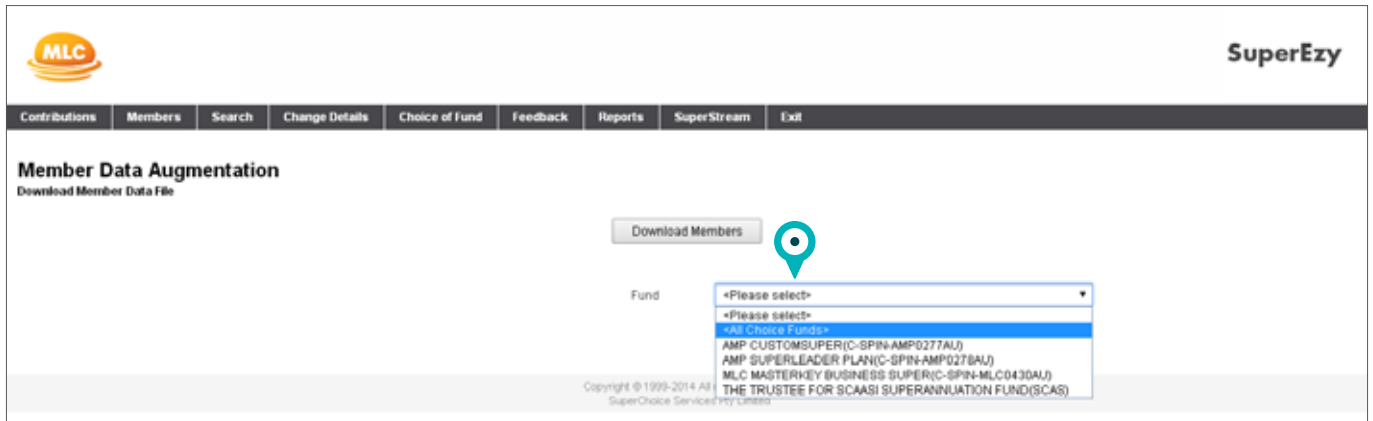
**You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. Please note that any new fund requests may take up to 3 working days to be processed and must be completed before contributions can be submitted.**

**For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.**

Create Batch	Contribution Schedule	Period	Status
<a href="#">Begin</a>	<a href="#">Contributions Worksheet (default schedule)</a>	03-04-2014 to 04-04-2014	<a href="#">Submitted</a>
		05-04-2014 to 06-04-2014	<a href="#">Submitted</a>
		07-04-2014 to 08-04-2014	<a href="#">Ready for Submission</a>
		09-04-2014 to 10-04-2014	<a href="#">Submitted</a>
		11-04-2014 to 12-04-2014	<a href="#">Ready for Submission</a>
		13-04-2014 to 14-04-2014	<a href="#">Ready for Submission</a>
		15-04-2014 to 16-04-2014	<a href="#">Ready for Submission</a>
		17-04-2014 to 18-04-2014	<a href="#">Ready for Submission</a>
		19-04-2014 to 20-04-2014	<a href="#">Ready for Submission</a>
		21-04-2014 to 22-04-2014	<a href="#">Submitted</a>

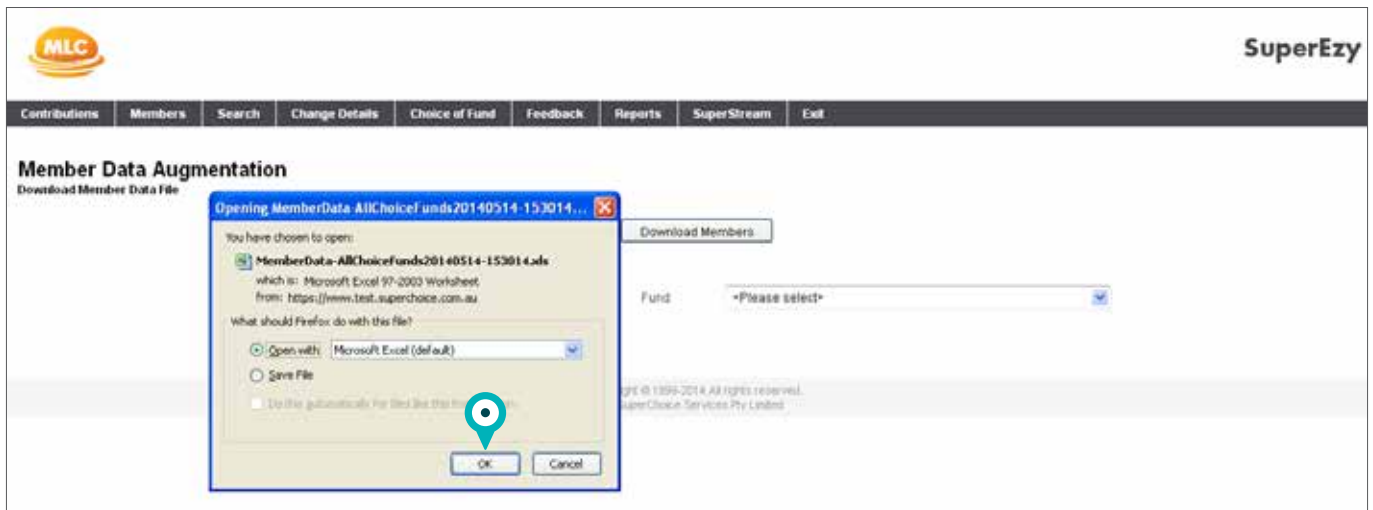
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2. Select **All Choice Funds** from the **Fund** drop down menu.



3. Click **Download Members**.

4. Click **OK** to open the **All Choice Funds** member report.



5. The following member report will be displayed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	GUID	Fund	Member Number	Payroll Number	Family Name	Given Name	Gender	Date of Birth	Address Usage	Codr	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Suburb	State or Territ
1	410615	C-SPIN-AMP0277AL	12345677		BLANCH	CHRIS		1963-07-09			1111	test street			north sydney	NSW
2	410613	C-SPIN-AMP0277AL	1234567890	123456	CRUIZE	JAYA	2	1966-12-12	RES		2222	test	street		north sydney	WA
3	410678	C-SPIN-AMP0277AL	78690000		MIKE	KYLE	1	1972-08-08	RES		DFDF	DFD	DFD	DF	DF	NSW
4	410614	C-SPIN-AMP0277AL	12345679		MURRAY	MIKE	3	1973-09-09	RES		FAKE STREET					NSW
5	410612	C-SPIN-AMP0277AL	12345678		N	VAI	2	1964-06-08			3333					NSW
6	410676	C-SPIN-AMP0277AL	98765432		TEST-SMITH	JOHN	0	1984-01-01	POS		1	THE TEST	test	street	north sydney	VIC
7	410677	C-SPIN-AMP0277AL	12249876		WILL	MARY	3	1954-09-09	RES		DFDSFDSF					NORTH SYDNE
8	410623	C-SPIN-AMP0278AL	C501247		DAISE	RAY	2	1985-09-15	RES		north sydney					NSW
9	410624	C-SPIN-AMP0278AL	12345679		FRAY	GEN	3	1972-09-09	RES		strathfield					NSW
10	410622	C-SPIN-AMP0278AL	22222222		GREGORY	MIKE	3	1975-04-04	POS		ashfield					NSW
11	410625	C-SPIN-AMP0278AL	123456789		MIKE	PAUL	K	1964-03-07								NSW
12	410233	C-SPIN-AMP0278AL	11111111		PHAM	LISA	0	1993-11-11								NSW
13	410234	C-SPIN-AMP0278AL	22222222		SMITH	JOHN		1993-10-10	POS		5555	test street			north sydney	NSW
14	410679	C-SPIN-AMP0278AL	98765432		WAYNE	ARLO	2	1965-09-09	RES		2 FAKE STREET	DFDF	FT	HGHGH	north sydney	NSW
15	410232	C-SPIN-MLC0430AU	1010278		DERESA	NADA		1955-01-10								NSW
16	410629	C-SPIN-MLC0430AU	33333333		K	PAUL		1965-03-03								NSW
17	410633	SCAS	44444444		AWN	JULIE		1962-04-04								NSW
18	410634	SCAS	1234ABCD		FGFG	KAREN		1972-09-09								NSW
19	410636	SCAS	1234		JOYCE	LISA	2	1975-07-09	RES		1 FAKE ST	GHGJHGHJ				NSW
20	410631	SCAS	11111111		MARTIN	GEORGE		1970-06-05								NSW
21	410635	SCAS	C501246		MYSTERIO	RAY		1984-09-15								NSW
22	410630	SCAS	C501246		MYSTERIO	RAY		1985-09-15								NSW
23	410632	SCAS	1235ABCD		TOW	JOHN		1967-09-09			4444	test	street	crow nest	NSW	

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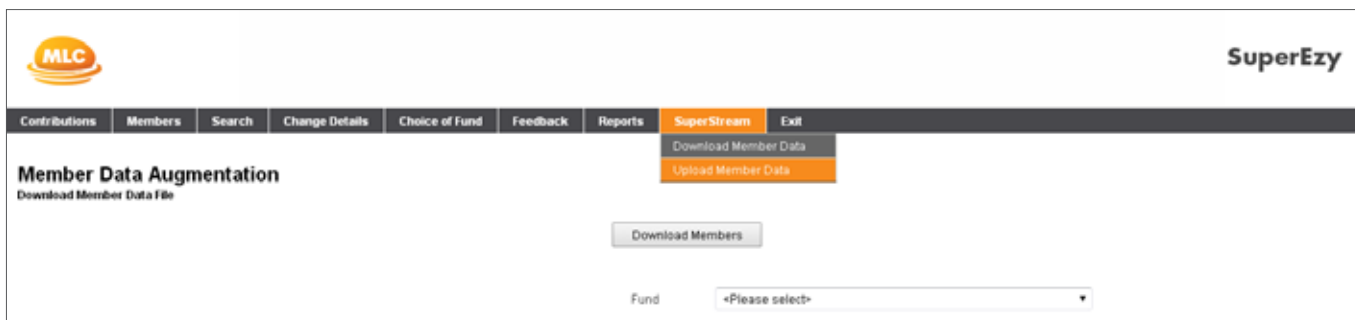
To **update mandatory data information only** please complete the following columns within the prescribed format, below.

Table title	
Mandatory Field	Prescribed Format
Gender	0 = Not stated or inadequately described 1 = Male 2 = Female 3 = Intersex or Indeterminate
Address Usage Code	RES = Residential POS = Postal
Address 1	Free text field – no prescribed format
Suburb	Free text field – no prescribed format
State	This field is compulsory if the country code is for Australia, otherwise it must be left blank. Valid state values are: ACT, NSW, NT, TAS, AAT, QLD, SA, VIC, WA. (AAT = Australian Antarctic Territory) For countries other than Australia, include State/Territory and Postcode information in Address Lines 2, 3, or 4.
Postcode	This is a numeric value with the number of digits required determined by the country code chosen, e.g. AU country code = 4 digit number postcode.
Country	Country codes must be used, e.g. AU = Australia.

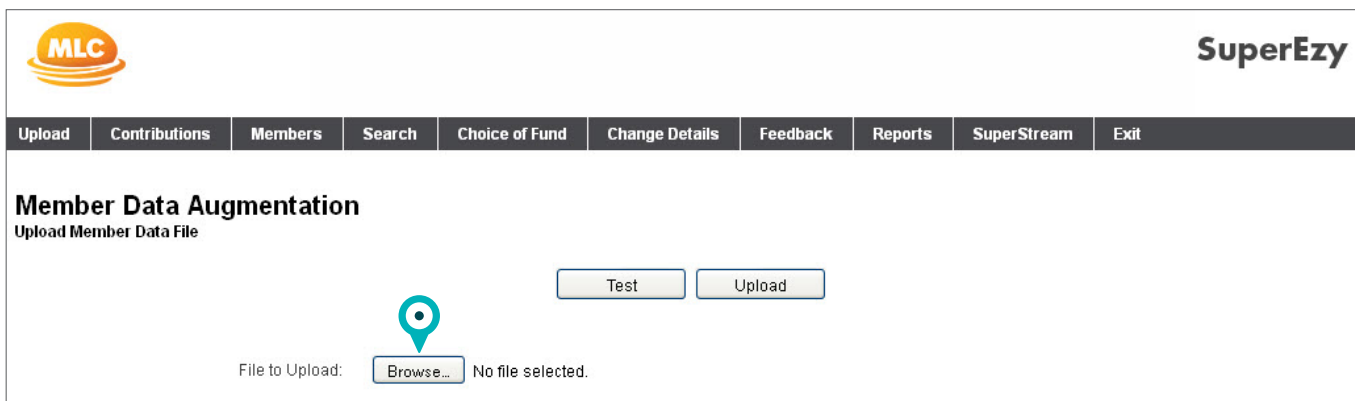
6. Once you have entered all mandatory fields into your spreadsheet please save as an Excel file format (.xls).

## How do I access the upload functionality?

1. Navigate to the SuperStream tab in SuperEzy and select the **Upload Member Data** from the drop-down menu.



2. Click **Browse** to locate your saved member report.



3. You can now either test your file or upload it by clicking the appropriate button. We suggest testing any file before loading it.

**Member Data Augmentation**  
Upload Member Data File Summary

Total Number of Records in File: 33  
Number of Records To Be Updated: 32

Do you wish to update these records?

4. Click **Yes** to upload your member data.

5. The below message will appear confirming your data has been successfully updated.

**Member Data Augmentation**  
Upload Member Data File

Successfully updated 32 member records.

File to Upload:  No file selected.

## Need further assistance?

Remember, we're here to help. For assistance with SuperEzy, please call **132 652** between 8am and 6pm AEST, Monday to Friday. Just ask to speak with the SuperEzy team.

Alternatively, you can email the SuperEzy team at [mlcsuperezy@mlc.com.au](mailto:mlcsuperezy@mlc.com.au).

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