



MLC SuperEzy

Quick Reference Guide




For more help using MLC SuperEzy, please email our online services team on mlcsuperezy@mlc.com.au or call us on **132 652**.

Postal address

MLC, PO BOX 200
North Sydney NSW 2059

mlc.com.au/mlcsuperezy



All the tools you need
*to manage your super
obligations online.*

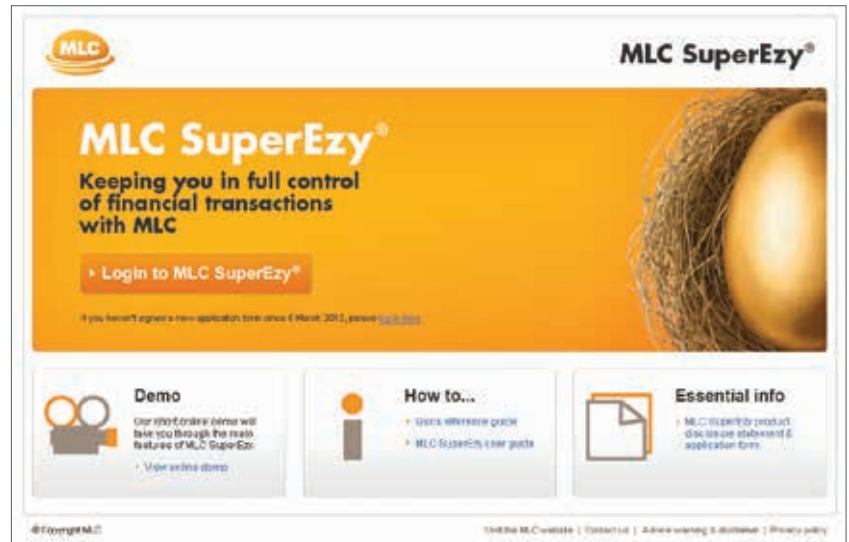
Getting started

MLC SuperEzy is an online administration and contribution processing service designed to help you easily meet your super obligations.

MLC SuperEzy works with your payroll system so you can:

- enrol new employees, update salaries and change personal details;
- reduce data entry while making it easier to keep your employee details up to date;
- eliminate the need for paper and cheques; and
- automatically reconcile payments.

To use MLC SuperEzy, visit mlc.com.au/mlcsuperezy



Logging in to MLC SuperEzy

Once the MLC SuperEzy login screen opens, enter your **Username** and **Password**, then click **Login**.



Setting up members

To add new members to your Plan, select the **Members** menu and click on **New Members**. Then follow these steps:

1. Click on the **Add** button to take you to the **New Member Application** page.
2. Select the fund by clicking on the **Fund for New Member Application** drop down box. (This option will only appear if you have choice of funds linked.)
3. Click **Continue** and the **New Member Application** page will open.

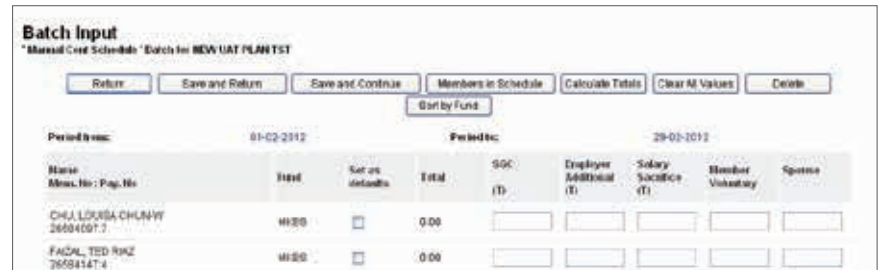
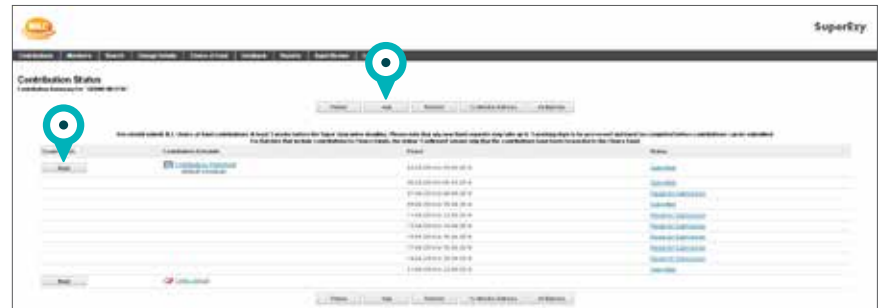
Enter in the new member's details and click on **Submit Now**.



Managing your contributions

Creating a contribution batch

1. Click on the **Contribution tab** to access the Contribution Status screen.
2. Click on **Begin** next to the contribution schedule you want.



Managing your contributions

Process a Contribution Batch

To finalise the contribution batch, you'll need to confirm the total amount by entering this in the **Confirm Total Amount Due (\$)** box.

Then enter your password and click on **Transmit Batch**.

The **Batch Confirmation** page will open.

The screenshot displays the SuperEzy MLC interface. At the top, there is a navigation bar with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, SuperStream, and Exit. The main content area is titled 'Batch Payment Details' and includes a sub-header 'Enter Payment Details for Schedule "Defect 273 retest"'. Below this, there are buttons for 'Return', 'Transmit Batch', and 'Delete'. The 'Period' is set to 2011-02-29-2012, and the 'Batch ID' is 72403. A password field is present with the text 'Enter Password: *****'. The 'Total Amount Due (\$)' is 0.00, and the 'Confirm Total Amount Due (\$)' is 8.00. A table below shows the contribution details:

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
MLC MASTERKEY EMPLOYER SUPER	1	00	Direct Credit (Employer)	Autofill after submission
TOTAL	1	0.00		

The bottom section is titled 'Batch Confirmation' and includes a sub-header 'Batch Confirmation for Schedule "3"'. It has buttons for 'Return', 'Partner Inquiries', and 'Employee Access'. The 'Period' is 06-06-2011 to 12-05-2011, and the 'Batch ID' is 81048. A table below shows the payment details:

Fund	Payment Method	Date Submitted	Amount (\$)	Reference ID	Status
MLC MASTERKEY EMPLOYER SUPER	Direct Credit (Employer)	19-01-2012	500.00	10030	Checked by system

Managing your Choice employees

Linking a Choice fund

MLC SuperEzy enables you to make contributions to all complying super funds in Australia from the one payroll file and in the one payment.

1. To set up a Choice fund, click on the **Choice of Fund** menu and select **Link to Choice Fund**.
2. Enter the USI or SPIN for the Choice fund click the **Search** button. If you are adding an SMSF, you will need to enter its ABN.
3. The Link to Choice of Fund page will open. Scroll down and confirm the fund details. If you have a Fund Employer Number, please enter it in the box provided. If you are linking a SMSF, you will need to fill out the required fields.

Choice Details | **Choice of Fund** | Feedback | Reports | SuperEzy.com | Exit

Return Search

Please enter one of the following identifiers:

USI

SPIN

ABN

SFI

Return Link

[Please click here to read the Disclaimer and General Note to Employees](#)

Fund Business Rule

With this type of fund there are no restrictions on contribution payments. This fund is a retail, public offer, employer-sponsored superannuation fund. If the account is employer-sponsored, and therefore attached to your employee's former employer, there is a possibility the employer-sponsored account may have been closed corresponding personal division of the superannuation fund.

Employee Alert

Updating member details

Updating members details

1. Click on **Change Details**, then select **Members**.
2. Search for the member by using any of the fields in bold.
3. Click on **Search**.
4. Click on the member's name.
5. Click on the **Amend Member** button.

Once you've provided all details, click on **Submit** and the changes will be applied to the member's account.

Please note: Member name and date of birth cannot be amended on SuperEzy. To change these details, please post certified identification to:

MLC
PO Box 200
North Sydney NSW 2059

The screenshots show the following steps:

- Change Details:** A navigation menu with 'Change Details' highlighted. A dropdown menu is open, showing 'Members' selected.
- Members Search:** A search form with fields for 'First Name', 'Last Name', 'Member First Name', and 'Member Last Name'. A 'Search' button is highlighted.
- Members Table:** A table of members for 'MLC DEMO EMPLOYER'. The first row is highlighted, and the member's name is highlighted.
- Amend Member:** A form to update member details, with an 'Amend Member' button highlighted.

Exiting members

Exiting a member

Follow these steps to exit a member on screen:

1. Click on **Members** tab, then select **Exit Members**.
2. Click on the **Exit Member** button.
3. Search for members using any of the fields in bold.
4. Click on **Search**.
5. Click on the member's name.

Continued on the following page

The first screenshot shows the 'Status of Member Exits' page. The 'Members' tab is highlighted in the top navigation bar. A red location pin is placed over the 'Members' tab. Below the navigation bar, there are several buttons: 'Exit Member', 'Search', 'Clear All Values', and 'Return'. A red location pin is placed over the 'Exit Member' button. Below these buttons, there are search fields for 'Fund Name', 'Member FI of Name', 'Member Last Name', and 'Member Number'. A red location pin is placed over the 'Search' button.

The second screenshot shows the 'Member Exits Search' page. The 'Search' button is highlighted with a red location pin. Below the search fields, there is a table with the following data:

Member Name	Fund	Member Number	Page of Member	Status
JOHNS, JOHN	80-03	799045	13254678	Active

Exiting members

Continued from the previous page

6. Enter the **Date left employment** and the Exit Reason.
7. Click **Exit Member**.
8. Click **Yes** and the exit will be processed.



Exit Member
Exit Member for MLC DEMO EMPLOYER

Warning: Once you exit this member no more contributions will be accepted for this member. Click "Contributions" to submit any final contributions.

Note: All highlighted fields are mandatory

Fund	MCDB
Member Number	796645
First Name	JOHN
Middle Name	
Last Name	JONES
Payroll Number	1325867
Exit Date (dd-mm-yyyy)	<input type="text"/>
Exit Reason	*PLEASE SELECT*

Callouts: A red circle with a white dot points to the "Exit Member" button. Another red circle with a white dot points to the "Exit Date" input field.



Confirm Member Exit
Exit Member for MLC DEMO EMPLOYER

Warning: No more contributions will be accepted for this member if you exit this member.

Do you really want to exit this member?

Fund	MCDB
Member Number	796645
First Name	JOHN
Middle Name	
Last Name	JONES
Payroll Number	1325867
Exit Date (dd-mm-yyyy)	01/01/2012
Exit Reason	Left Employment

Callout: A red circle with a white dot points to the "Yes" button.



MLC MasterKey Business Super is issued by NULIS Nominees (Australia) Limited (ABN 80 008 515 633). MLC SuperEzy is issued by National Australia Bank Limited (ABN 12 004 044 937) (NAB). NULIS is part of NAB's wealth management business. An investment with NULIS is not a deposit or liability of, and is not guaranteed by, NAB.

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