




## Transition to Aware Super clearing house

### ✓ Follow the checklist and be up and running in no time.

If you need assistance during registration, please call 02 8256 4500

Steps	Activity	Action
1.	<b>Watch our training videos</b> A series of short videos have been created to simplify the transition to our clearing house. Access the videos here: <a href="https://vicsuper.com.au/clearing-house-learning-hub">vicsuper.com.au/clearing-house-learning-hub</a>	<input type="checkbox"/> Completed
2.	<b>Activate your account</b> Go to your new log-in page for the Aware Super clearing house: <a href="https://employerpay.com.au/EmployerPortal/register/custodian/aware">employerpay.com.au/EmployerPortal/register/custodian/aware</a>  <b>Confirm your employer details</b> To simplify your transition we have pre-populated your employer data. As part of registration you will be asked to confirm your bank account and other relevant details. Any changes will be saved into the new clearing house, and will be used going forward  <b>Create User ID</b> You will need to create a User ID and accept the Terms & Conditions and the Product Disclosure Statement. <b>Note:</b> In the new clearing house your User Name will be system generated as your email – you can change the user name as part of the registration process. Once this has occurred an email will be sent to you to complete the registration process and create a password.	<input type="checkbox"/> Completed
3.	<b>Save the clearing house link to your favourites</b> Ongoing you should save this link to your favourites to simplify access: <a href="https://employerpay.com.au/aware">employerpay.com.au/aware</a>	<input type="checkbox"/> Completed
4.	<b>Create your user accounts</b> Create all your employer users and apply the correct user role/permissions to each. The User Guide shows the user roles and access for each. Follow the steps outlined in the <b>User Guide</b> pages 16-19 to create a new user profile.	<input type="checkbox"/> Completed
5.	<b>Check contribution employee information</b> Make sure all expected employee data has been migrated successfully to the new clearing house. We recommend you spot check a few of your employees to ensure your seed data has loaded successfully. If required, you can add a new employee directly into the clearing house. Follow the steps outlined in the <b>User Guide</b> pages 9-12.	<input type="checkbox"/> Completed
6.	<b>Load and review your contribution data</b> When you have uploaded your first file, you will need to review and correct any contribution data where system validations have identified an error.  <i>Action: Don't forget to update your payroll information if you've made changes to ensure these are reflected in future contribution files.</i>	<input type="checkbox"/> Completed
	<b>You are now ready to submit your first contribution file</b> You are now set up on the clearing house. Continue to use the <b>User Guide</b> to support you as you submit your future files or look to use other system features.	

### STP Only

#### Single Touch Payroll (STP)

On submission of your first STP file you will be requested (one-time only) to provide the following Payroll System information: ATO Product ID, BMS (Payroll) Name, Vendor & Version.

Your payroll provider can provide this information if unknown.

Completed