

# Nominate or cancel a designated VicSuper EmployersOnline user

\* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form, please ensure you use all capital letters eg    and check boxes with a cross eg

- Important information**
- Please complete this form to nominate or cancel a designated VicSuper EmployersOnline user.
  - Designated users will be given access to administer their superannuation obligations.
  - If you wish to nominate a new designated user, please fill in Steps 1, 2, 3, 5 and 6.
  - If you wish to cancel an existing designated user, please fill in Steps 1, 4, 5 and 6.
  - If you have any questions or need additional copies of this form please contact our Employer Help Desk **1300 878 737**.

**Step 1:**  
Complete your employer details

Employer name\*

VicSuper employer number\*

**Step 2:**  
Complete details of your designated user

Name

Position

Phone number

Email address

**Step 3:**  
Provide password and security details

This information should be provided by the designated user, and will be used for security and verification purposes.

User name

Phone password

**Step 4:**  
Cancel designated user

Fill in this step if you wish to remove access for an existing designated user:

Name of designated user

Username (if known)

Email address

**Step 5:**  
Authorise this form

This form must be authorised by a senior manager, school principal, company director or company secretary.  
Please select the relevant option:

I request that you provide VicSuper EmployersOnline access for the designated user outlined in Step 2.

Save only access

Save and submit access

I request that you cancel VicSuper EmployersOnline access for the designated user outlined in Step 4.

I understand and certify that:

- the information provided on this form is true and correct
- I am authorised to supply this information to the Fund and can certify its accuracy
- if a designated user stops working for my business or changes roles, I am responsible for notifying the Fund immediately in writing so that the designated user's access to VicSuper EmployersOnline can be cancelled.

Signature\*

Date

Name\*

Position\*

Email address

Phone number

**Step 6:**  
Return your form  
to the Fund

Send your completed form to [es@vicsuper.com.au](mailto:es@vicsuper.com.au) or VicSuper, GPO Box 89, Melbourne VIC 3001