



## What is SCH-Online?

SCH-Online allows you to pay contributions to all other superannuation funds, simply - it is fully integrated with NESS Super EmployerAccess!

### What if I need help?

Help is available on the **SCH-Online Hotline - 1300 855 935** from Monday to Friday, between 9am and 5pm.

- If you need help outside of these hours, just send an email to [support@schonline.com.au](mailto:support@schonline.com.au)

## What are the benefits in using SCH-Online?

- You can pay contributions to multiple superannuation funds from a single website and you make one single payment – instead of logging into multiple portals and submitting separate payments for each fund.
- You can opt to receive “prompt and pay” emails to remind you to pay your contributions on time!
- You will be able to view the contribution history online for both NESS Super members and for members from all other funds where the contributions have been paid via SCH-Online. This allows you to keep track of payments easily!
- Using SCH-Online will help make you SuperStream compliant with the updated government regulations.

## How do I add employees contributing to other funds?

Adding a member who has chosen to

To do this, simply navigate to:

- Employee Management
- Add Employee

### Add Employee

To add a new employee, enter the required information below. If the new employee is already a member of the fund, please enter their Member ID.

#### Fund Details

Member fund \*  NESS  Another fund

#### Basic employee details

Member ID	<input type="text"/>
Title *	<input type="text" value="-- please select --"/>
Given name *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text" value="-- please select --"/>
Date of birth *	<input type="text"/> <small>MM/DD</small>
TFN	<input type="text"/>

## Paying Contributions – How does SCH-Online work?

Paying contributions to other superannuation funds via SCH-Online is simple!

1. Login to **EmployerAccess**
2. Select an Open/Outstanding contribution

3. You will be asked how you wish to enter your contribution details:

Contribution Period: 01/11/2013 to 30/11/2013

**MANUAL GRID**

Manually enter contribution details online.  
If you need to work with many records, consider the import option.

Or

**IMPORT FILE**

Upload your contribution details by file.  
You may need to map your file to our system.  
Suitable for many employees.

4. Upon selecting "Manual Grid" - You will be taken to the default (NESS Super) contribution grid:  
Once contribution values have been entered > click on "Check other fund contributions"

NESS Super Employees (6) \$0.00						Other Fund Employees (2) \$0.00				
Member ID	Surname	Given Name	Date of birth	TFN	No. of weeks	SG contribu...	Employer a...	Member co...	Total	Action
325		Lyn-Maree Tracy	1971	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
325		Michael John	1993	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
325		Aaron	1970	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
235		Stuart Malcolm	1976	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
278		Lui	1962	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
870		Trevor James	1971	Yes	0	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
						Contribution total:	\$0.00	\$0.00	\$0.00	\$0.00

add employee load contribution

Cancel Save Check other fund contributions

5. You will be taken to the choice (other funds) contribution grid:  
Once contribution values have been entered > click on "Continue"

NESS Super Employees (6) \$0.00						Other Fund Employees (2) \$0.00					
Member ID	Fund name	Surname	Given Name	Date of birth	Payroll #	TFN	SG contrib...	Employer ...	Member c...	Total	Action
123	HESTA Supe...	Armani	Smith	12/05/1983		Yes	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>
123	HOSTPLUS	Smith	Freddy	15/02/1983		Yes	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">edit</a> <a href="#">remove</a>

6. You will be directed to the payments screen where you can submit one single payment for members across both default and choice funds. Please see the PDS for information about how long various payment types take to reach super funds.

Employees being paid in this contribution: 3 [view](#)

Total funds in this contribution: \$1,900.00 [view less](#)

NESS:		
NESS:		\$900.00
SG Contributions		\$100.00
Employer Additional / Salary Sacrifice		\$800.00
Member		\$0.00
Other funds:		
Other funds:		\$1,000.00
SG Contributions		\$800.00
Employer Additional / Salary Sacrifice		\$200.00
Member		\$0.00

Clear contribution details and start over Upload another file Adjust contribution detail Continue to Payment Details

## Payment Options

Edit Contribution (Grid)
Summary
Payment
Complete

Your payment details for this contribution are displayed below:  
To change your preferred payment method, select the relevant payment tab.  
To complete your contribution, click 'Confirm Payment'.

Payment method

Authorised Bank Transfer
  Electronic Fund Transfer
  BPAY