



Payroll Made
Quick & Easy.

✓ 2016 Superstream Checklist

VIDEO TUTORIAL

How To Pay Super Using Superstream



Common Superstream Questions

[How Do I Add Or Edit A Super Fund?](#)

[How Do I Transfer Super Payments?](#)

[How Can I Get Rid Of Unwanted Super Funds?](#)

[How Can I See If My Superstream Messages Were Sent Correctly?](#)

[How Do I Check For Super Fund Responses?](#)

Handy ATO Links

[ATO Superstream Info Page](#)

[Super Fund USI/ABN Lookup Table](#)

[Self-Managed Super Fund Info](#)

Superstream Simplified

We've been getting tonnes of positive feedback from new Superstream users. If you haven't jumped on board yet, now's the time to do it. After all, **by June 30th 2016 all Australian businesses must be Superstream compliant.**



To clear up the most common misconceptions about Superstream:

- *Lightning Payroll is not a clearing house, nor is a clearing house necessary to be Superstream compliant.* Lightning Payroll has everything you need.
- *You should only need to make one payment per super fund, not one payment for each employee.* Step 2 below describes the best way to set up super funds and get the correct banking details.
- *Lightning Payroll does not connect to your bank account and handle payments,* but it does generate a payment file that you can then upload to your bank. Step 3 goes into more detail.

✓ Prep Steps

1) Register Your ABN

Before you can use Superstream, you'll need to register your ABN/s in your Lightning Payroll website account.

a) Login to your Lightning Payroll website account using your email and password. If you can't login, or don't remember your login details, you should [reset your password here](#).

b) Click My Account at the top of the page.

c) Click **Edit your account information** and make sure you have entered your company ABN. You can register any additional ABNs under **Superstream >> Superstream Registration**.

Note: This ABN registration process can take 1-2 weeks to be fully processed with the Superstream network.

2) Properly Set Up Your Super Funds

Please visit this FAQ for a demo on how to best set up a super fund in Lightning Payroll. Failure to properly set up super funds is the most common cause of Superstream headaches.

Summary:

a) Collect and enter the ABN and USI numbers for each of your employee's super funds under **Settings >> Super Fund Providers**.

b) Click **Populate Fund Data** to download bank details and other missing information. Ensure each fund's payment method is set to **Direct Credit**.

c) Add your employee's member number to the appropriate fund under **Employees >> Super >> Superannuation Fund**. Their main super fund must also be marked as **Primary**.

d) *Optional: Remove unused super funds.*

3) Start Using Superstream

Once your ABN has been registered and your super funds are neatly set up, the hard part is over. You're now ready to **watch the video** and start using Superstream!

Summary:

a) Go to **Super Fund Deposits >> Create Deposits**.

b) Create deposits for the time period and staff you'd like to pay super for.

c) Follow the prompts to send the new deposits through the Superstream network.

d) Click **Send Messages**.

e) Click **Direct Entry** to generate a direct entry payment file.

f) **Upload and authorize the direct entry payment file** through your internet banking portal.

For more detailed instructions on the Superstream process please see **Chapter 6.1: Superstream Simplified** in our latest **user manual**.

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