

Introducing NGS Online using BPAY[®]

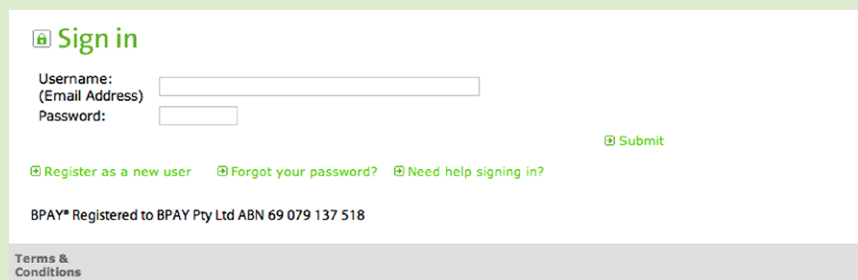
To make it easy for you to make employer contributions, NGS Super has introduced a web-based solution allowing NGS Super employers to electronically submit super contributions using a BPAY facility.

BPAY is an online payment system which simplifies the process of submitting superannuation contributions for your employees. A history of electronic transactions is recorded to help you keep track of contributions you have made for your employees. Not only is this an efficient way for you to pay super contributions, but it is provided free of charge.

Registration is simple

You can register for NGS Online through the NGS Super website www.ngssuper.com.au, by clicking on the Login and then Employer login buttons.

From there, you will be required to select the link below and provide your employer details;



The screenshot shows a 'Sign in' form with the following elements:

- Sign in** (with a lock icon)
- Username: (Email Address)
- Password:
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- Links: [Register as a new user](#), [Forgot your password?](#), [Need help signing in?](#)
- Text: **BPAY[®] Registered to BPAY Pty Ltd ABN 69 079 137 518**
- Footer: [Terms & Conditions](#)

Alternatively, you can contact **1300 133 177** providing you;

- Employer (business) name
- NGS Super employer number
- Contact email address
- Name
- Contact phone number

An email will then be sent that contains your login user name (which will be the email address you nominated above) and password. You can access the website via a link that is provided in the email, or you can visit www.ngssuper.com.au and follow the links.

To login, simply enter your email address and password.

Making payments for separate employers

If you are making payments for more than one employer, you will need to select the relevant employer that you wish to submit contributions for, from the “Select employer” drop down list.

If the relevant employer does not appear in the list, you can add the relevant details in the “Link Another Employer” section or contact **1300 133 177** or email **Superpay@mercero.com** and advise us of the relevant details.

Note, if you are only required to remit for the one employer, you will not be presented with other options in the “Select employer” list.

Your member list

Once you have selected the relevant employer you wish to submit contributions for from the “Select employer” drop down list, select the “Member list” tab which will list all of the relevant members for the selected employer.

Adding existing NGS Super members to your member list

To find an existing fund member, enter their member number and last name in the fields provided and then click the **FIND MEMBER** button. The member will then be added to your member list.

Adding new members to your member list

1. To add a new member, enter their last name in the field provided and then click the **ADD MEMBER** button.
2. You will then have to enter the relevant information for this member. Once all of the relevant details have been added, click the **SUBMIT** button.

Making contributions

When your member list is up to date, you can start making contributions for your members by selecting the **MAKE CONTRIBUTION** button on the member list screen.

You can then enter the contribution details for each member.

Once you’ve entered the superannuation contributions details, select the **SUBMIT** button. A BPAY Biller code and reference number will then be generated and emailed to you.

To make the superannuation payment, you will need to login to your online banking or phone banking service and follow the prompts to make a ‘Bill payment’ using the Biller code and reference number that was emailed to you. It’s that easy!

Once you have submitted your first batch, you have the ability to use that batch to form the basis of any future batches you need to submit. To do this, you need to “View” the relevant batch from “History” tab and then select the **COPY BATCH** button.

Batch history

You can view all previous batches submitted via the batch history tab.

More information

For more information on this service visit the **www.ngssuper.com.au** website or call **1300 133 177**.