

EMPLOYER TRANSFER GUIDE

*Introducing QIEC Super
Employers to NGS Super*



Important information

This Guide has been prepared by NGS Super Pty Limited ABN 46 003 491 487 AFS Licence No.223154, the Trustee of NGS Super ABN 73 594 180 515.

The trustee reserves the right to correct any errors or omissions. If there are any inconsistencies between the terms of NGS Super's trust deed and this newsletter, the terms of the trust deed prevail.

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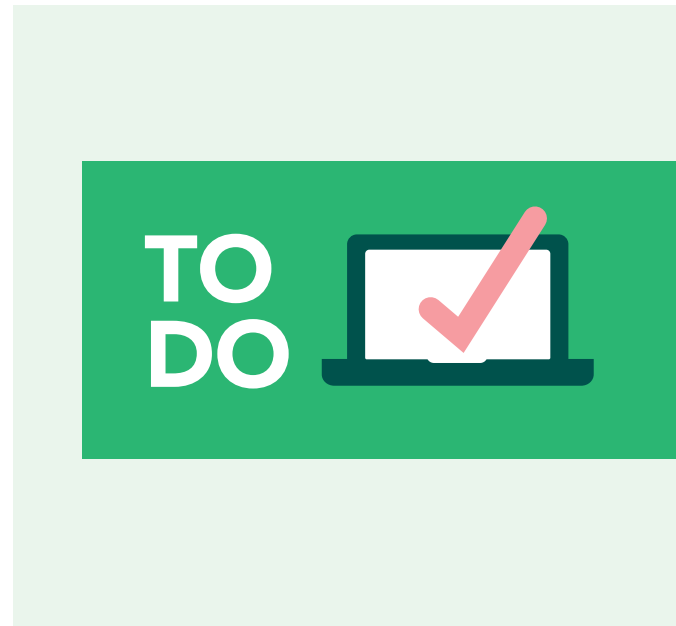
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TIMELINE OF IMPORTANT EVENTS

The merger of NGS Super and QIEC Super will take place on 6 May 2019. This Guide outlines the various changes that will affect you in the lead up to and after the merger date including how you can make contributions to the new merged fund.

As a result of the merger, there will be changes in the way you make contributions to the new merged Fund. These changes will depend on how you currently make contributions to QIEC Super whether it is through:

- QIEC QuickSuper provided by Westpac
- QIEC Super Employer Online
- Clearing House other than the QIEC Super Clearing House



2019

30 April

Upload functionality will be disabled on QIEC Super Employer Online.

24 April - 5 May

Limited Service Period for QIEC Super.



Post 3 May

- Employers must update the USI to the NGS Super USI for any employees who use QIEC Super. Member numbers can also be updated at this time.

6 May

- Issue an NGS Super PDS to any new employees from this date.
- Update Standard Choice form to reflect NGS Super details. A copy of the form is provided in the resources and references section.

2 May

Upload functionality will be disabled on QIEC QuickSuper provided by Westpac.

6 May

Practical merger takes place.



30 June

QIEC QuickSuper portal decommissioned.



ITEMS OF IMPORTANCE FOR ALL EMPLOYERS

Whichever method you use to make contribution payments, you will need to update the Unique Superannuation Identifier (USI) in your payroll and finance systems.

Updating USI details

NGS Super has different USI and banking details from QIEC Super. It is therefore important that you update your payroll and finance systems with the NGS Super details. This change is required for contributions you submit from **3 May 2019**.

All employees currently linked to the QIEC Super USI should be linked to the NGS Super USI from this point.

All employers must make these changes. If the USI is not updated, any contributions you make to QIEC Super members may be rejected in SuperStream processing after this date.

What is the NGS Super USI?

NGS Super's USI is 73549180515701.

If you are using a contribution system that references the Fund Validation Service, the bank details will already be linked to the USI.

You may be asked for other fund information in your payroll and finance systems.

The NGS Super ABN is: 73549180515

The NGS Super SPIN is: NGS0001AU

The contact details for the fund are as follows:

Mailing Address: GPO Box 4303
Melbourne, VIC 3001

Contact Phone: 1300 133 177

A Statement of Fund Compliance can be found in the [resources and references](#) section.

Do I need to update bank details?

You will not need to enter bank details separately.

Contributions made using a SuperStream solution reference the ATO's Fund Validation Service. The bank details needed for contributions are linked to the fund's unique superannuation identifier (USI).

Updating member numbers in your payroll system

Member numbers for QIEC Super will change from 6 May 2019. However, for simplicity and continuity purposes, the new 9 digit NGS Super Member Number will incorporate the existing QIEC Super number, being preceded by a "44" and the required number of zeros.

For example:

- QIEC member number: 45321
- NGS member number: 440045321

A tool is available to employers which will automatically convert QIEC member numbers into the new NGS Super member number format, contact your CRM for more details.

A Limited Service Period will apply from 24 April 2019

To ensure a successful transfer of both employer and member accounts to NGS Super, some necessary steps are required to be taken by all contributing employers prior to 6 May 2019.

From 5pm (AEST) 24 April 2019 until the 5 May 2019 some transactions will be limited on QIEC Super accounts. This will impact contributions and account updates (including changes to member names and contact details) during this period.

Employer and member contributions

We will continue to accept both employer and member contributions to QIEC Super accounts up to 3 May 2019. If there are any unallocated contributions at 5pm (AEST) on 3 May 2019, these will be forwarded to NGS Super for processing from 6 May 2019.

Updating member details

From 5pm (AEST) 24 April 2019 until the merger date, you will be unable to update member details with QIEC Super. Any updates received during this 'limited service period' will be processed by NGS Super following the merger.

Updates include:

- new members
- terminations
- change in employment status i.e. part-time hours, leave without pay, etc
- address changes

NGS Super will also have a 'limited service period' until 26 May 2019, however contributions will be receipted and account updates processed as from 6 May 2019. NGS Super will provide further details to you.

During this period, you can contact the NGS Super Customer Service Team on **1300 133 177** to access information and enquire about what transactions can occur and the timing of those transactions.

Documents for employees

A new Product Disclosure Statement (PDS) will be available from 6 May 2019 for you to issue to new employees. If you would like to order printed copies of the PDS, please visit ngssuper.com.au/order and register your details. Alternatively, the PDS will be available to download from 6 May 2019 at ngssuper.com.au/PDS.

You are not required to provide your current employees with an updated Choice of fund form. However, all new employees from 6 May 2019 will need to be issued with a Choice of fund form with NGS Super details. The Employer Standard Choice form can be accessed at ngssuper.com.au/forms.

FOR EMPLOYERS WHO CURRENTLY USE THE QIEC SUPER CLEARING HOUSE (PROVIDED BY WESTPAC)

The QIEC QuickSuper portal will be available in read-only mode until the 30 June 2019, allowing you to download any necessary employee and fund details, as well as contribution files you have previously uploaded.

In May, you will be automatically set up in the NGS QuickSuper system and provided with new login details by email.

Once your set-up on NGS QuickSuper has been completed, you will need to transfer your employee data from the QIEC Super version of QuickSuper to your new login on NGS QuickSuper.

If your payroll system allows you to export contribution and member data in a SAFF (SuperStream alternative file format), this can be uploaded directly into QuickSuper, and employee and fund data will be added as part of this file upload.

You need to ensure you have updated the USI associated with any QIEC Super members to the NGS Super USI of 73549180515701.

If you do not update the USI for these members, the contribution file upload will generate an error.

You will be able to continue using the QIEC QuickSuper portal to make contributions and update member details until 5pm (AEST) 2 May 2019.

After this time, you will need to use the NGS QuickSuper portal to make contributions and update member details.



How do I transfer employee data to NGS QuickSuper without a SAFF file?

Employers can view and export employee data from their QIEC Super QuickSuper portal to a CSV file. This data can then be uploaded into the NGS QuickSuper portal.

Step 1: Login to QIEC QuickSuper

In the left navigation bar, select **Employees >> View Employees**

Select 'Active Employees' in the Include filter

Select 'Export Employees' in the bottom right corner.

Step 2: Login to NGS QuickSuper

We will automatically set up your account with NGS QuickSuper and send you login details.

The screenshot displays the NGS Super QuickSuper portal interface. The top right corner shows the Client ID: NG11048. The left navigation bar includes sections for QuickSuper, Online Contributions, Contribution Files, SuperStream, Search, Reports, Employees, and Funds. The 'Employees' section is expanded, showing 'View Employees' and 'Upload Employees' options. The main content area is titled 'Search Employees' and features a search bar with a 'Search' button. Below the search bar, there is a dropdown menu for 'Include: Active Employees'. The main content area also displays a table of employees with columns for Name, Payroll ID, Active Fund Memberships, and Member ID. The 'Export Employees' button is highlighted in the bottom right corner.

Please ensure all employees currently linked to QIEC Super have had their Fund ID and member number updated to reflect NGS Super's details and new 9 digit member number as outlined above.

You can update these details directly in the CSV file you have exported from QIEC QuickSuper. In Microsoft Excel, use the Find and Replace function (CTRL+F) to update employees from QIEC Super to NGS Super.

In column AE, replace all instances of the QIEC Super USI 15549636673001 with the NGS Super USI 73549180515701

In column AF, replace all instances of 'QIEC Super' with 'NGS SUPER'

In column AG, update the member number to the format 44XXXXXXX.

A tool is available to employers which will automatically convert QIEC member numbers into the new NGS Super member number format, contact your CRM for more details.

Once you have made these changes, Select 'Employees', and 'Upload Employees' in the left navigation bar to upload the amended employee data.

If you encounter any issues in this process, please contact the NGS Super Employer Services team on 1300 133 177.



How do I transfer SMSF fund information to my new QuickSuper login?

Step 1: Login to QIEC QuickSuper

In the left navigation bar, select **Funds >> Upload Funds**

Select **'Export Client Funds'** to generate a CSV file of the SMSF funds currently linked in your QuickSuper portal.

A CSV file 'ClientFunds' will be generated.

You will need to make some amendments to this file to ensure it can be uploaded into the NGS QuickSuper portal.

Change column A from **'UPDATE'** to **'ADD'**

Replace the values in Column B with a short identification number for each fund (this can be as simple as 1, 2, 3 or the first three letters of the fund name – e.g. COLLINS SUPER FUND could be COL1)

All funds must have an email address listed in Column K. This is a mandatory field for upload.

If any of the funds' ABN details are invalid, they cannot be added to the new portal, as contributions cannot be made where the fund has been deregulated.

Step 2: Login to NGS QuickSuper

When you login to your new NGS QuickSuper portal, Select **'Funds'**, and **'Upload Funds'** in the left navigation bar to upload employee data.

Choose the file you have downloaded from your QIEC QuickSuper portal, and select **'Upload File'**.

The screenshot displays the 'Upload Funds' interface in the NGS Super QuickSuper portal. The top right corner shows the Client ID: NG11048. The left navigation bar includes sections for Online Contributions, Contribution Files, SuperStream, Search, Reports, and Employees. The main content area is titled 'Client Fund Upload' and provides instructions on how to use the file upload process. It includes two buttons: 'Download Specification' and 'Export Client Funds'. Below these, there is a section for 'Upload Client Fund File' with a text input field for the file name and a 'Choose file' button. A red 'Upload File' button is also present. At the bottom, there is a table titled 'View Recent Client Fund Files' with columns for File Name, Date Received, and Status, and a 'Show All Uploads' button.

How do I recreate my fund relationships in the new QuickSuper login?

Step 1: Login to QIEC QuickSuper

In the left navigation bar, select Administration >> Fund Relationships

These details will need to be manually entered into the new client ID. There is no process to export or upload the data.

Fund Relationships are a list of any employer numbers provided to you by Choice member super funds.

Client ID: NG11048

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Help ?

QuickSuper Fund Relationships

Home

Default Funds

Fund Name	Fund ID	Fund Employer ID
● NGS SUPER	73549180515701	0000000000000

View Details

Choice Funds Page 1 of 1

A fund may allocate an identifier or plan number to an employer. In QuickSuper this is known as the Fund Employer ID and can be set up by creating a fund relationship. [Learn more about the Fund Employer ID.](#)

Enter the Fund Name, ID or Fund Employer ID and click Search

Search

Fund Name	Fund ID	Fund Employer ID
● AustralianSuper	STA0100AU	000000000000000

View Details

Create New Relationship

Online Contributions

- Create New
- View In Progress (1)
- View Processed

Contribution Files

- Upload File
- View In Progress (0)
- View Files

SuperStream

- View Readiness
- View Messages

Search

- Search Contributions
- Search Transactions

Reports

- Contribution Reports
- Daily Reports

Employees

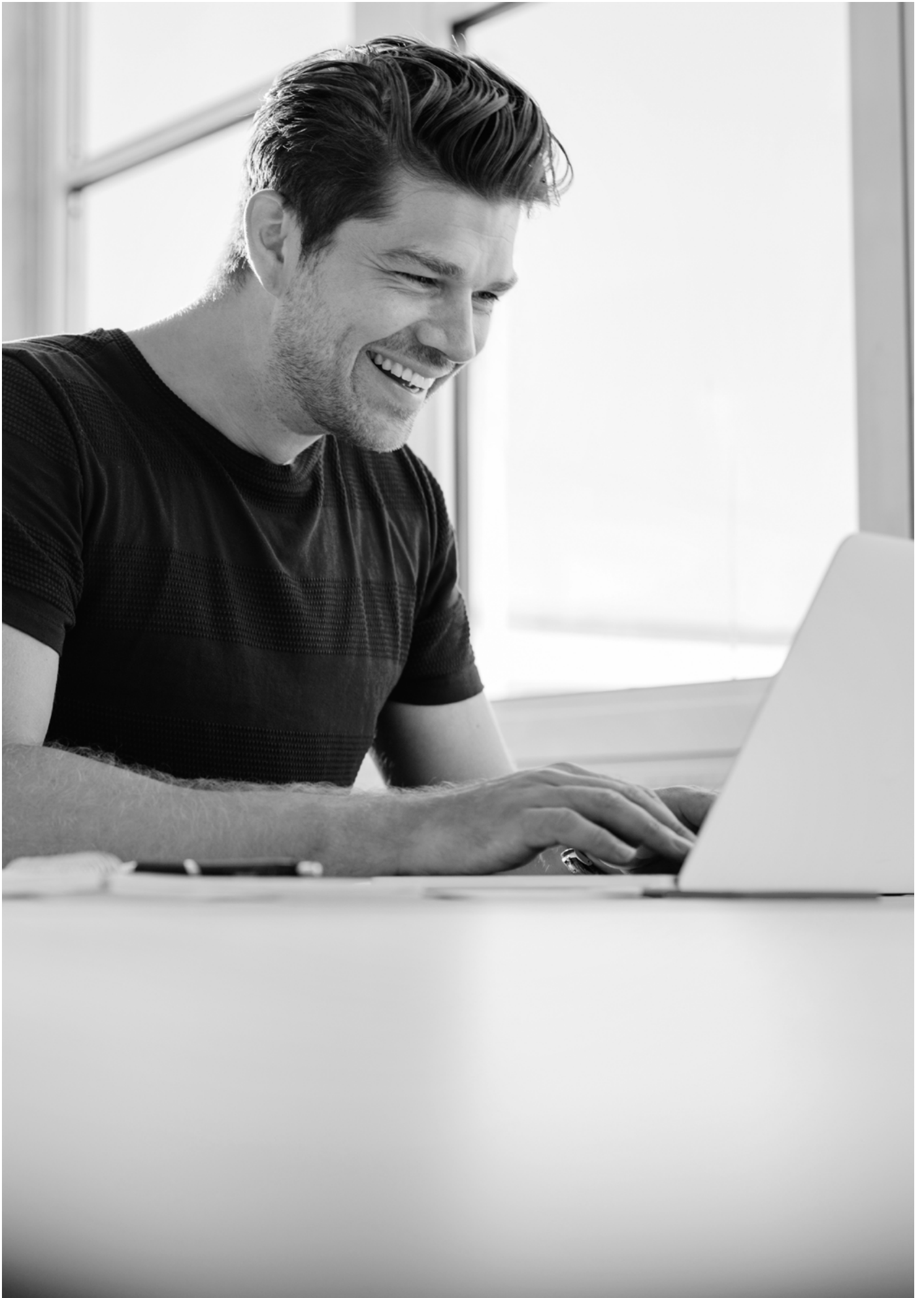
- View Employees
- Upload Employees

Funds

- Create Fund
- Upload Funds
- View Funds
- Clean Up

Administration

- Settlement A/C
- Billing A/C
- » Fund Relationships



FOR EMPLOYERS WHO CURRENTLY USE QIEC SUPER EMPLOYER ONLINE

From 5pm (AEST) 30 April 2019 you will be unable to make further contributions through QIEC Super Employer Online.

You have the option to register to use NGS Super's free clearing house solution (NGS QuickSuper), or register for another SuperStream compliant solution.

Registering for NGS QuickSuper

If you have an existing QIEC QuickSuper login, you will automatically be set up on the NGS QuickSuper portal. An email with your login details will be sent in May 2019.

If you use QIEC Super Employer Online, you will need to register to use NGS QuickSuper.

Registration for NGS QuickSuper is simple and can be accessed via clicking Apply Now on the NGS QuickSuper website at: <https://ngsclearinghouse.superfacts.com/ApplicationIntroductionView>

What information should I have ready?

It will assist the process if you can have the following information ready at the time you register with NGS QuickSuper.

- Company details (ABN, address, contact details)
- Settlement account details for contributions and choice refunds
- Your nominated administrator user for this application (name, email, phone)

Once your application has been processed, you will be notified via email. This email will include login details and steps on how you can start processing superannuation contributions.

Application process

Ensure you have your company details and bank details at hand to be able to complete the application in full.

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Help ?

Apply Now

Arranging your set-up with QuickSuper is easy - you can simply complete this online application.

This should only take you 5 minutes to complete once you have all the information ready.

What information should I have ready?

- company details (ABN, address, contact details)
- settlement account details for contributions
- nominate an administrator user for this application (name, email, phone)

What will happen next?

Once your application has been submitted, a NGS Super representative will review your application.

Once your application has been approved, you will be notified via email. This email will include login details and steps on how you can start processing superannuation contributions.

[Return to Sign In](#) [Start Application](#)

If you have any questions or require assistance you can contact our NGS Employer Support Team on 1300133177, available between 9am and 5pm AEST Monday to Friday (apart from National Public Holidays) or email us at clearinghouse@esuper.com.au

Step 1

Enter your ABN or Withholding Payer Number (WPN) and select 'Next'.

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QuickSuper Step 1 - Enter ABN

Home This wizard allows you to add a new QuickSuper Client. The steps are:

1. Enter ABN
2. Enter company details
3. Select facility type, either single employer or multiple employer
4. Enter settlement account details
5. Enter the details for the client administrator
6. Confirm details and save client
7. Client saved

Enter ABN

Please enter the ABN of the client you wish to create. If you are having difficulties entering the ABN you can check the status of the ABN at [ABN Lookup](#)

If you are not entitled to an ABN, you may enter your [Withholding Payer Number \(WPN\)](#) instead.

* ABN:

The following details were found. Please confirm this is the client you wish to add. Click "Next" to set up this client.

ABN:	13622705597
Registered Name:	BROAD ART PTY LTD
ABN Status:	Active from 07 Nov 2017
Entity Type:	Australian Private Company
Main Business Location:	NSW 2066
Trading Names:	No registered trading names

Clients with ABN 13622705597

There are clients with this ABN already registered in the system. It is recommended that you check the details of the registered clients to avoid adding a duplicate entry. If you wish to create a new client with this ABN, please click on the Next button.

Client Name	Client ID
BROAD ART PTY LTD	NG11048


Step 2

Enter your NGS Super employer number. This will be provided to you in an email in early May.

If you do not know your NGS Super employer number, please enter N/A

Confirm your mailing address, and company contact details.

Select 'Next' to continue.



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Client ID: NG11048

[Help ?](#)

Step 2 - Enter Company Details

Company ABN: 13622705597

NGS Super Employer Number

* Employer Number: [What is this?](#)

Company Name

Select the preferred name for your company.

Registered Name: BROAD ART PTY LTD

Contact Details

Enter the contact details for your company.

* Mailing Address:

* Suburb:

* State:

* Postcode:

* Trading Address: Same as above

* Email:

* Phone:

Fax:

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Step 3

Select your 'Facility Type'.

For the majority of employers, this will be 'Single Employer Facility'. Only select 'Multiple Employer Facility' if you manage your employee payments from more than one payroll system, or from more than one bank account.

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Client ID: NG11048

Help ?

Step 3 - Select Facility Type

Company Name: BROAD ART PTY LTD
Company ABN: 13622705597

Select a facility type.

Single Employer Facility. You will make contributions on behalf of a single business.

Multiple Employer Facility. You will facilitate contributions on behalf of multiple businesses.

It may be necessary to select the Multiple Employer Facility if:

- Employees are managed out of more than one payroll system; or
- Contributions are paid from more than one bank account

[Back](#) [Cancel Application](#) [Next](#)

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Step 4

Enter your settlement account details.

This is the account used for contribution amounts returned to you, and for debiting of online contributions, if you select this option. You will have the option to reconfirm these details when you login for the first time.

These details can be updated at any time in the QuickSuper portal.

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Step 4 - Enter Settlement Account Details

Company Name: BROAD ART PTY LTD
Company ABN: 13622705597

Settlement Account

Enter the details for the company's settlement account. This account may be debited for online contributions or credited where contributions are to be returned to you.

* BSB: Enter 6 digit BSB

* Account Number:

* Account Name: eg. John Smith

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Step 5

Nominate your company administrator.

The administrator can add other users once their login has been processed.

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Step 5 - Nominate Company Administrator and Authorisation

Company Name: BROAD ART PTY LTD
Company ABN: 13622705597

Company Administrator

Enter details of the user nominated to be the Company Administrator. They will be able to setup additional users if required.

Login Name: *A login name will be emailed to this user once your application has been processed.*
Password: *An initial password will be emailed to this user once your application has been processed.*

* First Name:
* Surname:
* Email:
* Phone:
Mobile:

Authorisation

This authorisation to use QuickSuper is authorised for and on behalf of BROAD ART PTY LTD by:

* Executive Officer #1: Enter full name
* Position: Duly authorised signatory eg Director, Partner, Attorney

Executive Officer #2: Enter full name
Position: Duly authorised signatory eg Director, Partner, Attorney, Company Secretary

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Step 6

Bulk uploading of member and contribution data.

If you are bulk uploading member and contribution data in a file extracted from your payroll system, please ensure you select 'Yes' to bulk upload contributions under the additional information section.

You will have the option to reconfirm these details when you login for the first time.

These details can be updated at any time in the QuickSuper portal.

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Step 6 - Additional Information

Company Name: BROAD ART PTY LTD
Company ABN: 13622705597

The following details are required to complete your application.

- 1. How many employees do you have?
- 2. Is NGS Super your default fund?
- 3. Will you bulk upload contributions via file upload?

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Step 7

Confirm your application details in the final step.

If you have any issues completing the application, please contact the NGS Super Employer Services team on 1300 133 177.

Client ID: NG11048



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Step 7 - Confirm Application Details

Company Name: BROAD ART PTY LTD
Company ABN: 13622705597

These details have not been submitted. Confirm the details below and click Submit Application.

Company Details

Employer Number: 325197
Client Name: BROAD ART PTY LTD
Mailing Address:

Trading Address:

Email:
Phone:
Fax:

Facility Type

Single Employer Facility. You will make contributions on behalf of a single business.

Settlement Account

BSB:
Account Number:
Account Name: Broad Art Pty Ltd

Company Administrator

Full Name: Andrew Broadbent
Email: info@broadart.com.au
Phone: 0400000000
Mobile:

Authorisation

Executive Officer #1: Andrew Broadbent
Position: Director
Executive Officer #2:
Position:

Additional Information Edit


How many employees do you have? 1-5
Is NGS Super your default fund? Yes
Will you bulk upload contributions via file upload? Yes

Declaration

I hereby declare that all information provided is correct and I am authorised to provide it on behalf of the company.

Verification

* Verification Code: Enter the verification code below



Unclear? Generate a new verification code.

[Back](#)[Cancel Application](#)[Submit Application](#)

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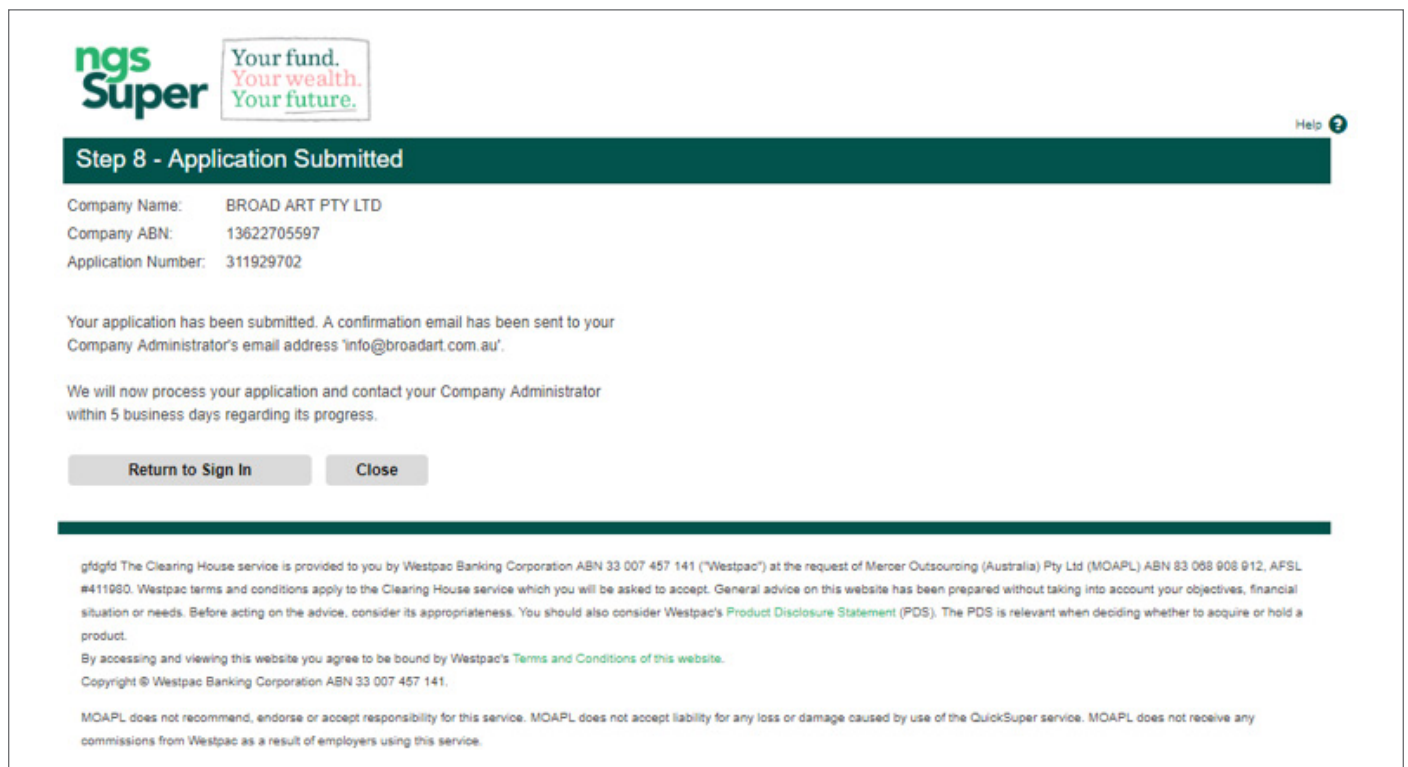
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Step 8

Application submitted.



The screenshot shows a confirmation page for NGS Super. At the top left is the NGS Super logo with the tagline "Your fund. Your wealth. Your future." and a "Help" icon. The main heading is "Step 8 - Application Submitted". Below this, the following details are listed:

- Company Name: BROAD ART PTY LTD
- Company ABN: 13622705597
- Application Number: 311929702

The page then states: "Your application has been submitted. A confirmation email has been sent to your Company Administrator's email address 'info@broadart.com.au'." It also says: "We will now process your application and contact your Company Administrator within 5 business days regarding its progress." At the bottom of the main content area are two buttons: "Return to Sign In" and "Close".

Below the buttons is a horizontal line, followed by a small disclaimer: "The Clearing House service is provided to you by Westpac Banking Corporation ABN 33 007 457 141 ('Westpac') at the request of Mercer Outsourcing (Australia) Pty Ltd (MOAPL) ABN 83 068 908 912, AFSL #411980. Westpac terms and conditions apply to the Clearing House service which you will be asked to accept. General advice on this website has been prepared without taking into account your objectives, financial situation or needs. Before acting on the advice, consider its appropriateness. You should also consider Westpac's Product Disclosure Statement (PDS). The PDS is relevant when deciding whether to acquire or hold a product. By accessing and viewing this website you agree to be bound by Westpac's Terms and Conditions of this website. Copyright © Westpac Banking Corporation ABN 33 007 457 141. MOAPL does not recommend, endorse or accept responsibility for this service. MOAPL does not accept liability for any loss or damage caused by use of the QuickSuper service. MOAPL does not receive any commissions from Westpac as a result of employers using this service."

You will also receive an email confirmation with your application number.

Once your application has been processed, you will receive a welcome email from QuickSuper with your QuickSuper Client ID, your login name, and your temporary password.

What else do I need to do?

Once you have been registered for NGS QuickSuper, you can begin to make contributions from 6 May 2019. If your payroll system allows you to export contribution and member data in a SAFF (SuperStream alternative file format), this can be uploaded directly into QuickSuper.

You need to ensure you have updated the USI associated with any QIEC members to the NGS Super USI of 73549180515701.

If you do not update the USI for these members, the SAFF file upload will generate an error for uploads after 6 May 2019.

What if my payroll system doesn't support SAFF?

Employee and contribution data can still be uploaded into QuickSuper using a CSV file.

Please refer to the [QuickSuper User Guide](#) for more information.

If you need any assistance, please contact the NGS Super Employer Services team on 1300 133 177.

How do I use QuickSuper?

A brief overview of the QuickSuper process can be found below. For further detail, please refer to the link in the [QuickSuper User Guide](#). Please refer to the [resources and references](#) section of this transfer guide.

1. Configure your QuickSuper facility to suit your requirements. This can include adding users and assigning permissions, confirming your authorisation preferences, and updating your contribution entry method and payment methods.
2. Register any funds (e.g. self-managed super funds) that are not already pre-registered on the QuickSuper fund database. If you are using a SAFF file, member details and fund details will be added automatically.
3. Enter contributions into QuickSuper, either by creating online or uploading a contribution file, including an optional authorisation step.
4. Pay for contributions depending on the payment method you have chosen.
5. Assuming your payment is successful, QuickSuper will make the payment to the fund. If your payment results in a SuperStream message, you can view the message sent to the fund.
6. You can view the status of contributions and obtain reports summarising your processing.

FOR EMPLOYERS WHO USE ALL OTHER CLEARING HOUSE SOLUTIONS FOR SUPERSTREAM

From 6 May 2019, contributions will need to be submitted to NGS Super for QIEC Super members. You will need to update your current systems for each member at this time to include NGS Super's Unique Superannuation Identifier (USI) in your payroll and financial systems.

In Microsoft Excel, you can use the Find and Replace function (CTRL+F) to update employees from QIEC Super to NGS Super.

Replace all instances of the QIEC Super USI 15549636673001 with the NGS Super USI 73549180515701.

Member numbers for QIEC Super will change from 6 May 2019. However, for simplicity and continuity purposes, the new 9 digit NGS Super Member Number will incorporate the existing QIEC Super number, being preceded with a "44" and the required number of zeros.

For example:

- QIEC member number: 45321
- NGS member number: 440045321

A tool is available to employers which will automatically convert QIEC member numbers into the new NGS Super member number format, contact your CRM for more details.

Please refer to the [resources and references](#) section of this transfer guide.

Alternatively, you may wish to consider registering for NGS Super's free clearing house solution (NGS QuickSuper). Registration for NGS QuickSuper is simple and can be accessed via clicking Apply Now on the NGS QuickSuper website at: ngsclearinghouse.superfacts.com/LoginView

Once your application has been processed, you will be notified via email. This email will include login details and steps on how you can start processing superannuation contributions.

Advantages of NGS QuickSuper clearing house solution

The NGS QuickSuper clearing house allows you to pay all your employees' super to multiple funds through one easy transaction.

With QuickSuper, your super guarantee payments are secure and SuperStream compliant.

QuickSuper can provide you with reports on:

- the number of contributions you have made
- the value of contributions you have made
- the number of employees who have received contributions
- information relating to a particular transaction
- payments made on behalf of an employee
- status of your employer contribution payments, and
- payments made to a particular Fund

The NGS QuickSuper portal is free to use for employers.

FOR EMPLOYERS USING SUPERCHOICE / EMPLOYER PAY

Any contributions you make to QIEC Super after 6 May 2019 will need to be redirected to NGS Super.

However, SuperChoice will automatically redirect these contributions to NGS Super, and as such, no immediate changes are required to your systems.

Employers using SuperChoice are encouraged to update the USI and member number for any employees who are using QIEC Super for their contributions, or for any employees who have split contributions being directed to QIEC Super.

Your dedicated Customer Relationship Manager will contact you directly to discuss support and resources available to you.

How do I update member details in SuperChoice

If you are using SuperChoice, updating member details can be completed using a file upload process.

1. Click the **Change Details | Members** menu to go to the Members screen.
2. Click the **UPLOAD AMENDMENTS** button to go to the Member Amendment File Upload screen.
3. Click the **BROWSE** button to search for and select the correct file from your directory.
4. Using the drop-down menus, populate the fields as appropriate.
5. Click the **UPLOAD** button.
6. Click the **YES** button to confirm the upload.

In Microsoft Excel, use the Find and Replace function (CTRL+F) to update employees from QIEC Super to NGS Super.

Replace all instances of the QIEC Super USI 15549636673001 with the NGS Super USI 73549180515701.

Member numbers can also be updated at this time.

Updating member numbers in SuperChoice

Member numbers for QIEC Super will change from 6 May 2019. However, for simplicity and continuity purposes, the new 9 digit NGS Super Member Number will incorporate the existing QIEC Super number, being preceded with a "44" and the required number of zeros.

For example:

- QIEC member number: 45321
- NGS member number: 440045321

A tool is available to employers which will automatically convert QIEC member numbers into the new NGS Super member number format, contact your CRM for more details.

RESOURCES AND REFERENCES

[NGS Super website](#)

[NGS Super - Statement of Fund Compliance](#)

[NGS Super – Standard Choice Form](#)

[NGS QuickSuper portal](#)

[NGS QuickSuper application](#)

[QuickSuper User Guide](#)

[QuickSuper – Entering contributions guide](#)

[QuickSuper – Paying for contributions guide](#)

[QuickSuper – SuperStream Alternative File Format \(SAFF\) Specification](#)

[QuickSuper – Employee upload file specification](#)

[QuickSuper – Contribution CSV File Specification](#)

WHERE CAN I FIND OUT MORE INFORMATION

NGS Super Employer Services helpline: 1300 133 177, Option 3.

Monday to Friday, 8am to 8pm AEST.

If calling from outside Australia, phone +61 3 8687 1818.

Customer Relationship Managers

QIEC Super employers members can continue to contact the QIEC Super Client Services Managers. From 6 May 2019, these staff members will be employed by NGS Super and each of their titles will change to 'Customer Relationship Manager'.



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How to contact us

Online at ngssuper.com.au/contact-us

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Fax (03) 9245 5827

Postal address

GPO Box 4303

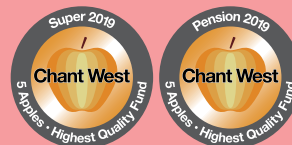
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