

Member Registration Request - how-to guide

Introduction:

This guide looks at **how** and **when** to use an **MRR** (Member Registration Request)

After the 22nd of May 2026, employers using QuickSuper will no longer be able to set up new default Super members using **CTR** (Contribution Transaction Request).

Setting up new default members can instead be done **before uploading a contribution file**, by using MRR (Member Registration Request) within QuickSuper.

Note: QuickSuper will not send MRRs to self-managed super funds.

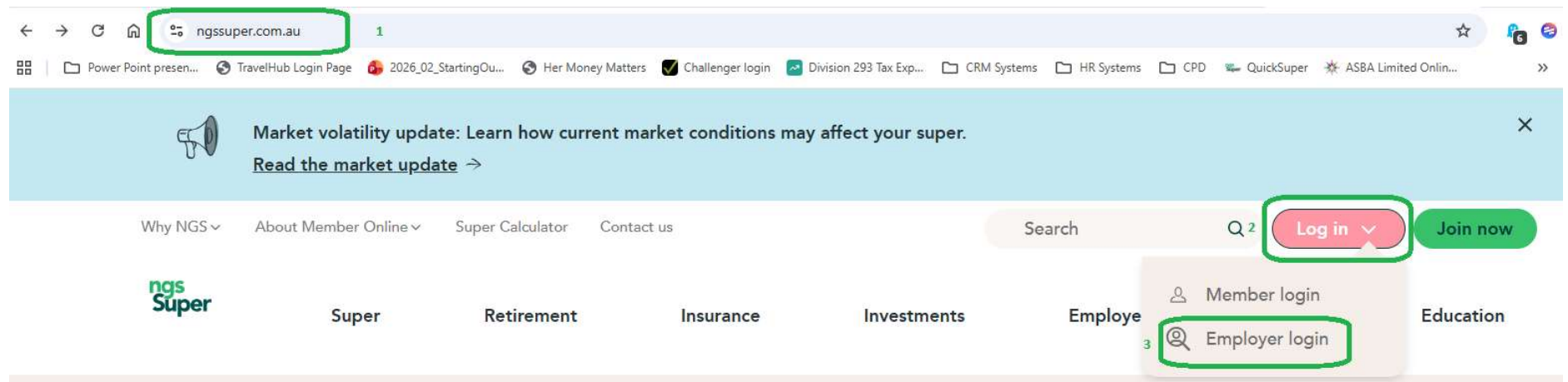
Begin by logging into your NGS Super QuickSuper account.

Login into QuickSuper via the NGS Super website.

Step 1 – go to www.ngssuper.com.au

Step 2 – Hover your cursor over the **log in** button (On the top right-hand corner on desktop version of the website)

Step 3 – click on **Employer login**



Once logged into QuickSuper the following events will trigger an MMR (Member Registration Request).

MRR Events and Examples

- When you add or update an employee:

Employee updated. A member registration will be sent to the applicable funds.

- When you establish a new fund membership:*

Fund Membership created. A member registration will be sent to the fund.

- When you edit an existing fund membership:*

Fund Membership updated. A member registration will be sent to the fund.

***Note: if you are editing/adding a new fund, ensure you deactivate the previous fund membership.**

This can be unticking the Active button in the Fund Details section of the [View employees](#) records in QuickSuper.

Fund Details

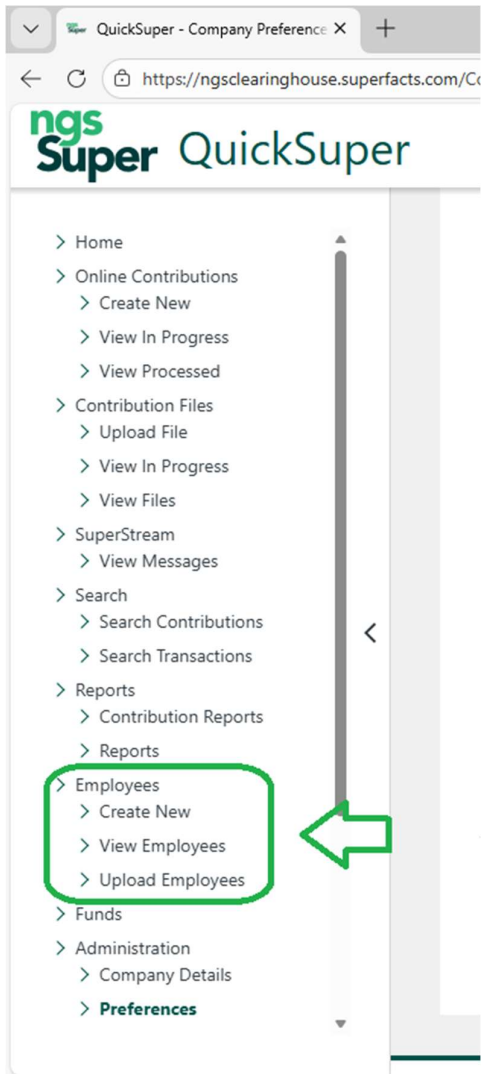
Fund: Aware Super Future Saver

Member ID:

Active:

If unticked, you cannot make contributions for this fund membership.

The employees section below is where you can add a new staff member by clicking on **Create New**, or **View Employees** and **Update Employees** details in QuickSuper.



Managing Member ID Updates from Super Funds

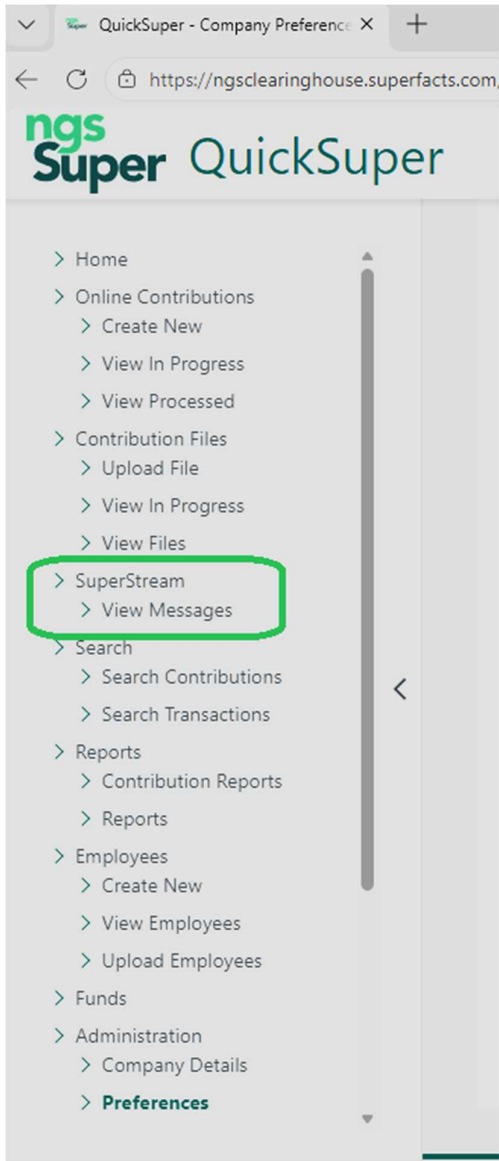
Once a new staff member has been created in QuickSuper or an existing staff has had their details updated such as a request to change to the default Super fund, offered by the employer, this results in an MRR message to be sent to the employer's default Super fund.

The return message with the staff member's new Super fund membership number will be returned in the form of a **MROR** (Member Request Outcome Report) message.

To action these updates automatically, under **Administration**, select **Preferences**, then click on the **Apply member ID updates**.

The screenshot shows the 'ngs Super QuickSuper' interface. On the left is a navigation menu with the following items: Home, Online Contributions (Create New, View In Progress, View Processed), Contribution Files (Upload File, View In Progress, View Files), SuperStream (View Messages), Search (Search Contributions, Search Transactions), Reports (Contribution Reports, Reports), Employees (Create New, View Employees, Upload Employees), Funds, Administration (Company Details, **Preferences**), and a redacted item. The main content area is titled 'Employee' and contains several settings: 'Contribution File Date Format' (DD/MM/YYYY (01/04/2026)), 'Notification on allocation of payment' (radio buttons for None and Email, with Email selected), 'Frequency of contributions' (empty field), 'Employee Upload File Format' (Employee Upload CSV v3), and 'Employee File Date Format' (DD-MMM-YY (01-Apr-26)). At the bottom, the 'Apply member ID updates' toggle is set to 'No' and is highlighted with a green rounded rectangle. A green arrow points to the 'No' button. Below the toggle is the text: 'Member IDs received from Super Funds automatically update employees'.

If you do not want these updates to be applied automatically, the MROR messages can be view in [SuperStream > View Messages](#)



Messages will be divided into **Sent Messages** (i.e. **MRR**) and **Received Message Responses** (i.e. **MROR**)

View Messages ?

Sent MessagesReceived Message Responses

Search Criteria

Date Range Last 90 Days ▼

dd mmm yyyy to dd mmm yyyy 📅

Type ▼ Status ▼

Conversation ID

Fund ▼

Payment/Customer Reference

Contribution Total Part ID

Search