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.

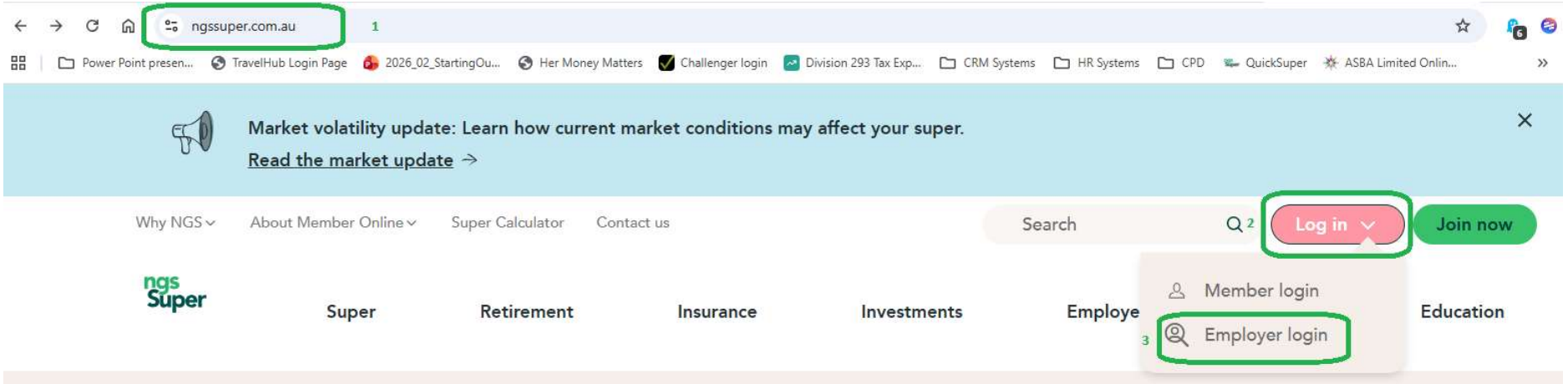
Begin by logging into your NGS Super QuickSuper account.

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 with trigger an MMR (Member Registration Request) in QuickSuper.

MRR Events and Examples

- When you add or update an employee:

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

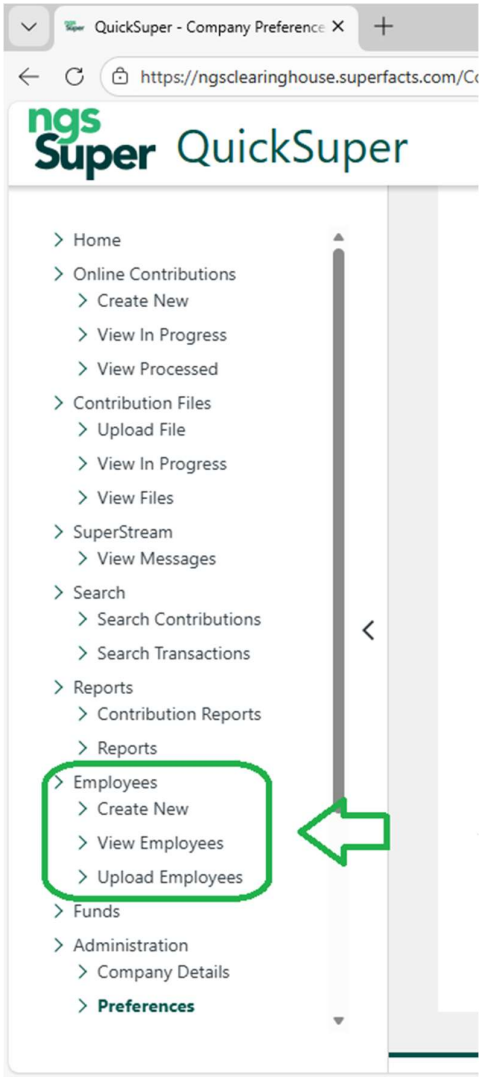
- When you establish a new fund membership:

> **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.

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

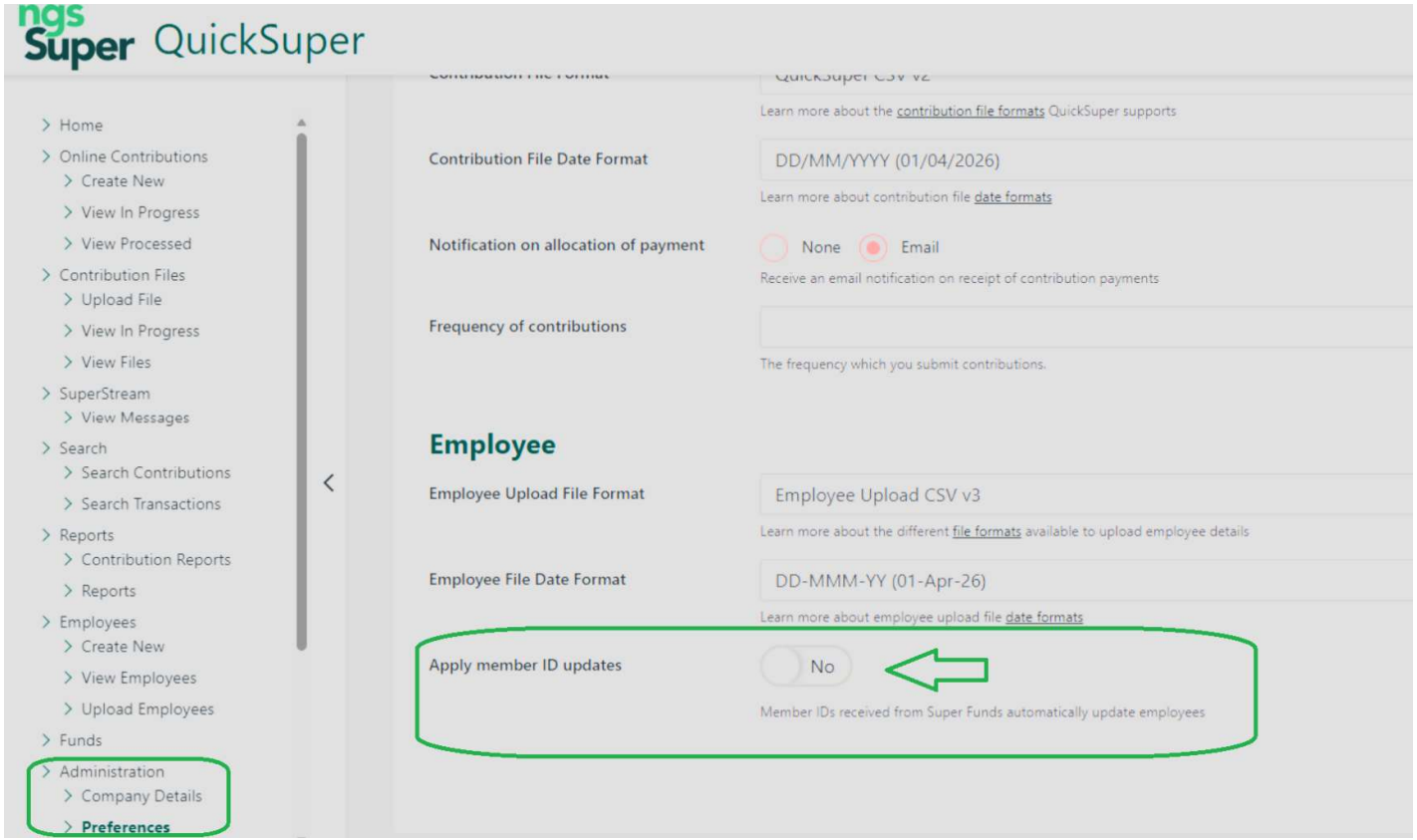


Managing Member ID Updates from Super Funds

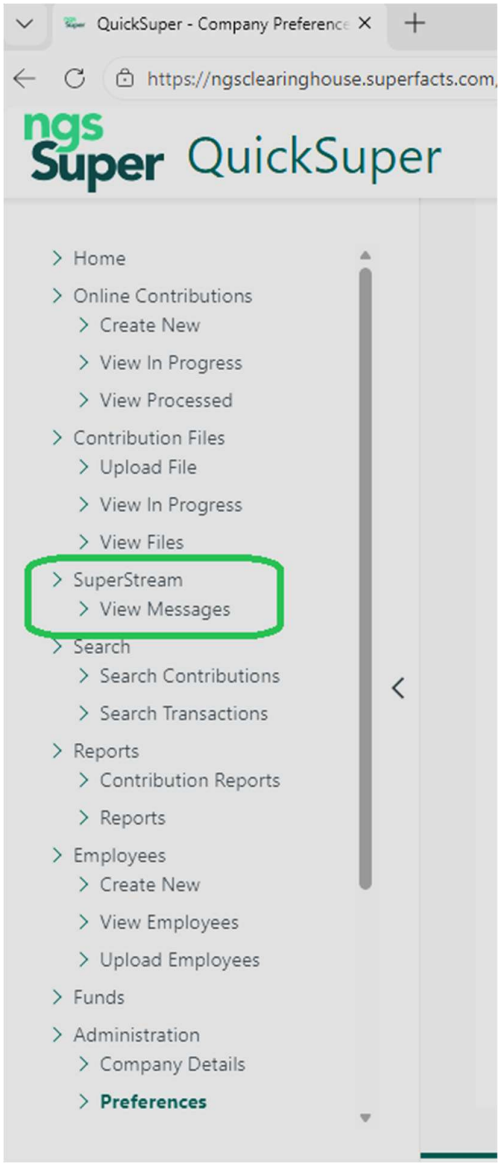
Once a new staff member has been created in QuickSuper or an existing staff has had their details updated such as a request to change to the default Super fund, offered by the employer, this results in an MRR message to be sent to the employers default Super fund.

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

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



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**)