

Introduction

This guide describes how to specify Superannuation Choice of Fund options in the Onboarding form.

Procedure

Log in to SSO

1. Click on the **Onboarding** tile.



2. Click on Personal Details and select Super Choice of Fund.



3. Select the option appropriate to your personal choice and situation.

Please make a selection

 \odot I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.

 \bigcirc I would like to join UniSuper.

 $\bigcirc\,$ I would like to nominate an alternative superannuation fund.

O I will advise the University of my choice of superannuation fund within 14 days of commencement.

Option 1: I am an existing UniSuper member and would like the University to contribute to my UniSuper fund

4. **(Optional)** if you know your UniSuper fund type, please indicate it here.

Please make a selection	
I am an existing UniSuper member and would like the University to contribute to my UniSuper fu	nd.
◯ I would like to join UniSuper.	
\supset I would like to nominate an alternative superannuation fund.	
\supset I will advise the University of my choice of superannuation fund within 14 days of commenceme	nt.
Supersynation Details	
Superannuation Details	
Please specify your UniSuper fund type if you know it (optional)	
Accumulation Defined Benefit Fund	

5. Click Save.

Option 2: I would like to join UniSuper

4. Take note of the links and additional information.

Please make a selection

 \odot I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.

- I would like to join UniSuper.
- \bigcirc I would like to nominate an alternative superannuation fund.
- \odot I will advise the University of my choice of superannuation fund within 14 days of commencement.

Superannuation Details

More information and the Accumulation 1 Product Disclosure Statement (PDS) is available at unisuper.com.au. The University of Adelaide will set up your account with UniSuper, so at this stage there is nothing you need to do. If you'd like to make changes to your account, please download, complete and return to UniSuper the Changing your default options form provided with the PDS. Or once your account is set up you can log in at unisuper.com.au and make changes online. We suggest reading the Accumulation 1 PDS and seeking financial advice before making any changes to your super account.

If you have questions about UniSuper, your contributions or need help with your paperwork, you can make an appointment with your UniSuper on-campus consultant who can provide free, general advice. For more information, visit unisuper.com.au/campusbookings or contact our superannuation consultant at unisuper.com.au.

If you choose to have your employer contributions paid to UniSuper and aren't already a UniSuper member, your new account will be set up in their Accumulation 1 product. If you'd like to join UniSuper's Defined Benefit Division (DBD) and are eligible, you can opt in within 2 years of commencing in your role.

It's important to note, if you are an existing UniSuper Defined Benefit Division (DBD) member, you may not be eligible to choose the super fund to which the super contributions are made, and we may be required to pay the super contributions to UniSuper.

5. Click Save.

Option 3: I would like to nominate an alternative Superannuation fund

4. Specify whether you are nominating an APRA superannuation fund or Retirement Savings Account or a Self-Managed Super Fund.



Option 3a: Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)

5. Search for your fund's ABN (Australian Business Number) by clicking the magnifying glass.

I am an existing Unisuper member	r and would like the University to contribute to my UniSuper fund
I would like to join UniSuper.	
I would like to nominate an alterna	ative superannuation fund.
I will advise the University of my o	choice of superannuation fund within 14 days of commencement.
Superannuation Details	
Please specify your alternative	super fund type
Australian Prudential Regulation Account (RSA)	n Authority (APRA) superannuation fund or Retirement Savings
\bigcirc Self-Managed Super Fund (SMS	F)
Nominate your APRA Fund or R	SA
Target Fund ABN	٩
Unique Superannuation Identifier	Q
Unique Superannuation Identifier Membership Number	٩

6. Search by ABN or Name* and click the Search button.

*if searching for Name, change the search criteria parameter to "contains" from "begins with".

Search for: Target Fund ABN		
 Search Criteria 		
Target Fund ABN	=	~
Target Fund Name	contains	▼
	Search	Clear

7. Click on the appropriate Search Result to select it, which will fill out the ABN field.

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Targ	et Fund ABN	፦ Target Fund Name ≎	
	94615635536	UNIVERSITY OF ADELAIDE SUPERANNUATION SCHEME A 1985	

8. Search for your Fund's USI by clicking the magnifying glass.

Nominate your APRA Fund or	RSA		
Target Fund ABN	94615635536	Q	
Unique Superannuation Identifier		٩	
Membership Number			
Your recent superannuation fund https://my.gov.au/.	d account details car	n be accessed via your myGov account	

9. The USI search results default to those records that match the ABN selected above. Click on the appropriate search result to select it.

Target Fund ABN	94615635536
Unique Superannuation Identfr	begins with
Product Name	begins with 🗸
	Search Clear
Search Results	

10. Enter your Membership Number into the field (leaving the Membership Number blank may result in the creation of a new superannuation account).

Target Fund ABN	94615635536	Q	
Unique Superannuation Identifier	94615635536001	Q	
Membership Number			

11. Click Save.

Option 3b: Self-Managed Super Fund (SMSF)

5. Take note of, and gather, the supporting documentation required for the nomination of a Self-Managed Super Fund.

Please make a selection
\odot I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
○ I would like to join UniSuper.
I would like to nominate an alternative superannuation fund.
I will advise the University of my choice of superannuation fund within 14 days of commencement.
Superannuation Details
Please specify your alternative super fund type
O Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)
Self-Managed Super Fund (SMSF)
Upload Supporting Documents
 A document confirming the SMSF is an ATO regulated super fund. A letter from the trustee confirming that the fund will accept contributions from your employer. A document providing the following SMSF details: Fund ABN E-Service Address (ESA) Bank Account Number and BSB
You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at http://superfundlookup.gov.au/
Add Attachment 📩
Please note that only jpeg, jpg and .pdf files upto 10 MB are accepted.
Attachments
No Attachments Found.
Your recent superannuation fund account details can be accessed via your myGov account https://my.gov.au/.

- 6. Attach the required supporting documentation using the Add Attachment button, following the prompts. Please note that only .jpeg, .jpg and .pdf files are accepted, up to 10 MB in size.
- 7. Click the Add Attachment button.

ease upload the following	g supporting documentation:
A document confirming A letter from the trustee A document providing th Fund ABN E-Service Address (E: Bank Account Numbe	the SMSF is an ATO regulated super fund. confirming that the fund will accept contributions from your employer. he following SMSF details: SA) er and BSB
ou can locate and print a ookup service at http://su	copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fun perfundlookup.gov.au/
Add Attachment	copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fun perfundlookup.gov.au/
Add Attachment	copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fun perfundlookup.gov.au/ 1 y .jpeg, .jpg and .pdf files upto 10 MB are accepted.
Add Attachments	copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fun perfundlookup.gov.au/

8. Click on the My Device icon.



9. Select the file to upload (files must be selected for upload one at a time).

Today (3)			
SMSF Compliance.pdf	20/10/2021 9:56 PM	Adobe Acrobat D	5 KB
SMSF Account Details.pdf	20/10/2021 9:50 PM	Adobe Acrobat D	5 KB
SMSF Trustee Letter.pdf	20/10/2021 9:50 PM	Adobe Acrobat D	5 KB

10. Click the Upload button.

		File Attachment
Choose Fro	m	
	-	
	active and a second	
The Class		
My De	rice	

11. Once the upload has completed, click the Done button.

File Attach	iment Do
hoose From	
My Device	
SMSF Compliance.pdf File Size: 4KB	
	Unload Compl

12. Repeat steps #7 to #11 until all necessary documentation has been attached.

Please note that only .jpeg, .jpg and .pdf files upto 10 ME	are accepted.	
Attachments		
		3 row
Attached File 🛇	View Attachment	
SMSF_Compliance.pdf	View Attachment	—
SMSF_Trustee_Letter.pdf	View Attachment	-
SMSF Account Details.pdf	View Attachment	_

13. Click Save.

Contact us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au