

Downloading your contribution history on MercerSpectrum

1. Log into MercerSpectrum with your User ID and Password at:

<https://www.superchoice.com.au/mercerspectrum/>



Sign in [▲]

User ID:

Password:

Forgotten your User Id or Password?

Call us on 1300 721 408 within Aus or +61 3 8687 1870 for International or by [email](#)

MERCERSPECTRUM

MercerSpectrum is a simple and easy solution to employers' choice of fund issues.

It is designed to minimise the amount of work required from an employer's payroll and HR departments.

Important notice

Please note that the Australian Conditions of Use and Privacy have been updated recently.

By clicking on the Submit button, you will enter the MercerSpectrum web site. By doing so, you acknowledge and agree to the Conditions of Use and Privacy Policy for MercerSpectrum. See links below to view them now.

[Australian Conditions of Use and Privacy](#) [New Zealand Conditions of Use and Privacy](#)

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2. On the home screen that follows, hover your cursor over 'Reports' and select 'Employee Advices':

MERCER

→ Call us on 1300 721 408 within Aus or +61 3 8687 1870 for International or by [email](#)

Home | Contributions | Members | Search | Change Details | Choice of Fund | Feedback | **Reports**

SuperStream

Member Reports

Employee Advices

Welcome to

MERCERSPECTRUM

Your enhanced choice of fund solution

Important dates

All employers please note, to ensure contributions are shown on members' 30 June benefit statements, it is highly recommended that contributions to default fund members are remitted and paid by **3:00pm (EST) on 26 June**. This date ensures adequate time for contributions to be received and allocated to members of the fund in case of any banking or remittance issues.

If you are remitting contributions for choice funds, we recommend that you aim to authorise payments by **3:00pm (EST) on 16 June**. This timing allows for the allocation of contributions to choice funds by 30 June.

3. On the following screen, enter the relevant contribution period dates in the fields highlighted yellow, and note the restrictions marked with red arrows:



Contribution Advices for Employees

Report all confirmed contributions for period


Warning: Ensure that all contributions for the period have been submitted and confirmed before downloading the Contribution Advices.

The Contribution Advices will include all contributions that satisfy the following conditions:

- a.** The end date of the contribution period associated with the batch must fall in the selected reporting period
- b.** The batch must be confirmed



Period from to

NOTE: Results will be restricted to a 12 month period 

4. On the same screen, select 'PDF Advices' to generate your report in PDF format, or 'Advice Details' to generate it in comma delimited Excel format:

NOTE: Results will be restricted to a 12 month period

You may download one of two types of Contribution Advices for Employees. Select the one that best fits your requirements.

Fixed format Contribution Advices



If you use this option, the Contribution Advices will be downloaded in PDF format and can not be amended. Use this option if the format of the contribution advice suits your requirements.

Click on PDF Sample to view an example. Click on PDF Advices to download the contribution advices for all employees in the batch.

This option is only available if your batches contained fewer than 150 employees.

Flexible format Contribution Advices



Use this option if you want to edit the contribution advices for your employees or if your batches contained more than 150 employees.

Click Advice Sample to download a sample contribution advice document in Microsoft Word format that has been enabled for merge processing using the advice details file (see below). Note that the contribution advice document is a sample only and must be edited to fit your requirements.

Click Advice Details to download a file containing the contribution advice details for each employee in the batch. The file is in csv (comma-delimited) format and may be used with the merge facility of your word processing program to produce the contribution advice document for each employee. The first record of the file contains the 'merge tags' identifying the contents of each column. The records will be in 'alphabetic by last name' order.

The following table describes each data item in the csv file:

Your report will then be generated.

If you need any assistance, contact us at 1300 721 408 or at support@esuper.com.au and one of our friendly Consultants will be happy to guide you.