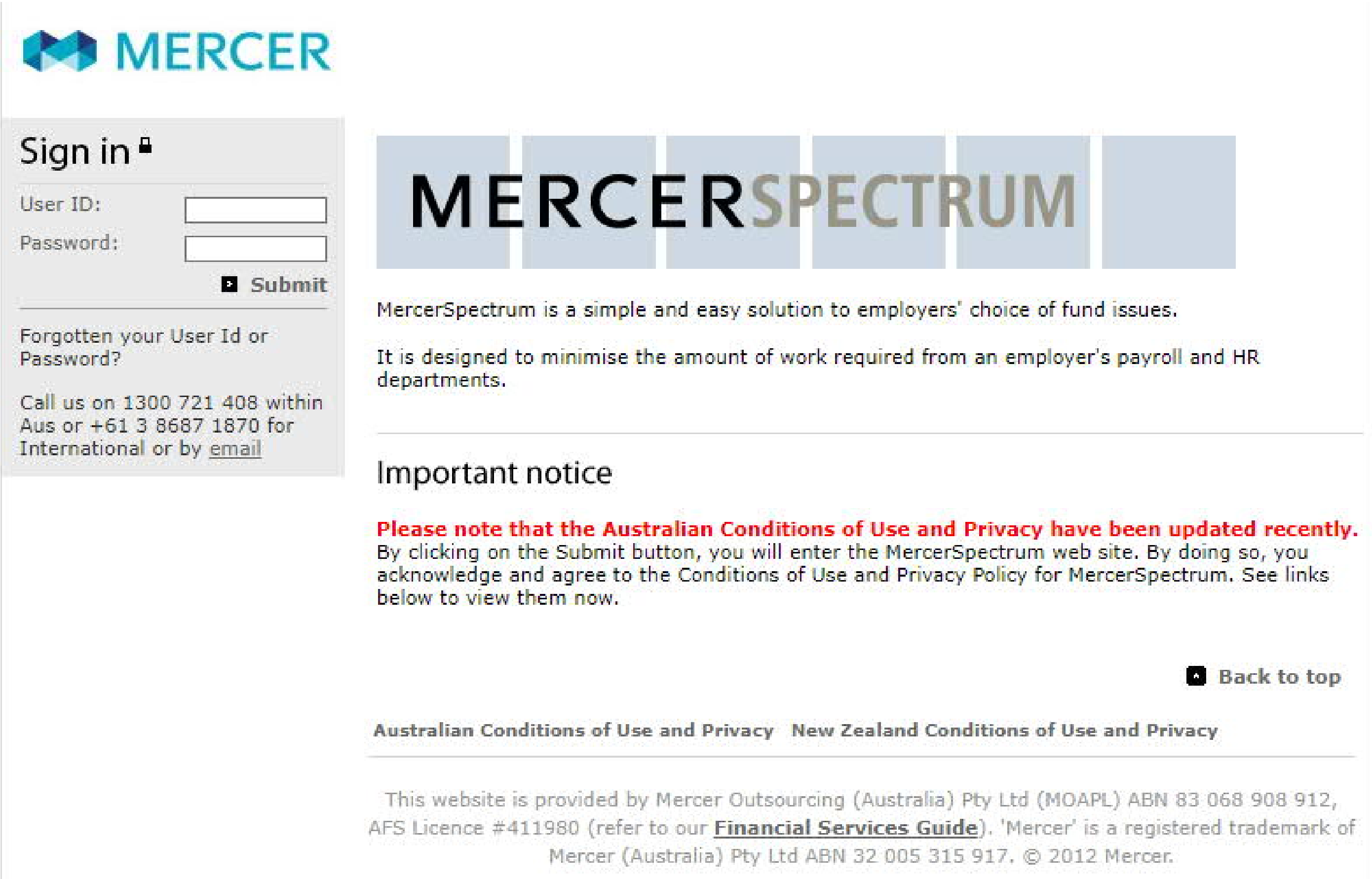
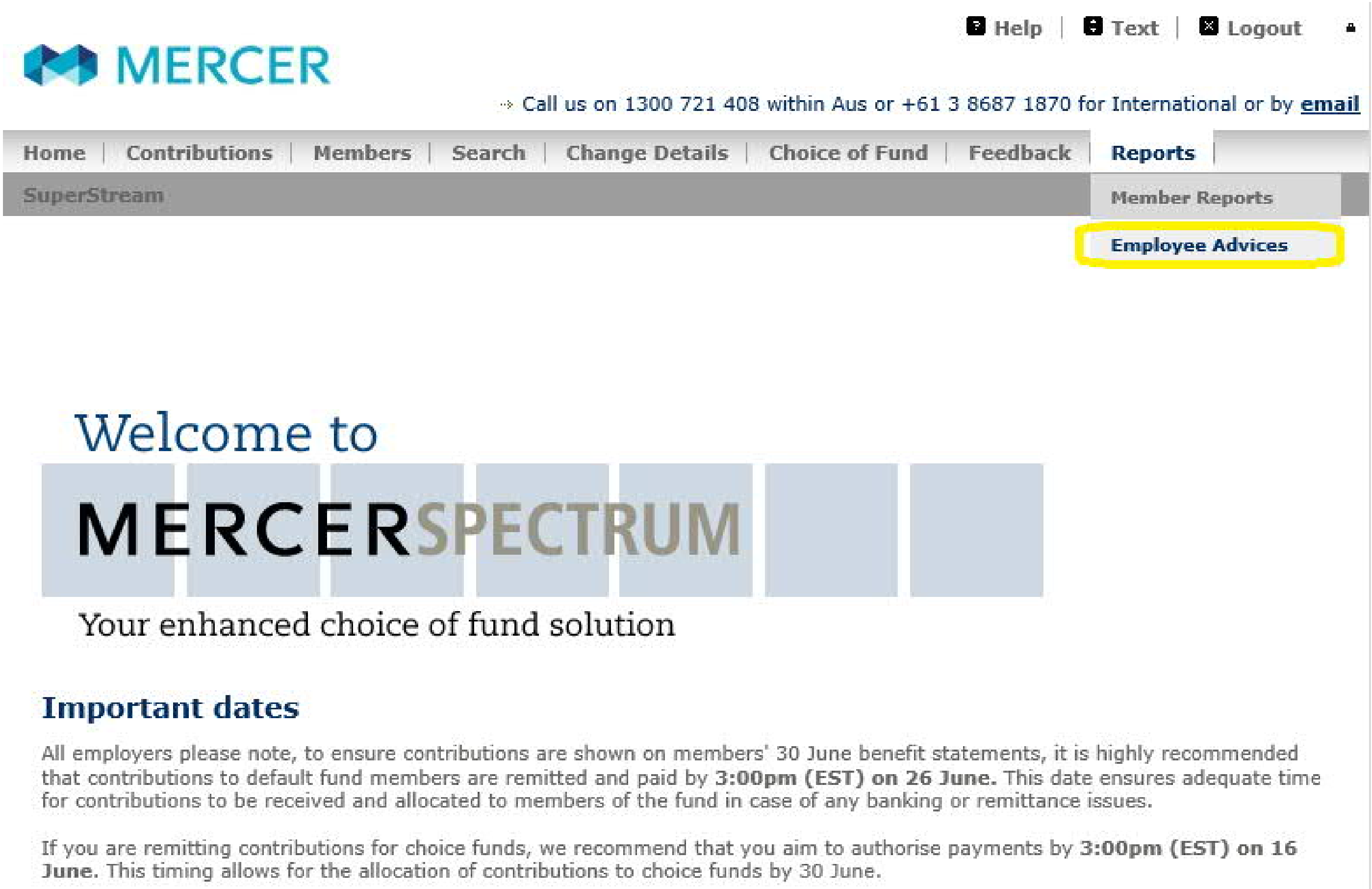
Downloading your contribution history on MercerSpectrum

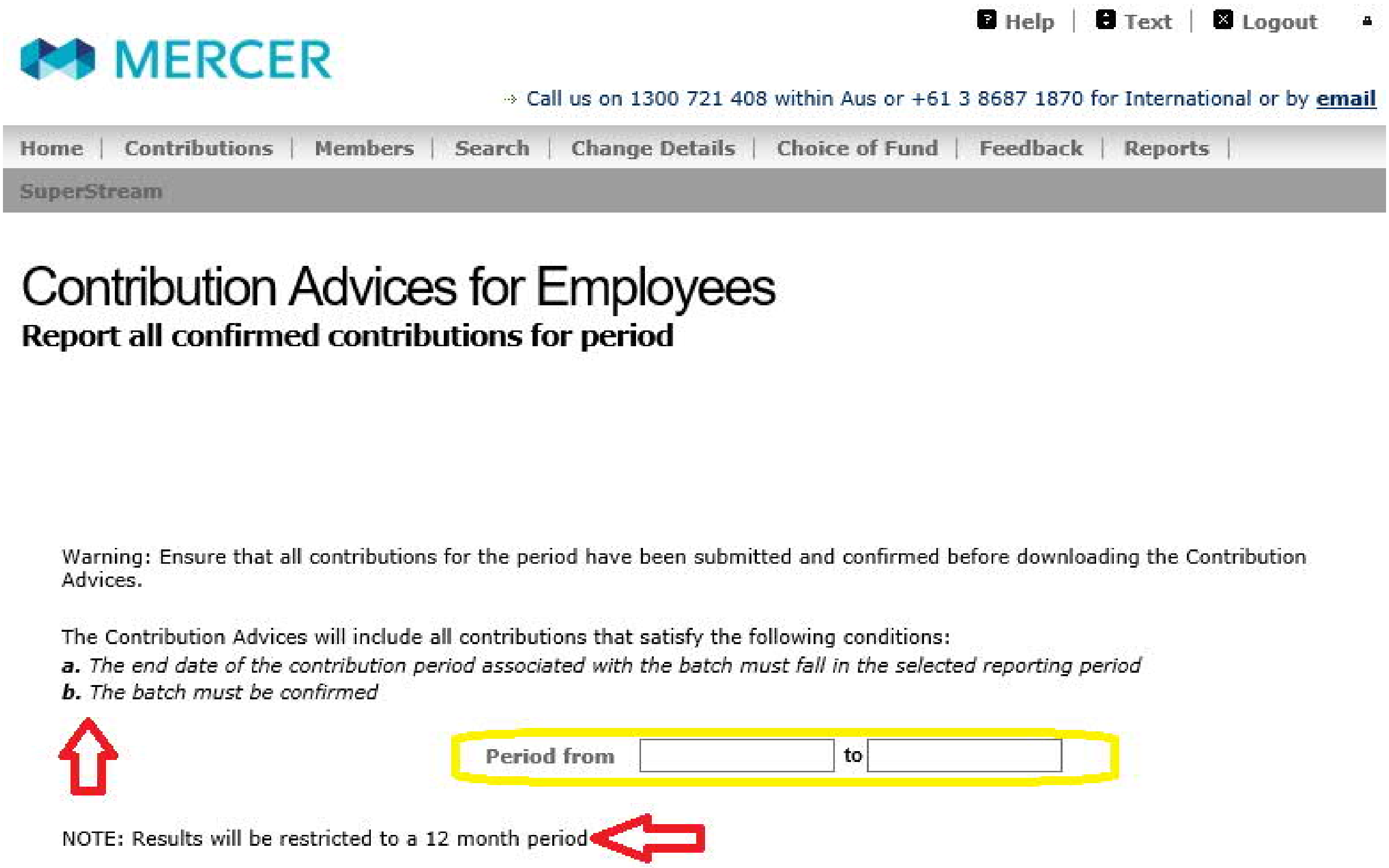
1. Log into MercerSpectrum with your User ID and Password at:
https://www.superchoice.com.au/mercerspectrum/



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



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



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

PDF Advices PDF Sample

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

Advice Details Advice Sample

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.