



# Employer Registration Checklist

## for the Aware Super clearing house



**Follow this checklist and you'll be up and running in no time.**

If you need assistance during registration, please call 02 8256 4500

Steps	Activity	Action
1.	<b>Watch our training videos</b> A series of instructional videos have been created to simplify your transition to our clearing house. Access the videos here: <a href="https://aware.com.au/employer/new-clearing-house/learning-hub">aware.com.au/employer/new-clearing-house/learning-hub</a>	<input type="checkbox"/> Completed
2.	<b>Register and activate your account</b> Register for the new Aware Super clearing house here: <a href="https://employerpay.com.au/EmployerPortal/register/custodian/aware">employerpay.com.au/EmployerPortal/register/custodian/aware</a> <b>Create employer</b> To create your account in the new clearing house you will need your business details, ABN and your bank account details. You will be asked to nominate your preferred payment method. <b>Create User</b> You will need to create a User ID and accept the Terms & Conditions and Product Disclosure Statement. We suggest you use your personal work email address, so you don't forget. Once you've completed this process an email will be sent to you to complete the registration process by logging in, creating a password and entering an authentication code.	<input type="checkbox"/> Completed  <input type="checkbox"/> Completed  <input type="checkbox"/> Completed
3.	<b>Save the portal link to your favourites</b> Following registration, bookmark this link for easy access to the new Aware Super clearing house. <a href="https://employerpay.com.au/aware">employerpay.com.au/aware</a>	<input type="checkbox"/> Completed
4.	<b>Add additional employers (ABNs)</b> If you manage superannuation submissions for more than one employer, you can register these employers via the maintenance menu of the clearing house.	<input type="checkbox"/> Completed
5.	<b>Create your users</b> Create your users and apply the correct user role/permissions to each. To understand the access for each user role, see page 18 of the <i>Employer User Guide – Contributions</i> .	<input type="checkbox"/> Completed
6.	<b>You are now ready to upload your first contribution file</b> Your employee data will be created on the loading of your first file into the new clearing house Follow the steps on page 2 of the <i>Employer User Guide – Contributions</i> , to upload your contribution file.	<input type="checkbox"/> Completed
7.	<b>Clean up your contribution data</b> When you have uploaded your first file, you will need to review and correct any contribution data where system validations have identified an error. <i>Action: Don't forget to update your payroll information if you've made changes to your submission.</i>	<input type="checkbox"/> Completed

### STP Only

#### Single Touch Payroll (STP)

On submission of your first STP file, you will be requested (one-time only) to provide the following Payroll System information:  
 ATO Product ID, BMS (Payroll) Name, Vendor & Version.

*Your payroll provider can provide this information if unknown.*

☐ Completed