Prime Super

EmployerOnline Services

User Guide

Version 0.6

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Getting Started

Overview

Prime Super's EmployerOnline service is a secure internet-based system that allows you to manage all of your super obligations online.

You can use EmployerOnline to manage contribution payments, access and edit member information, upload or download member records and payment history, and edit employee status. EmployerOnline also complies with SuperStream requirements for online transacting from 1 July 2014.

- Submit more than one contribution in the one period – great if you accidentally forget someone!
- Not sure if your employee is already a Prime Super member? If you have their Name, TFN and DOB, you can search and find out.
- Add a new employee and get a member number allocated immediately.
- Have any of your employee's contact details changed? You can update their details via your EmployerOnline account.
- Ability to check or verify that an employee's supplied TFN is valid. Prime Super EmployerOnline Services (EmployerOnline) is a secure online tool that allows you to manage your super obligations

Registration

To register for EmployerOnline you will need to be an employer of the Prime Super fund. When registering, you will need to have your **Employer ID and Postcode**.

If you are NOT an employer of the Prime Super fund you can **Join Prime Super** online via the website **www.primesuper.com.au** OR call **1800 675 839.**

To Register

1. From the Prime Super Website **www.primesuper.com.au**, click **Login**, select **Employers & Self-employed**.

Figure 1: Prime Super Home Page

2. The Employer Online page will display, click **Register Now**.

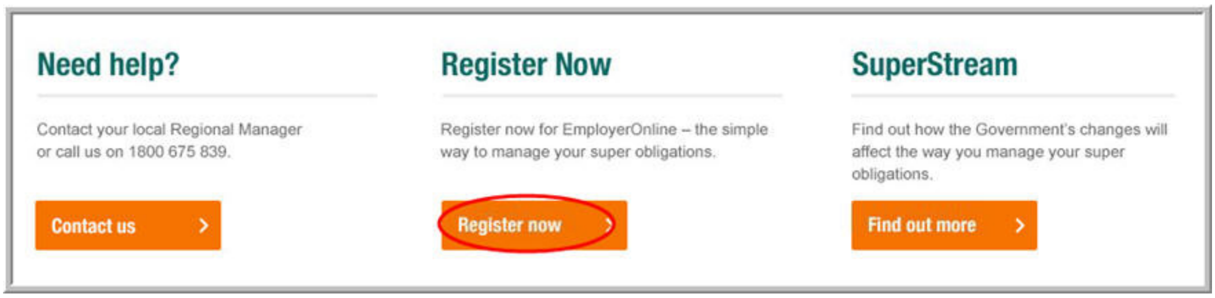


Figure 2: Registering for EmployerOnline

3. The Registration page will display, enter your **Employer ID** then click **Continue**.
    - If you are unsure of your Employer ID call us on **1800 675 839**.

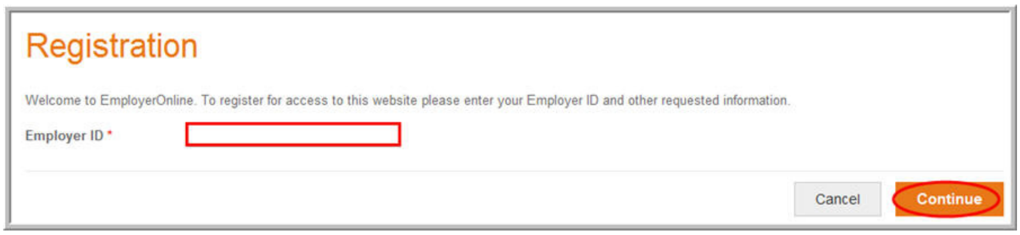


Figure 3: Registration Page - Enter Employer ID

4. You will now need to enter your **Postcode** then click **Continue**.

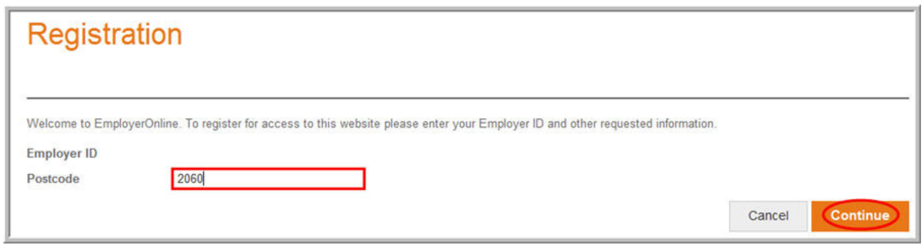


Figure 4: Registration - Enter Postcode

5. You will now need to review the following sections:
    - Your Details, review and confirm your email address,
    - Terms & Conditions, read and confirm,
    - Communication Preferences, select how you want to receive your contribution return and receipt,
    - Secure Access, create a password.
6. Under the **Your Details** section, your contact information will appear. Please review/amend accordingly, Note:
    - All fields with an **asterix * must be completed**.
    - To ensure your registration is processed promptly, please include the exact details that are on file with Prime Super, including your **Employer ID**. If you are unsure of any of your details call us on **1800 675 839** and we will help.
    - Be sure to **confirm your email address**.

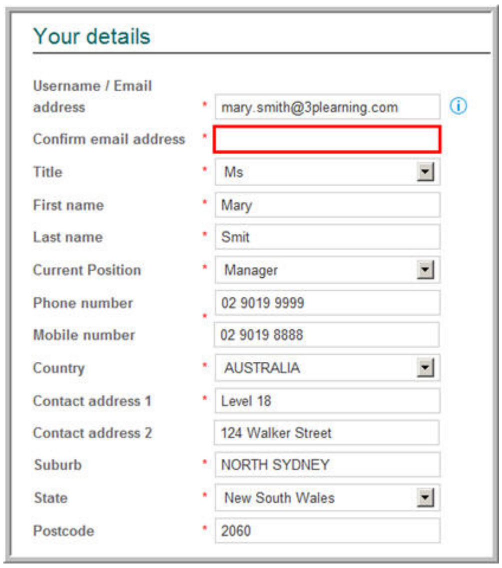


Figure 5: Registration - Your Details

7. Under the **Terms and Conditions** section you will be asked to read and confirm the Employer Guide and Financial Services Guide.

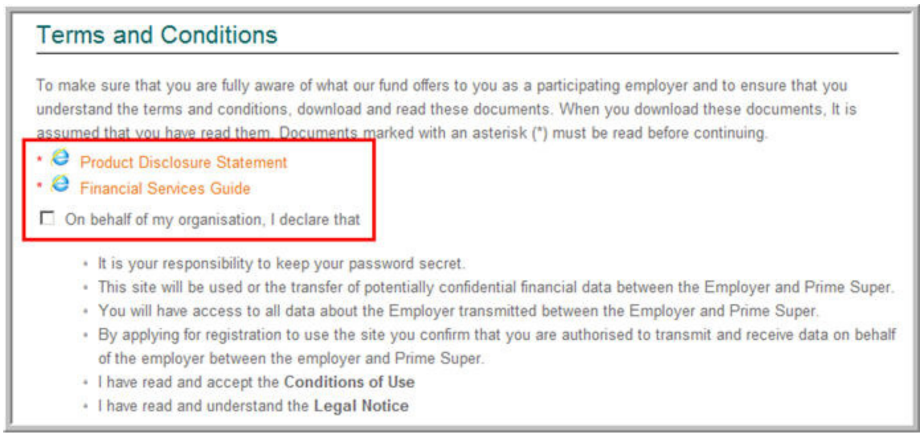


Figure 6: Registration - Terms and Conditions

8. Under the **Communication Preferences** section, confirm your communication preferences.

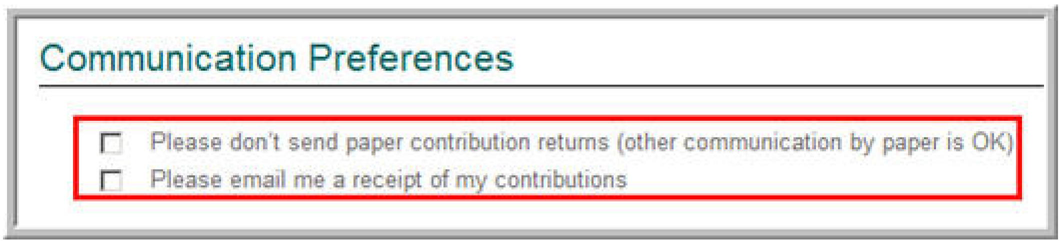


Figure 7: Registration - Communication Preferences

9. Under the **Secure Access** section, you will be asked to create and confirm a password then click **Submit.**

Figure 8: Registration - Secure Access

10. The Registration Complete page will display confirming the details you have entered. Click **Continue to Employer Access.**

11. The **Prime Super Terms and Conditions** page will display. Ensure you read and confirm the terms and conditions then click **Accept.**

12. The **Important Message** page will display. Once you have read the messages click **OK**. The **Dashboard** page will now display.

Log In

Once you have registered you are ready to login.

1. From the Prime Super Website **www.primesuper.com.au**, click **Login**, select **Employers & Self-employed**.
2. The Employer Online page will display, from the **Log In here** section enter the information below then click **Login**.
   - Email Address
   - Password

Figure 9: Log In Page

3. If logging in for the first you may be prompted to confirm the **Prime Super Terms and Conditions**.
4. Once you have successfully logged in the **Important Message** page will display. Once you have read the messages click **OK**. The **Dashboard** page will now display.

Passwords

Requesting a New Password

If you cannot remember your password to log in you will have the option to either:

- Click on **Forgotten your password?** from the **Log in here** section, OR
- Contact us on **1800 675 839** (8am to 8pm Monday to Friday Sydney Time) and we will give you your existing login details over the phone.

Changing Your Password

You have the option to change your password using the **Settings** option.

1. Log into the website with your **Email Address and Password.**
2. From the **Home** page, click on **Settings** in the top right corner of the page. Select **Change Password**.

Figure 10: Settings

3. The Change Password page will display. Enter and confirm your new password then click **Change Password**.
4. A confirmation will display. Click **Home** to return to the **Dashboard** page.

Home

This menu will display your **Dashboard** which will highlight any unread messages and any unallocated contributions that need to be submitted.

You will also find a **Menu Bar** which will allow you to modify your details, manage your employees and submit your contributions.

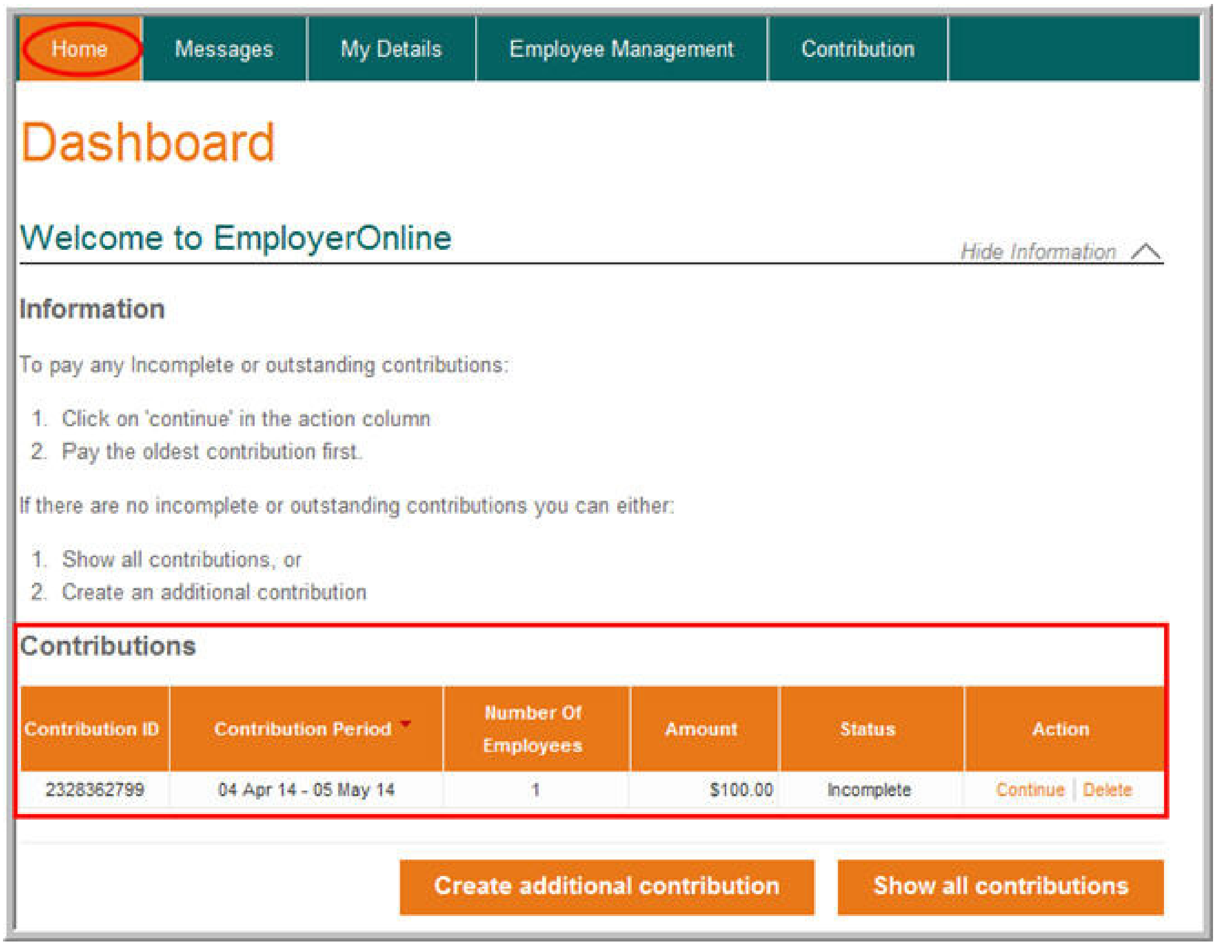


Figure 11: Home | Dashboard

Messages

This menu allows you to view all system messages. Unread messages will appear on your **Home** page.

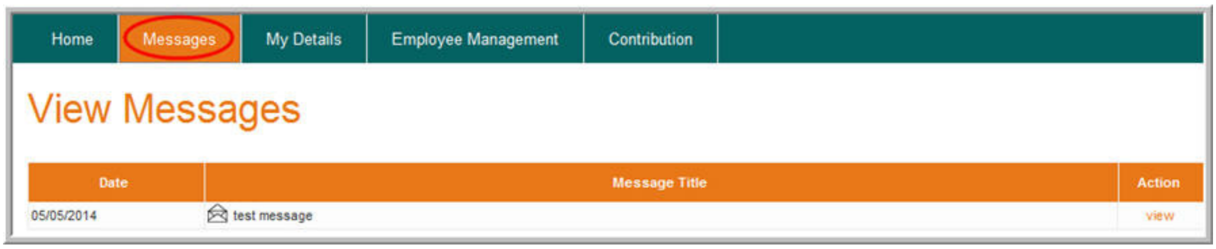


Figure 12: Messages | View Messages

My Details

This menu allows you to make changes to your employer details, manage contacts, preferences and employers.

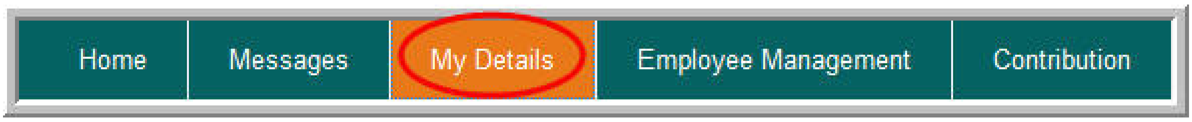


Figure 13: My Details Menu

Employer Details

This function allows you to review and make changes to your employer and primary contact information.

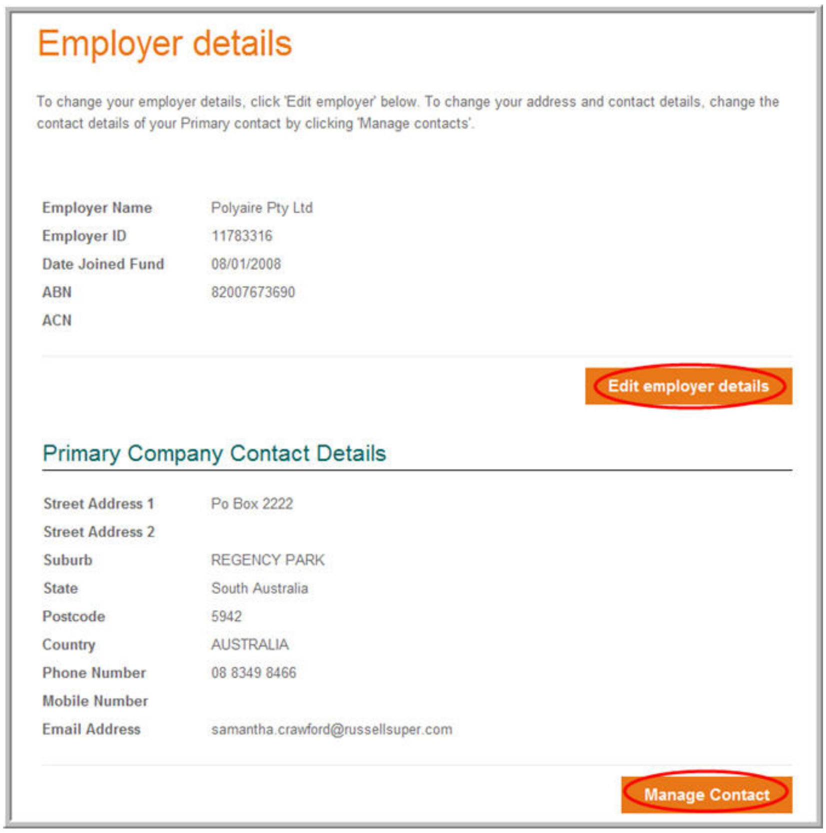


Figure 14: My Details Menu | Employer Details

Manage Contacts

This function allows you to view all employer contacts. Here you can add more contacts or modify the existing contacts user access roles to the website.

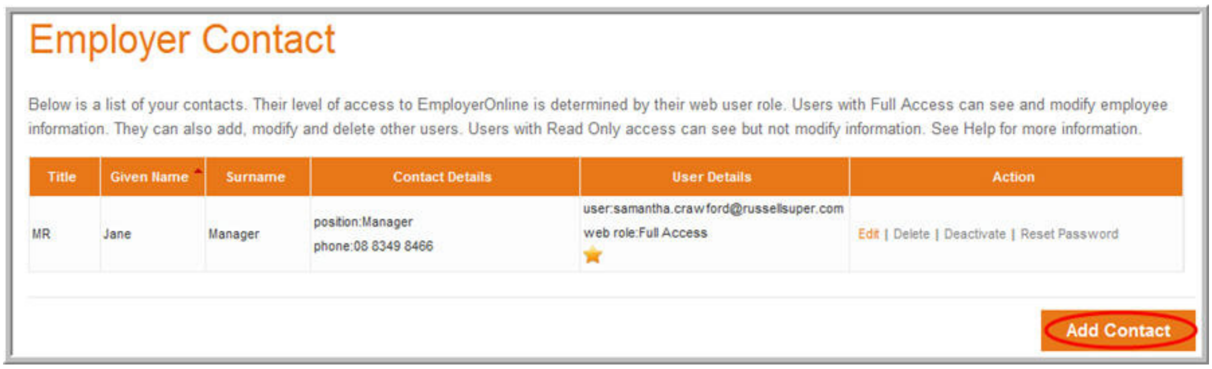


Figure 15: My Details Menu | Employer Contact

Manage Preferences

This function allows you to:

- Modify your **Contribution Preferences**

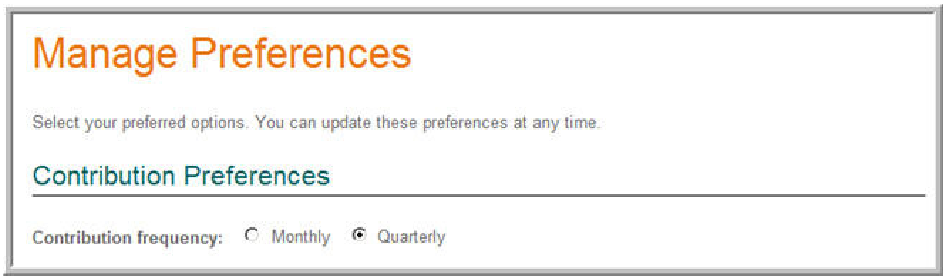


Figure 16: My Details Menu | Manage Preferences | Contribution Preferences

- Modify your **Payment Method** such as BPAY, EFT, Cheque or Authorised Bank Transfer

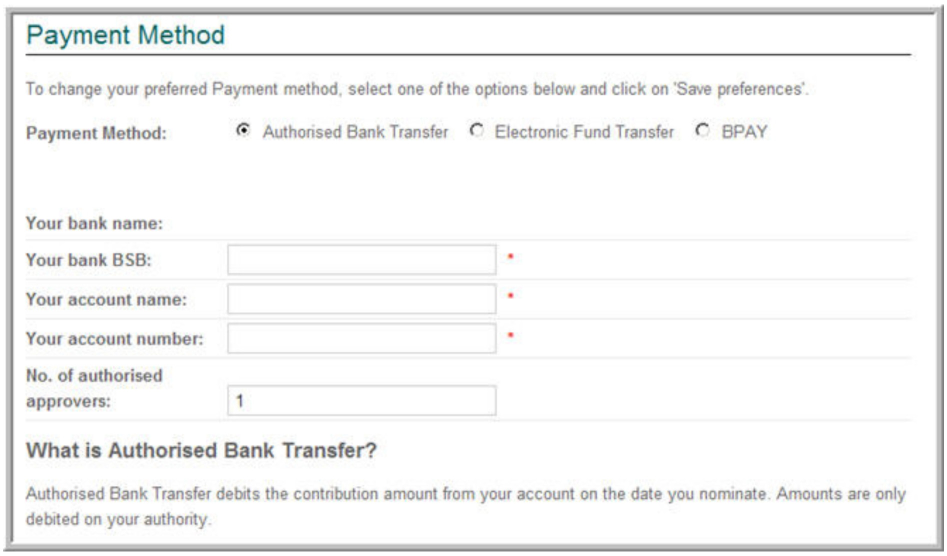


Figure 17: My Details Menu | Manage Preferences | Payment Method

- Modify your **Communication Preferences**

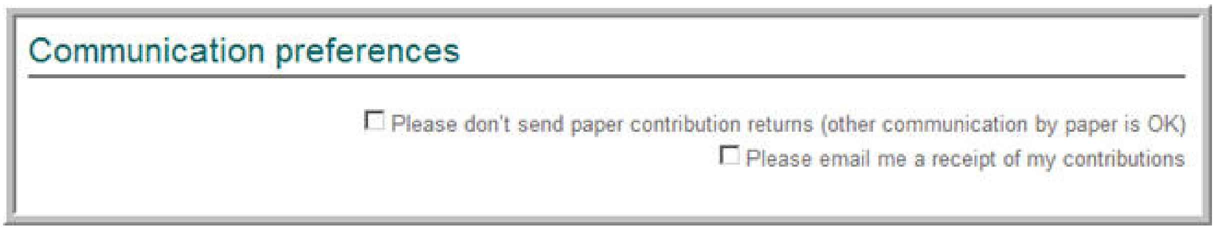


Figure 18: My Details Menu | Manage Preferences | Communication Preferences

Employer Selection

This function allows you to manage multiple employer contributions. Here you can submit contributions, manage employee list and update employee details

Figure 19: My Details Menu | Employer Selection

Employee Management

This menu allows you to search, edit existing employees and add new employees.

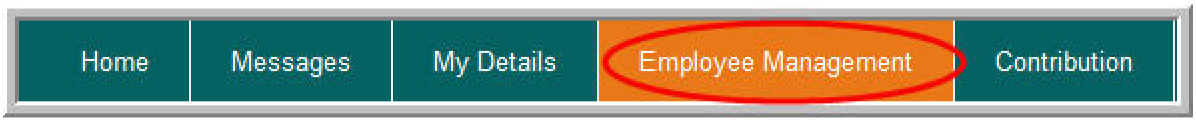


Figure 20: Employee Management Menu

Manage Employees

This function allows you to view/modify your employee details. By default you will see a list of active employees. If you wish to view terminated employees you can use the **Search Filter**.

<u>Searching for Employees</u>

1. From the Menu Bar, select **Employee Management | Manage Employees.**
2. Using the **Search Filter**, enter the relevant values then click **Search**. To search on terminated employees modify the **Status** field.

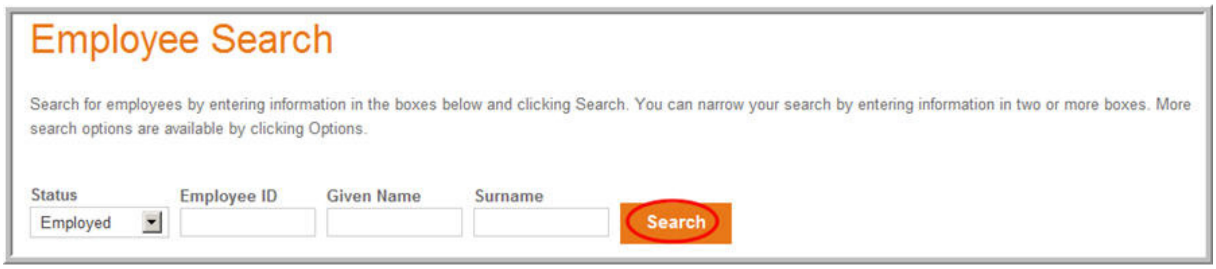
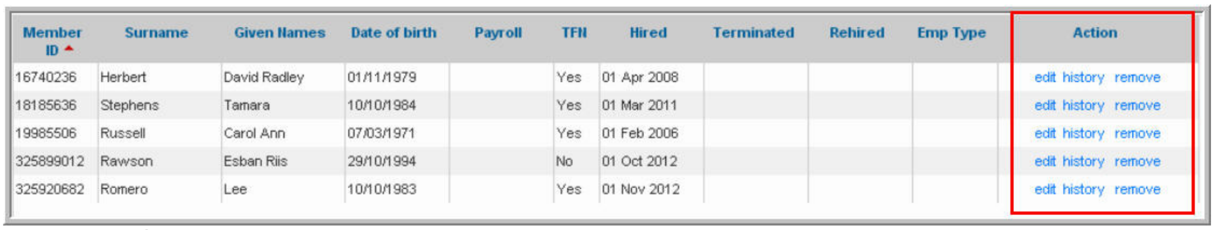


Figure 21: Employee Search

3. In the <u>Results</u> window a list of employees matching your search criteria will appear. Here you can view member details, TFN and employment details. Under the **Action** column you will be able to:

- **Edit**, modify the employee and contact details including adding TFNs,
- **History**, view the contributions history for that member,
- **Remove**, terminate employees.



Member ID	Surname	Given Names	Date of birth	Payroll	TFN	Hired	Terminated	Rehired	Emp Type	Action
16740236	Herbert	David Radley	01/11/1979		Yes	01 Apr 2008				edit history remove
18185636	Stephens	Tamara	10/10/1984		Yes	01 Mar 2011				edit history remove
19985506	Russell	Carol Ann	07/03/1971		Yes	01 Feb 2006				edit history remove
325899012	Rawson	Esban Riis	29/10/1994		No	01 Oct 2012				edit history remove
325920682	Romero	Lee	10/10/1983		Yes	01 Nov 2012				edit history remove

Figure 22: Search Results

Editing Employee Details

1. From the Menu Bar, select **Employee Management | Manage Employees.**
2. Using the **Search Filters**, search for the employee record you wish to change.
3. From the Results page, click the **Edit** action for the employee you wish to change.
4. The Edit Employee Details page will display. Here you can change their Contact Details, Employment Details or add their TFN if they have **NOT** supplied one. Make any relevant changes then click **Update Employee**.

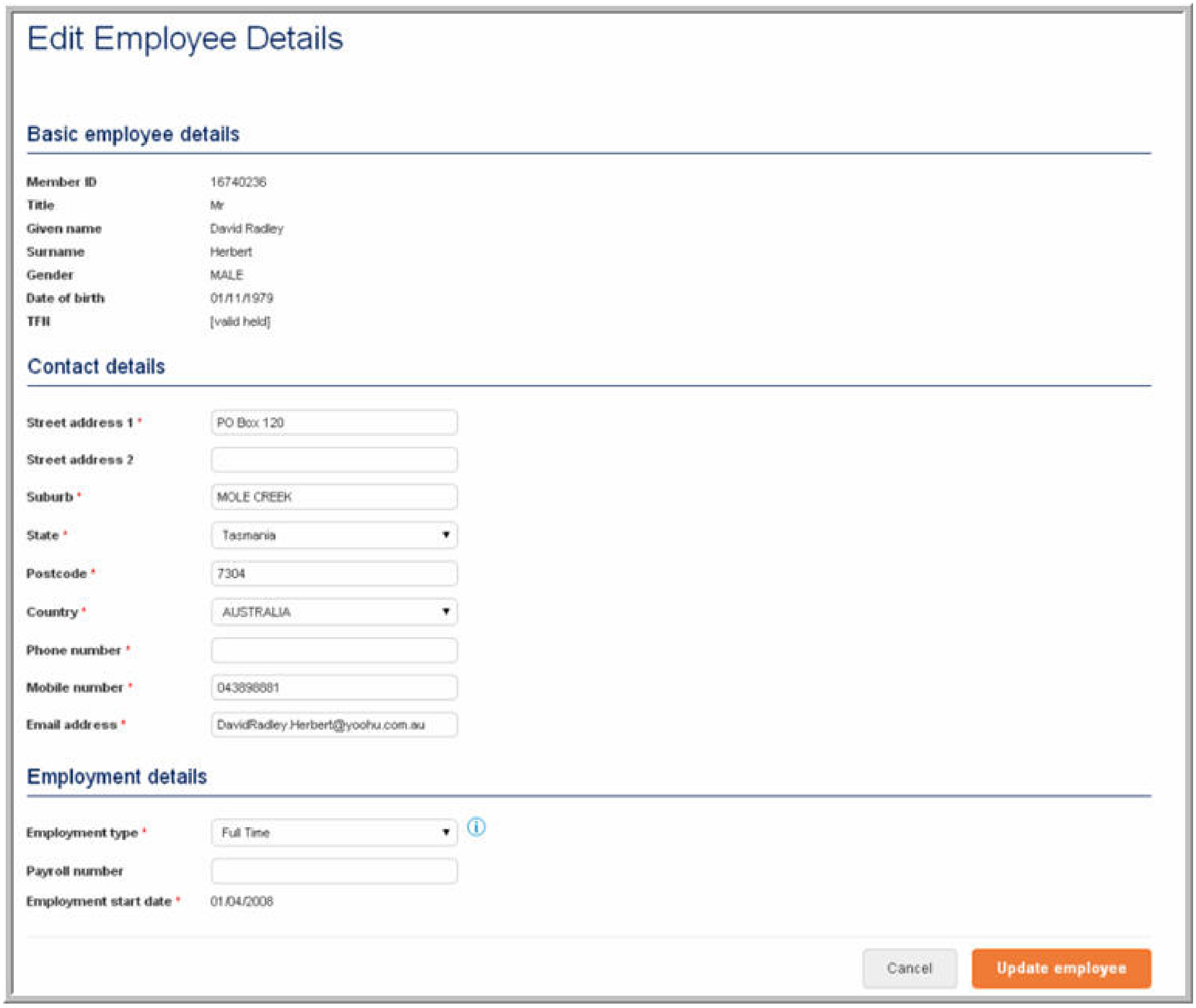
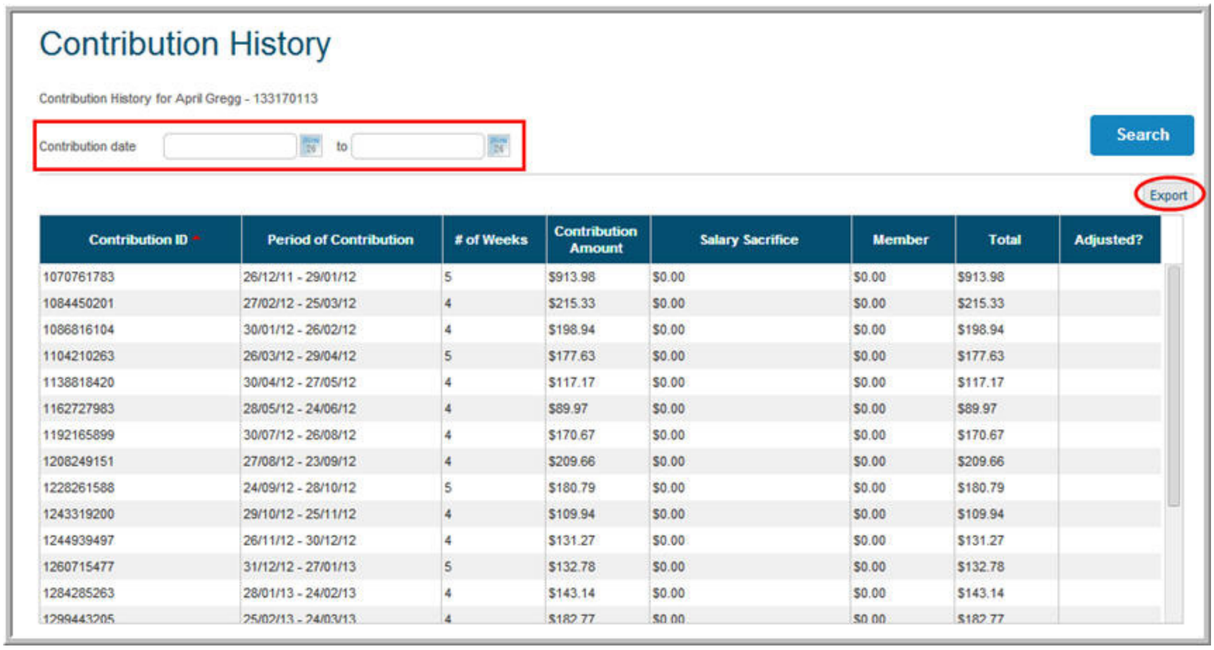


Figure 23: Edit Employee Details

Viewing Employee Contribution History

1. From the Menu Bar, select **Employee Management | Manage Employees.**
2. Using the **Search Filter**, search for the employee record.
3. From the Results page, click the **History** action for the employee.
4. The Contribution History page will display. Here you can change the **Contribution Period** and **Export** the list.


Contribution History

Contribution History for April Gregg - 133170113

Contribution date | to | Search | Export

Contribution ID *	Period of Contribution	# of Weeks	Contribution Amount	Salary Sacrifice	Member	Total	Adjusted?
1070761783	26/12/11 - 29/01/12	5	$913.98	$0.00	$0.00	$913.98	
1084450201	27/02/12 - 25/03/12	4	$215.33	$0.00	$0.00	$215.33	
1086816104	30/01/12 - 26/02/12	4	$198.94	$0.00	$0.00	$198.94	
1104210263	26/03/12 - 29/04/12	5	$177.63	$0.00	$0.00	$177.63	
1138818420	30/04/12 - 27/05/12	4	$117.17	$0.00	$0.00	$117.17	
1162727983	28/05/12 - 24/06/12	4	$89.97	$0.00	$0.00	$89.97	
1192165899	30/07/12 - 26/08/12	4	$170.67	$0.00	$0.00	$170.67	
1208249151	27/08/12 - 23/09/12	4	$209.66	$0.00	$0.00	$209.66	
1228261588	24/09/12 - 28/10/12	5	$180.79	$0.00	$0.00	$180.79	
1243319200	29/10/12 - 25/11/12	4	$109.94	$0.00	$0.00	$109.94	
1244939497	26/11/12 - 30/12/12	4	$131.27	$0.00	$0.00	$131.27	
1260715477	31/12/12 - 27/01/13	5	$132.78	$0.00	$0.00	$132.78	
1284285263	28/01/13 - 24/02/13	4	$143.14	$0.00	$0.00	$143.14	
1299443205	25/02/13 - 24/03/13	4	$182.77	$0.00	$0.00	$182.77	

Figure 24: Contribution History

Add New Employee

1. From the Menu Bar, select **Employee Management | Add Employee.**
2. The Add Employee page will display. Enter the **Basic Employee Details**. Fields marked with an **asterix** * are required fields.

   If the employee is an existing employee of the fund ensure you enter their **Member ID.** If they are not members of the fund a Member ID will be assigned. Click **Next**.

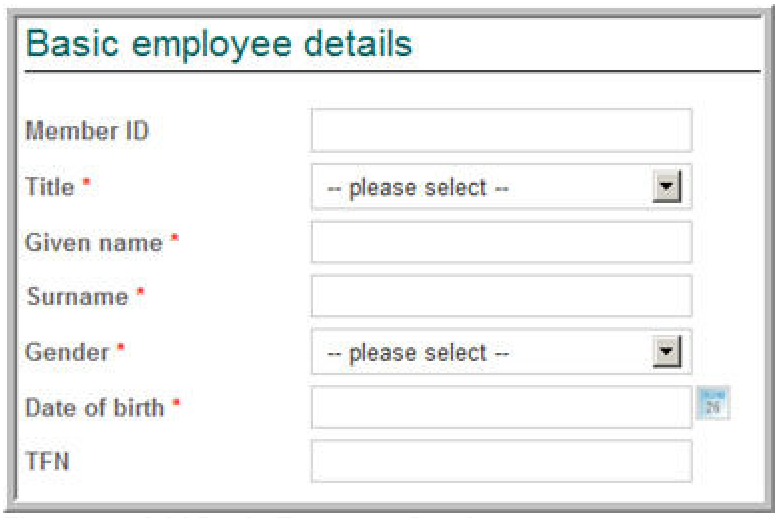


Figure 25: Add Basic Employee Details

3. You will now have the option to enter their:

- Contact Details

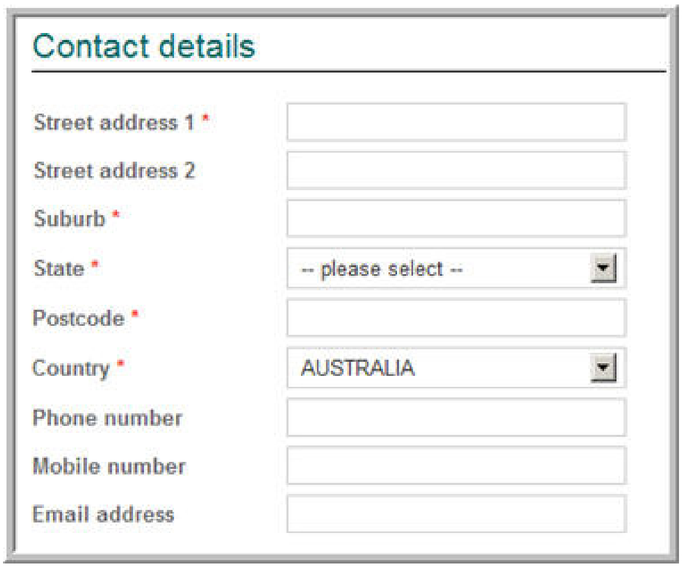


Figure 26: Add Contact Details

- Employment Details

Figure 27: Add Employee Details

4. Click **Add Employee**. A confirmation message will display.

Contribution

This menu allows you to view completed and incomplete contributions, create a new contribution period and map a file for uploading.

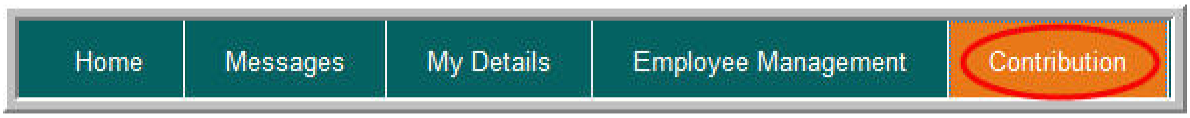


Figure 28: Contribution Menu

Create Contribution

This function allows you to create **additional contribution periods**. Once you have entered the **dates** and clicked **Continue,** you will have the option to submit the contribution. Refer to page 15.

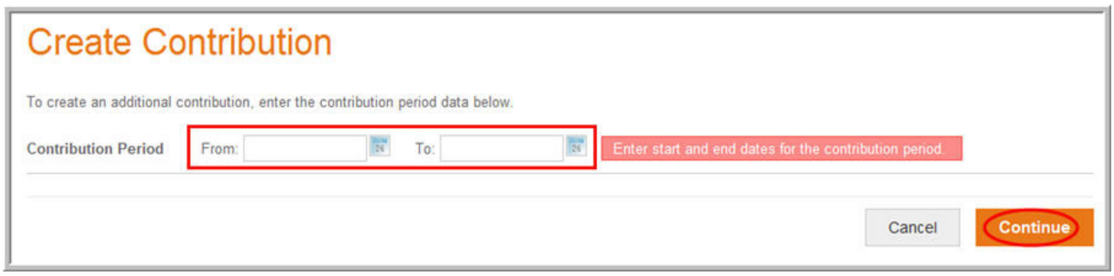
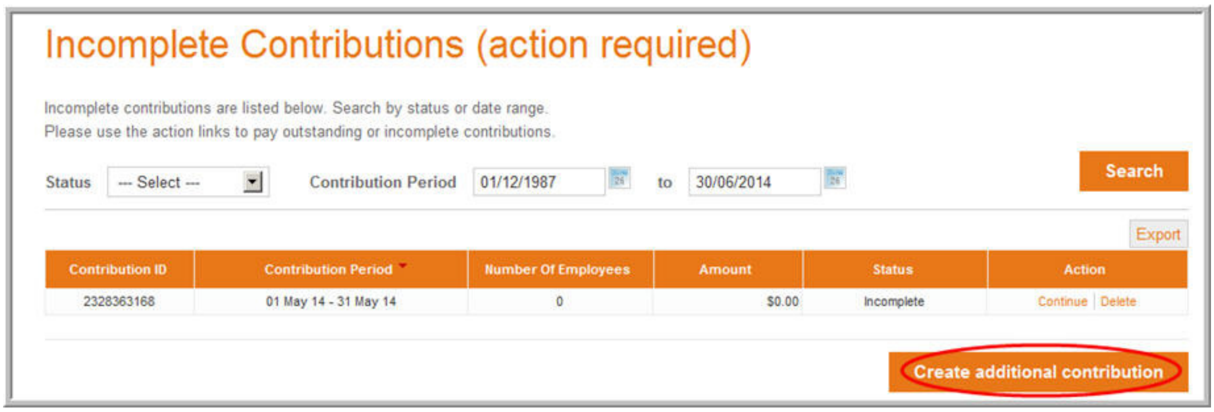


Figure 29: Create Contribution Period

Incomplete Contributions

This function will display any contributions that have not been submitted. You have a **search bar** to filter down the list and you can create additional contribution periods.

Any incomplete contributions will also appear on your **Dashboard** on the Home page.



Incomplete Contributions (action required)

Incomplete contributions are listed below. Search by status or date range.
Please use the action links to pay outstanding or incomplete contributions.

Status --- Select --- Contribution Period 01/12/1987 to 30/06/2014 Search

Export

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
2328363168	01 May 14 - 31 May 14	0	$0.00	Incomplete	Continue | Delete

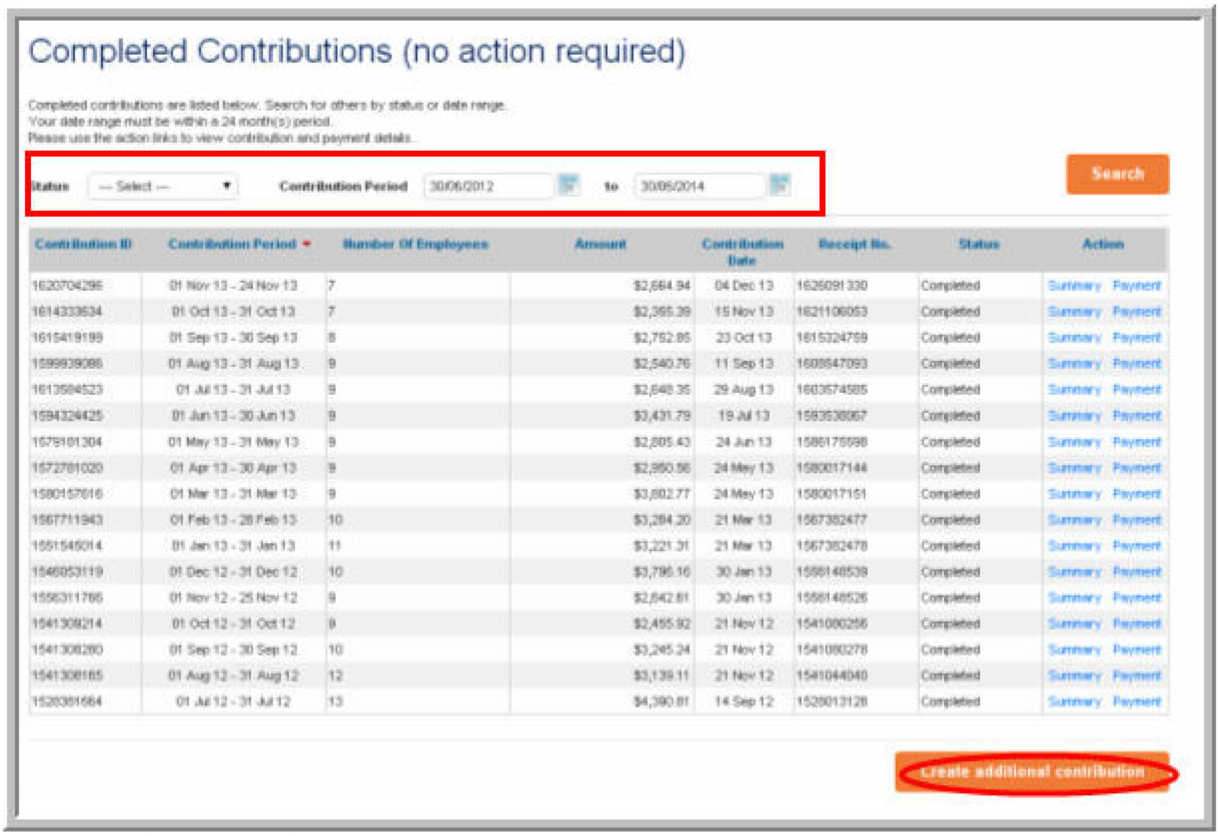
Create additional contribution

Figure 30: Incomplete Contributions

Completed Contributions

This function allows you to view all your submitted contributions. You have a **search bar** to filter down the list and you can **create additional contributions**. You will have the following Actions:

- **Summary**, view the employees you have paid in that batch,
- **Payment**, view the payment receipt for a batch.



Completed Contributions (no action required)

Completed contributions are listed below. Search for others by status or date range.
Your date range must be within a 24 month(s) period.
Please use the action links to view contribution and payment details.

Status --- Select --- Contribution Period 30/06/2012 to 30/06/2014 Search

Contribution ID	Contribution Period	Number Of Employees	Amount	Contribution Date	Receipt No.	Status	Action
1620704296	01 Nov 13 - 24 Nov 13	7	$2,664.94	04 Dec 13	1626091330	Completed	Summary Payment
1614333634	01 Oct 13 - 31 Oct 13	7	$2,365.39	15 Nov 13	1621106053	Completed	Summary Payment
1615419199	01 Sep 13 - 30 Sep 13	8	$2,752.85	23 Oct 13	1615324759	Completed	Summary Payment
1599939086	01 Aug 13 - 31 Aug 13	9	$2,540.76	11 Sep 13	1608847093	Completed	Summary Payment
1613584523	01 Jul 13 - 31 Jul 13	9	$2,648.35	29 Aug 13	1603574585	Completed	Summary Payment
1594324425	01 Jun 13 - 30 Jun 13	9	$3,431.79	19 Jul 13	1583538067	Completed	Summary Payment
1579101304	01 May 13 - 31 May 13	9	$2,805.43	24 Jun 13	1586175598	Completed	Summary Payment
1572781020	01 Apr 13 - 30 Apr 13	9	$2,950.56	24 May 13	1580017144	Completed	Summary Payment
1580157616	01 Mar 13 - 31 Mar 13	9	$3,002.77	24 May 13	1580017151	Completed	Summary Payment
1567711943	01 Feb 13 - 28 Feb 13	10	$3,284.20	21 Mar 13	1567382477	Completed	Summary Payment
1551545014	01 Jan 13 - 31 Jan 13	11	$3,221.31	21 Mar 13	1567382478	Completed	Summary Payment
1546053119	01 Dec 12 - 31 Dec 12	10	$3,796.16	30 Jan 13	1556148539	Completed	Summary Payment
1556311766	01 Nov 12 - 25 Nov 12	9	$2,642.81	30 Jan 13	1556148526	Completed	Summary Payment
1541308214	01 Oct 12 - 31 Oct 12	9	$2,455.92	21 Nov 12	1541080256	Completed	Summary Payment
1541308280	01 Sep 12 - 30 Sep 12	10	$3,245.24	21 Nov 12	1541080278	Completed	Summary Payment
1541308165	01 Aug 12 - 31 Aug 12	12	$3,139.11	21 Nov 12	1541044040	Completed	Summary Payment
1528381664	01 Jul 12 - 31 Jul 12	13	$4,390.81	14 Sep 12	1528013128	Completed	Summary Payment

Create additional contribution

Figure 31: Completed Contributions

Submitting Contributions

EmployerOnline allows employers to prepare and send contribution data online on behalf of their employees.

There are different methods to submit your contribution return online.

Direct Entry

This is the **simplest** method to complete your contribution return online. Your employees will be listed in an online form. You can enter contribution amounts for each individual employee, add new employees, remove employees and modify existing employee details. When ready you can either submit the data online or save and submit at a later date. For instructions on using this function refer to page 16

Payroll Upload

If you are an employer with a large number of employees, you may prefer to export your contribution data from your payroll system, and provide this data file to Prime Super using the Payroll Upload option on the website. For instructions on using this function refer to page 19.

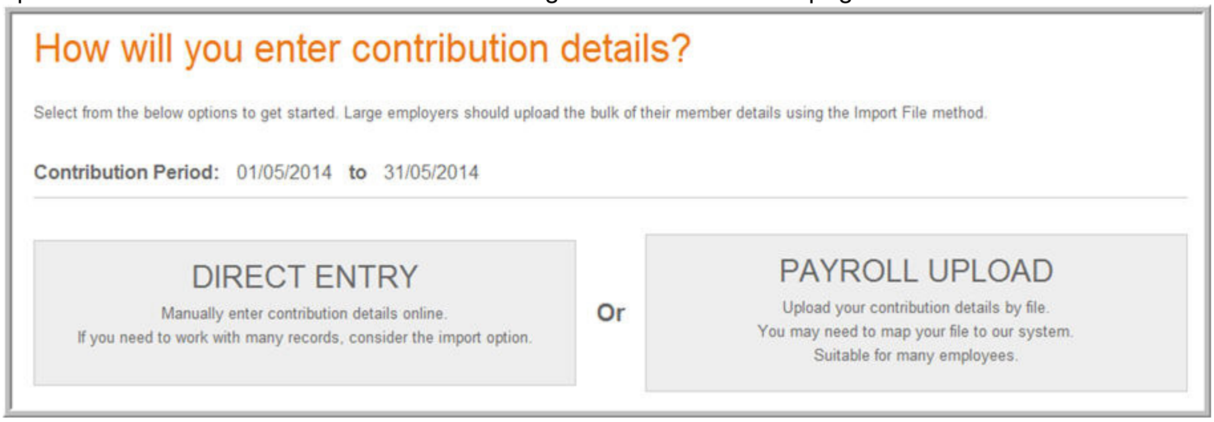


Figure 32: How will you enter contribution Details?

Direct Entry

Submitting the Contribution Form

1. From the Menu Bar, select **Contribution | Incomplete Contributions.**
2. The Incomplete Contributions page will display. Click **Continue** under the **Action** column, within the contribution table.

   Note: Incomplete contributions can also be accessed from your Home page.

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
2328363168	01 May 14 - 31 May 14	0	$0.00	Incomplete	Continue Delete

Figure 33: Submitting Incomplete Contributions

3. The How will you enter your contribution details? page will display. Click **Direct Entry**

Figure 34: Submitting via Direct Entry

4. The Contribution Details Form page will display, here you will see:

- a **Warning Bar,** which will highlight any incomplete contributions for an earlier period.

Figure 35: Warning Bar

- the **Contribution Period** you are submitting for and a **Search Bar** which allows you to search an employee.

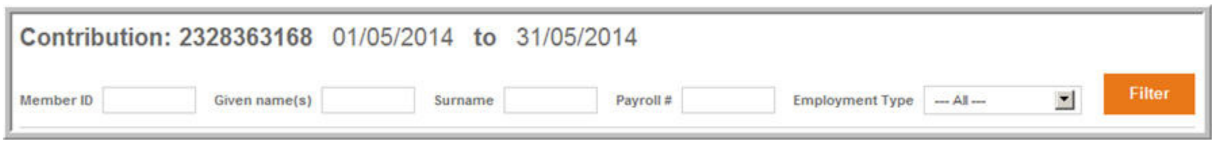
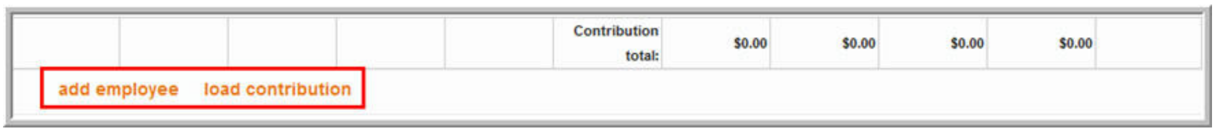


Figure 36: Contribution Period and Search Bar

- the **Table Grid**, is made up of columns and rows. There is one row on the grid for each employee. You will also be able to:
  - **Edit**, add a TFN, modify address or employment details. For more information refer to page 11,
  - **Remove**, allows you to terminate the employee. You will have the option to rehire them,

Member ID	Surname	Given Name	Date of birth	TFN	No. of weeks	SG contribu...	Employer a...	Member co...	Total	Action
426095577	Maxwell	Julie	25/09/1962	No	0	$0.00	$0.00	$0.00	$0.00	edit remove
426095575	Smith	John	01/12/1971	No	0	$0.00	$0.00	$0.00	$0.00	edit remove

  - **Add Employee**, allows you to add new employees. For more information refer to page 12,
  - **Load Contribution**, allows you to set all contribution values back to $0 in case you have made a mistake.



5. On the Contributions Table Grid, **enter and/or edit contribution amounts** for each employee in the **relevant** columns. Totals for the various contribution types are displayed on the bottom row of the grid.

Figure 37: Entering Contribution Amounts

6. Once you have completed your contributions and are ready to submit. Click **Continue**. If you are not ready to submit click **Save**.
7. The **Contribution Summary** page will display. Here you can:
   - Clear Contribution details and start over,
   - Upload another file, here you can import a file,
   - Adjust contribution detail, takes you back to the contribution table grid,
   - **Continue to Payment Details.**

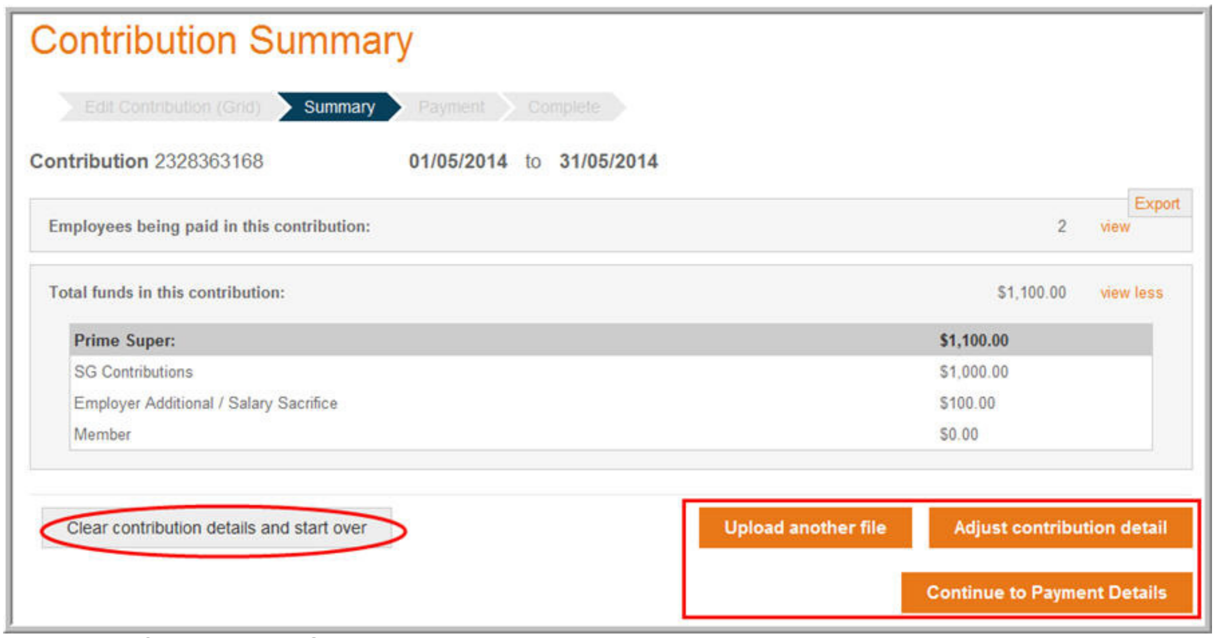


Figure 38: Contribution Summary

8. Once you have selected the **Continue to Payment Details** option. The Payment Options page will display. Here you can have the option to pay by **EFT, BPay, Cheque or set up Authorised Bank Transfers**. You will also have the option to select:

- Remember this payment choice for next time, this will appear if you change your payment method,
- Return to Contribution, if changes are required,
- **Confirm Payment**.

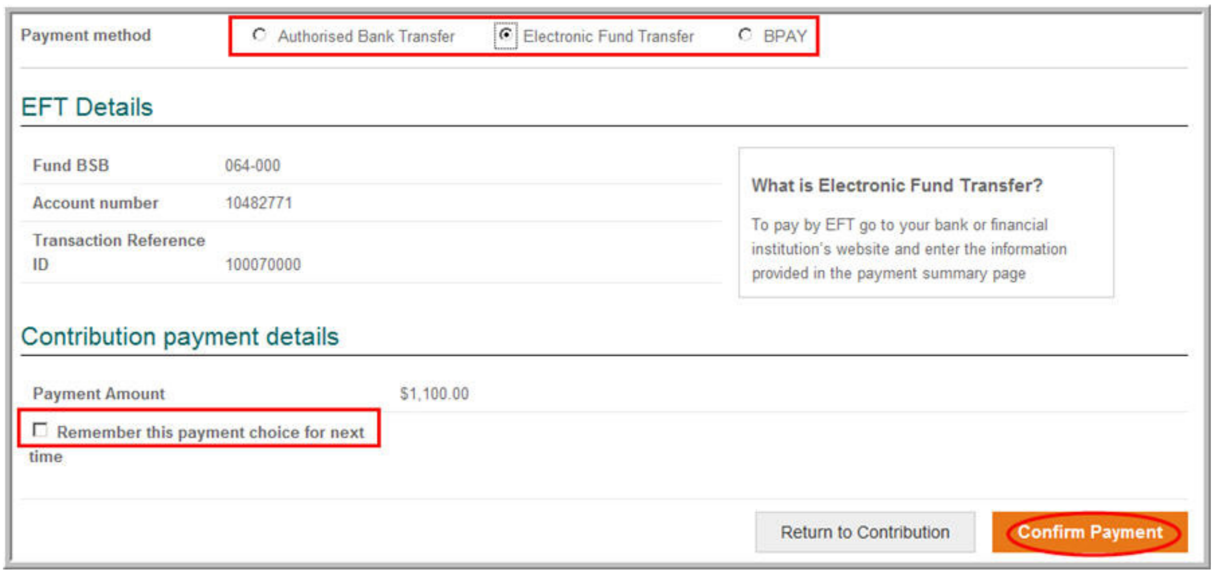
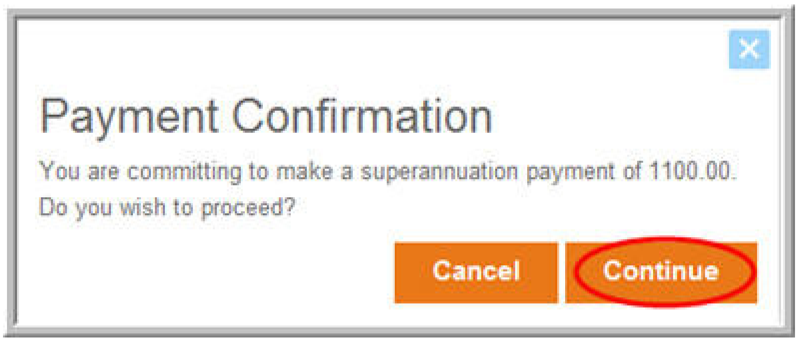


Figure 39: Payment Options

9. Once you have selected the **Confirm Payment** option. A prompt will display asking if you want to proceed. Click **Continue**.



10. The Payment Confirmation page will display confirming the **Contribution and Payment Details.**

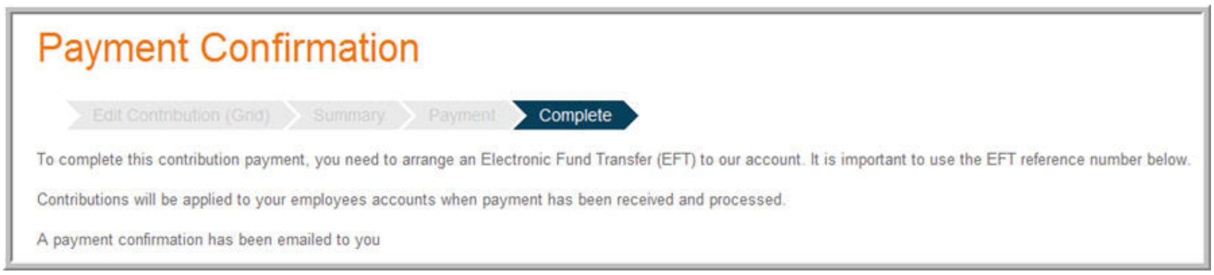


Figure 40: Payment Confirmation

11. Click **Finish**, alternatively you can either **Print** or **Make another contribution**.

Terminating Employees

Use this function to terminate an employee who is no longer employed by you. This will remove them from future contributions.

1. Ensure you are in the **Contribution Form.**
2. Under the Action column, click the **Remove** option next to the employee you wish to terminate. This will remove the employee from the table grid.

Employees (5) $180.00

Member ID	Surname	Given Name	Date of birth	TFN	No. of weeks	SG contribu...	Employer a...	Member co...	Total	Action
16740236	Herbert	David Radley	01/11/1979	Yes	4	$1C.00	$0.00	$0.00	$10.00	edit remove
325899012	Rawson	Esban Riis	29/10/1994	No	4	$2C.00	$0.00	$0.00	$20.00	edit remove
325920682	Romero	Lee	10/10/1983	Yes	4	$1C.00	$20.00	$0.00	$30.00	edit remove
19985506	Russell	Carol Ann	07/03/1971	Yes	4	$2C.00	$30.00	$10.00	$60.00	edit remove
18185636	Stephens	Tamara	10/10/1984	Yes	4	$2C.00	$20.00	$20.00	$60.00	edit remove

Figure 41: Terminating Employees

Payroll Upload

This function allows you to export contribution data directly from your payroll system. To use this function you will need to map your contribution file for import.

Mapping your Contribution File

1. From the Menu Bar, select **Contribution | File Mapping.**
2. The Map your contribution file for import page will display, you will need to:
   - Step 1, click **Browse** to select your contribution file'
   - Select how the **rows** are separated
   - Select how the **columns** are separated

Figure 42: Step 1: Browse for File

Once you have selected these options a **preview of your file** will display.

Row 1	First Name	Surname	Street	Suburb	State	Postcode	Contact No	DOB	Company Start Date	SG	Employer
2	Brad	Smith	15 Mount Street	Coogee	NSW	2034	02 9586 4578	12/05/1964	5/05/2014	$300.00	
3	Jennifer	Harris	7/112 Alison Road	Randwick	NSW	2031	02 3578 4592	25/07/1971	5/05/2014	$300.00	$250.00
4	Michael	Collins	25 Sellwood Street	Brighton	NSW	2216	02 7196 3456	19/01/1960	5/05/2014	$300.00	
5	Alison	Michaels	88 Prince Street	Randwick	NSW	2031	02 2358 1498	22/06/1973	5/05/2014	$300.00	$100.00
6	Tom	Smith	8 Coogee Bay Road	Coogee	NSW	2034	02 2817 3956	1/09/1972	5/05/2014	$300.00	

Figure 43: File Preview

3. Step 2, you will need to determine your **File Structure**
   - Does your file have a **header row**
   - What row does the data in your file **start in**

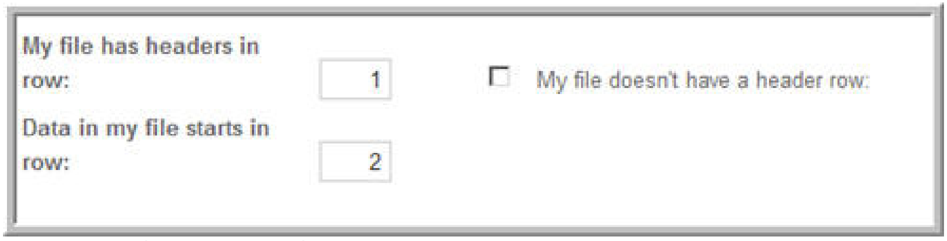


Figure 44: Step 2 - File Structure

4. Step 3, you will need to determine **Date and Money Formats,** then click **Continue.**
   - What **Date Formats** are you using
   - What **Money Formats** are you using

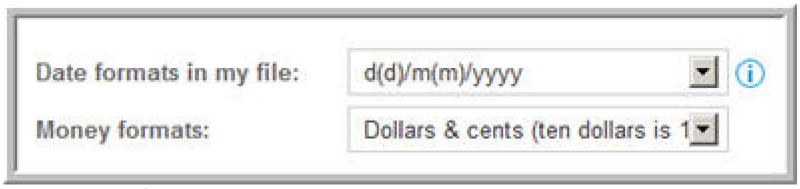
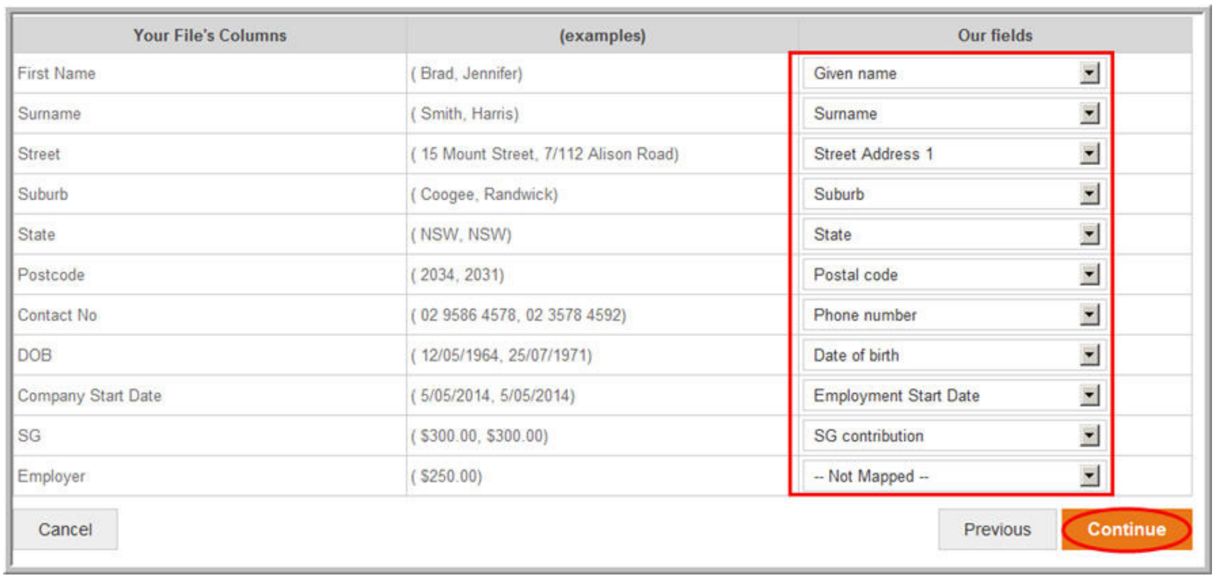


Figure 45: Step 3 - Date and Money Formats

5. The Map your contribution file for import page will display. You will now need to map your columns with **our fields**. Click **Continue**.



Your File's Columns	(examples)	Our fields
First Name	(Brad, Jennifer)	Given name
Surname	(Smith, Harris)	Surname
Street	(15 Mount Street, 7/112 Alison Road)	Street Address 1
Suburb	(Coogee, Randwick)	Suburb
State	(NSW, NSW)	State
Postcode	(2034, 2031)	Postal code
Contact No	(02 9586 4578, 02 3578 4592)	Phone number
DOB	(12/05/1964, 25/07/1971)	Date of birth
Company Start Date	(5/05/2014, 5/05/2014)	Employment Start Date
SG	($300.00, $300.00)	SG contribution
Employer	($250.00)	-- Not Mapped --

Cancel Previous Continue

Figure 46: Map Fields

6. The Confirm Field Mappings page will display. If changes are required click **Previous** otherwise click **Confirm**.

7. The File Mapping Complete page will display. If changes are required click **Edit Mappings**.

Your File's Columns	(examples)	Our fields
First Name	(Brad, Jennifer)	(Given name)
Surname	(Smith, Harris)	(Surname)
Street	(15 Mount Street, 7/112 Alison Road)	(Street Address 1)
Suburb	(Coogee, Randwick)	(Suburb)
State	(NSW, NSW)	(State)
Postcode	(2034, 2031)	(Postal code)
Contact No	(02 9586 4578, 02 3578 4592)	(Phone number)
DOB	(12/05/1964, 25/07/1971)	(Date of birth)
Company Start Date	(5/05/2014, 5/05/2014)	(Employment Start Date)
SG	($300.00, $300.00)	(SG contribution)
Employer	($250.00)	-- Not Mapped --

Edit Mappings

Figure 47: File Mapping Complete

8. You are now ready to upload your contribution file.

Upload your Contribution File

Once you have mapped your file you are ready to submit your contributions.

1. From the Menu Bar, select **Contribution | Incomplete Contributions.**
2. The Incomplete Contributions page will display. Click **Continue** under the **Action** column, within the contribution table.

Note: Incomplete contributions can also be accessed from your Home page.

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
2328363237	01 Jun 14 - 30 Jun 14	0	$0.00	Incomplete	Continue Delete
2328363168	01 May 14 - 31 May 14	2	$1,100.00	Awaiting payment	Summary | Payment

Figure 48: Submitting Incomplete Contributions

3. The How will you enter your contribution details? page will display. Click **Payroll Upload.**

Figure 49: Submitting via Payroll Upload

4. The Upload Contribution File page will display. Click **Browse** to select your file then click **Submit**.

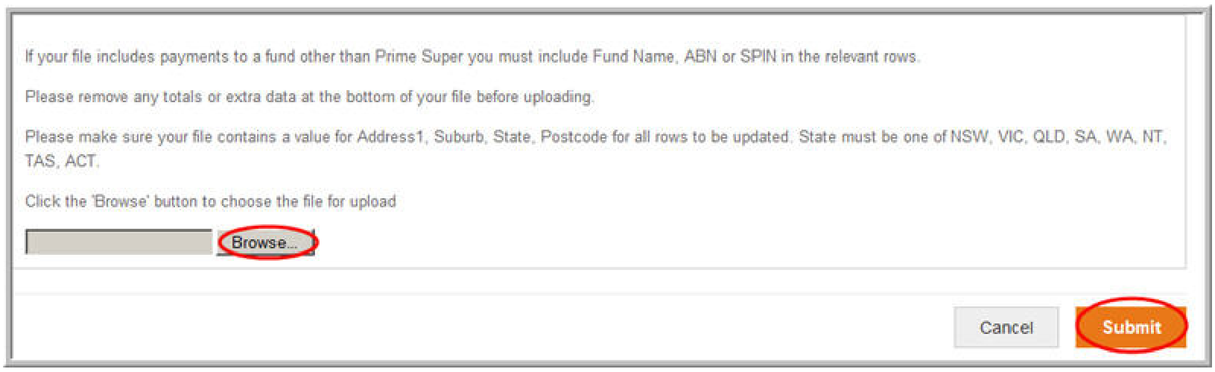


Figure 50: Upload Contribution File

5. The Processing Contribution Records page will display. The file will be validated if there are any missing information you will need to review. You will have the option to **Reprocess this record** or **Skip**.

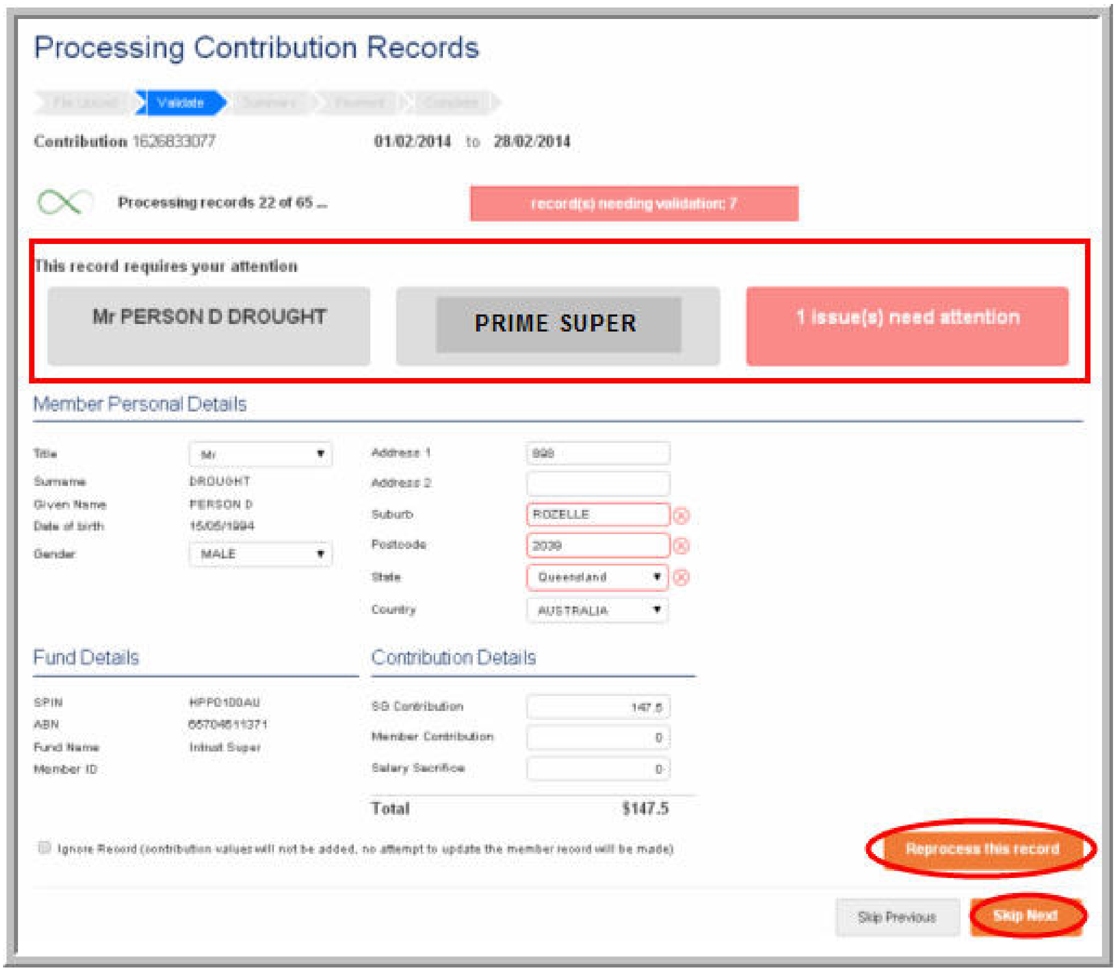


Figure 51: Validate Records

6. The **Contribution Summary** page will display. Here you can:
   - Clear Contribution details and start over,
   - Upload another file,
   - Adjust contribution detail,
   - **Continue to Payment Details.**

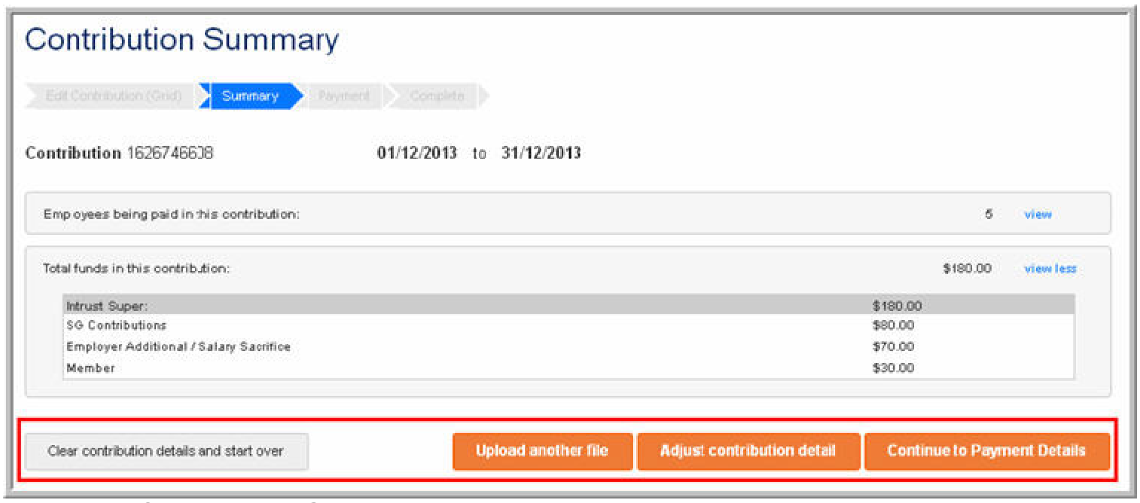


Figure 52: Contribution Summary

7. Once you have selected the **Continue to Payment Details** option. The Payment Options page will display. Here you can have the option to pay by **EFT, BPay, Cheque or set up Authorised Bank Transfers**. You will also have the option to select:

   - Remember this payment choice for next time,
   - Return to Contribution, if changes are required,
   - **Continue to Payment**.

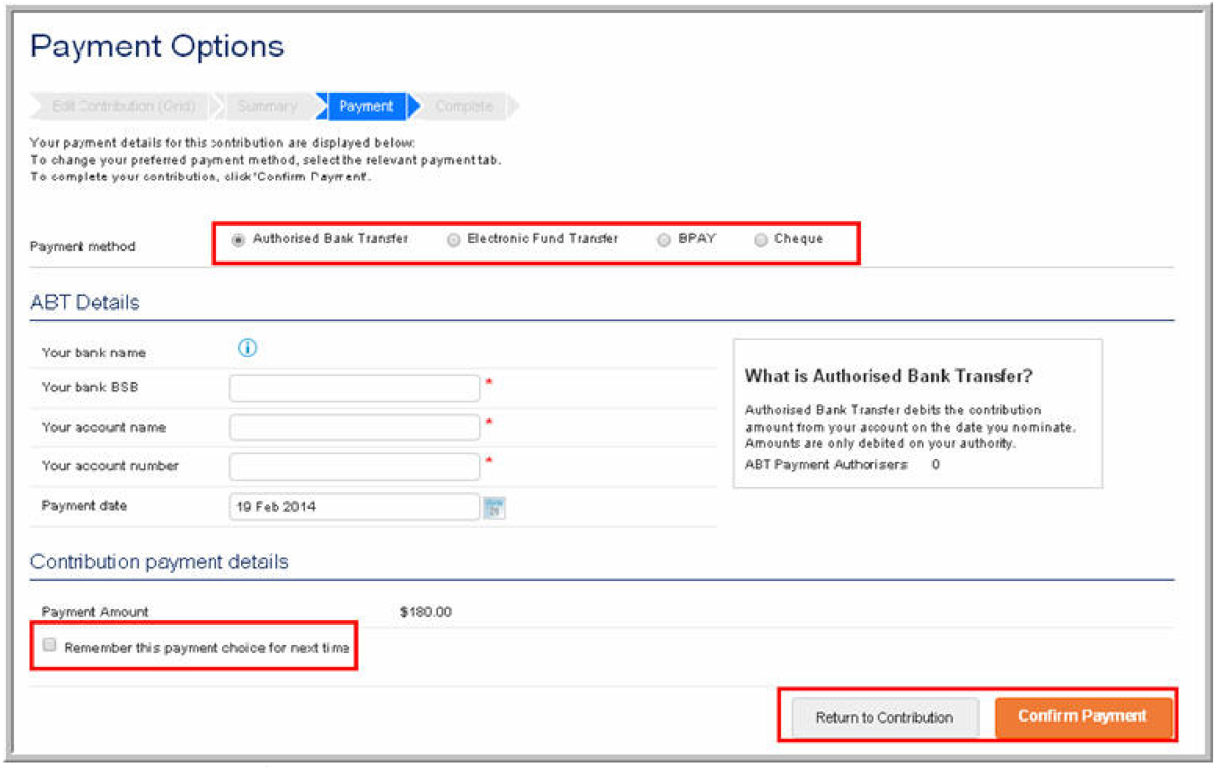


Figure 53: Payment Options

8. Once you have selected the **Confirm Payment** option. The Payment Confirmation page will display confirming the **Contribution and Payment Details.**

Figure 54: Payment Confirmation

9. Click **Finish**. Alternatively you can either **Print** or **Make another contribution**.