

QUICK HOW TO GUIDE

Capture a new member:	On the Members tab, select the Add Member button.
Exit a member from the fund:	On the Members tab, select the Exit link next to the relevant member.
Change a member's personal details:	On the Members tab, select the Personal Detail tab.
Change a member's category:	On the Members tab, select the Category Details tab.
Update annual salary changes:	Use the Bulk Member Update tab for more than one member at a time. For one member only, select the Salary Details tab on the Members tab.
Capture a temporary absence:	On the Members screen select the Temporary Absence tab.
Capture Voluntary contributions:	On the Members screen select the Voluntary Contributions tab.
Capture Bonus contributions:	On the Members screen select the Bonus Contributions tab.
Get quick help:	Contact the Support centre for telephonic assistance on: 0861 223 646.