



SuperSMA Accumulation Training Guide

22/01/2015

Logging into the SMA

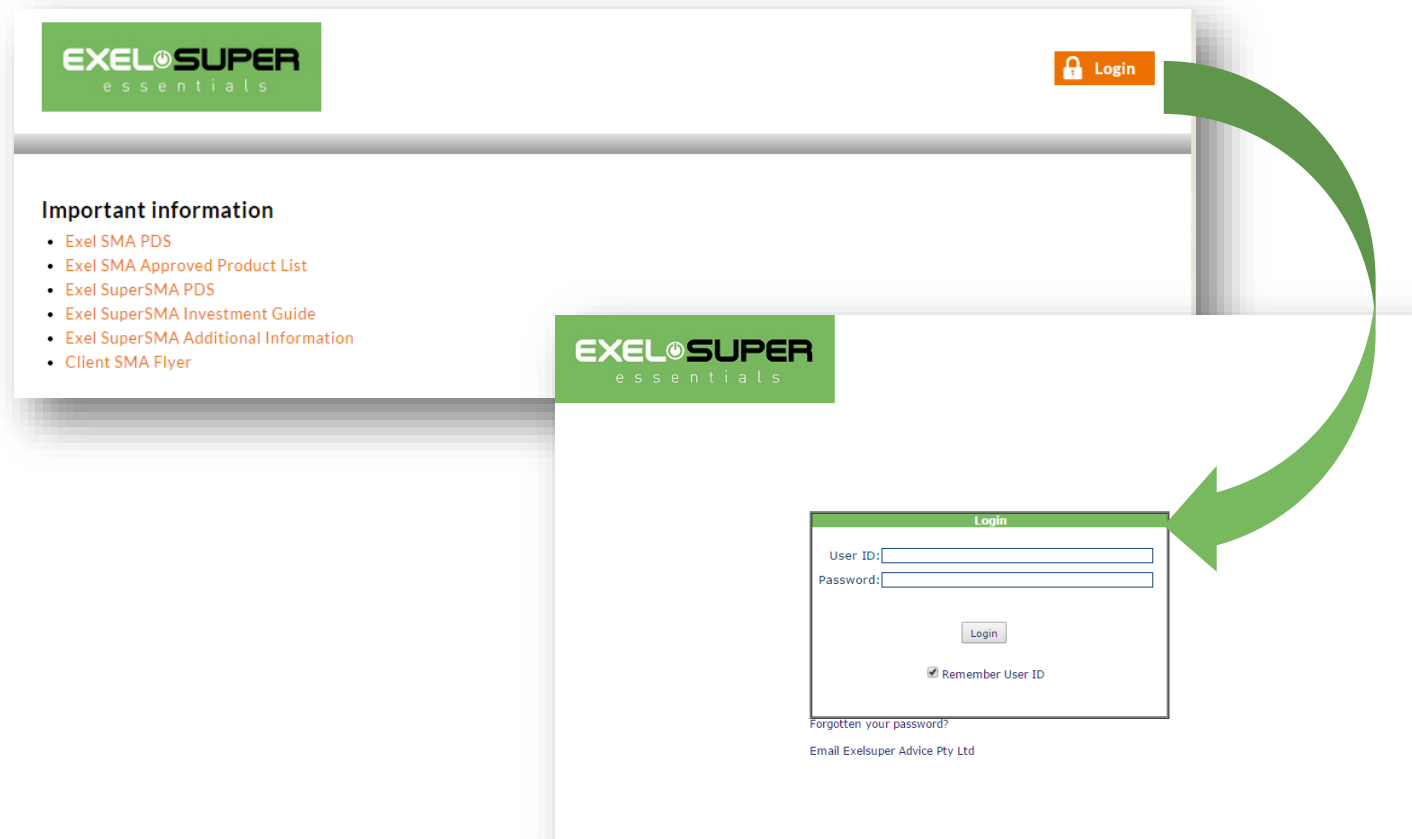
Creating a SuperSMA Application

Reporting

Support

Log into the SMA

Log into the SuperSMA via the Exel Super landing [login page](#)



Reset your password

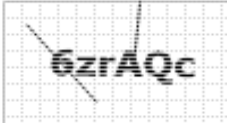
The first time you log in you will be required to reset your password.
If you forget your password select "Forgotten your password?"
and a new password will be emailed to you.

Forgotten your password?


Confirm your identity to reset password

Your user ID:

Your email address:



Enter the code displayed:

 [Show a new code](#)

Logging into the SMA

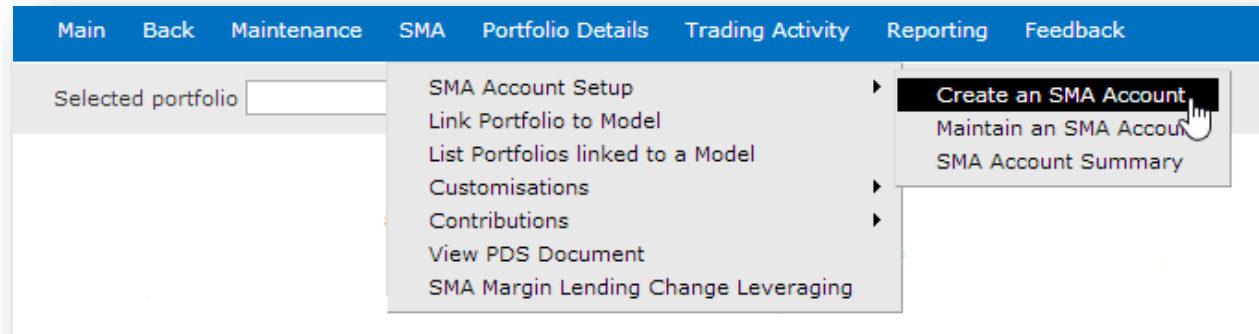
Creating a SuperSMA Application

Reporting

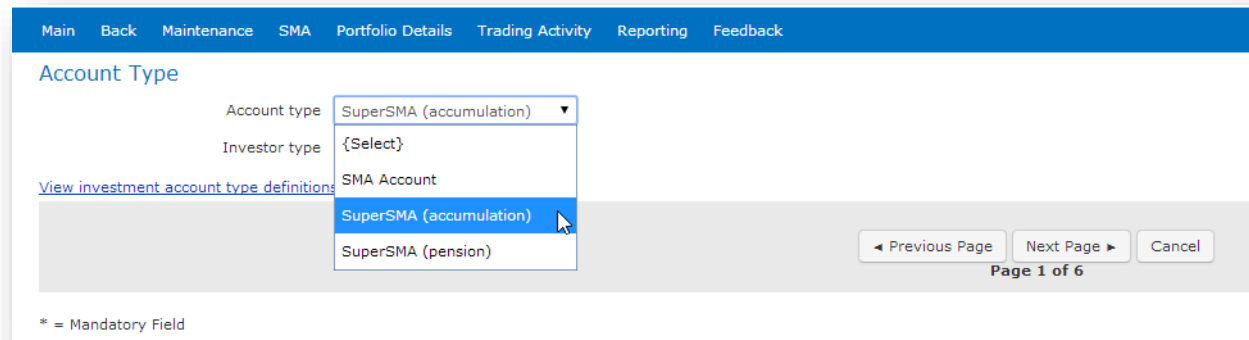
Support

SuperSMA online application

1. From the menu bar, select SMA > SMA Account Setup > Create SMA Account



2. Select Investor Type – SuperSMA (accumulation)



Portfolio details

Enter Portfolio Details.

Note: mandatory fields are the **Adviser Code** and **Account Name**.

The screenshot shows a web form titled 'Account Type' with the following fields and values:

- Account type: SuperSMA (accumulation) (dropdown)
- Investor type: Individual (dropdown)
- Section: 1. Portfolio Details
- PDS: Exelsuper Essentials SuperS (dropdown)
- Portfolio ID: (empty)
- Account Status: Manual Recalc (dropdown)
- * Adviser Code: demoadviser (text input)
- * Account Name: John Smith (text input)
- Registered Name: (text input)
- Short Name: (text input)
- SMA Annual Report Required? (checkbox, unchecked)
- Section: Insurance Details
- Insurance Provider: (none) (dropdown menu is open showing options: (none), AIA Insurance, TAL Insurance)

At the bottom right of the form are buttons: Previous Page, Next Page (highlighted in blue), and Cancel. Below the buttons is the text 'Page 2 of 6'. A legend at the bottom left states '* = Mandatory Field'.

Adviser Code =
your Username.

Do NOT select Registered
Name, Short Name, and
SMA Annual Report.

Nominate the insurance
provider only if
insurance is required.

Log into the insurers website to obtain a quote and lodge an application. Remember, to add the SMA number to the application. Insurance guides can be found on your landing page.

Signatory setup

Enter **Signatory Details** and click **Save**.

Account Type

Account type: SuperSMA (pension) ▼

Investor type: Individual ▼

☒ Account based pension

☐ Transition to retirement pension (TTR)

2. Investor / Signatory Details

* Number of Signatories: 1

Title	Given Names	Surname	BirthDate	Capacity	Tax rate election	Country of	Tax Number
Mr ▼	John	Smith	15/5/1950	Investor ▼	Resident with TFN ▼	Tax residence: AUSTRALIA ▼	TFN: 123456789

* = Mandatory Field

Save Cancel

Click to save this investor's details

The TFN can be added at a later date by editing the saved application.

Please note: The application will not be approved without the TFN.

Contact Details

Enter client's **Contact Details** – all fields with an asterisk are mandatory.

Account Type

Account type: SuperSMA (pension) ▼

Investor type: Individual ▼

☒ Account based pension

☐ Transition to retirement pension (TTR)

3. Contact Details

- ☒ This is an Australian address
- ☐ This is an overseas address

* Postcode: 3000

* Street Address: King St

* Town / Suburb: MELBOURNE ▼ State: VIC

Postal Address (If different to above)

Postcode:

Address:

Town / Suburb: ▼ State:

Telephone Details (Include the area code)

* Home: 0385553333

Business:

Mobile:

Fax:

* Email: john.smith@gmail.com

number must be present

An e-mail address is mandatory.

Only one telephone number required.

Employer contributions & Nomination of beneficiaries

Account Type

Account type: SuperSMA (accumulation) ▼

Investor type: Individual ▼

4. Employer contributions

Will the investor's employer be contributing to the fund on their behalf? ☐

If ticked, please complete the Employer Contribution Form.

5. Nomination of beneficiaries

Optional: If you do not complete this section, the Trustee will decide how death benefit will be paid on this account.

Full name of nominated beneficiary	Relationship to member	Proportion of benefit %
Karen Smith	Spouse ▼	100
	Spouse ▼	
	Spouse ▼	
	Spouse ▼	

Binding nomination

If the investor would like to make a non lapsing binding nomination, please complete the "Nomination of Beneficiary" form.

◀ Previous Page Next Page ▶ Cancel

Page 5 of 6

* = Mandatory Field

Select if the investor's employer will be contributing to the fund. If yes, please complete the [Employer contribution form](#).

- For a non-binding nomination, please enter the details of the nominated beneficiaries in Section 5.
- For a binding nomination (non-lapsing), please complete the [nomination form](#).

Fees

Enter your fees and click **Validate**.

Account Type

Account type SuperSMA (accumulation) ▼

Investor type Individual ▼

6. Fees

Fee Schedule: Praemium SuperSMA ▼

Fees that cannot be overridden:

Administration Fee

Other

Other

SuperSMA Admin Fee

SuperSMA Fund Accounting Fee

SuperSMA Indirect Cost Ratio

Fees that can be overridden:

Fee	Default rate	Override of default rate
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Adviser Fee up to 1% p.a. ex GST	\$0	None
----------------------------------	-----	------

Edit

Dealer Group Fee up to 1% p.a. ex GST	\$0	None
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Edit

Establishment Fee (\$) 880

Click **Edit** to enter your fees, either as % of FUM or dollar amount.

Add an **Establishment Fee** where applicable.

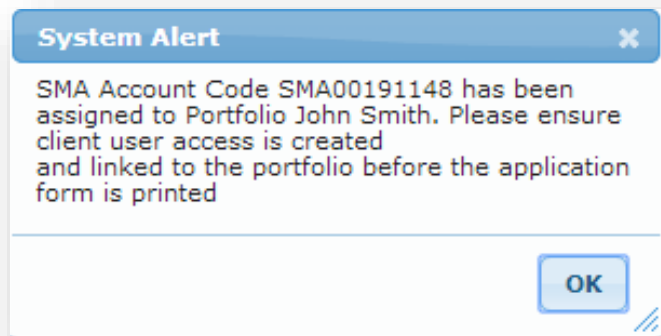
◀ Previous Page

Validate

Cancel

SMA Account Code confirmation **præmium**

Once all these steps are complete you will receive confirmation of your SuperSMA Account Code.



Praemium will then set up your client's user details and e-mail them to you.

Linking models

Each new SuperSMA account must be linked to a model.

Click **Add/Edit** Links to link the model to a SuperSMA account.

Link models

Add/Edit Links

Rebalance type: rebal_type_text

Model	Description	% Current weighting	% Original weighting
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Select an **Exelsuper** model.

Link models

Save **Cancel**

Rebalance type: Floating

Model	% Current weighting	% Original weighting		
Clear		0.00%	Security weightings	Performance
Clear		0.00%	Security weightings	Performance
Clear	ES0001 - Model Exelsuper Defensive	0.00%	Security weightings	Performance
Clear	ES0002 - Model Exelsuper Conservative - Yield Focus	0.00%	Security weightings	Performance
Clear	ES0003 - Model Exelsuper Conservative - Growth	0.00%	Security weightings	Performance
Clear	ES0004 - Model Exelsuper Balanced	0.00%	Security weightings	Performance
Clear	ES0005 - Model Exelsuper Growth	0.00%	Security weightings	Performance
Clear	ES0006 - Model Exelsuper High Growth	0.00%	Security weightings	Performance
Clear	XX9999 - Model - Cash Only	0.00%	Security weightings	Performance
Clear		0.00%	Security weightings	Performance
Clear		0.00%	Security weightings	Performance

Assign weightings

Assign a percentage of the investment to each model.

Link models

Rebalance type:

	Model	% Current weighting	% Original weighting		
<input type="button" value="Clear"/>	ES0005 - Model Exelsuper G ▼	<input type="text" value="100"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
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<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance
<input type="button" value="Clear"/>	▼	<input type="text"/>	0.00%	Security weightings	Performance

Note: weighting must total - 100%

When application is complete



Check that all the information has been entered correctly, please print the Application Form, obtain the client and adviser signature then scan and e-mail to applications@praemium.com.au

The image shows a screenshot of the Praemium application form interface on the left and a printed version of the form on the right. The interface has a blue header with navigation links: Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, Reporting, and Feedback. Below the header, there's a section for "Selected portfolio" with the value "SMA00191148", a "Processed to" dropdown set to "Today", and a "Recalculate" button. Further down are "Edit Account" and "Print Application Form" buttons. The printed form on the right is titled "EXEL SUPER essentials APPLICATION FORM Accumulation Account". It includes a barcode, a PDS number (17/12/2014), and a list of advisers. The form is divided into sections: "Part 1 - Client details" (with fields for name, address, phone, and email), "Part 2 - Contributor contributions" (with a checkbox for employer contributions), "Part 3 - Investment contributions" (with a checkbox for direct deposits), and "Part 4 - Cheques" (with instructions for cheque payments). The form also includes a section for "Direct deposit into the Fund's bank account" and a "Cheques" section with instructions for cheque payments.

Please note: binding death nomination forms must be mailed to:

Praemium Limited
PO Box 322, Collins Street West
Melbourne VIC 8007

Easy Transfer Form



To transfer funds from another superannuation fund to the Super SMA, complete the [Easy Transfer Form](#) and mail with the application form to applications@praemium.com.au

EASY TRANSFER FORM

Complete this form if you would like to transfer all or part of your balance from another super fund to SuperSMA.

Return this completed form to:
SuperSMA
PO Box 322
Collins Street West, VIC 8007

Issued by CCSL Limited ABN 51 104 967 964 AFSL 287084 RSE
License No 10000758 as trustee for Praemium SMA
Superannuation Fund (SuperSMA) ABN 75 703 857 864 RSE Reg R
1074352.

Part 1 - Member details

Title Mr	Street address King St
Name John Smith	MELBOURNE
Date of birth 15/05/1950	VIC 3000
Tax File Number 123456789	Telephone (home) 0385553333
SuperSMA Member Number SMA00207761	Telephone (business hours)
	Telephone (mobile)
	Email john.smith@gmail.com

Part 2 - Previous fund details

Fund name	Member number
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Part 3 - Authorisation

☐ I authorise the transfer of

☐ ALL

or

☐ Approximately \$ from my previous fund to SuperSMA

- I authorise Praemium (or its agents) to contact my other super fund regarding this request to transfer my super.
- I understand that the Trustee of my previous fund is discharged from any further liability in respect of any amount once benefits have been transferred.
- I acknowledge that the Trustee cannot provide me with financial advice about the consequences of transferring benefits from my previous fund to SuperSMA and that I should consult an appropriately qualified adviser for such advice. I understand that I can request from my previous fund information that I may reasonably require for the purpose of understanding my benefit entitlement in my previous fund including information about fees and charges that may apply, or the effect of the transfer on my benefits, and have either obtained this information or do not require it.
- I declare that I have fully read this form and the information is true and correct.
- I request and consent to the transfer of super as described above.

Signed

Date

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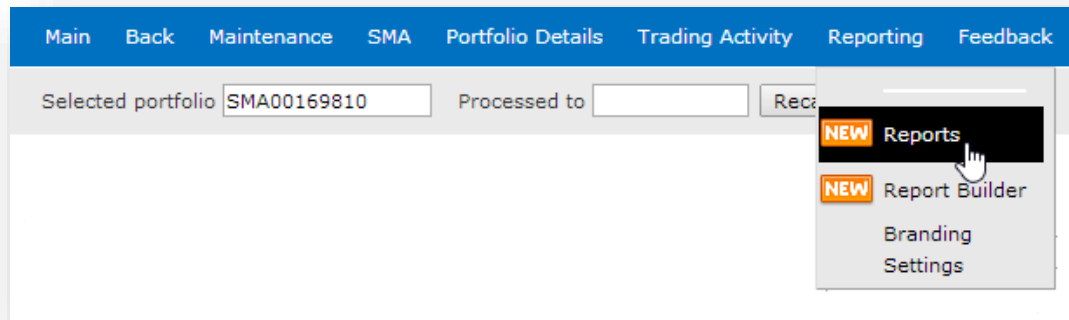
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Reporting

Support

Generating client reports

From the menu bar, select **Reporting > Reports**



Enter report data

Select the type and date of your report. For this exercise we will create a **Portfolio valuation** report.

2. Select the Period ending date and click **Generate**.

1. Select **Portfolio valuation** report.

3. Report will be saved in **My Reports**. Click to open the report.

The screenshot displays the 'Reporting' section of a web application. On the left, under 'My portfolios', there is a filter input. The main area shows a 'Period ending' dropdown set to '17/06/2014' and a 'Generate' button. A green callout points to the 'Generate' button. Below this, a list of report types is shown, with 'Portfolio valuation' selected and checked. Other options include 'Portfolio valuation by asset class', 'Asset class allocation', 'Portfolio performance', 'Portfolio performance detail', 'Investment movements', 'Contributions and withdrawals', 'Income and tax credits', 'Tax summary', 'Income', 'Realised CGT', 'Unrealised', and 'Expenses'. On the right, under 'My reports', there is a list of generated reports. A report titled 'SMA00191148' with a date of '17/06/2014 3:37 PM' and status 'Ready' is visible. A green callout points to this report. The interface also includes a 'Format' dropdown and a 'Clear selection' link.

The report

SMA00187802: Smith Family Superannuation Fund										
Portfolio valuation										
As at 30 Apr 2014										
Net portfolio value \$32,496										
Asset		Quantity	Avg unit cost \$	Actual cost \$	Unit price \$	Market value \$	% Net portfolio value	Gain/Loss \$	Est Income ^(a) \$	% Est yield ^(b)
ASX Listed										
ANZ	AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED FPO	37	29.62	1,096	34.47	1,275	3.9%	179	61	4.8%
BHP	BHP BILLITON LIMITED FPO	113	34.52	3,900	37.75	4,266	13.1%	365	146	3.4%
CBA	COMMONWEALTH BANK OF AUSTRALIA FPO	54	73.98	3,995	78.90	4,261	13.1%	266	207	4.9%
JP	ISHARES MSCI JAPAN ETF CDIS 1:1 ISHMSCJP	82	12.34	1,012	11.91	977	3.0%	-35	10	1.1%
IRU	ISHARES RUSSELL 2000 ETF CDIS 1:1 ISHRUSS2	12	112.88	1,355	119.80	1,438	4.4%	83	16	1.1%
RIO	RIO TINTO LIMITED FPO	16	57.76	924	61.70	987	3.0%	63	34	3.5%
TLS	TELSTRA CORPORATION LIMITED FPO	214	4.90	1,049	5.22	1,117	3.4%	68	61	5.5%
WBC	WESTPAC BANKING CORPORATION FPO	145	30.85	4,474	35.12	5,092	15.7%	619	281	5.5%
WDC	WESTFIELD GROUP ORDINARY/UNITS FULLY PAID STAPLED SECURITIES	167	11.59	1,935	10.95	1,829	5.6%	-107	85	4.7%
Totals				19,740		21,241	65.4%	1,502	901	4.2%
Managed Funds										
PRMDC05AU	MUTUAL CASH TERM DEPOSITS & BANK BILLS Price as at 29/04/2014	5,090	1.04	5,301	1.04	5,288	16.3%	-13	210	4.0%
Totals				5,301		5,288	16.3%	-13	210	4.0%
Cash										
+MONEYMKT	BlackRock Money Market Fund Price as at 28/03/2012	1,324	1.00	1,325	1.00	1,324	4.1%	-	37	2.8%
AUDCASH	MAIN CASH ACCOUNT	4,643	1.00	4,643	1.00	4,643	14.3%	-	91	2.0%
Totals				5,968		5,967	18.4%	-	127	2.1%
Portfolio totals				31,008		32,496	100.0%	1,489	1,239	3.8%
Net portfolio totals				31,008		32,496	100.0%	1,489	1,239	3.8%

(a) Estimated income
This estimation is based on historical returns and should not be regarded as an accurate indication of future earnings.

(b) Estimated % yield
The estimated yield is the estimated income as a percentage of the market value.

Dollar amounts have been rounded for display purposes. As a result individual line items may not sum up to the total amounts displayed.

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Reporting

Support

Your support team



Adviser Support

Operating Hours: 8am – 6pm AEST

Phone: 03 8622 1222

Email: support@praemium.com.au