



# BOBB Employers ONLINE HELP GUIDE

## Online Contribution Processing BERT 2 | BEWT | CIP



*Disclaimer: All employer and member details used throughout this guide are fictitious and have been created for training and educational purposes. Any reference to any employer or member is entirely coincidental.*

*Version 3.1 – updated 18 October 2022*

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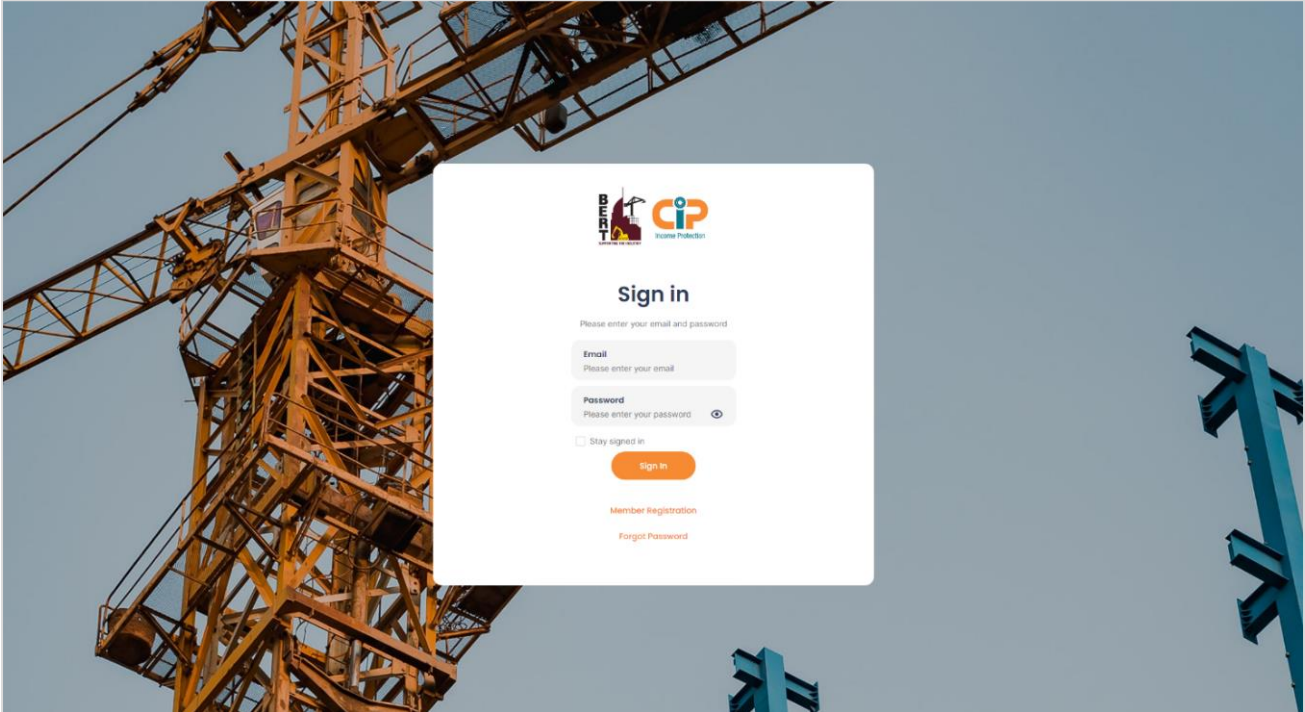
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## 1. Accessing and Logging in

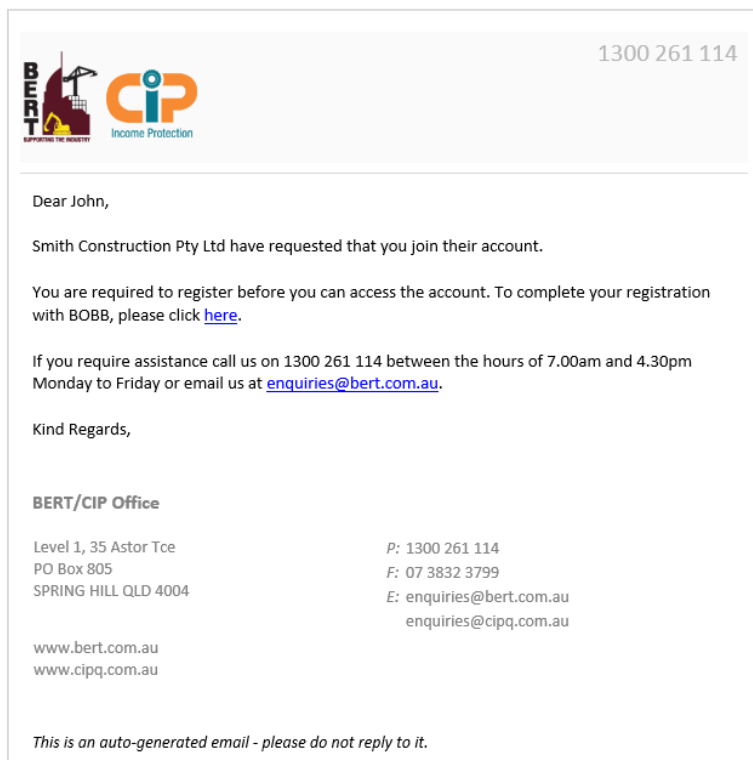
The new BOBB Employers can be accessed by any browser.

Navigate to [bobb.bert.com.au/](http://bobb.bert.com.au/) the Home Page / Login screen will display.



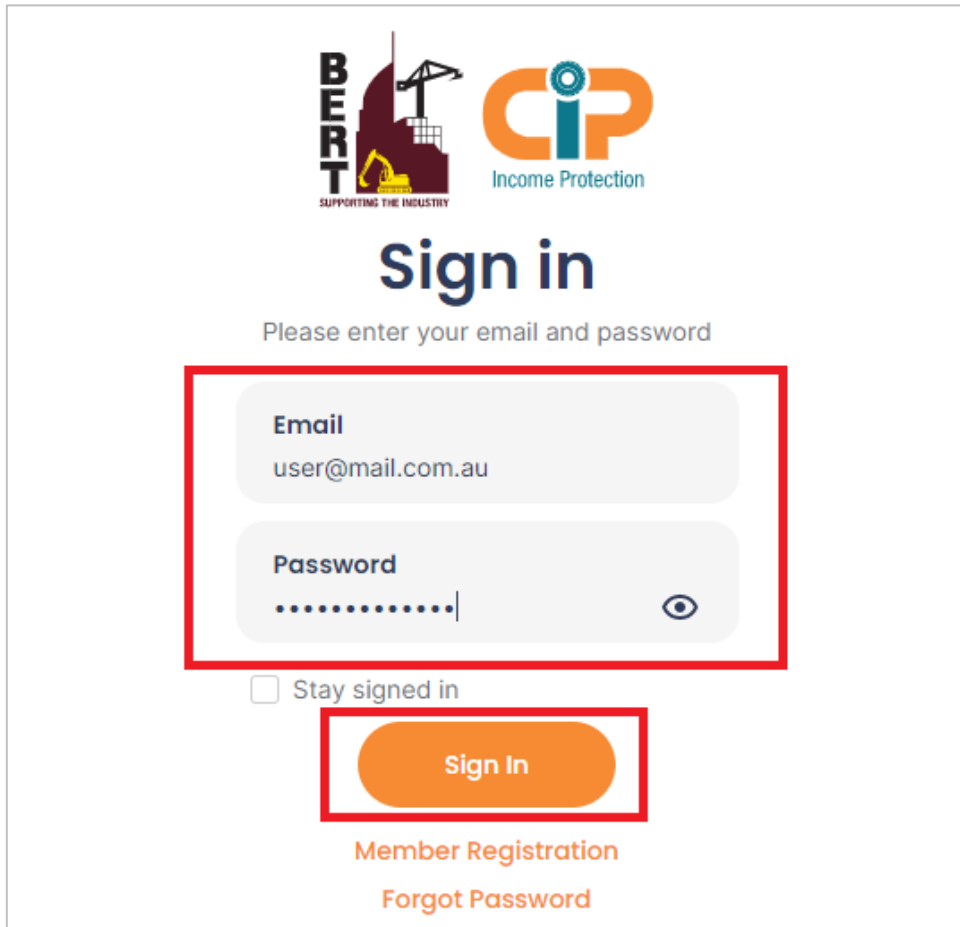
### 1.1 New Registrations

If you have not previously been registered to use the online system, please contact our Operations Team on 1300 261 114. Our Operations Team will set up your primary contact and send you a registration email to complete your registration.



## 1.2 Returning Employers

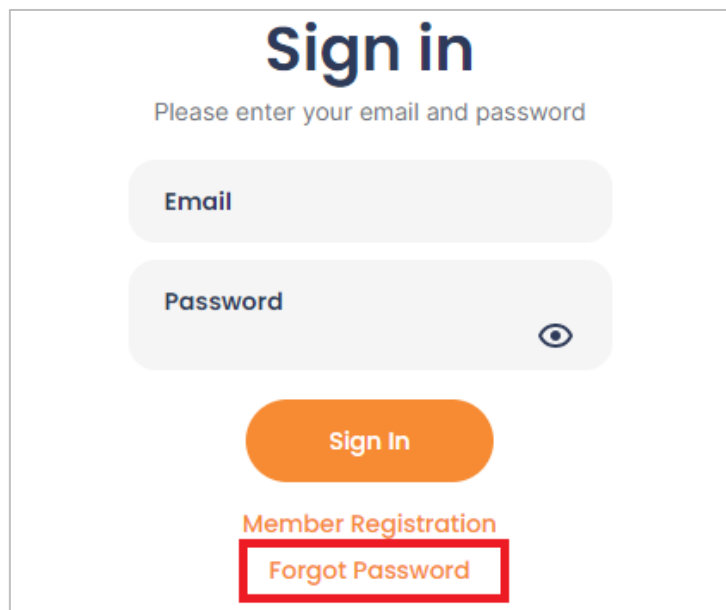
If you have previously registered to submit your contribution online, simply enter in your email address and password and select Sign In.



The screenshot shows the BERT BEWT CIP Sign in page. At the top, there are logos for BERT (Supporting the Industry) and CIP (Income Protection). Below the logos is the heading "Sign in" and the instruction "Please enter your email and password". The form contains two input fields: "Email" with the placeholder text "user@mail.com.au" and "Password" with a masked password "....." and a toggle icon. A checkbox labeled "Stay signed in" is located below the password field. A red box highlights the "Email" and "Password" fields. Below the form is an orange "Sign In" button, also highlighted with a red box. At the bottom, there are links for "Member Registration" and "Forgot Password".

## 1.3 Forgot Password

If you have forgotten your password, on the Login screen select the 'Forgot Password' Link.



The screenshot shows the BERT BEWT CIP Sign in page. At the top, there is the heading "Sign in" and the instruction "Please enter your email and password". The form contains two input fields: "Email" and "Password" with a toggle icon. Below the form is an orange "Sign In" button. At the bottom, there are links for "Member Registration" and "Forgot Password". A red box highlights the "Forgot Password" link.

The Forgot password screen will display.

Enter in your registered email address and select Send Reset Link.

A Reset Password link will be emailed to the registered email for that account. Click the link in the email and when prompted reset your password.

**BERT** **CIP**  
SUPPORTING THE INDUSTRY Income Protection

1300 261 114

Dear John,

You have requested to reset your password for BOBB.

Please click [here](#) and you will be taken to the Reset Password page.

This link will be active for 2 hours.

If you require assistance call us on 1300 261 114 between the hours of 7.00am and 4.30pm Monday to Friday or email us at [enquiries@bert.com.au](mailto:enquiries@bert.com.au).

Kind Regards,

**BERT/CIP Office**

Level 1, 35 Astor Tce  
PO Box 805  
SPRING HILL QLD 4004  
www.bert.com.au

P: 1300 261 114  
F: 07 3832 3799  
E: [enquiries@bert.com.au](mailto:enquiries@bert.com.au)  
[enquiries@cipq.com.au](mailto:enquiries@cipq.com.au)

## Reset Password

Please enter new password

**New Password**  
Please enter your password

**Confirm New Password**  
Please enter your password

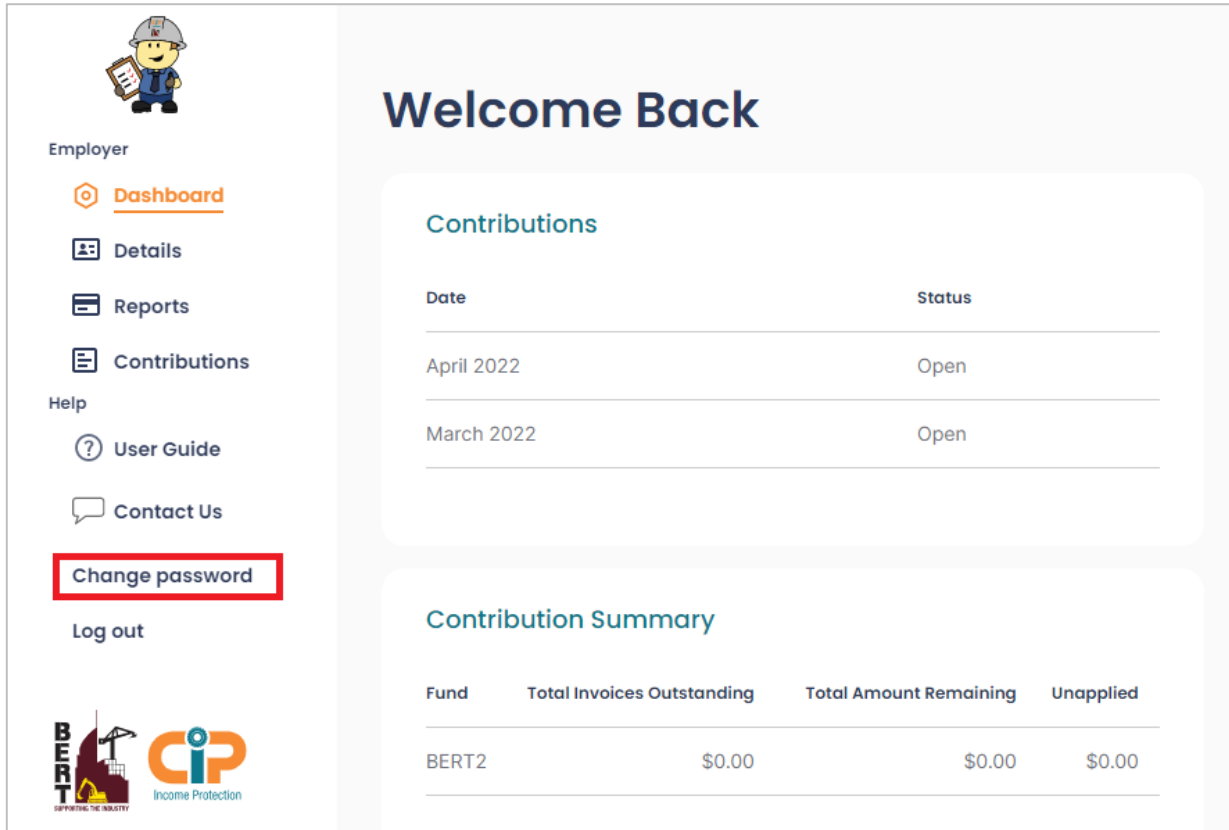
- Length between 8 to 50 characters
- At least one lowercase character
- At least one uppercase character
- At least one number
- New and confirm passwords match

Reset password

You will receive a notification on screen that your reset password has been successful. You will need to login using your newly created password credentials.

## 1.4 Changing your Password

Once you have logged in, click the Change password option located in the in left hand side menu.



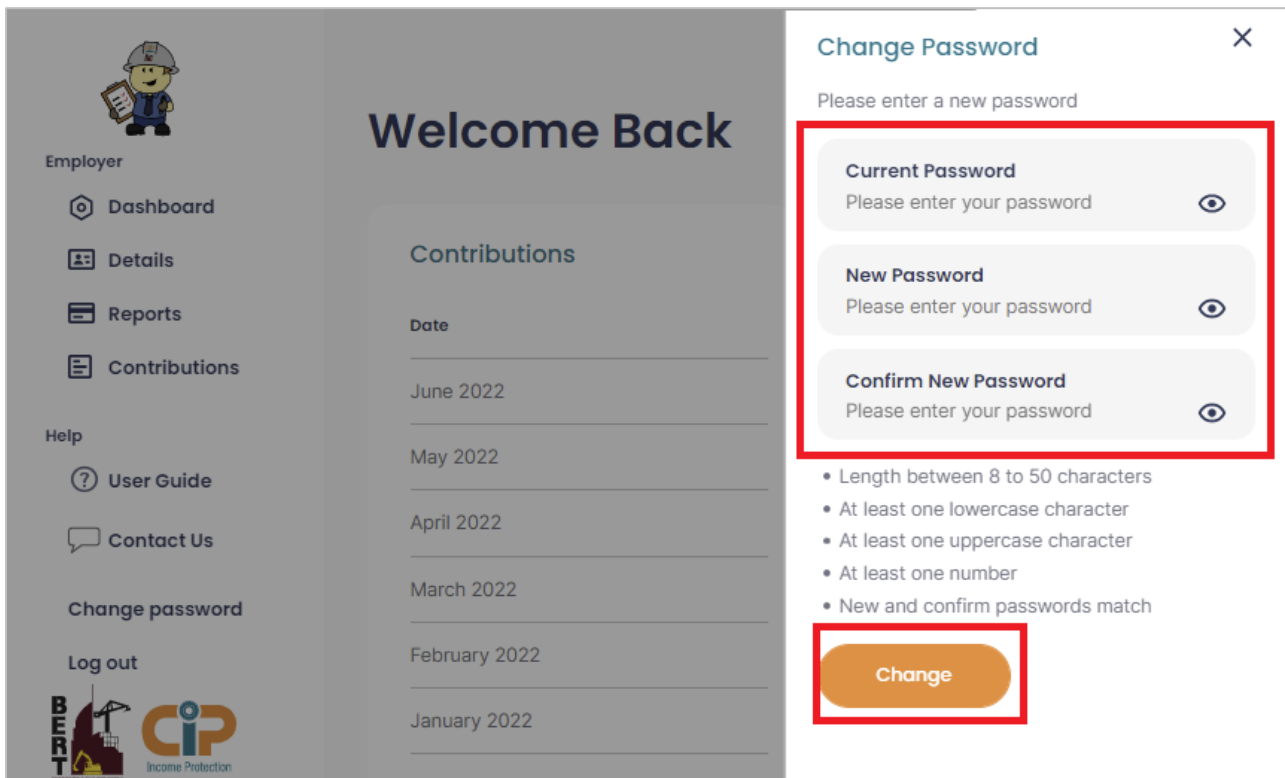
The screenshot shows the 'Welcome Back' dashboard. On the left-hand side menu, the 'Change password' option is highlighted with a red box. The main content area displays 'Contributions' and 'Contribution Summary'.

Date	Status
April 2022	Open
March 2022	Open

Fund	Total Invoices Outstanding	Total Amount Remaining	Unapplied
BERT2	\$0.00	\$0.00	\$0.00

A slide out panel will appear on the right. Enter in your current password | New Password | Confirm New Password and select Change. The requirements under the password boxes will tick off as you meet the requirements.

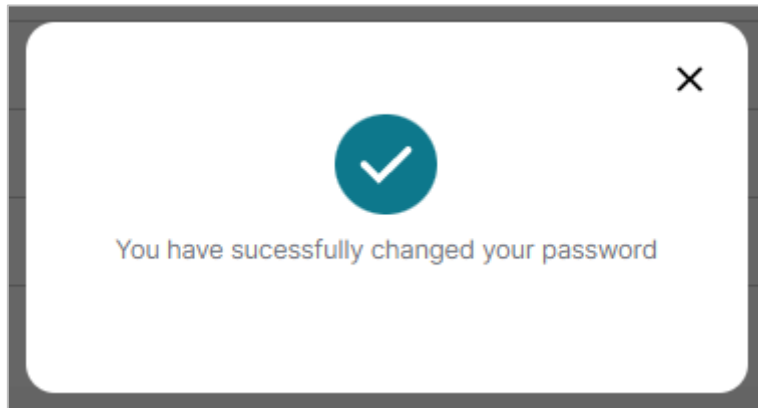


The screenshot shows the 'Change Password' slide-out panel. The panel contains three password input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a red box around it. Below the fields, there are requirements for the new password:

- Length between 8 to 50 characters
- At least one lowercase character
- At least one uppercase character
- At least one number
- New and confirm passwords match

A 'Change' button is located at the bottom of the panel, also highlighted with a red box.

You will receive a notification on screen that you have successfully changed your password. Click X to close the notification.



### 1.5 Multiple Employer Accounts

If you have been assigned as a contact on multiple Employer Accounts, you can now access all accounts via your log in.

To view and switch between the accounts you are a contact on, select the arrow down located next to the Employer Name in the top right hand corner.



All the accounts you have access to will display.

To switch between Employer accounts select the radio button or the Employer name and the system will refresh to display the information for that Employer.

If no arrow displays, then you do not have access to other Employer Accounts.

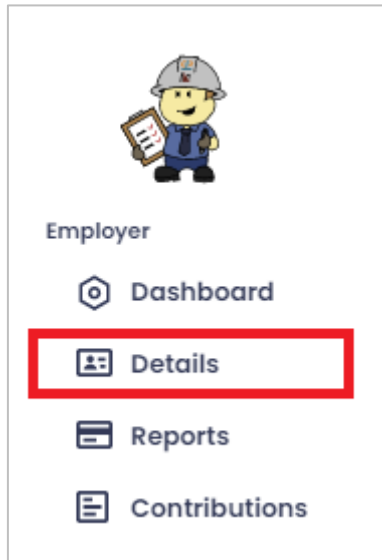
Please contact the Operations Team if you need assistance to be added to an account.



## 1.6 Granting Access to BOBB

To grant a contact access to BOBB you must be the Primary Contact on the account.

Select the Details option from the left hand side menu options



Once the details page has loaded either locate the existing contact you want to grant access to; or if required create a new contact on your account (Refer to Step 10.1 of this User Guide).

Select to Edit the Contact.

### Employer Details

Employer Number: 14139 Registered Name: Construction Formwork Pty Ltd Trading Name: Construction Formwork Pty Ltd ABN: 57080897669

Contacts Address Details Fund Details

If you need to update your primary user please contact BERT on 1300 261 114.

Name	Phone Number	Mobile Number	Email	System User	Manage
Jane Citizen	0733338888		jane@hotmail.com	-	Remove Edit

[+ Add Contact](#)

The Details for that contact will display.

Select the Grant Access to BOBB checkbox.

If the email address for the contact does not exist as a security user in our system (I.e they have not previously registered with Bobb), a notification will appear on screen and the contact will receive a registration email to complete.

NOTE: If the contact was previously registered with their email address, there will be no notification and they will be added to the account.

### Edit Contact

**Title**  
Miss

**Given Names**  
Jane

**Surname**  
Citizen


**Phone Number**  
07 3333 8888

**Mobile Phone**  
Enter mobile number

**Email**  
jane@hotmail.com

Grant Access to Bobb

Cancel Save

  
**Email does not match an authenticated user, they will be created and sent an email**

Click X to close the Notification and Select to Save. You will be directed back to your contacts list.

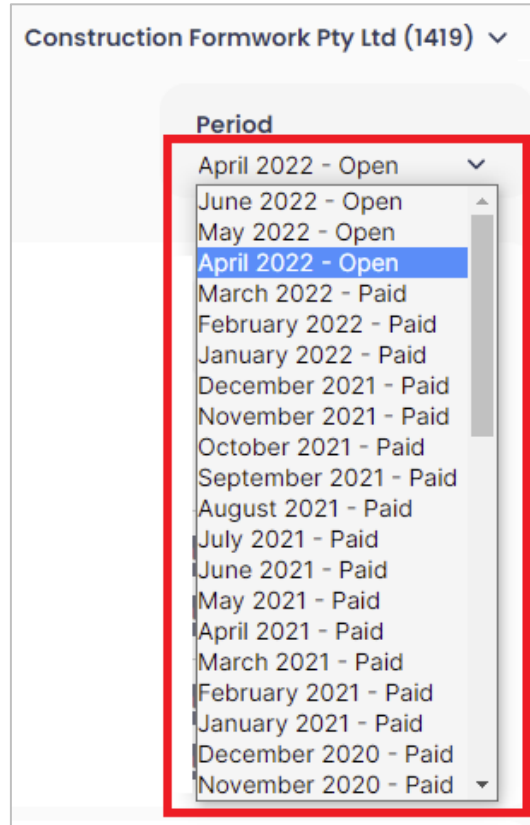
In the 'System User' column, the contact will show Awaiting Activation if they are a new user to BOBB.

This status will update to Access Granted once the registration has been completed and as the Primary Contact you will receive notification of the completed registration.

Contacts		Address Details	Fund Details		
Name	Phone Number	Mobile Number	Email	System User	Manage
John Smith			john@mail.com	Primary	Edit
Jane Citizen	0733338888		jane@hotmail.com	Awaiting Activation	Remove Edit
Ross McNichol			rmcnichol@bert.com.au	Access Granted	Remove Edit
Peter Smith		0455555555		-	Remove Edit

## 2. Understanding Your Contribution

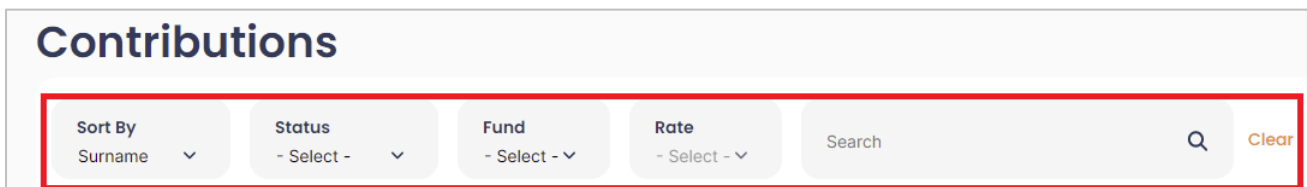
When you first navigate to contributions the contribution period will automatically be selected and display the oldest outstanding contribution (i.e. Submitted (in Arrears) | Submitted | Saved | Open). You can select other available contribution periods by using the dropdown facility located on the left hand side under your Employer Name.



### 2.1 Contribution Filtering and Searching

Along the top of the Contribution screen are filters and search tools to help you locate members and sort your contribution.

Members on your Contribution will appear in alphabetical order by Surname (unless newly added, then they are displayed at the top of the contribution). You may choose to sort by first names using the Sort By filter drop down option.



## 2.2 Understanding what the different statuses mean

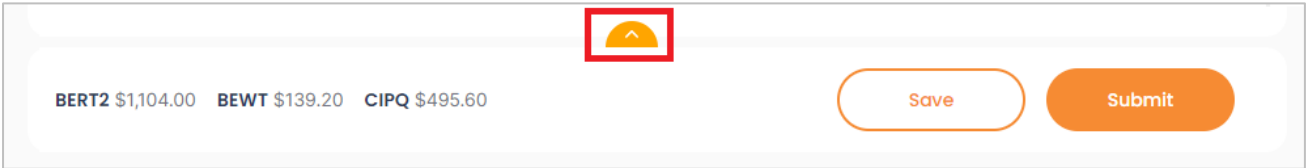
Open	<p>An 'Open' Status means that this contribution is in an open period and has not had modifications made to it or changes saved.</p> <p><b>Please Note:</b> some Open Status contributions you will not be able to access. These are future contributions that can only be processed or modified if the previous month's contribution has been saved or submitted.</p>
Saved	<p>A 'Saved' status indicates that the contribution has been saved either with or without changes being made.</p> <p>A contribution advice can be downloaded at this stage to assist you with your calculations for the contribution.</p>
Submitted	<p>A 'Submitted' status indicates that the contribution has been submitted for payment. Submitting a contribution closes the contribution off to further modifications and enables an invoice to be generated for the contribution.</p> <p>An invoice can be downloaded at this stage to assist you with your payment of the contribution.</p> <p>If you need to make modifications on a Submitted contribution you will need to contact the BERT Office.</p>
Submitted (In Arrears)   Saved (In Arrears)	<p>This status indicates the contribution is in Arrears and has not been paid by the due date. This can occur on both Submitted and Saved contributions.</p>
Paid	<p>Paid status refers to a contribution that has been paid. Again, you are unable to make any modifications to the contribution as it has been closed.</p> <p>A receipt can be downloaded at this stage for proof of payment of the contribution.</p> <p>If you need to make modifications on a Paid contribution you will need to contact the BERT Office.</p>

**NOTE:** If you make any changes to your contribution, you must save it. If you "Refresh" or navigate to another screen prior to saving you will lose any changes you have made. You can choose to "Save" your contribution multiple times and modify your contribution until you are happy that it is correct for the period.

You are only able to 'Submit' your contribution online once.

### 2.3 Contribution Fund Table

Each fund is summarised in the Fund table. The Fund table is located along the bottom of the screen. To show the Fund details in full, click on the orange arrow located at the bottom of the contribution screen.



The Fund Table will display in full.

Fund	Status	Members	Members Selected	Contribution Amount	Not yet invoiced	Invoiced Amount	Amount paid	Amount Remaining
BERT2	Saved	3	3	\$1,104.00	\$1,104.00	\$0.00	\$0.00	\$0.00
BEWT	Open			\$139.20	\$139.20	\$0.00	\$0.00	\$0.00
CIPQ	Saved	3	3	\$495.60	\$495.60	\$0.00	\$0.00	\$0.00

Fund	Displays the Funds you have been registered with and are contributing for. BERT2 BEWT; and or CIP
Status	This is the status for the contribution for the Fund. As you can submit the contribution for Funds separately these statuses may differ across the Funds.
Members	Displays the total number of members that are on the contribution for the Fund, regardless of weeks selected.
Members with weeks selected	Displays the number of members for the Fund that have weeks selected on the contribution.
Contribution Amount	The total amount of the contribution based on members with weeks checked for the Fund. It includes any amount previously saved, submitted or paid plus any new amounts added or subtracted through an amendment.
Not Yet Invoiced Amount	This will be the amount that has not yet been added to a current invoice. This normally occurs if a contribution has been saved but not yet submitted. Once the contribution for the fund has been submitted the amount will be invoiced.
Invoiced Amount	Once a contribution is submitted the amount becomes invoiced.
Amount Remaining	This is the amount left to pay for the contribution period. It will normally be the same amount as the Invoiced Amount unless a part payment for the contribution has been received.

## 2.4 BERT2, BEWT and CIP Employers

In a contribution where you have multiple Funds (I.e BERT2, BEWT and CIP) the status for the contribution period will not update to 'Submitted' unless all Funds have been submitted.

For example, where BERT2 and BEWT contributions have been submitted but CIP has not, the Status for that month will be Saved.

**Contribution status is Saved as the CIP fund has not been submitted.** →

Smith Construction Pty Ltd (56123) ▾

Refresh Period  
March 2022 - Saved ▾

Fund	Status	Members	Members Selected	Contribution Amount	Not yet invoiced	Invoiced Amount	Amount paid	Amount Remaining
BERT2	Submitted	51	51	\$20,480.00	\$0.00	\$20,480.00	\$0.00	\$20,480.00
BEWT	Submitted			\$3,042.08	\$0.00	\$3,042.08	\$0.00	\$3,042.08
CIPQ	Saved	54	54	\$9,609.60	\$9,609.60	\$0.00	\$0.00	\$0.00

Save Submit

Only once all Funds have been submitted will the period will update to 'Submitted'.

**Overall contribution status is now submitted as all funds have been submitted** →

Smith Construction Pty Ltd (56123) ▾

Refresh Period  
March 2022 - Submitted ▾

Fund	Status	Members	Members Selected	Contribution Amount	Not yet invoiced	Invoiced Amount	Amount paid	Amount Remaining
BERT2	Submitted	51	51	\$20,480.00	\$0.00	\$20,480.00	\$0.00	\$20,480.00
BEWT	Submitted			\$3,042.08	\$0.00	\$3,042.08	\$0.00	\$3,042.08
CIPQ	Submitted	54	54	\$9,609.60	\$0.00	\$9,609.60	\$0.00	\$9,609.60

## 2.5 CIP Contributions Passed Their Due Date

Where a CIP contribution is passed its due date, it cannot be submitted online. You will still be able to view the contribution and if applicable make changes to the BERT contribution but you will not be able to submit or make any changes to the contribution for CIP. This includes not being able to add members to; or terminate members from the CIP fund.

Upon opening a contribution where the CIP component is past its due date you will see an information icon located next to the CIP Fund for each member. Hovering over this information icon will display the following message.

**Smith, John** BERT2

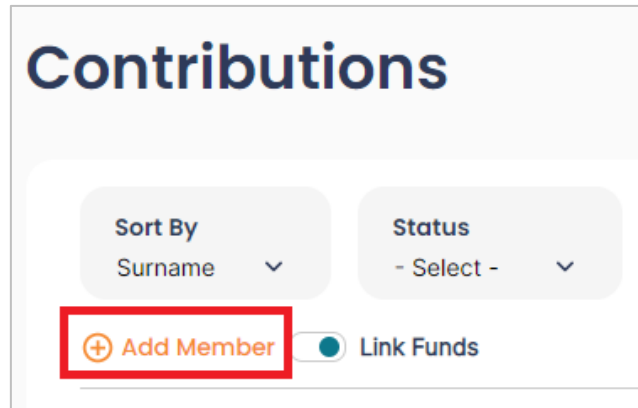
6035656 12/11/1997

CIPQ ⓘ

**CIP over 55 days old contribution**  
 You are not authorized to process this CIP contribution as it is more than 55 days old

### 3. Adding an Employee to a Contribution

You can add new and existing employees to your contribution using the Add Member feature located at the top right hand corner of the contribution details.



If your new employee already has a known BERT/CIP member number, you can use that to easily add that existing member. Your employee may know that they have had a BERT/CIP membership but cannot provide their Member number. These members can be searched for using their personal details and again easily added.

If your employee is new to the Queensland / NT Building Industry you can add them to your contribution and create a unique member number for them.

If you add a new or existing member to an Open contribution – they will be added to that contribution and all future contribution once the record is saved. However, if you add a member to a contribution that has already been saved you will need to add them manually to future contributions that are also 'Saved' and the next Open contribution.

*\*\* If you choose to refresh a contribution prior to saving any updates that have been made to that contribution, including the addition of new members, your changes will be lost.*

#### 3.1 Adding an existing BERT/CIP Member using Member Number/Personal Details

Step No	Step Description
1.	<p>After selecting Add Member the Search Member feature will display</p> <p>The screenshot shows a "Search Member" form with the following fields: "Given Names", "Surname", "Date of Birth" (with a calendar icon and the format "dd/mm/yyyy"), and "Member Number". Below these fields is a separator "---- OR ----" and an orange "Search" button.</p>

2. **If you know the employees BERT / CIP Member Number:** Enter the Member Number and select Search; or
- If you know the employee is a BERT/CIP Member but don't know their member number:** Enter their Given name; Surname and Date of Birth details and select Search.

If the member is an existing member of BERT/CIP, their details will display for you to select. Select the radio button and Select the Add button.

**NOTE:** if the member details do not match, you can select to create a new account for your employee using the '+ Add New Member' button (refer to *Step 3.2 Adding A Brand New Member to your Contribution* for further steps).

3. If required update the Members address details; and
- Select the relevant Fund(s) for the Employee by checking the checkbox that appears next to each Fund Name. Select a rate for each fund selected using the drop down facility.
- The Add Button will become available.



Select Add.

4. Upon selecting the Add button you will be navigated back the Contribution screen. The new employee will show at the top of the list with a status of New.

Member Name	Date of Birth	Contribution	Status	Amount
Flintstone, Fred	01/03/1980	BERT2	New	\$0.00
		CIPQ	New	\$0.00

**Please Note:** the member will now appear on the contribution however will not be saved on the contribution. You will need to Save to ensure members are added to the contribution.

Continue to add any further new members to your contribution.

### 3.2 Adding a brand-new member to your Contribution

Prior to adding a new employee/member to the BERT/CIP Funds you still must perform a search to ensure they do not exist in the system. Once the search has been performed and no matches can be found, you can add the new employee.

Step No	Step Description
1.	Select Add Member option on your contribution.

2. Enter the employees Given name; Surname and Date of Birth details and select Search.

**Search Member**

**Given Names**  
Barny

**Surname**  
Rubble

**Date of Birth**  
30/06/1980

---- OR ----

**Member Number**

**Search**

A message will display indicating a member was not found. Click on the '+ Add New member' option.

Unable to find Member with that search criteria

**Didn't find who you're looking for**

You can add a new member or search again

**+ Add New Member** Search Again

**Please Note:** if a member is located in the system matching the details you entered they will display on screen. If it is the same member you can select to add that account or you can select to create a new account for the member selecting the '+ Add Member button'.

**Didn't find who you're looking for**

You can add a new member or search again

**+ Add New Member** Search Again

**Please Note:** You must enter an address for all new members added to the Contribution.

You will not be able to add new members without the members' address. The Given Name; Surname and Date of Birth is pre-populated from the search.

If you have entered the search details incorrectly and need to update either the Given Name; Surname or Date of Birth you will need to select the Back arrow in the top left hand corner of the screen and Select to Add new Member again from the Contribution Screen.

**Add Member**

[← Back arrow](#)

**Member Info**

Given Names: Barney

Surname: Rubble

Date of Birth: 30/06/1980

Mobile Phone: [Empty]

Email: [Empty]

**Member Address**

Street 1: [Empty]

Street 2: [Empty]

Town/Suburb: [Empty]

State: - Select -

Post Code: [Empty]

**Contribution Rate**

BERT2

Rate: - Select -

CIPQ

Rate: - Select -

3. Select the relevant Fund(s) for the Employee by checking the checkbox that appears next to each Fund Name.  
 Select a rate for each fund selected using the drop down facility and Select Add.

**Add Member**

**Member Info**

Given Names: Barney

Surname: Rubble

Date of Birth: 30/06/1980

Email: barney@mail.com

**Member Address**

Street 1: Astor Tce

Town/Suburb: SPRING HILL

State: QLD

Post Code: 4000

**Contribution Rate**

BERT2

Rate: Standard \$115.50

CIPQ

Rate: Standard \$41.30

**Add**

4. Upon selecting the Add button you will be navigated back the Contribution screen. The new employee will show at the top of the list with a status of New.

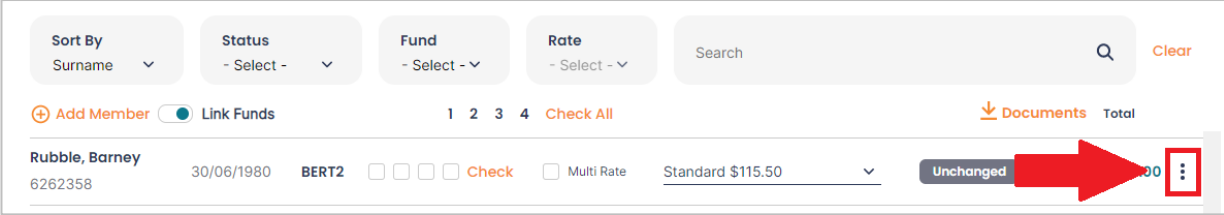
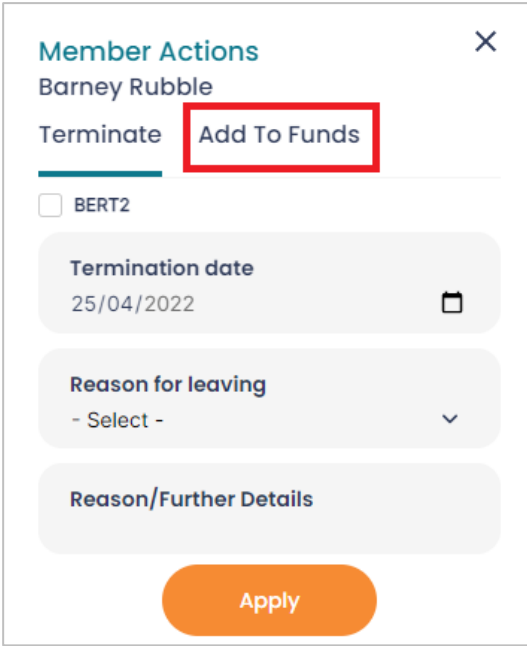
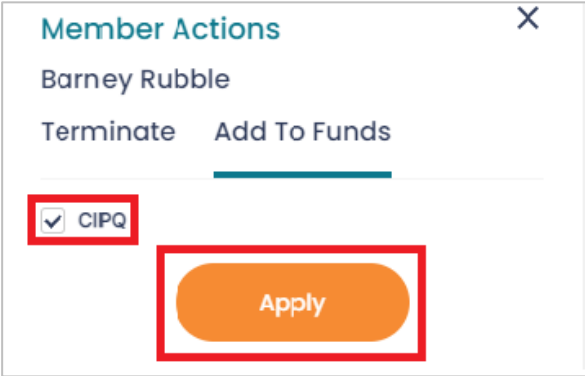
<a href="#">+ Add Member</a> <input checked="" type="checkbox"/> Link Funds		1 2 3 4 <a href="#">Check All</a>		
<b>Rubble, Barney</b> 30/06/1980	BERT2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <a href="#">Check</a>	<input type="checkbox"/> Multi Rate Standard \$115.50	<input type="button" value="New"/> \$0.00
	CIPQ	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <a href="#">Check</a>	<input type="checkbox"/> Multi Rate Standard \$41.30	<input type="button" value="New"/> \$0.00

**Please Note:** The Member will not have been assigned a member number. The Member Number will not be created until you have saved the newly added member on the contribution.

**Please Note:** The Member will appear on the contribution however will not be saved on the contribution. You will need to save it to ensure your members are added to the contribution correctly. The member will appear in the list of employees alphabetically after saving.

#### 4. Adding a Fund for an existing Member

Where an employee is already on your contribution for one fund (i.e. BERT) you can easily add them to another fund (i.e. CIP) via the Member Action feature (3 dots located at the end of the Members row).

Step No	Step Description
1.	<p>Navigate to current contribution and locate the existing Member you need to add a Fund to. This will either be a member only in the BERT or CIP Fund.</p> <p>Select the Member Actions icon located at the end of the member row.</p> 
2.	<p>A side menu will display on the right side of the screen. By default, it open on the Termination tab. Select the Add to Funds tab.</p>  <p><b>Please Note:</b> The Add to Funds tab will not display if the Member cannot be added to a Fund(s).</p>
3.	<p>Check on the box next to the Fund to be added; and Select Apply.</p>  <p>You will be directed back to the Contribution Screen</p>

4. The new fund will appear in the member row with a blank rate. Select a rate from the drop-down option and select to Save.

The screenshot displays the online contribution processing interface for member Rubble, Barney (ID: 6262358, DOB: 30/06/1980). The interface includes filters for Sort By (Surname), Status, Fund, and Rate, along with a search bar and a 'Clear' button. Below the filters, there are options to 'Add Member' and 'Link Funds', and a 'Check All' button. The table shows two funds: BERT2 and CIPQ. The BERT2 fund has a rate of 'Standard \$115.50' and a status of 'Unchanged' with a rate of '\$0.00'. The CIPQ fund has a blank rate field and a status of 'NoRate' with a rate of '\$0.00'. The 'Save' button is highlighted with a red box.

Member	Fund	Rate	Status	Rate
Rubble, Barney 6262358	BERT2	Standard \$115.50	Unchanged	\$0.00
	CIPQ		NoRate	\$0.00

Summary: BERT2 \$0.00 BEWT \$0.00 CIPQ \$0.00

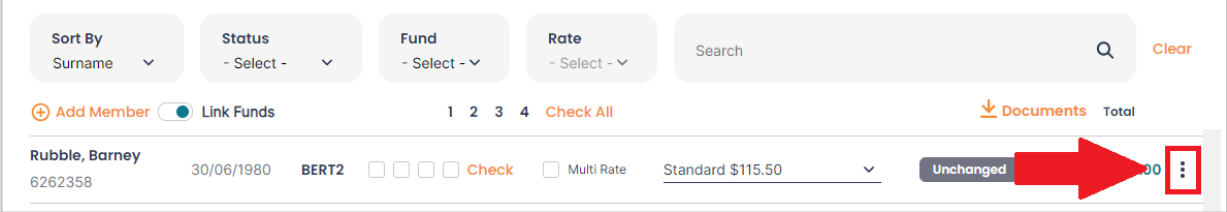
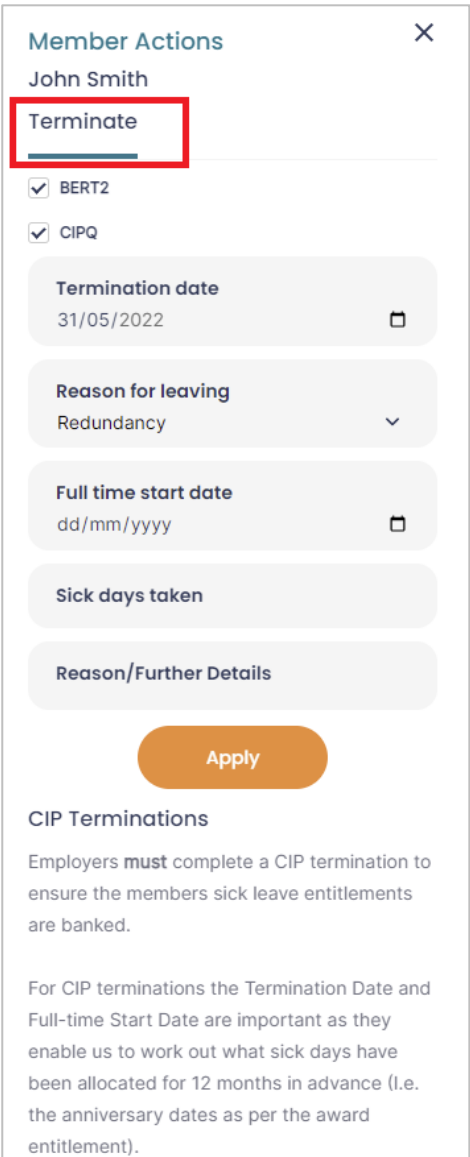
Buttons: Save, Submit

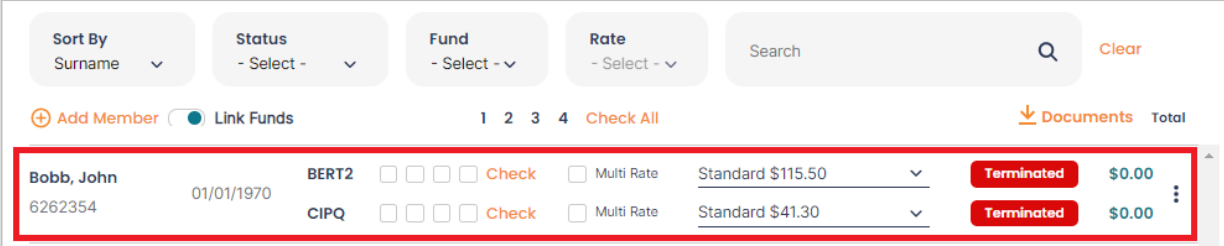
## 5. Terminating an Employee from a Contribution

Where a Contribution is in an Open or Saved status you can easily terminate a member from the contribution or a Fund via the Member Action feature (3 dots located at the end of the Members row).

If you need to terminate an employee from a contribution that has been submitted or paid, you will need to contact the BERT / CIP Office on 1300 261 114 or send an email to [enquiries@bert.com.au](mailto:enquiries@bert.com.au).

### 5.1 Terminating an Employee from a Contribution

Step No	Step Description
1.	<p>Navigate to current contribution and locate the existing Member you need terminate.</p> <p>Select the Member Actions icon located at the end of the member row.</p> 
2.	<p>A side menu will display on the right side of the screen. By default, it opens on the Terminate tab.</p> <p>Select the relevant Fund(s) to terminate the member from by checking the checkbox that appears in front of each Fund Name.</p> <p>The Termination Date will default to be today's date. If required, you can select a different date by clicking in the field and using the calendar picker to re-enter the correct termination date.</p> <p>You will also be required to select the reason for leaving using the drop down before you can process the termination. Once the reason has been selected it will populate in the field.</p> <p><b>CIPQ Terminations</b></p> <p><i>Please Note: If you have elected to terminate the member from the CIP Fund you will be required to enter the members employment start date of full-time employment and the number of sick days taken during employment. This information is used to calculate the employee's portable sick days that they have accrued during full-time employment with you company.</i></p> <p><i>If the Member is casual you do not need to enter this information.</i></p> <p>Select Apply button.</p> 

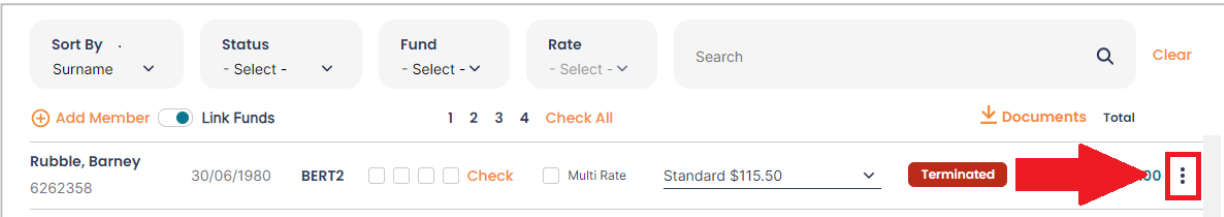
<p>3.</p>	<p>Upon selecting the Apply button you will be taken back to the contribution screen.</p> <p>The terminated member will show with a status of Terminated. Select to Save the Contribution.</p>  <p><b>Please Note:</b> the member will appear on the contribution screen as terminated however the termination will not yet be saved. You will need to save the contribution to ensure your terminations are recorded correctly.</p> <p>Continue to terminate any further members from the contribution.</p> <p>Once you have completed your terminations for the contribution period, you will be required to enter any weeks the employee(s) were entitled to in the contribution period (if any).</p>
<p>4.</p>	<p>Navigate to the next month's contribution. The member will automatically be removed from that contribution.</p>

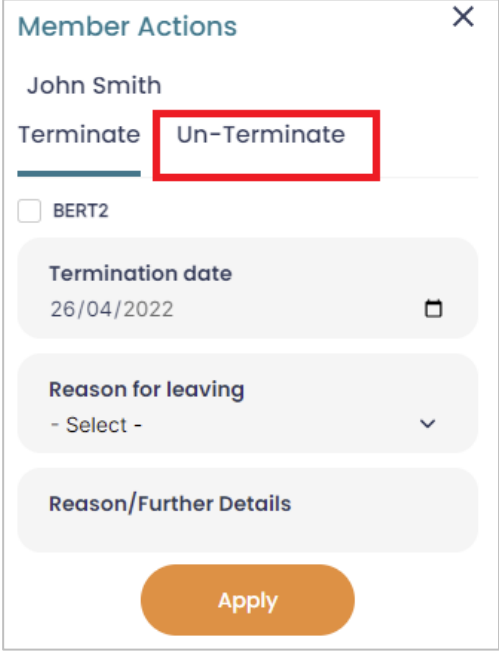
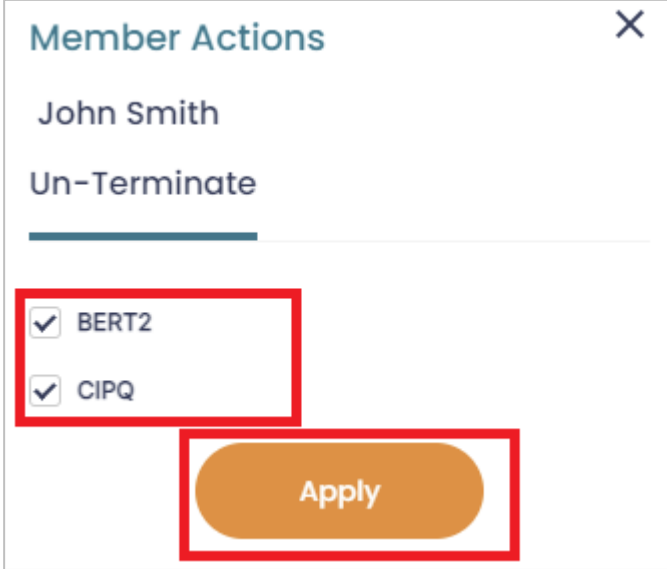
**NOTE:**

- It is possible to terminate your employee from one Fund only (i.e. BERT2) and keep them on your contribution for another fund (i.e. CIP)
- You should terminate a member from a CIP contribution where the member is over 70 years of age.

### 5.2 Undo a Termination

Where you have terminated an employee off your contribution in error you can easily undo the termination via the Member Action feature (3 dots located at the end of the Members row).

Step No	Step Description
<p>1.</p>	<p>Navigate to current contribution and locate the existing Member you need to un-terminate. Note they will have a red Status of Terminated</p> <p>Select the Member Actions icon located at the end of the member row.</p> 
<p>2.</p>	<p>A side menu will display on the right side of the screen. If the Member was terminated from both funds the Un-Terminate tab will display by default. Otherwise you will need to manually select the Un-Terminate Tab</p>

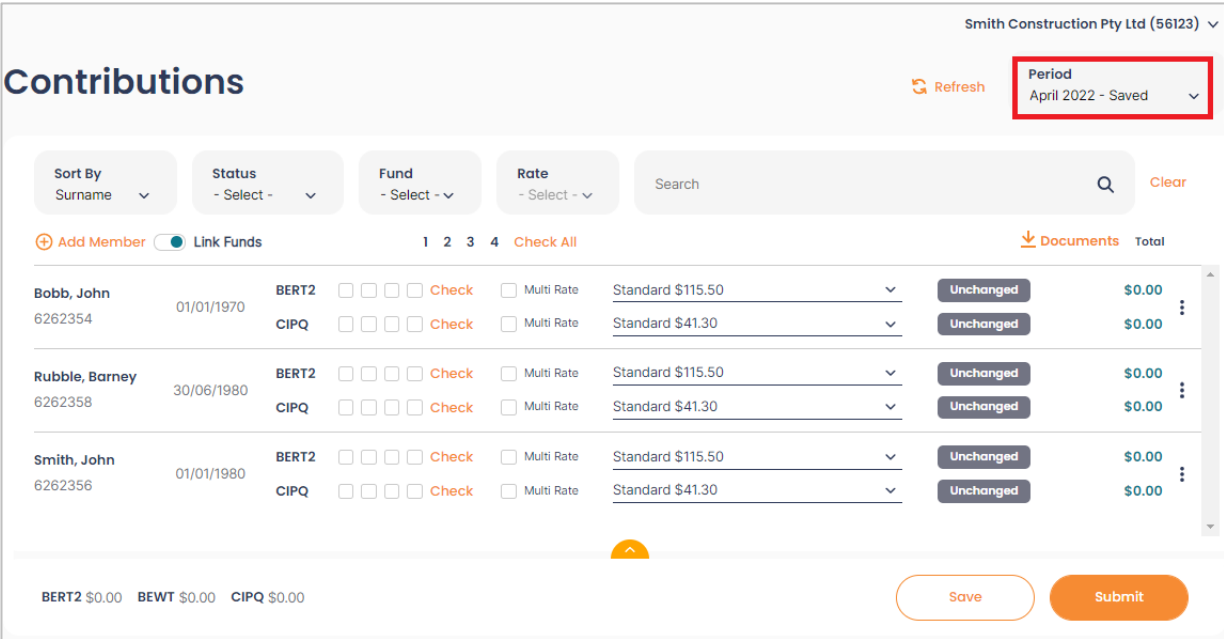
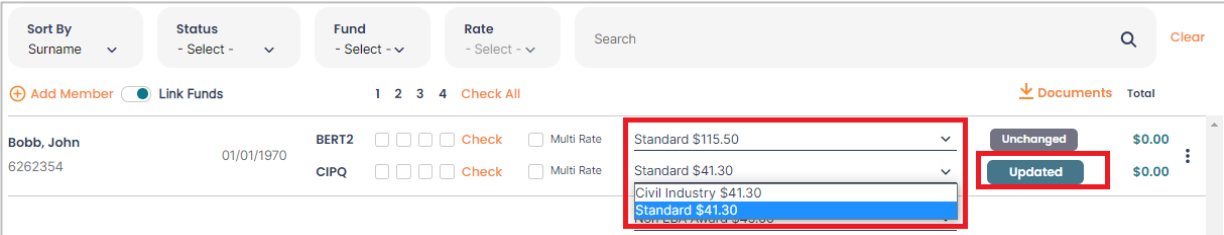
	
3.	<p>Check on the box next to the Fund to be added; and Select Apply.</p>  <p>You will be directed back to the Contribution Screen.</p> <p><b>Please Note:</b> the un-termination status of the member will appear on the contribution however will not be saved on the contribution. You will need to save it to ensure the member is not terminated from the contribution.</p>

**NOTE:**

- If you have a future saved contribution the undo terminate will not apply to this contribution and therefore the member will not appear on this month's contribution. You will have to add the member back onto the Contribution for this period. However, the member will appear on all future Open Contributions.



## 6. Processing a Contribution – Standard Weeks

Step No	Step Description
1.	<p>Navigate to an Open or Saved Contribution period.</p> <p><b>Please Note:</b> The contribution period will automatically be selected and display the oldest contribution outstanding. If required change the contribution period using the Period drop down located in the top right-hand corner.</p>  <p>For each member a row will appear displaying the following information:</p> <ul style="list-style-type: none"> <li>Members Details (including their Full Name; DOB and member number)</li> <li>The Funds the member belongs to (i.e. BERT2; CIP)</li> <li>Weeks worked checkboxes</li> <li>The Members Rate</li> <li>The Members current contribution status</li> <li>The members monthly total for each Fund</li> </ul>
2.	<p>Confirm the rates for each member listed on the contribution. The rate that appears by default is based on the rate selected for the member from the previous contribution period.</p> <p>To change a rate, use the drop-down and select the applicable rate by clicking it. Once the rate has selected it will populate on screen and the members status will change to Updated.</p>  <p><b>Handy Tip:</b> Once you have click on the Rate Drop down you can select the first letter of the rate you are looking for (i.e. 's' for standard) rather than scrolling through the drop down - and that rate will be highlighted automatically for you. Either hit enter or click the rate to select it.</p>

3. Add weeks to members for the period selected.

There are multiple ways to select how many weeks a member has worked for the period.

**1. Check individual week checkboxes for a member**

For each member manually select each individual week checkbox for the weeks worked for the Fund(s) in the period.

As each week is selected a tick will appear in the checkboxes; the individual member’s total amount for the period will tally to the right of the checkboxes for each Fund; and the members status will change to Updated.

At the bottom of the screen, the Fund information will also automatically update.

Fund	Status	Members	Members Selected	Contribution Amount	Not yet invoiced	Invoiced Amount	Amount paid	Amount Remaining
BERT2	Saved	4	1	\$115.50	\$115.50	\$0.00	\$0.00	\$0.00
BEWT	Open			\$14.90	\$14.90	\$0.00	\$0.00	\$0.00
CIPQ	Saved	4	1	\$41.30	\$41.30	\$0.00	\$0.00	\$0.00

**Please Note:** For employers contributing to the BEWT Fund, this amount will automatically be calculated based on the selected BERT2 rate and member’s weeks worked.

**2. Using the Weeks 1 - 4 or Check All Weeks checkboxes – All Members**

Across the top of the contribution, you will see numbers representing weeks 1 – 4 (or 5) and ‘Check All’ link.

To select **all weeks** for all members on the contribution use the ‘Check All’ link. Ticks will display in all the weeks for all members on the Contribution. Note: the link will change to ‘Clear’ when all weeks have been selected.

Ticks will automatically appear for all weeks for all members. Each member’s total amount for the period will tally; and all members will have an updated Status. The fund information at the bottom of the screen will also update.

Click ‘Clear’ to remove all weeks for all members

To select a **specific week (i.e. Week 1)** or for all members click the relevant week number.  
**Note:** that when hovering over the week, the period dates for the week will show.

	1	2	3	4	Check All	29/3/2022 - 4/4/2022
BERT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$115.50
CIPQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$41.30
BERT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Non EBA Award \$45.00
CIPQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$41.30
BERT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$115.50
CIPQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$41.30
BERT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$115.50
CIPQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate Standard \$41.30

Ticks will automatically appear for the week selected for all members. Each member’s total amount for the period will tally; and all members will have an updated Status. The fund information at the bottom of the screen will also update.

Click the Week box again to remove that week for all members.

**3. Using the Member check / clear all weeks**

Located to the right of the week checkboxes you will see ‘Check’ link. When you click on ‘Check’, all weeks will be selected. The ‘Check’ link will change to ‘Clear’. Clicking on ‘Clear’ will remove all ticks.

BERT2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check
CIPQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check
BERT2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clear
CIPQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clear

The individual member’s total amount for the period will tally to the right of the checkboxes for each Fund; and the members status will change to Updated. At the bottom of the screen, the Fund information will also automatically update.

**4. Link Funds**

Located above the member list on the contribution screen, you will find a toggle labelled ‘Link Funds’. By default, this will be toggled on. Link funds will reduce the number of times you need to check weeks for a member with multiple funds. Ticking a week for BERT will also tick a week for CIP.

		<input checked="" type="checkbox"/> Add Member	<input checked="" type="checkbox"/> Link Funds	1	2	3	4	Check All			
Bobb, John 6262354	01/01/1970	BERT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate	Standard \$115.50	Updated	\$115.50
		CIPQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear	<input type="checkbox"/> Multi Rate	Standard \$41.30	Updated	\$41.30

When the 'Link Funds' toggle is off, clicking a week will only tick a week for the fund selected.

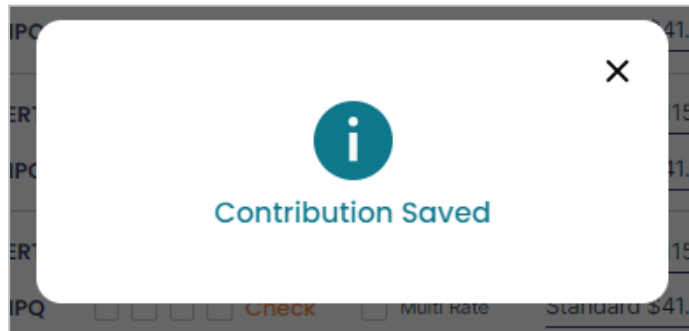
4. Once all rates and weeks have been indicated on the contribution, and the totals for members and overall amounts checked the contribution is ready to be saved or submitted.

Located in the bottom right hand corner of the contribution is the Save or Submit button.



**Saving Your Contribution**

If you choose to Save the contribution an information message will display indicating that the contribution has saved successfully. Clicking anywhere on the page will dismiss the message.



This means your contribution has essentially been saved as a draft and no information has been sent across to the internal financial system.

If the contribution was in an Open status, it will be updated to Saved. All the Member statuses will update to 'Unchanged'.

**Submit Your Contribution**

When selecting to Submit, a side panel will display on the right side of the screen for you to select the funds for submission. You will be able to review and check the number of members and the invoice amount for the contribution before submitting the contribution.

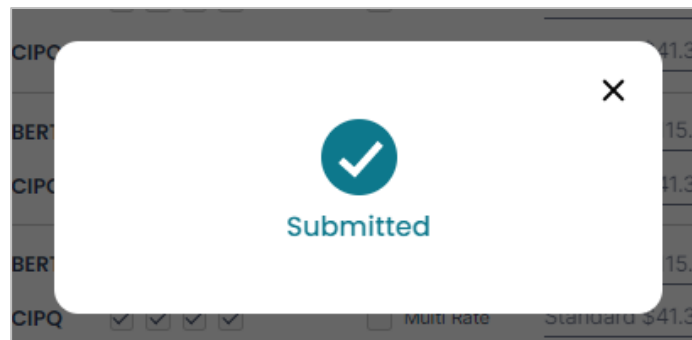
Select the relevant Fund(s) to submit by clicking the checkbox that appears next to each Fund Name. A tick will appear, and the Submit button will become available for selection.

**Please Note:** If you are in more than one fund, (i.e. BERT and CIP) you can elect to submit all funds at once or individual funds if required.

**Please Note:** If a fund has previously been submitted; or if the CIP contribution is passed 55 days the Fund checkbox will not be available for selection.

Select Submit button.

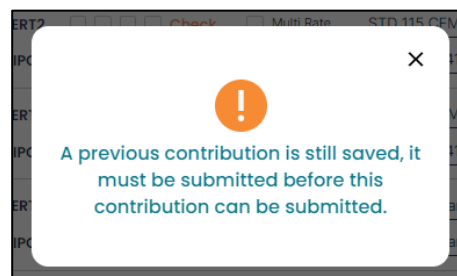
A confirmation message will display in the centre of the screen indicating that the contribution has been Submitted. Clicking anywhere on the screen will close the message.



Once the Fund(s) have been submitted the Contribution status will update to Submitted. The overall contribution status will only update to Submitted when ALL Funds have been submitted for that period. An invoice will become for download from the documents section. (Refer to Section 9.2)


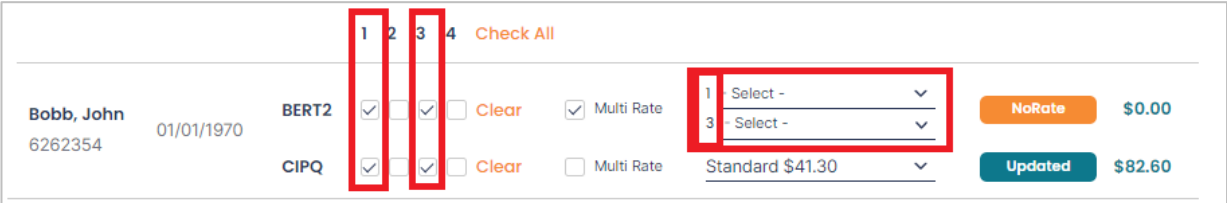
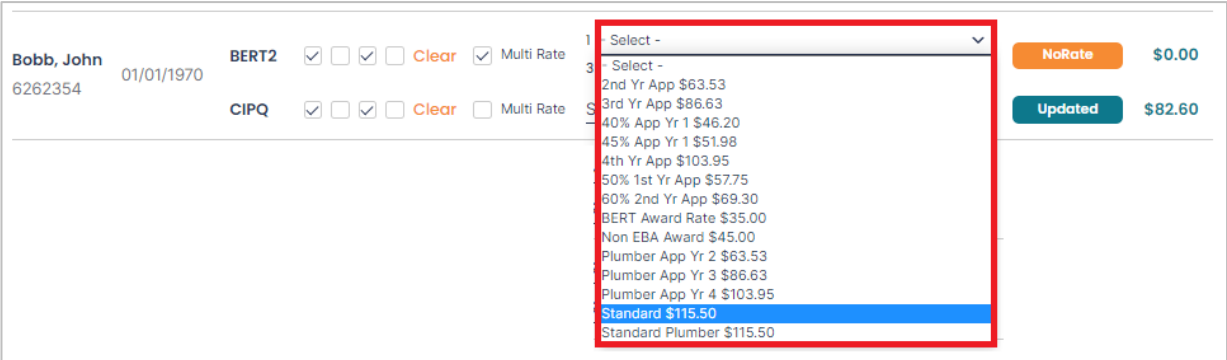
**NOTE:**

- You will not be able to submit a Contribution until all previous contributions have been submitted. An error message will display on screen if there are previous open/saved contributions to be submitted.



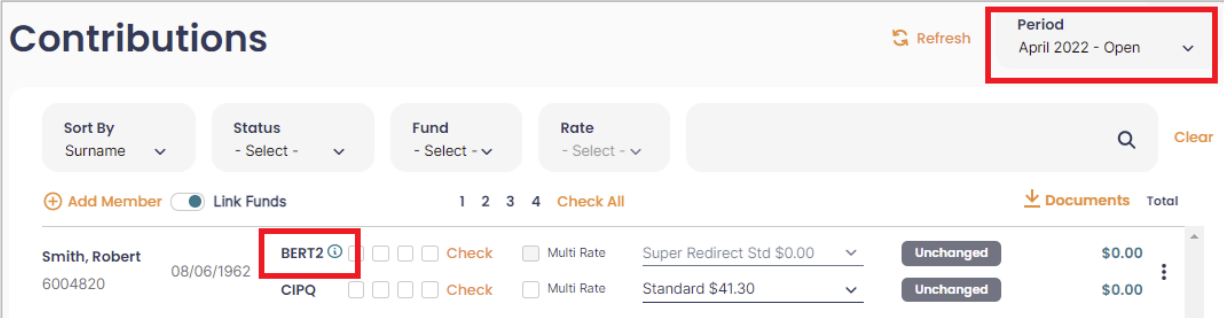

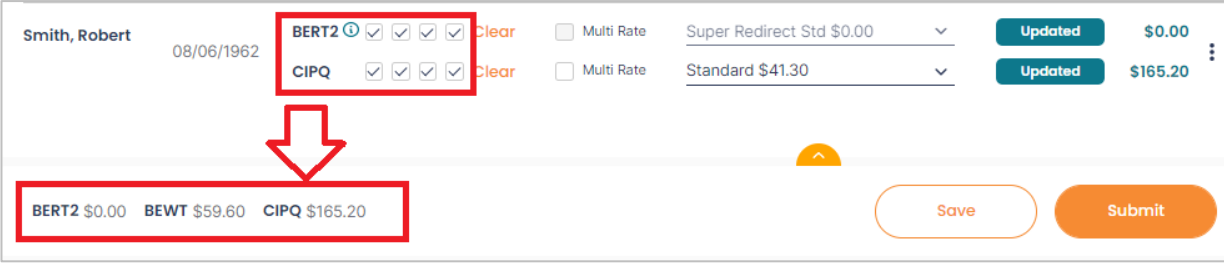
## 7. Processing a Contribution – Multi-Rate Weeks

On occasion, you may need to enter a change of rate part way through a contribution period. This can be done by selecting the Multi-rate checkbox on a fund for a member on the contribution screen.

Step No	Step Description
1.	<p>Navigate to an Open or Saved Contribution period.</p> <p><b>Please Note:</b> The contribution period will automatically be selected and display the oldest contribution outstanding. If required change the contribution period using the Period drop down located in the top right-hand corner.</p> <p>The contribution will display for the period selected listing all members to be paid.</p>
2.	<p>Locate the member you need to set a multi-rate for and tick the Multi Rate checkbox.</p> <p>The Rate section will update with a message to select at least one week to apply rates.</p> 
3.	<p>Select the week checkboxes that the employee has worked during the period.</p> <p>Rows will appear in the rates section. A number on the left side of the rate will indicate which week the rate will relate to.</p> 
4.	<p>Select the rate for each week by selecting the applicable rate from the drop down.</p> <p>Once the rate has been selected the rate will populate and the members status will update to Updated.</p>  <p><b>Handy Tip:</b> Once you have clicked on the Rate Drop down you can select the first letter of the rate you are looking for (i.e. 's' for standard) rather than scrolling through the drop down - and that rate will be highlighted automatically for you. Either hit enter or click the rate to select it.</p> <p>Both BERT2 and CIP Funds can have multi-rates applied.</p> <p>Once the multi-rates have been selected for the member for the period weeks the contribution can be processed as per usual. Refer to Section 6. Processing a Contribution.</p>

### 8. Processing a Contribution – Member with Super Redirect

Employers will be required to submit BEWT Contributions for all employees who have elected to redirect their BERT to their nominated Superannuation Fund.

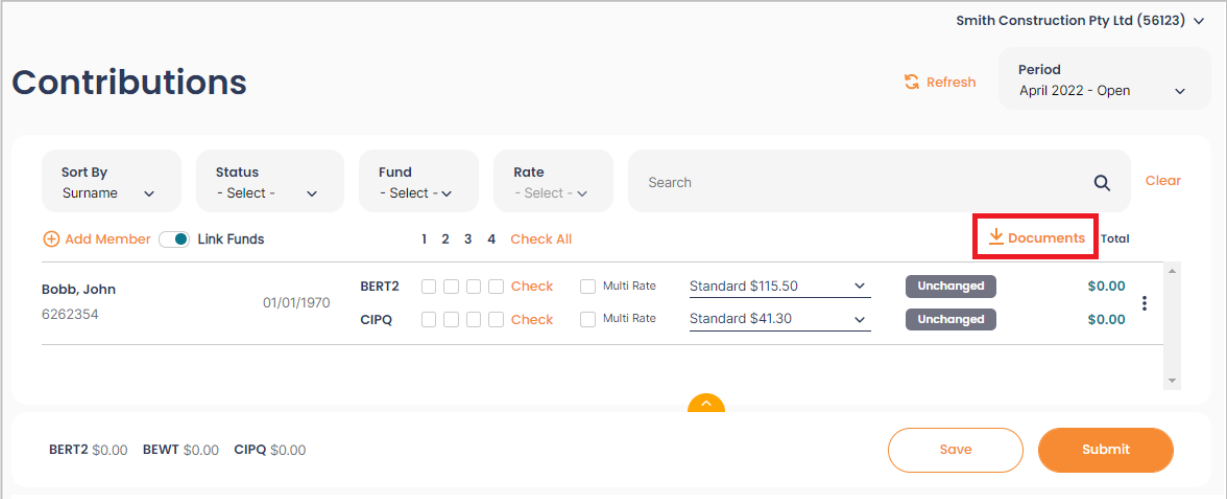
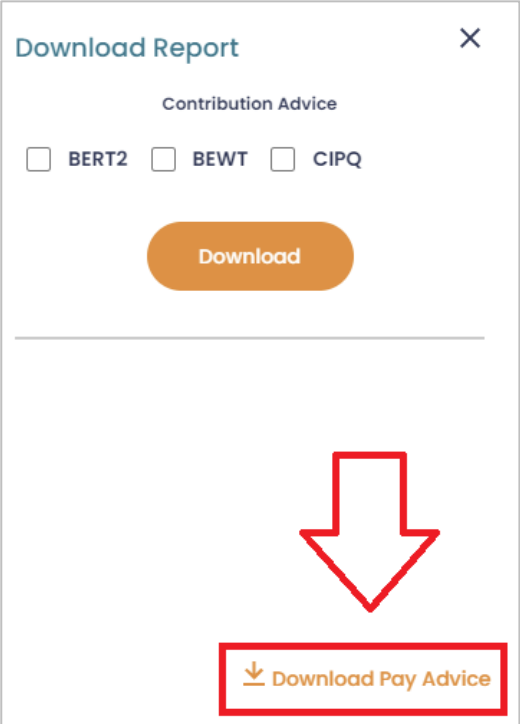
Step No	Step Description
1.	<p>Navigate to the relevant Open or Saved Contribution period and locate the member(s) who have elected to redirect their BERT Contributions to Super.</p>  <p><b>Please Note:</b> Members who have elected to redirect to Super will appear on the Contribution with an information icon located next to the BERT2 Fund identifier. If you hover over the information icon you will receive a message indicating 'BERT Contributions currently redirected to Super'.</p> <p>You will notice the rate for these members for BERT2 Fund reflects as Super Redirect.</p>  <p>Please note this rate has been selected based on your industrial agreement and arrangement with the member. This rate cannot be edited. For more information on the rate please contact BERT Operations Team on 1300 261 114</p>
2.	<p>Select/add weeks for the member(s).</p> <p>As each week is selected the Fund information at the bottom of the screen will automatically update the BEWT amount. No BERT will be calculated for these members, however BEWT will.</p> 
3.	<p>Save / Submit your contribution as per normal.</p>

## 9. Paying Your Contribution

We offer three ways to pay your contribution, by EFT, BPAY or Cheque. You should submit your contribution online prior to sending your payment through.

### 9.1 Locating your Payment Options

Payment details such as EFT and BPAY are displayed on Page 2 of the Invoice, however you can also access your payment options via the Pay Advice Document.

Step No	Step Description
1.	<p>Navigate to the Contribution screen and Select the Documents link.</p>  <p>The Contribution Documents slide out will display on the right side of the page.</p>
2.	<p>Select Download Pay Advice link that appears at the bottom of the slide out.</p> 
3.	<p>The Pay Advice will download to a pdf document. Open the Pay Advice document. The BPAY, EFT and Cheque account details will display for each fund you pay into.</p>



## PAYING BY EFT

To pay your invoice by EFT login to your internet banking and for each fund you are paying enter:

- BSB Number
- EFT Account Number
- EFT Reference Number
- Invoice Amount

NOTE: There are **different account numbers** for each Fund, however the BSB and EFT Reference are the same

## PAYING BY BPAY

To pay your invoice by BPAY login to your internet banking and for each fund you are paying enter:

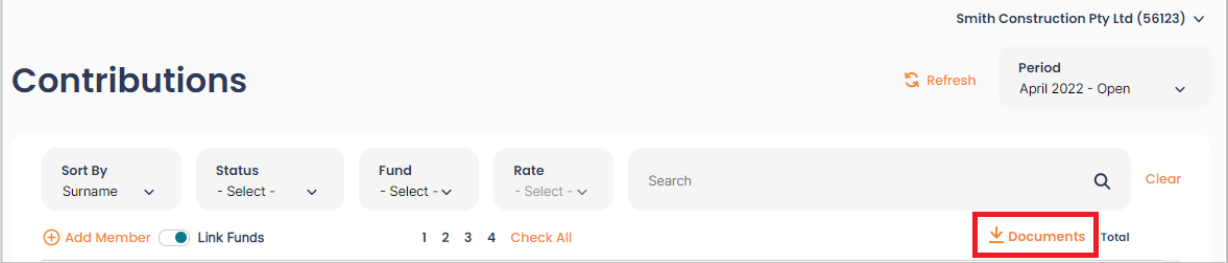
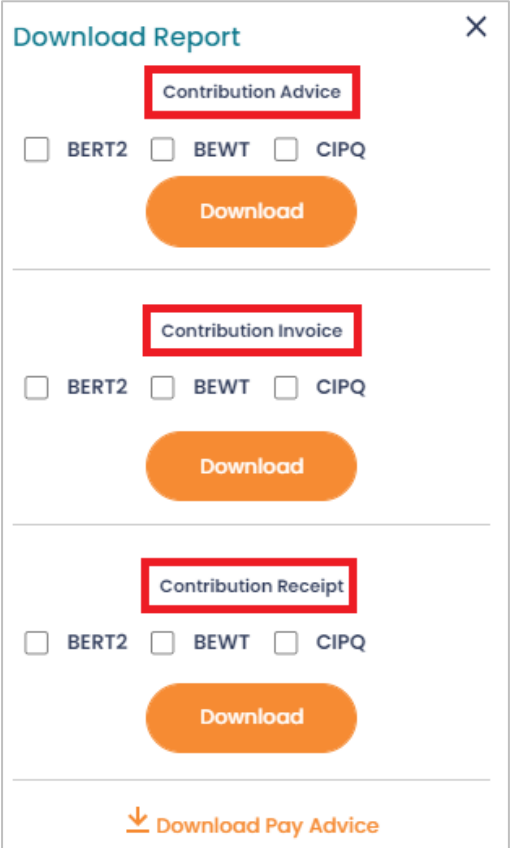

- Biller Code
- BPAY Reference Number
- Invoice Amount

NOTE: There are **different account numbers** for each Fund, however the BSB and EFT Reference are the same

## PAYING BY CHEQUE

To pay your invoice by cheque a separate cheque should be made out for each fund you are paying. On the back of each cheque please write your employer number.

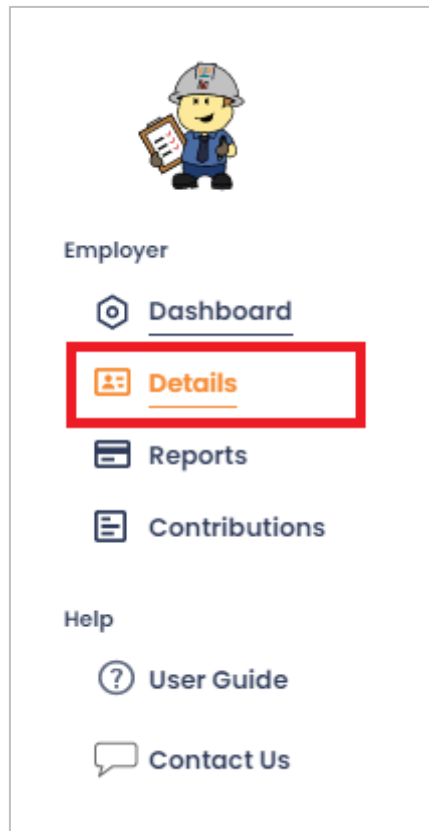
## 9.2 Locating Your Contribution Documents (Contribution Advice | Invoice | Receipt)

Step No	Step Description
1.	<p>Navigate to the Contribution screen and Select the Documents link.</p>  <p>The Contribution Documents slide out will display on the right side of the page.</p> <p>Depending on the Status of the Contribution you will be able to download your contribution documents.</p> <p><u>Open or Saved Status</u> Contribution Advice is available for download</p> <p><u>Submitted Status</u> Contribution Advice and Invoices are available for download</p> <p><u>Paid Status</u> Contribution Advice; Invoices and Receipts are available for download</p> 
2.	<p>Select the relevant Fund or Funds for the Document you wish to download by clicking the checkbox that appears next to each Fund Name.</p>  <p>Select Download and follow the prompts to open the document.</p>

## 10. Viewing and Updating Employer Details

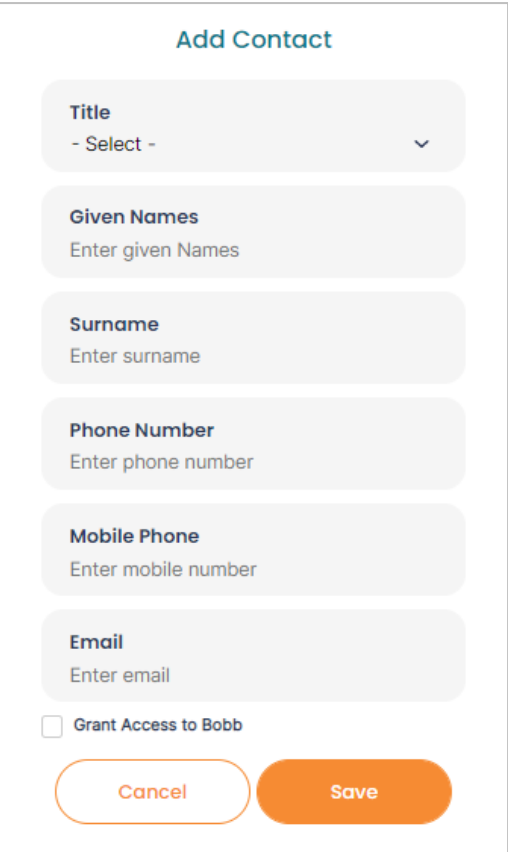
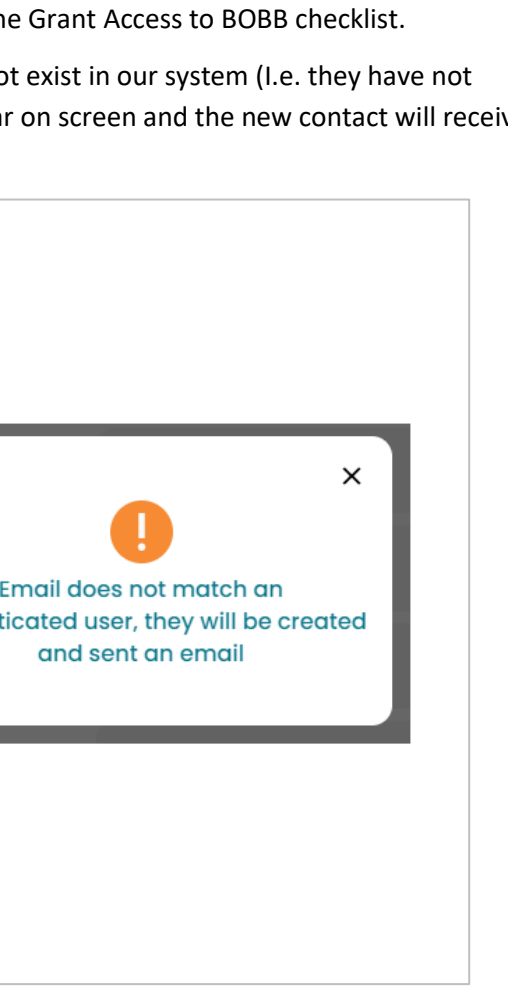
You can add view and update your Employer details using the Details section.

Select the Details option from the left hand side Menu to view and edit and Employer Details screen.



### 10.1 Add a Contact/User

Step No	Step Description												
1.	<p>To add a new Contact on your account, select the Add Contact link located below the list of contacts.</p> <div data-bbox="252 1413 1485 1843" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Employer Details</b></p> <p>Employer Number: 56123 Registered Name: Smith Construction Pty Ltd Trading Name: Smith Construction Pty Ltd ABN: 11222333444</p> <p><b>Contacts</b> Address Details Fund Details</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Phone Number</th> <th>Mobile Number</th> <th>Email</th> <th>System User</th> <th>Manage</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td></td> <td></td> <td>john@mail.com</td> <td>Primary</td> <td>Edit</td> </tr> </tbody> </table> <p><a href="#">+ Add Contact</a></p> </div> <p>The screen will refresh and new fields will appear for you to enter the details for the new Employer contact.</p> <p><b>Please Note:</b> Only the primary contact can add, remove, or edit a contact or update account details.</p>	Name	Phone Number	Mobile Number	Email	System User	Manage	John Smith			john@mail.com	Primary	Edit
Name	Phone Number	Mobile Number	Email	System User	Manage								
John Smith			john@mail.com	Primary	Edit								

<p>2.</p>	<p>Ensure you enter the Contacts Given Name, Surname, a Contact Number (either Phone or Mobile) and the email address for the contact.</p>	
<p>3.</p>	<p>If you want the contact to have access to BOBB, click on the Grant Access to BOBB checklist. Select to Save. If the email address for the contact does not exist in our system (I.e. they have not previously registered with BOBB), a notification will appear on screen and the new contact will receive a registration email to complete.</p>	

	<p>If you don't tick the Grant Access to Bobb, the contact will not have access to the account.  <b>NOTE:</b> <i>If the new contact was previously registered with their email address, there will be no notification and they will be added to the account.</i></p>																																																	
4.	<p>The new contact will appear on the contacts list.</p> <p>In the 'System User' column, the contact will show Awaiting Activation if they are a new user to BOBB.</p> <p>This status will update to Access Granted once the registration has been completed and as the Primary Contact you will receive notification of the completed registration.</p> <div data-bbox="252 548 1498 851" style="border: 1px solid #ccc; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="7">Contacts</th> </tr> <tr> <th colspan="3">Address Details</th> <th colspan="4">Fund Details</th> </tr> <tr> <th>Name</th> <th>Phone Number</th> <th>Mobile Number</th> <th>Email</th> <th>System User</th> <th colspan="2">Manage</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td></td> <td></td> <td>john@mail.com</td> <td>Primary</td> <td colspan="2"></td> </tr> <tr> <td>Jane Citizen</td> <td>0733338888</td> <td></td> <td>jane@hotmail.com</td> <td>Awaiting Activation</td> <td colspan="2">Remove</td> </tr> <tr> <td>Ross McNichol</td> <td></td> <td></td> <td>rmcnichol@bert.com.au</td> <td>Access Granted</td> <td colspan="2">Remove</td> </tr> <tr> <td>Peter Smith</td> <td></td> <td>0455555555</td> <td></td> <td>-</td> <td colspan="2">Remove</td> </tr> </tbody> </table> </div>	Contacts							Address Details			Fund Details				Name	Phone Number	Mobile Number	Email	System User	Manage		John Smith			john@mail.com	Primary			Jane Citizen	0733338888		jane@hotmail.com	Awaiting Activation	Remove		Ross McNichol			rmcnichol@bert.com.au	Access Granted	Remove		Peter Smith		0455555555		-	Remove	
Contacts																																																		
Address Details			Fund Details																																															
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Ross McNichol			rmcnichol@bert.com.au	Access Granted	Remove																																													
Peter Smith		0455555555		-	Remove																																													

## 10.2 Delete a Contact

Step No	Step Description																																			
1.	<p>To delete an existing Contact, select the Remove link located to the right-hand side of the Contact row.</p> <div data-bbox="252 1137 1498 1422" style="border: 1px solid #ccc; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="7">Contacts</th> </tr> <tr> <th colspan="3">Address Details</th> <th colspan="4">Fund Details</th> </tr> <tr> <th>Name</th> <th>Phone Number</th> <th>Mobile Number</th> <th>Email</th> <th>System User</th> <th colspan="2">Manage</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td></td> <td></td> <td>john@mail.com</td> <td>Primary</td> <td colspan="2">Edit</td> </tr> <tr> <td>Jane Doe</td> <td></td> <td>040011222</td> <td>jane@mail.com</td> <td>-</td> <td>Remove</td> <td>Edit</td> </tr> </tbody> </table> </div>	Contacts							Address Details			Fund Details				Name	Phone Number	Mobile Number	Email	System User	Manage		John Smith			john@mail.com	Primary	Edit		Jane Doe		040011222	jane@mail.com	-	Remove	Edit
Contacts																																				
Address Details			Fund Details																																	
Name	Phone Number	Mobile Number	Email	System User	Manage																															
John Smith			john@mail.com	Primary	Edit																															
Jane Doe		040011222	jane@mail.com	-	Remove	Edit																														
2.	<p>A confirmation message will display.</p> <div data-bbox="475 1507 1251 1843" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <div style="display: flex; justify-content: flex-end; align-items: center; margin-bottom: 10px;"> <span>✕</span> </div> <p>Do you want to remove this contact?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #f4a460; border-radius: 15px; padding: 10px 20px; text-align: center; color: white;">Remove</div> <div style="border: 1px solid #f4a460; border-radius: 15px; padding: 10px 20px; text-align: center; color: #f4a460;">Cancel</div> </div> </div> <p><b>NOTE:</b> <i>Removing a contact will remove their access to BOBB if they had it.</i></p> <p><b>NOTE:</b> <i>You will not be able to delete the contact if they are the Primary Contact on the account. If you need to update the primary user, please call BERT on 1300 261 114.</i></p>																																			

### 10.3 Edit a Contact

Step No	Step Description																																				
1.	<p>Only the primary contact on an account can update the details of a Contact. However, if the Contact is also a member, only the Contact can update their details through their member account.</p> <p>To edit/update the details of a Contact, click on the Edit link.</p> <div data-bbox="252 488 1484 772" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="6">Contacts</th> </tr> <tr> <th colspan="6">Address Details</th> </tr> <tr> <th colspan="6">Fund Details</th> </tr> <tr> <th>Name</th> <th>Phone Number</th> <th>Mobile Number</th> <th>Email</th> <th>System User</th> <th>Manage</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td></td> <td></td> <td>john@mail.com</td> <td>Primary</td> <td><a href="#">Edit</a></td> </tr> <tr> <td>Jane Doe</td> <td></td> <td>0400111222</td> <td>jane@mail.com</td> <td>-</td> <td><a href="#">Remove</a> <a href="#">Edit</a></td> </tr> </tbody> </table> </div>	Contacts						Address Details						Fund Details						Name	Phone Number	Mobile Number	Email	System User	Manage	John Smith			john@mail.com	Primary	<a href="#">Edit</a>	Jane Doe		0400111222	jane@mail.com	-	<a href="#">Remove</a> <a href="#">Edit</a>
Contacts																																					
Address Details																																					
Fund Details																																					
Name	Phone Number	Mobile Number	Email	System User	Manage																																
John Smith			john@mail.com	Primary	<a href="#">Edit</a>																																
Jane Doe		0400111222	jane@mail.com	-	<a href="#">Remove</a> <a href="#">Edit</a>																																
2.	<p>The primary user can update all details including adding or removing a Contact as a user.</p> <div data-bbox="829 801 1452 1906" data-label="Form"> <div style="border: 1px solid #ccc; padding: 10px;"> <h4 style="text-align: center; color: #0070c0;">Edit Contact</h4> <div style="margin-bottom: 10px;"> <p><b>Title</b> Ms <span style="float: right;">▼</span></p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><b>Given Names</b> Jane</p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><b>Surname</b> Doe</p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><b>Phone Number</b> Enter phone number</p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><b>Mobile Phone</b> 0400 111 222</p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><b>Email</b> jane@mail.com</p> </div> <div style="margin-bottom: 10px; border: 2px solid red; padding: 5px;"> <p><input type="checkbox"/> <b>Grant Access to Bobb</b></p> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px 20px; color: #0070c0;">Cancel</div> <div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 10px 20px;">Save</div> </div> </div> </div>																																				

## 11. Making Your Account Inactive or Ceased

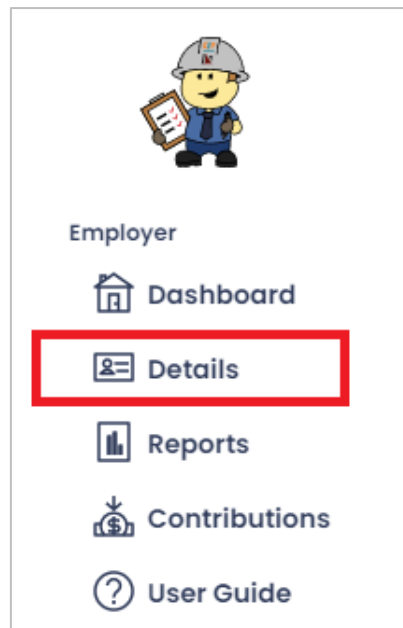
If you no longer require a Fund (BERT, BEWT or CIP) or your account, you can request to make your account Inactive or Cease a Fund(s).

Below are some of the reasons you may need to request to make your account inactive or to Cease a Fund(s) from your account:

1. There has been a change to your Agreement where payment is no longer required to a Fund(s).
2. You were only required to pay when on a particular site and you no longer have workers on that site and have no near future plans to start on another site.
3. Your business has closed and is no longer trading.

If you request to make your account inactive, you can choose to reactivate at any point in the future with a written request. If you choose to request to Cease your account, you may be required to reapply to start a new account.

To request to make your account Inactive or to Cease your account online, navigate to Details from the left hand side Menu.

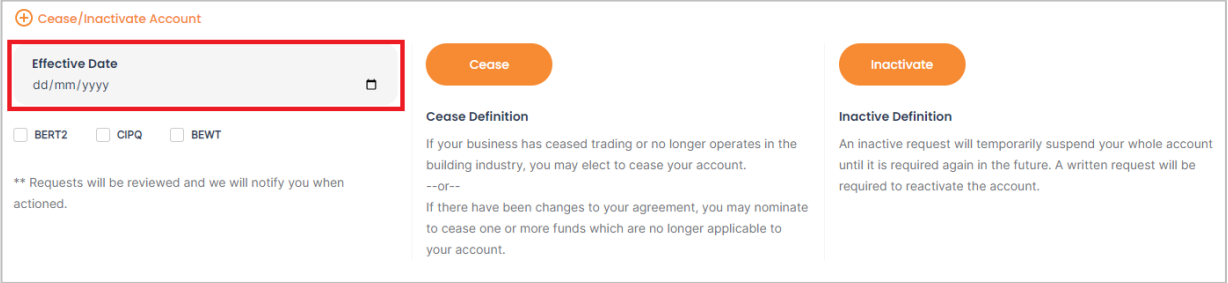
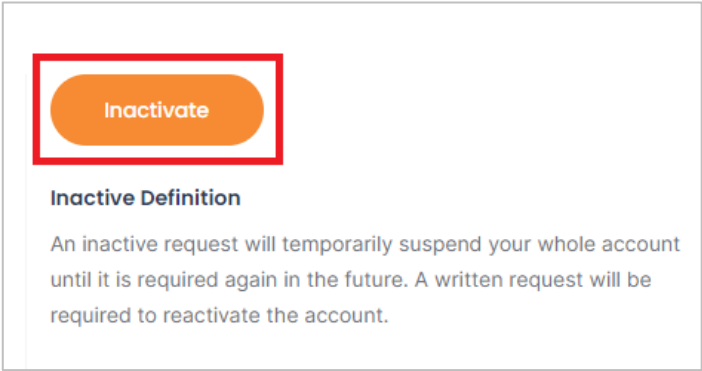
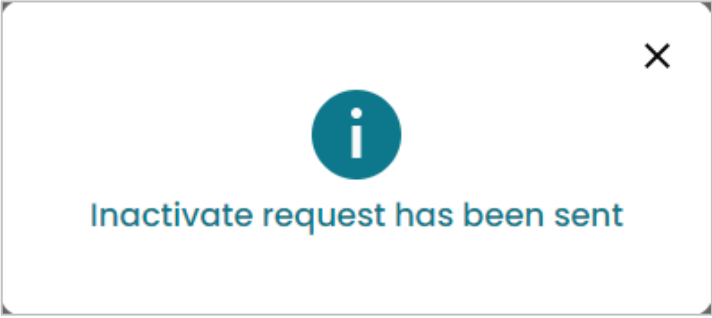


Select Fund Details from the options. Then expand the Cease/Inactivate section by clicking on the Cease/Inactivate Account link.

The image shows a screenshot of the 'Fund Details' page. At the top, there are three tabs: 'Contacts', 'Address Details', and 'Fund Details' (which is highlighted with a red box). Below the tabs is a table with three columns: 'Fund Name', 'Start Date', and 'Ceased Date'. The table contains three rows of data. To the right of the table, there is a section titled 'Payroll End Day: Friday' with a note: 'Please contact BERT Office on 1300 261 114 to discuss changes to your payroll / reporting end date.' At the bottom of the page, there is a red button with a plus sign and the text 'Cease/Inactivate Account', which is also highlighted with a red box.

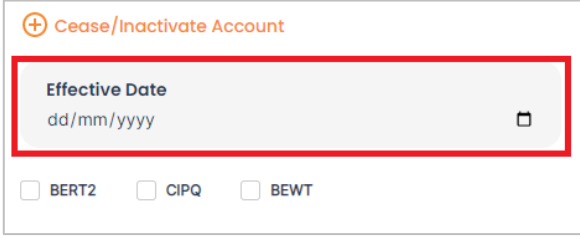
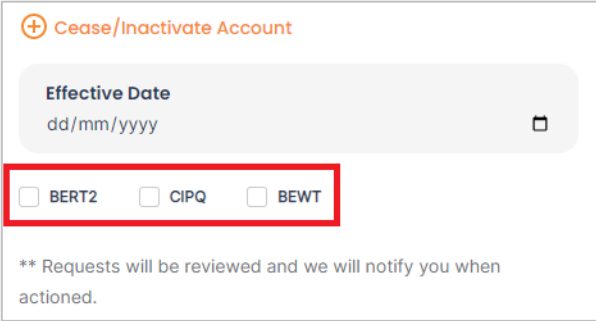
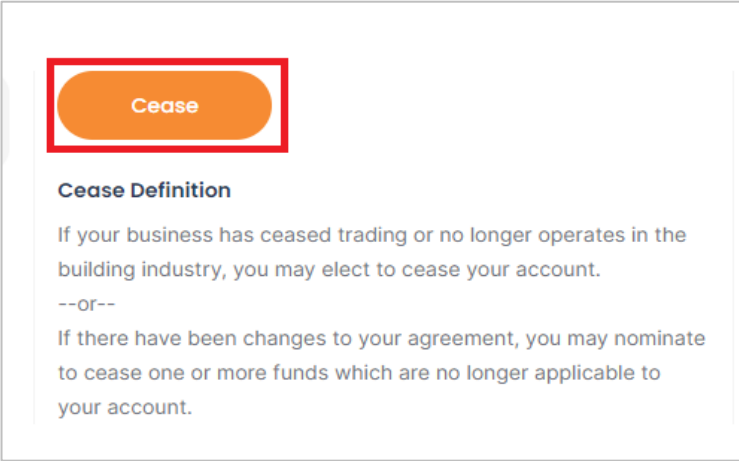
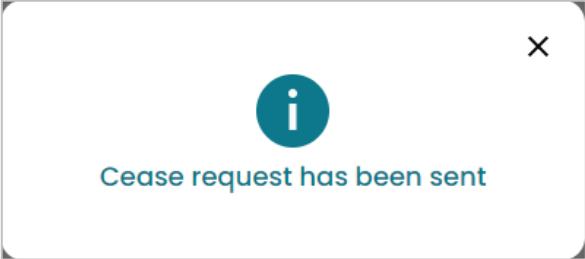
Fund Name	Start Date	Ceased Date
BERT2	12/02/2016	
CIPQ	12/02/2016	
BEWT	12/02/2016	

11.1 Requesting to make an account Inactive

Step No	Step Description
1.	<p>Select the date you want your request to take effect from.</p> 
2.	<p>Select the 'Inactivate' button. Please note that you do not need to select funds as Inactivating will affect your whole account.</p> 
3.	<p>A confirmation message will appear on screen.</p> 

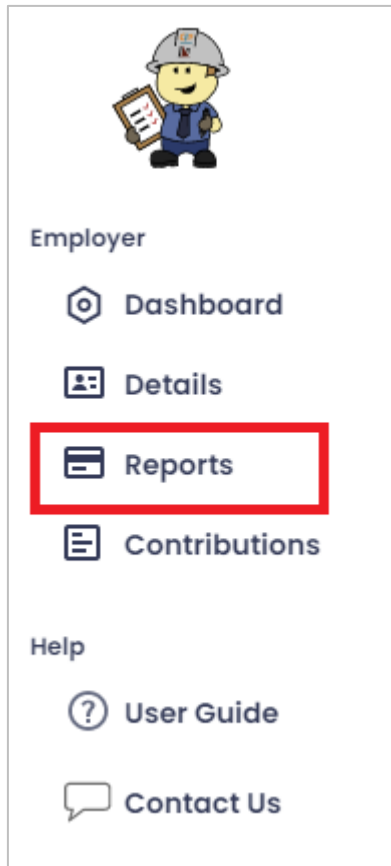


## 11.2 Requesting to Cease a fund or your account

Step No	Step Description
1.	<p>Select the date you want your request to take effect from.</p> 
2.	<p>Select the Fund(s) you wish to Cease. If you are ceasing your whole account, please select all funds.</p> 
3.	<p>Select the 'Cease' button.</p> 
4.	<p>A confirmation message will appear on screen.</p>  <p>All requests will be received and managed through our Operations Team. If you have any questions in relation to your request, please call 1300 261 114 or email <a href="mailto:enquiries@bert.com.au">enquiries@bert.com.au</a>. A confirmation for your request will be emailed once the review is completed and the status of your account has been updated.</p>

## 12.Reports

The reports page has reports that can be downloaded to show payment information for your employer account. Select the Reports option from the left hand side Menu to view the Employer Reports.



### 12.1 End of Financial Year Statement

Step No	Step Description
5.	<p>The End of Financial Year Statement contains a breakdown of payments to Funds made throughout a financial year. Select a financial period. Select the funds to be reported and click download.</p> <div data-bbox="252 1503 1485 1738" style="border: 1px solid #ccc; padding: 10px;"> <p><b>End of Financial Year Statement</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 5px;"> <p>Select Financial Year 2020 - 2021</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Please select your fund</p> <p><input checked="" type="checkbox"/> BERT 2 <input checked="" type="checkbox"/> BEWT <input checked="" type="checkbox"/> CIPQ</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Download</p> </div> </div> </div> <p>The report will download as a pdf.</p>

6. The End of Financial Year Statement displays the Contribution summary of the Funds paid in the financial year as well as a monthly breakdown of payments of each fund for the period selected.



## End Of Financial Year Statement 2020 - 2021

Employer Name: [REDACTED]

Employer Number: [REDACTED]

### Contribution Summary

Fund	Total Contributions	Total GST
Building Employees Redundancy Trust No. 2	\$458,631.18	\$0.00
Building Employees Welfare Trust	\$60,173.76	\$0.00
Construction Income Protection Limited	\$210,319.10	\$19,119.92

### Building Employees Redundancy Trust No. 2

Month	Gross
July (25/06/2020 - 29/07/2020)	\$25,011.01
August (30/07/2020 - 26/08/2020)	\$21,265.32
September (27/08/2020 - 30/09/2020)	\$34,860.90
October (1/10/2020 - 28/10/2020)	\$35,836.52
November (29/10/2020 - 25/11/2020)	\$42,871.50
December (26/11/2020 - 30/12/2020)	\$54,600.00
January (31/12/2020 - 27/01/2021)	\$41,611.50
February (28/01/2021 - 24/02/2021)	\$38,017.00
March (25/02/2021 - 31/03/2021)	\$47,330.50
April (1/04/2021 - 28/04/2021)	\$38,679.50
May (29/04/2021 - 26/05/2021)	\$36,917.93
June (27/05/2021 - 30/06/2021)	\$41,629.50
<b>Total</b>	<b>\$458,631.18</b>

12.2 Contribution Summary

Step No	Step Description																																																																																																																																																																																																																																																											
1.	<p>The Contribution Summary contains a breakdown of payments to members made throughout the selected period. Select a period by using the 'From' and 'To' dates. Select the funds to be reported and click download.</p> <div data-bbox="252 481 1484 654" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Contribution Summary</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 2px solid red; padding: 5px;"> <p>Date From 01/09/2021</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Date To 30/12/2021</p> </div> <div style="text-align: center;"> <p>Please select your fund</p> <div style="border: 2px solid red; padding: 5px; display: flex; gap: 10px;"> <span><input checked="" type="checkbox"/> BERT 2</span> <span><input checked="" type="checkbox"/> BEWT</span> <span><input checked="" type="checkbox"/> CIPQ</span> </div> </div> <div style="border: 2px solid orange; border-radius: 15px; padding: 10px 20px; background-color: #f4a460; color: white; text-align: center;"> <p>Download</p> </div> </div> </div> <p>The report will download as an excel file.</p>																																																																																																																																																																																																																																																											
2.	<p>The Contribution Summary will show a summary of monthly totals with an overall total for each fund. A list of employees and their contributions received for each month selected in the date picker will also display.</p> <div data-bbox="252 884 1484 2004" style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">Contribution Summary for Employer: ██████████ for Sep 2021 and Dec 2021</th> </tr> <tr> <th rowspan="2">Fund</th> <th colspan="4">2021</th> <th rowspan="2">Total</th> </tr> <tr> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>BERT2</td> <td>37,479.00</td> <td>28,254.00</td> <td>27,120.90</td> <td>30,976.50</td> <td>123,830.40</td> </tr> <tr> <td>BEWT</td> <td>4,805.10</td> <td>3,604.00</td> <td>3,428.50</td> <td>3,927.60</td> <td>15,765.20</td> </tr> <tr> <td>CIPQ</td> <td>15,596.10</td> <td>12,251.20</td> <td>12,533.30</td> <td>14,185.60</td> <td>54,566.20</td> </tr> </tbody> </table>   <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Member</th> <th rowspan="2">Date Of Birth</th> <th rowspan="2">Fund</th> <th colspan="4">2021</th> <th rowspan="2">Total</th> </tr> <tr> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td rowspan="2">██████████</td> <td rowspan="2">17/01/1989</td> <td>BERT2</td> <td>577.50</td> <td>462.00</td> <td>462.00</td> <td>577.50</td> <td>2,079.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">2/07/1984</td> <td>BERT2</td> <td>577.50</td> <td>462.00</td> <td>115.50</td> <td></td> <td>1,155.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>40.30</td> <td></td> <td>403.00</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">17/04/1975</td> <td>BERT2</td> <td>577.50</td> <td>462.00</td> <td>462.00</td> <td>577.50</td> <td>2,079.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">27/08/1996</td> <td>BERT2</td> <td>270.00</td> <td>216.00</td> <td>216.00</td> <td>270.00</td> <td>972.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">4/02/1987</td> <td>BERT2</td> <td></td> <td></td> <td>54.00</td> <td>0.00</td> <td>54.00</td> </tr> <tr> <td>CIPQ</td> <td></td> <td></td> <td>40.30</td> <td>0.00</td> <td>40.30</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">31/07/1988</td> <td>BERT2</td> <td>577.50</td> <td>462.00</td> <td>462.00</td> <td>270.00</td> <td>1,771.50</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">11/02/1984</td> <td>BERT2</td> <td>577.50</td> <td>231.00</td> <td></td> <td></td> <td>808.50</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>80.60</td> <td></td> <td></td> <td>282.10</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">15/06/1988</td> <td>BERT2</td> <td>516.00</td> <td>277.50</td> <td>216.00</td> <td>270.00</td> <td>1,279.50</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">8/10/1979</td> <td>BERT2</td> <td>270.00</td> <td>216.00</td> <td>216.00</td> <td>270.00</td> <td>972.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">14/03/1986</td> <td>BERT2</td> <td>0.00</td> <td>0.00</td> <td>285.00</td> <td>454.50</td> <td>739.50</td> </tr> <tr> <td>CIPQ</td> <td>0.00</td> <td>0.00</td> <td>120.90</td> <td>201.50</td> <td>322.40</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">30/06/1981</td> <td>BERT2</td> <td></td> <td></td> <td>54.00</td> <td>0.00</td> <td>54.00</td> </tr> <tr> <td>CIPQ</td> <td></td> <td></td> <td>40.30</td> <td>0.00</td> <td>40.30</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">14/09/1982</td> <td>BERT2</td> <td>577.50</td> <td>462.00</td> <td>462.00</td> <td></td> <td>1,501.50</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td></td> <td>523.90</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">28/10/1985</td> <td>BERT2</td> <td></td> <td></td> <td>231.00</td> <td>577.50</td> <td>808.50</td> </tr> <tr> <td>CIPQ</td> <td></td> <td></td> <td>80.60</td> <td>201.50</td> <td>282.10</td> </tr> <tr> <td rowspan="2">██████████</td> <td rowspan="2">15/09/1978</td> <td>BERT2</td> <td>393.00</td> <td>277.50</td> <td>277.50</td> <td>393.00</td> <td>1,341.00</td> </tr> <tr> <td>CIPQ</td> <td>201.50</td> <td>161.20</td> <td>161.20</td> <td>201.50</td> <td>725.40</td> </tr> <tr> <td>██████████</td> 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Birth	Fund	2021				Total	Sep	Oct	Nov	Dec	██████████	17/01/1989	BERT2	577.50	462.00	462.00	577.50	2,079.00	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	2/07/1984	BERT2	577.50	462.00	115.50		1,155.00	CIPQ	201.50	161.20	40.30		403.00	██████████	17/04/1975	BERT2	577.50	462.00	462.00	577.50	2,079.00	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	27/08/1996	BERT2	270.00	216.00	216.00	270.00	972.00	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	4/02/1987	BERT2			54.00	0.00	54.00	CIPQ			40.30	0.00	40.30	██████████	31/07/1988	BERT2	577.50	462.00	462.00	270.00	1,771.50	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	11/02/1984	BERT2	577.50	231.00			808.50	CIPQ	201.50	80.60			282.10	██████████	15/06/1988	BERT2	516.00	277.50	216.00	270.00	1,279.50	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	8/10/1979	BERT2	270.00	216.00	216.00	270.00	972.00	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	14/03/1986	BERT2	0.00	0.00	285.00	454.50	739.50	CIPQ	0.00	0.00	120.90	201.50	322.40	██████████	30/06/1981	BERT2			54.00	0.00	54.00	CIPQ			40.30	0.00	40.30	██████████	14/09/1982	BERT2	577.50	462.00	462.00		1,501.50	CIPQ	201.50	161.20	161.20		523.90	██████████	28/10/1985	BERT2			231.00	577.50	808.50	CIPQ			80.60	201.50	282.10	██████████	15/09/1978	BERT2	393.00	277.50	277.50	393.00	1,341.00	CIPQ	201.50	161.20	161.20	201.50	725.40	██████████	██████████	BERT2	270.00	277.50	216.00	270.00	1,033.50
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### 12.3 Fund Payment Summary

Step No	Step Description																														
1.	<p>The Fund Payment Summary contains a table of each fund selected and the months from the date range entered. It will then display a table of payments made into each fund, each month.</p> <div data-bbox="252 443 1485 636" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Fund Payment Summary</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 2px solid red; padding: 5px;"> <p>Date From 01/09/2021</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Date To 31/12/2021</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Please select your fund</p> <p><input checked="" type="checkbox"/> BERT 2 <input checked="" type="checkbox"/> BEWT <input checked="" type="checkbox"/> CIPQ</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Download</p> </div> </div> </div> <p>The report will download as an excel file.</p>																														
2.	<div data-bbox="252 779 1485 1099" style="border: 1px solid #ccc; padding: 10px;"> <table border="1"> <thead> <tr> <th colspan="6">Contribution Summary for Employer: [REDACTED] for Sep 2021 and Dec 2021</th> </tr> <tr> <th>Fund</th> <th>2021 Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>BERT2</td> <td>37,479.00</td> <td>28,254.00</td> <td>27,120.90</td> <td>30,976.50</td> <td>123,830.40</td> </tr> <tr> <td>BEWT</td> <td>4,805.10</td> <td>3,604.00</td> <td>3,428.50</td> <td>3,927.60</td> <td>15,765.20</td> </tr> <tr> <td>CIPQ</td> <td>15,596.10</td> <td>12,251.20</td> <td>12,533.30</td> <td>14,185.60</td> <td>54,566.20</td> </tr> </tbody> </table> </div>	Contribution Summary for Employer: [REDACTED] for Sep 2021 and Dec 2021						Fund	2021 Sep	Oct	Nov	Dec	Total	BERT2	37,479.00	28,254.00	27,120.90	30,976.50	123,830.40	BEWT	4,805.10	3,604.00	3,428.50	3,927.60	15,765.20	CIPQ	15,596.10	12,251.20	12,533.30	14,185.60	54,566.20
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### 12.4 Proof of Account

Step No	Step Description
1.	<p>The proof of Account is not a report, but a letter than can be provided to confirm the status of your account. You may be asked from time to time to confirm your account is up to date. Use this letter. It does not contain a date range as it is a snapshot of your current status.</p> <div data-bbox="252 1458 1485 1641" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Proof of Account</b></p> <p>Proof of account report contains information about your account and current status.</p> <div style="border: 2px solid red; padding: 5px; float: right;"> <p>Download</p> </div> </div> <p>The letter will download as a pdf file.</p>
2.	<p>The letter will contain your employer account details. It will also display the date that the account commenced paying into our funds as well as the date indicating the period you have paid up to.</p>



Level 1, 35 Astor Tce  
PO Box 805  
SPRING HILL QLD 4004

Tel: 1300 261 114  
Email: [enquiries@bert.com.au](mailto:enquiries@bert.com.au)  
Web: [www.bert.com.au](http://www.bert.com.au)

To whom it may concern

We can confirm that the following company is a registered employer with the following information:

Employer No: [REDACTED]  
Registered Name: [REDACTED]  
Trading Name: [REDACTED]  
ABN: [REDACTED]  
Funds: BERT2, CIPQ, BEWT



**Your company  
details.**

The above named have been registered with the Fund(s) since 01/03/2014, making regular payments on behalf of their employees.

All current liabilities for members have been **paid up to and including 26/01/2022.**

If you require anything further, please do not hesitate to contact us on 1300 261 114

Regards,

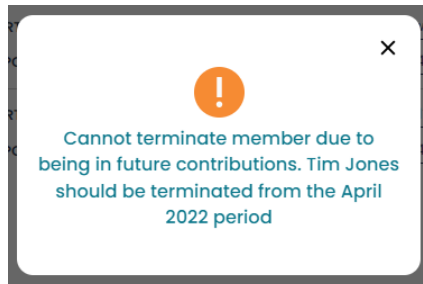
**BERT Operations**

1300 261 114  
[enquires@bert.com.au](mailto:enquires@bert.com.au)

## Handy Tips

### TERMINATION ERROR:

- If you attempt to terminate a member from a saved contribution (e.g. March) and you have already saved the next Month's contribution (i.e. April), an error message will display on screen indicating you must terminate the member from the most recent contribution (In this case April).



### RATE CHANGE DURING A WEEK:

- If a rate change or increase occurs partway through a week, the highest rate will apply for the full week.

### PAYROLL END DATE:

- The weeks on your contribution are calculated based on the nominated payroll end day. Depending on the day selected (i.e. Friday) you will see either a four or five week contribution depending on how many of days (i.e. Fridays) there are in the contribution period. Hover over the week numbers at the top of the contribution to see the start and end date of each week in the contribution.



### SUBMITTING NIL \$0 CONTRIBUTIONS

- If there are no weeks worked for a contribution period, you can submit a nil \$0.00 contribution to indicate that the period had no monies to collect.

**REDIRECTION TO SUPERANNUATION:**

- If you have a member who has elected to redirect his BERT2 contribution payments to superannuation, that member will appear on the contribution screen with a Super Redirect rate pre-selected. You will see an information icon located next to the BERT heading. Hovering over this information icon will display a message indicating the Redirection to Superannuation. It is important you can still check the BERT weeks for the member to calculate the BEWT contribution for the period.

Smith, John  
6262356

BERT ⓘ

Multi Rate Super Redirect Std \$0.00

Multi Rate Standard \$41.30

**Super Redirect**  
BERT contributions currently redirected to Super

**SPECIAL RATES:**

- If you have a special rate that is not listed on your account and is part of your EBA, you can either ring the BERT Office on 1300 261 114, or email your details and required rate to [enquiries@bert.com.au](mailto:enquiries@bert.com.au) for the Operations Team to assist you with your enquiry.

**PAYMENTS and RECIEPTS:**

- Payments by EFT and BPAY take 3 working days to be received from the bank and a further 2 days to be processed into our bank accounts. Receipts can be downloaded from the online system 5 working days after you have made the payment. You can print off a receipt by going to the Contribution Documents Screen on a Paid Contribution.

NOTE: the contribution must be in a status of 'Paid' for the receipts to be available.

**ADDING MEMBERS:**

- If you add a new or existing member to an 'Open' contribution they will automatically be added to that contribution and all future contributions once you have saved the contribution.
- If you add a member to a contribution that is 'Saved' you will need to manually add them to all future contributions that are also 'Saved'.