Instructions – MySuper & ERF Authorisation Forms

From your Super home page, you can view your current applications, according to their status, and create new applications for any of your funds.

Please refer to 'Applying for a MySuper or ERF Authorisation' section of the APRA website for more information on the MySuper and Eligible Rollover Fund (ERF) application process.

Creating an application

To create an application:

1. **Select a fund.**

   You can either search for the required fund, or select it from the available list.

Search for fund	1. Enter the ABN or name (full or partial) of the required fund. 2. Click Search. 3. Select the required fund from the search results.
Select fund	Select from the list of your available funds.

2. **Select the application type you want to create.**

   The application types listed depend on the type of fund selected. You will be able to select either an ERF or MySuper application.

   When completing a MySuper application you can select the MySuper product type within the application form, i.e. Generic, Large Employer or Material Goodwill.

3. **Click 'Create New' to open a new application form.**

   Completing your application

   The application form will display only those questions relevant to the type of application selected.

All mandatory questions must be completed in order to lodge your application.

For information specific to the application questions, please refer to the available from the APRA website.

Note: Open forms will timeout after 20 minutes of inactivity and any unsaved data will be lost. Ensure you save your form regularly to avoid losing information.

Saving a form

You can save a draft of a form at any time.

Scroll to the end of the form and click **Save Draft**.

The form will be added to the **Draft** section of your **My Applications** list.

Attaching a document to a question

To attach a document, click the indicated area and browse for the required file.

Only one file can be attached per question. If you need to attach multiple documents for a single question, you can combine them into a single zip file and attach.

Adding additional rows to a question

Where applicable, you can use the Insert Item button to add an additional row of data to a question.

Submitting a form for consultation

You can submit a draft application to APRA at any time. The form does not need to be complete.

Scroll to the end of the form and click **Submit for Consultation**. An APRA supervisor may be in contact to discuss your application.

The form is listed in the **Submitted for Consultation** section of your **My Applications** list.

Lodging an application

Only complete forms can be submitted to APRA. The **Lodge with APRA** button is only available once all mandatory questions have been completed, required files attached and the date is after 1 January 2013.

Once a form is lodged, it appears in the **In Progress** section of your **My Applications** list, and cannot be edited. The **Due Date** indicates the date by which APRA must assess the application and deliver a decision. You will receive email notification that your application has been submitted.

Withdrawing an application

Once an application is lodged and the authorisation process is in progress, the form cannot be edited. In order to change information in a lodged application it must be withdrawn and resubmitted.

You may decide to withdraw an application at any time after it is lodged. To withdraw an application:

1. Click the required **In Progress** application to open the form.

2. Scroll to the end of the form and click **Withdraw**.

The form is listed in the **Withdrawn** section of your **My Applications** list. You will receive email notification of your application withdrawal.

Additional information request

If during the assessment of your application, APRA determines that additional information is required, you will be notified via an official email request. This request details the required information and date by which the information is due. The form status is also changed, and it is listed in the **More Information Requested** section of your **My Applications** list.

To submit the requested additional information:

1. Click the required application in the **More Information Requested** section of your **My Applications** list.

2. Complete the **Additional Information** section of the form with requested details or attachments.

3. Click Submit **Additional Information**.

The form is returned to the **In Progress** section of your **My Applications** list.

Viewing existing applications

The **My Application** section of your home screen displays your current applications, grouped by status and ordered by the date last modified.

Note: APRA can only view applications that have been submitted for consultation or lodged as final.

Click on application to open related form.

Status	Description
Draft	Saved application forms that have not been submitted for consultation or lodged.
Complete	Applications that have completed the authorisation process.
In progress	Applications that have been lodged with APRA. Once an application has been lodged, the form can be viewed but cannot be edited. The **Due Date** indicates the date by which APRA must assess the application and deliver a decision. To change any information you must withdraw the application.
More Information Requested	Lodged applications for which APRA has requested additional information. Refer to Additional information request. The **Due Date** indicates the date by which APRA requests the required information be provided.
Submitted for Consultation	Applications that have been sent to APRA for consultation prior to official lodgement. These applications are still in a draft state and can be edited.
Withdrawn	Applications that have been withdrawn from lodgement. The form can be edited and re-lodged.

Extranet help and FAQs

Further guidance is available at Extranet FAQs