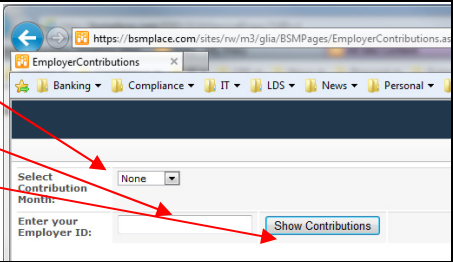
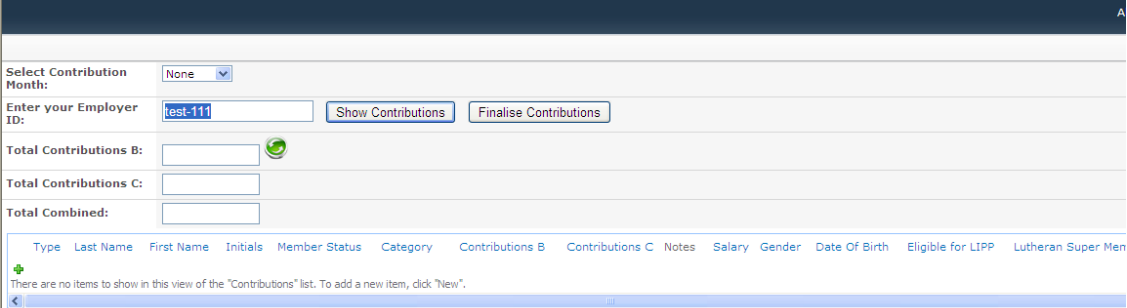
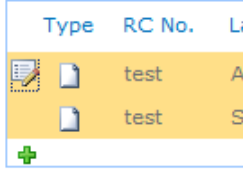
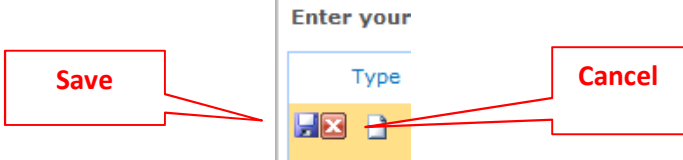
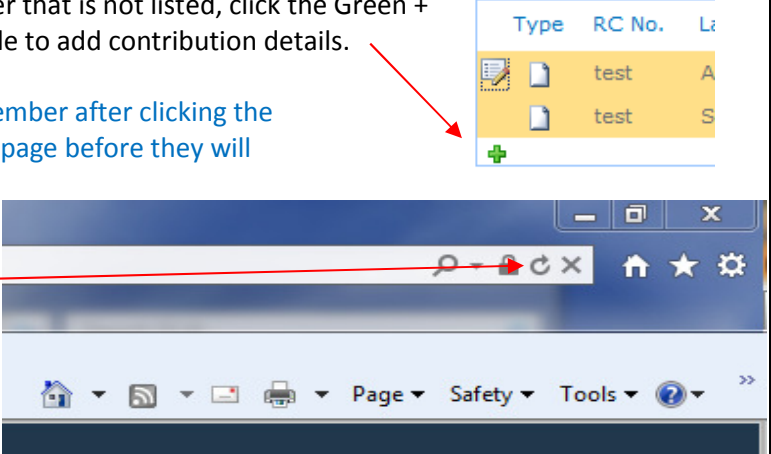
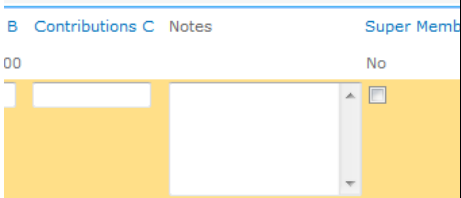
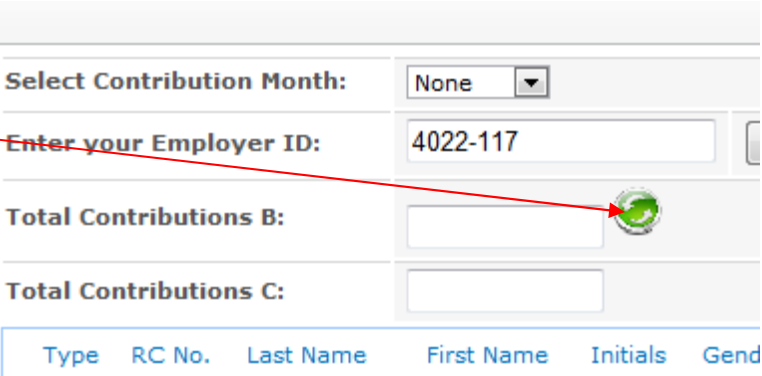
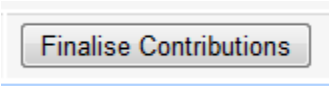
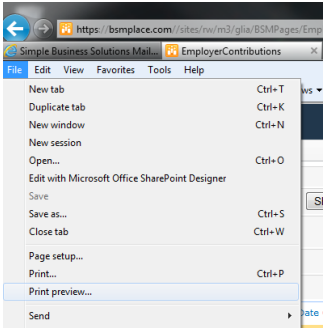


# Guide for using the Employer Contributions Online (ECO)

To enable collection of LIPP member data, GLIA currently uses an online site to enable employers to update monthly LIPP contributions and other member data via the internet.

<p><b>HOW TO ACCESS ECO?</b></p>	<p>To access ECO, use the <b>link from the email</b> you receive each month which will take you to the following address  <a href="https://bsmplace.com/sites/rw/m3/glia/BSMPages/EmployerContributions.aspx">https://bsmplace.com/sites/rw/m3/glia/BSMPages/EmployerContributions.aspx</a></p>
<p><b>LOG ON</b></p>	<p>Enter Username: bsm-space\glia_mc          Password: Access0*</p>
<p><b>MEMBER LIST</b></p>	<p>Once logged on you will see this screen</p> <ul style="list-style-type: none"> <li>Select the contribution month from the dropdown list.</li> <li>Enter your unique employer ID (from the email)</li> <li>Click the "Show Contributions" button.</li> </ul> <p>A list of your LIPP members will appear - alphabetically by surname. You can re-sort the list to using the drop down filter for any blue heading e.g. category</p> 
<p><b>ENTERING CONTRIBUTIONS &amp; EDITING DATA</b></p>	 <ul style="list-style-type: none"> <li>To enter a contribution – you must first <u>select the employee's row</u>, by rolling mouse over the left hand end of the row you wish to edit.</li> <li>An edit icon will appear, click this icon and all of the fields in this row will change to 'boxes' – all of which are able to be edited</li> <li>Add the contribution and make any other data changes</li> </ul> 
<p><b>SAVE CHANGES</b></p>	<ul style="list-style-type: none"> <li>Click the save icon to keep changes or the cancel icon to cancel the changes</li> </ul> 
<p><b>NEW MEMBERS</b></p>	<p>To add a contribution for a member that is not listed, click the Green + icon and a new row will be available to add contribution details.</p> <p><b>Please Note:</b> when adding <u>new</u> member after clicking the save button, you must refresh the page before they will appear in the list. To refresh the page use the browser refresh button.</p> 

<p><b>EXTRA NOTES</b></p>	<p>To be used to clarify member details whenever necessary</p> 
<p><b>CHECK TOTALS</b></p>	<p>After adding contributions you can check at any time the total amounts entered</p> <p>Click the “Update” image.</p> <p>This will calculate the totals of B &amp; C contribution that have been entered.</p> 
<p><b>FINALISE</b></p>	<ul style="list-style-type: none"> <li>Once you have finished editing and adding contributions, click the “Finalise Contributions” button.</li> <li>This will check what has been added and a ‘pop up’ will confirm you are ready to submit contributions to GLIA.</li> <li>If the data you have entered is incomplete, a ‘pop up’ will let you know which data is missing or causing a problem. E.g. If the member’s category is a B or C you must enter a contribution <u>or</u> type a note in the notes field before you will be able to finalise your contributions.</li> <li>You will be notified with a prompt once the finalisation process is successful and GLIA will be notified automatically via email that you have finalised your contributions.</li> </ul> 
<p><b>PRINT LIST</b></p>	<p>You can print your contribution list at any time by selecting the File menu in internet explorer and selecting “Print Preview”. This will display the page as it will print.</p> <p>Using the options at the top of the page you can make the page layout portrait or landscape and change the size of the text on the page. Using “Shrink to Fit” option will ensure your contributions fit the width of the page.</p> 
<p><b>MEMBER CATEGORIES</b></p>	<p>Categories explained</p> <p><b>Category B</b> - Member of 'any other' Super Fund, Eligible and Accepted LIPP Cover</p> <p><b>Category C</b> - Member Lutheran Super, Eligible and Accepted LIPP Cover</p> <p><b>Category S</b> - Member of Lutheran Super and Declined LIPP Cover</p> <p><b>Category O</b> - Member of ‘any other’ Super Fund, Eligible and Declined LIPP Cover</p> <p><b>Category I</b> - INELIGIBLE FOR LIPP (Contract of 12 months or less, Casual, Working less than 0.4 FTE (less than 15 h p/w), Over 65 years of age)</p>
<p><b>SAVING YOUR ENTERED DATA</b></p>	<p>You can close the browser window at any time and as long as you have clicked the save icon against your contributions, all the changes you have made will be available next time you log on. This means you do not have to complete all your updates in one go.</p>
	<p><b>Please Note:</b> GLIA have requested a bulk upload version so employers are able to copy and paste directly from a spread sheet into ECO, however this is not ready at present.</p>