

## Member Online Process Notes

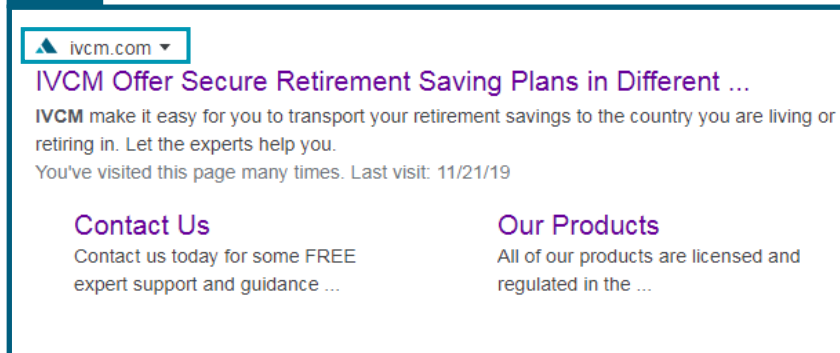
1

Visit the **IVCM.com** website by typing in the web address into Google as shown below and pressing **Enter** on your keyboard:



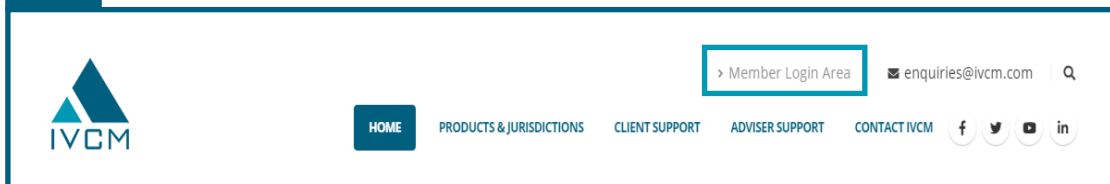
2

Click on the **IVCM.com** web address as shown below, by clicking on the left mouse key:



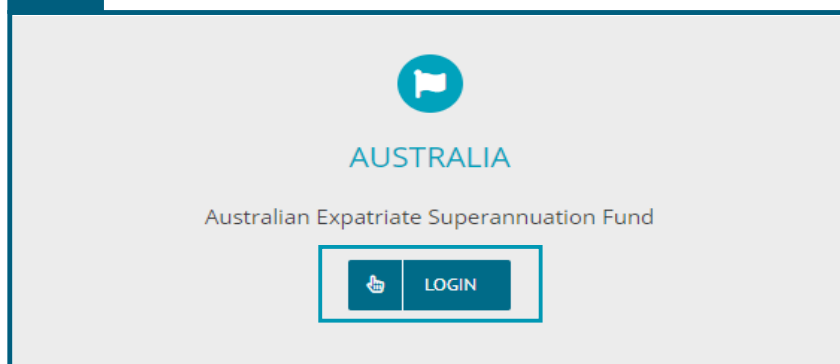
3

Click on the **LOGIN AREA** on the IVCM website as shown below by clicking on the left mouse key:



4

Click on the Australia **LOGIN** button by using your left mouse key:



5

Enter your 6-digit **user ID** and **password** in the login area below and then press **Enter** on your keyboard.

If you have forgotten your password or user ID, please email [australia@ivcm.com](mailto:australia@ivcm.com)

Please allow 24 to 48 hours for any password reset. **DO NOT FORGET TO CHECK YOUR JUNK MAIL.**

6

Once you enter the **My Super Solutions** portal, you will see a task bar similar to the one below:

7

To change your telephone number, residential address, mailing address, or email select **Account Details** from the list.

8

To edit any of the details mentioned in point 7, scroll down the current page using the scroll bar on the right-hand side of your screen or by using your mouse.

You will notice that there are two options to either PRINT or EDIT as per the following screen shot. Please click on the **EDIT** button to make changes as mentioned in point 7 to your account:

9

You will notice that your Member Details are not editable apart from your Title. Where there is a line under a specific option, this allows the content to be edited.

**Member Details**

Title: Mr ▼

Given Names: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

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To change your residential, mailing address or personal details i.e. phone, or email all you are required to do is type over the current details.

**Residential Address**

Address\* \_\_\_\_\_ New South Wales

City/Town\* Sydney

Post Code\* \_\_\_\_\_

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Once all changes have been made scroll to the bottom of the page and click on the **SAVE** button as shown below in **BLUE**.

**Person Details**

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Non-Concessional bring forward end date: \_\_\_\_\_

Choice Member?:

PRINT   DISCARD CHANGES   **SAVE**

12

Your details have now been saved and a message has been sent to the IVCM technical team for compliance reasons.

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You can log back into your account where you will now see the changes you have made.

If you require further assistance we're always here to help on the phone. Just contact us on +61 (0) 2 7202 0151, Local 1300 323 489