



CAVENDISH

ONLINE

INTRODUCING YOUR MEMBER DASHBOARD

The Cavendish Online member dashboard gives you an up-to-date overview of your fund position with access to all the information you need to manage your SMSF efficiently throughout the year including:

- A consolidated view of your SMSF's investment position and pending tasks
- Access to a wide range of services that make SMSF management simpler, such as contribution and pension monitoring
- Seamless administration of your SMSF allowing you to focus on growing your fund
- Timely and intuitive information to help drive decision making
- Choice of communication preference including SMS, email, post or dashboard
- Easy access to all fund documents in one place, including the trust deed, fund reports, minutes and more.

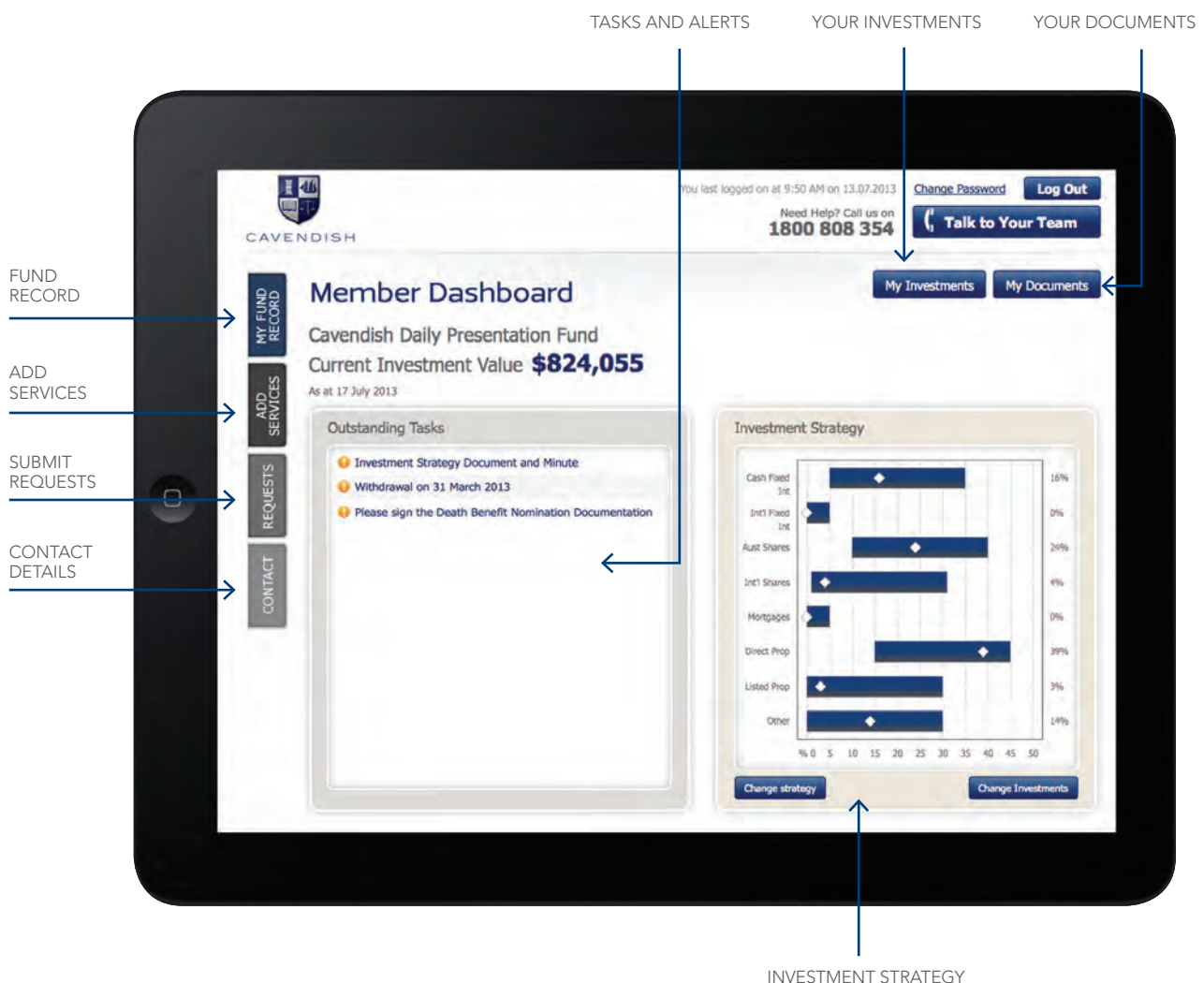
YOUR SMSF AT A GLANCE

Your member dashboard is a powerful tool. It allows you to see your investments and all the important things you need to manage your fund in one place. When you login, you will immediately see a snapshot of your SMSF including:

- The valuation of your SMSF
- Your investment strategy
- Tasks you need to attend to
- Contributions and pension summaries.

SETTING UP YOUR DASHBOARD ON YOUR COMPUTER OR TABLET

You can access your member dashboard through a range of devices including your computer, iPad or tablet. When accessing your dashboard for the first time on a particular device you will need to allow cookies and pop-ups through your browser.



THE 'MY FUND RECORD' TAB

Fund Details

Fund Name: Cavendish Daily Presentation Fund
Fund ID: DEMO_CAV

Tax Office Registration Details
ABN: 99-999-999-999
TFN: 11-111-111

Current Trust Deed
Deed Date: 01 March 2007
Deed Type: Establishment
Deed Source: Private

Trustees/Members
Corporate Trustees: Presentation No1 Pty Ltd

Name	Role	Member
Bill Presentation	Director	Yes
Jane Presentation	Director	Yes

Contact Details
Street Address: 123 Smith Street Kempsey, NSW, Australia
Home Phone: 02 1234 5678
Work Phone: 1300 123 456
Mobile: 0123 456 789
Fax:

Relationships
Client Services: Kevin McRedden
Main Contact: Bill Presentation
Adviser: Bill Cavendish
W: 08 12345678

Work Phone: 1300 123 456
Mobile: 0123 456 789

FUND DETAILS AND MEMBER DETAILS

These sections have the details of your SMSF – who the trustees are, all the member details, Australian Business Number (ABN), Tax File Numbers (TFN) and death benefit beneficiaries.

You can change some of these details on the 'Tasks' tab by selecting the 'Change Details' button. If you change an address, phone number, email or any other item about the fund we can ensure all the relevant government authorities are updated for you, including the Australian Tax Office (ATO) and the Australian Securities and Investments Commission (ASIC) as necessary.

Communications & Alerts

Communications

Item	Person to Notify	How
Annual Reports		
General Items		
Minutes		
Payments		
Your Fees		

Alerts - General

Type	Person to Notify	When	How
Tasks for Completion	Bill Presentation	1 day after task created	Email
Overdue Tasks	Bill Presentation	After 14 days from notice then monthly	Email
Tax Payment	Bill Presentation	14 days before due	Email
ANM Term Deposit Maturity	Bill Presentation	7 days before maturity	Email
Outside the Investment Strategy	Bill Presentation	Once per Month	Email

Alerts - Contributions

Upgrade to our daily service to receive alerts when you fund is out of investment strategy. [Upgrade](#)

Upgrade to our daily service to get alerted when members are approaching their contribution limits. [Upgrade](#)

COMMUNICATIONS & ALERTS

You can choose to receive communications by SMS, email, post or dashboard.

Understanding how communication preferences work on your online dashboard and then setting them up to suit your needs is crucial to efficiently managing your SMSF.

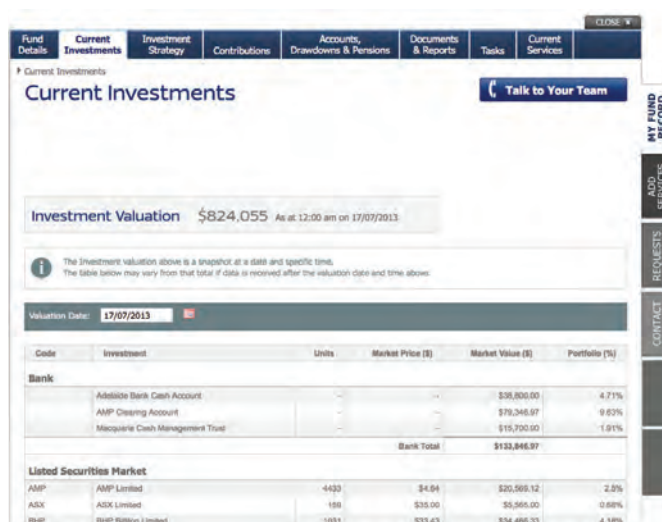
- All tasks will appear on the online dashboard regardless of the communication preference you have set
- All system documents are saved on the dashboard in the 'My Documents' tab
- You can elect to receive an email or SMS to notify you when there is a task on the dashboard
- You can set different alert and delivery preferences for specific types of documents.

Setting your communication preferences

1. Go to the 'Fund Details' tab
2. Click 'Change Details'
3. Select 'Communications & Alerts' and then select your preferences.

Important: Please ensure your communication preferences are set when you login for the first time.

THE 'MY FUND RECORD' TAB



CURRENT INVESTMENTS

View the investment position of your SMSF and a summary of all your investments using the latest available valuations. This is generally up to the previous business day for all investments we receive a data feed for (a list of data fed assets is available at cavendishsuper.com.au). If you have a property or other non-data fed asset it will show the last valuation you provided.

To view the summary of your portfolio at a previous point in time, input the relevant date in the 'Valuation Date' field.

Important: Any unmatched transaction will be withheld from the balance displayed until they are reconciled. We will create a task asking you to provide information on what the transaction relates to. Therefore, it is important to provide us with details on a transaction if we ask you.



INVESTMENT STRATEGY

Before you start investing, an investment strategy will need to be prepared. With our online tool, you can:

- View your planned strategy against actual investments by asset class
- See what is in each sector – simply move your mouse over your strategy items
- Change your strategy – we will generate a minute, which you can sign online by entering your password
- Create an alert to notify you if you have moved outside your planned strategy.

Changing an investment strategy

1. Go to the 'Investment Strategy' tab
2. Click the 'Change Strategy' button
3. Complete the form. A minute will be generated for the trustees to sign.

THE 'FUND RECORD' TAB

FUND DETAILS

Fund Details	Current Investments	Investment Strategy	Contributions	Accounts, Drawdowns & Pensions	Documents & Reports	Tasks	Current Services
Contributions							
Current Year's Contributions							
Member	Contribution Type	Total Contributions	Cap Available	Remaining Cap			
Bill Presentation	Concessional	\$35,000	\$35,000	At Limit			
Bill Presentation	Non-Concessional	\$95,000	\$265,000	\$170,000 below cap			
Jane Presentation	Concessional	\$5,400	\$35,000	\$29,600 below cap			
Jane Presentation	Non-Concessional	\$22,000	\$450,000	\$428,000 below cap			
Date of Contribution	Member	Contribution Type	Concessional Contributions	Non-Concessional Contributions	Other Contributions	Total Contribution	
02/07/2013	Bill Presentation	Personal Non-Concessional Contributions		\$95,000		\$95,000	
01/07/2013	Bill Presentation	Employer Contributions	\$35,000			\$35,000	
02/07/2013	Jane Presentation	Personal Non-Concessional Contributions		\$22,000		\$22,000	
01/07/2013	Jane Presentation	Employer Contributions	\$5,400			\$5,400	
Total			\$40,400	\$117,000		\$157,400	
Summary of Previous Year's Total Contributions							
Year	Member	Concessional Contributions	Non-Concessional Contributions	Other Contributions	Total Contribution		
30/06/2013	Bill Presentation	\$25,000	\$185,000		\$210,000		
30/06/2013	Jane Presentation	\$5,400	\$22,000		\$27,400		

CONTRIBUTIONS

In the 'Contributions' tab, you can view a breakdown of your contributions in the current and previous years by member against their cap.

To help you manage your contribution caps, you can set alerts to notify you when a member's contributions reach a certain point. For example, if you also pay contributions to another fund, you could set an alert to notify you when you reach 75% of the cap.

Setting up contributions alerts

1. Go to the 'Fund Details' tab'
2. Click 'Change Details'
3. Select 'Communications & Alerts' and then change the relevant preferences under 'Alerts – Contributions'.

Fund Details	Current Investments	Investment Strategy	Contributions	Accounts, Drawdowns & Pensions	Documents & Reports	Tasks	Current Services
Pensions							
Current Active Pensions							
Member	Account Name	Pension Type	Start Date	Start Value	Tax Free %	Reversionary Beneficiaries	
Bill Presentation	Account Based Pension 1	Account Based	01/07/2007	\$350,000	L20	Mrs Jane Presentation	
Current Year's Pension Payments – How much pension needs to be taken out?							
Member	Account Name	Status	Open Balance	Minimum Pension	Maximum Pension		
Bill Presentation	Account Based Pension 1	Final	\$219,528	\$8,780	\$21,950		
Total			\$219,528	\$8,780	\$21,950		
Year to Date Pension Payments				\$19,800			
Required Pension Payment				Nil			
Year to Date Pension Payments							
Date of Payment	Member	Account Name	Pension Paid				
02/07/2013	Bill Presentation	Account Based Pension 1	\$9,900				
01/07/2013	Bill Presentation	Account Based Pension 1	\$9,900				
Total			\$19,800				
Disclaimer: The pension payments displayed on this website are the payments as we currently have them recorded and are subject to change.							
Alerts – Pension Payments							
Member	Item	Person to Notify	When	How			
No pension alerts found.							

ACCOUNTS, DRAWDOWNS & PENSIONS

Within this tab, you will be able to see the balance of each member account, a full list of all pensions (current and past) including all transactions and any lump sum withdrawals made.

Pensions

- Under the 'Accounts, Drawdowns & Pensions' tab, select 'Pensions' you can see exactly where you are up to against minimum and maximum requirements as well as summaries of current and previous years' pensions
- You can also set alerts to notify you in a preferred month if the minimum pension has not been met or when a certain level is reached.

Setting up pension alerts

1. Go to the 'Fund Details' tab'
2. Click 'Change Details'
3. Select 'Communications & Alerts' and then change the relevant preferences under 'Alerts – Pension Payments'.

THE 'REQUESTS' TAB



DOCUMENTS & REPORTS

Access a range of up-to-date investment, fund and audit reports to monitor fund contributions, pension levels and investment performance to help you with the day-to-day management of your SMSF.

To run a report

1. Click on either the investment, fund or audit report buttons
2. Select the report you would like to run
3. Select the date range for the report and click 'Continue'.

TASKS

When there is a task that requires input or action on your SMSF, it will appear on your dashboard and within the 'Tasks' tab. This may be a minute for trustees to sign or a transaction that requires verification. Our 'Communications & Alerts' system can let you know by SMS or email when a task has been uploaded to your dashboard.

CURRENT SERVICES

This tab summarises your Cavendish services.

THE 'REQUESTS' TAB

The 'Requests' tab allows you to submit requests to us and monitor their progress. You can create requests at any time including a pension establishment, to rollover funds from another superannuation account or to update your contact details.

HOW TO GET STARTED

1. Visit cavendishsuper.com.au
2. Click on the 'Log in' button
3. Select 'Online Dashboard'.

If you don't have a login please contact your Client Manager who will provide you with your details.



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FIND OUT MORE

Visit: cavendishsuper.com.au

Call: 1800 808 354

Email: enquiries@cavendishsuper.com.au

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Issued by SMSF Operation Pty Ltd ABN 30 007 778 341 a corporate authorised representative of SMSF Administration Solutions Pty Ltd ABN 76 097 695 988 AFSL 291195.

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