How to link a SMSF administration service to a MyNorth account

How-to guide

Document summary

This document details the necessary steps for linking a Self Managed Super Fund (SMSF) to a client's SMSF administration service.

We'll tell you what you and your client can expect after the process is complete and answer frequently asked questions.

Icon legend

Notes remind you about specific product or system rules, tell you when we require essential dates, and will help you avoid any 'pain points'.

Fast Forward indicates you may be able to skip a section if it does not relate to the transaction you are attempting to perform.

Warning indicates a critical step in the process.

Tips are helpful shortcuts, clever ideas and hidden features which can help you move through the process faster.

Want more? This icon refers you to a related 'How to' guide which can help you with a different process or topic.

Need further assistance?

If you need help any stage, you can:

- Contact the **North Service Centre** on **1800 667 841**, or email us at north@amp.com.au
- Contact your dedicated **business development representative**, they can also help you with product and platform information, or practice management solutions tailored for your business

Step-by-step guide

Linking an account to a supported SMSF administration service

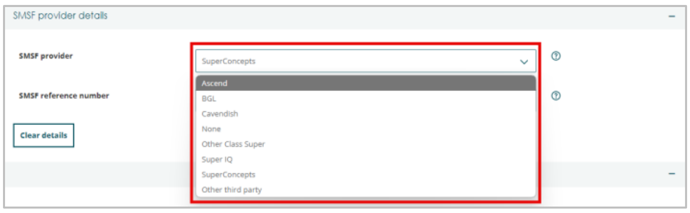
A MyNorth SMSF account can be linked to a supported SMSF administration service either at the time the MyNorth account is set up or subsequently to an existing account.

This means your client's current MyNorth portfolio position, transaction history and any subsequent updates will be automatically sent to the SMSF administration service. This enables the SMSF administration service to provide full and timely reporting on the MyNorth investments within the self-managed superannuation fund. The MyNorth data feed currently supports the following SMSF administration services:

- Ascend
- BGL
- Cavendish
- Other Class Super
- Super IQ
- SuperConcepts

Adding SMSF provider at new client/account establishment

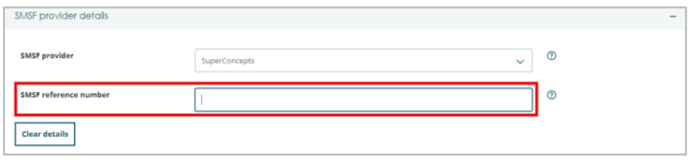
Step 1.



When setting up the client on North Online, the client type of 'Superannuation trust' must be selected.

When this option is selected, fields become available under the 'SMSF Provider details' heading to capture SMSF administration service details. Initially there is a drop down list to select an 'SMSF provider'. The default setting is 'None' and the user can allow that setting to be kept or select one of the other options.

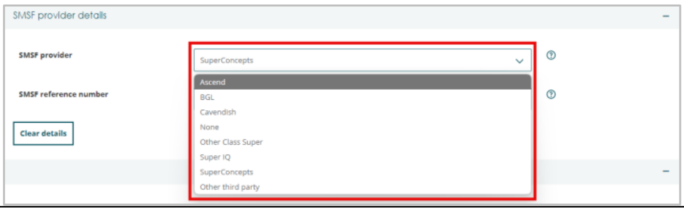
Step 2.



Once an SMSF provider has been selected, you will have the option to enter an 'SMSF reference number'.

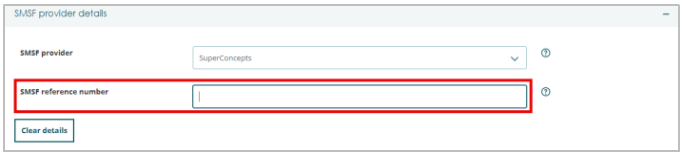
Adding an SMSF provider to an existing client/accounts

Step 1.



SMSF administration service details can be added to an existing client under the 'Client details' section in North Online, with the same drop down menu options.

Step 2.



As per client/account establishment, once an SMSF provider is selected, you will have the option to enter an 'SMSF reference number'.

Frequently asked questions

Q. What happens next?
Having established the link, overnight (Monday to Friday) the MyNorth data is automatically sent to the SMSF provider. Where the MyNorth client/account already existed, the initial download will include information back to the inception of the account. Depending on the particular provider, it may take another 12 to 24 hours for the MyNorth data to appear in the SMSF providers records.

Q. What happens if I select 'Other third party' as the SMSF provider?
This option is simply to record that an SMSF provider other than those listed is involved with the administration of the self managed superannuation fund this North account forms part of. There is no download of information when this option is selected from the drop down menu. In future other SMSF administration services may be added to the download service.