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## Changes to the Small Business Super Clearing House Service

Dear Member,

**Do you use the Small Business Superannuation Clearing House service (SBSCH)?**

**If so, there are some important changes you need to be aware of.**

The SBSCH is transferring to the ATO's IT system in February 2018 (exact date to be confirmed), as part of a move to improve data security and ease of use. Therefore, your existing SBSCH account will be deactivated.

**Employers who wish to use the SBSCH service from February 2018 will need to create an AUSKey or MyGov account, if they do not already have one.**

1. If you already have a Business MyGov or AusKey account (linked to the ATO's online services), no further action is required - you're ready to go.
2. If you do not have a Business MyGov or AusKey account, you will need to create one. Creating a MyGov account is a simpler process and is explained below.

All employer data on the current SBSCH system will be automatically carried over to the new portal as part of the change.

### **STEP ONE: CREATE A MYGOV ACCOUNT**

To create a MyGov account, [click this link](#) and follow the required steps. Businesses are required to link their ABN to the MyGov account, explained in the next step.

### **STEP TWO: LINK THE BUSINESS' ABN TO MYGOV**

- [Log in to MyGov](#) and enter the security code
- Select Account Settings
- Select Manage ABN Connections
- Select Connect an ABN
- Choose to connect using personal details
- Enter the ABN and their personal TFN
- Read the declaration and submit

### STEP THREE: AUTHORISE RELEVANT EMPLOYEES

To authorise an employee, or some other trusted person to access the SBSCH the employer/owner needs to:

- Go to [abr.gov.au](http://abr.gov.au)
- Select the AUSkey Manager login
- On the Authentication Service page select MyGov (beta)
- Log in to MyGov and enter the security code
- On the AUSkey Manager authenticated home page, select Register new AUSkeys from the menu on the left hand side of the page
- Enter the details of the person being authorised (ie the employee)
- Select a privilege level of Standard\* or Administrator (Standard means the business owner will need to select specific ATO service the employee can access on behalf of the business. Administrator means the employee has automatic access to all ATO online business services)
- Read the declaration and submit

The employee will receive an email with instructions about how to “Connect” an ABN to his/her MyGov account or how to install and AUSKey (depending on what the business owner is using). Choosing connect an ABN to your MyGov account and following the prompts will connect the business’ ABN to the employee’s MyGov account.

For further information, contact **René Spoor**, Workplace Relations Advisor on (03) 8614 2000 or [rspoors@liveperformance.com.au](mailto:rspoors@liveperformance.com.au).



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