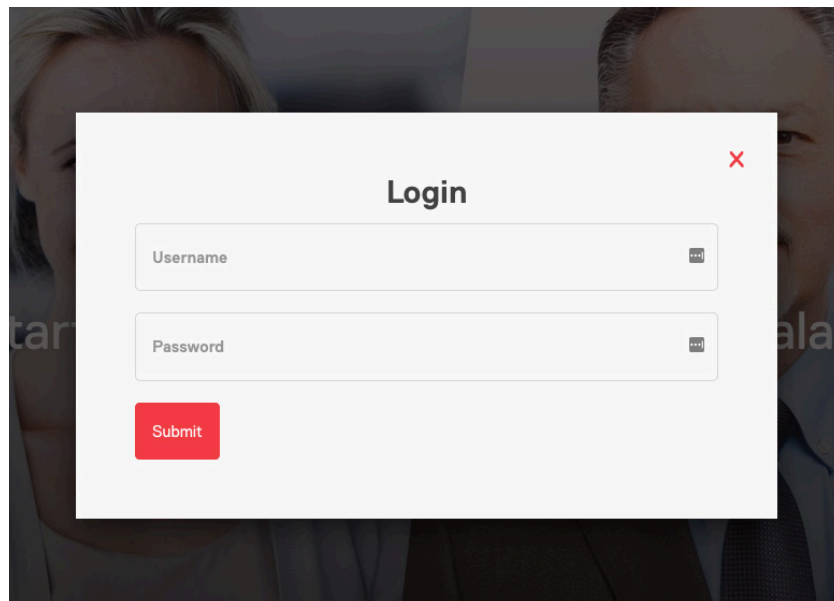


Salary Packaging Portal Guide

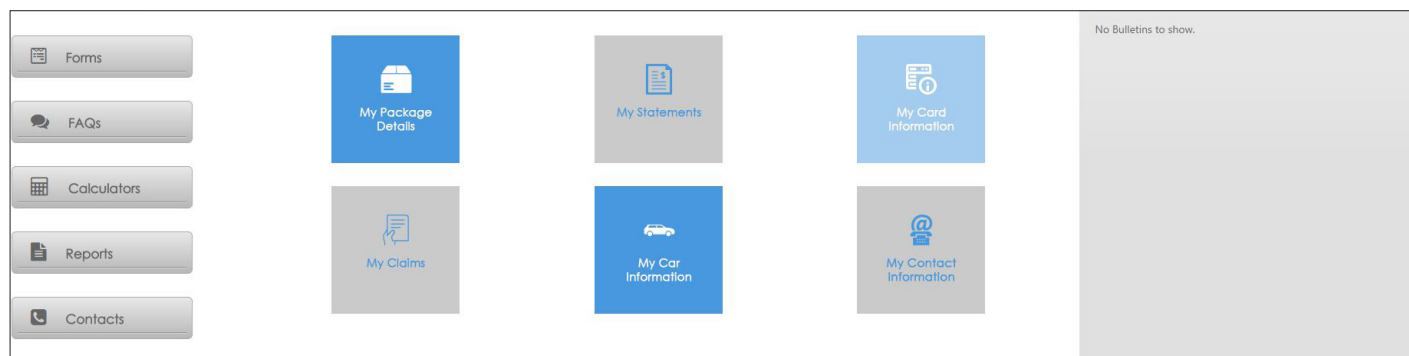
a. Login

To access the Easi system as an employee:

1. Open an internet browser and navigate to easisalary.com.au
2. Locate the Client Area Login in the top right of your screen.
3. Enter the unique Username received in your package setup confirmation email.
4. Enter the Password notified in your package setup confirmation email in the Password field.
5. Click the Login button.



b. Home Page



Odometer Reading Update

Select to view odometer records or enter a current reading for your company provided vehicle.

Novated Lease

- a. Click Novated Lease Estimator to receive a car lease quote over your preferred term.
- b. Click Novated Lease Quote List to view or compare your saved car lease quotes.

Reports

Employee reports are shown in real time and may be exported and saved.

- a. Click Employee Statements to view your packaging transactions for selected dates or FBT year.
- b. Click Employee Summary to view salary packaging totals for a selected date range.
- c. Click Novated Lease Driver Report List to view the progress of your Novated Lease.

Salary Packaging Portal Guide

Motor Vehicle Expenses

Click **Motor Vehicle Expenses** from the Claims menu to open the online Motor Vehicle Expenses Claim form.

easi displays current employee address, phone and email details. Fields shown in grey text may not be edited. Please ensure your contact email is correct.

Enter details of your Motor Vehicle Expense Claim and attach validation documents before submitting your form.

After submitting your online Motor Vehicle Expense Claim, you'll receive an email confirming the request has been received. A reference number is provided so you can track the progress of your claim.

The screenshot shows the 'Motor Vehicle Expenses' claim form. It has two main columns: 'Item for Reimbursement' and 'Receipt/Reimbursement'. Under 'Item for Reimbursement', there are fields for 'Fuel', 'Service and Maintenance', and 'Other', each with a dollar sign and a text input field. Below these is a 'Total Item(\$):0' field. Under 'Receipt/Reimbursement', there are similar fields for 'Receipt/Reimbursement' and a 'Total Receipt(\$):0' field. Below these columns is a section for 'The Total Value of Evidence should equal the Total Amounts you wish to have reimbursed.' This section includes radio buttons for 'once off payment OR over the next' and 'OR withhold balance from novated lease agreement', followed by a 'Forthrights/pay periods (as gross salary allows)' field. Below this is a section for 'Expense/reimbursement to be paid into the following account:' with fields for 'Bank', 'Account Name/s', 'BSB (\$ Digit No.)', and 'Account No. (Up to 9 Digits)'. Below this is a 'Claims Upload Facility' section with a note about file size, a 'Choose File' button, and a 'No Attachments Exist' message. Below this is a 'Comments/Instructions' section with a text area. At the bottom is a 'Declaration' checkbox and a 'Submit' button.

Example

An employee has incurred Motor Vehicle Expense(s) and now wants to claim that amount as an exempt benefit. The following steps are needed to submit the claim:

Step 1

Click Fuel, Service & Maintenance or Other field under Item for Reimbursement. Enter amount.



Step 2

Click Fuel, Service & Maintenance or Other field under Receipt/Reimbursement. Enter the receipted amount.



Step 3

Enter the Bank, Account Name, BSB and Account Number fields to enter funds destination account.

Step 4

Add any message in the Comments/ Instructions box.



Step 5

Check the Declaration.



Step 6

Click Fuel, Service & Maintenance or Other field under Item for Reimbursement. Enter amount claimed.

Profile

a. Click **Change My Details** to reset your easi access password or update personal contact details.