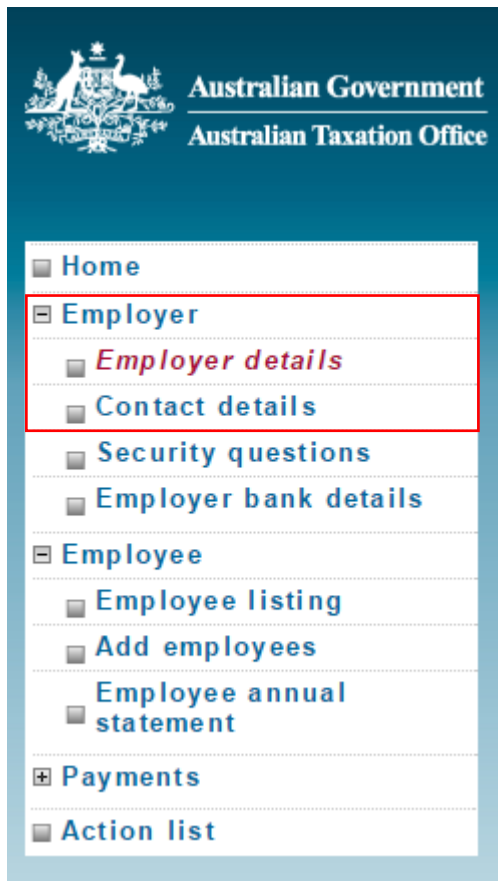


Setup Email Reminder – Small Business Superannuation Clearing House (SBSCH)

1. Login or register for the Small Business Superannuation Clearing House at <https://ato.gov.au/SBSCH>
2. On the top left hand menu click on Employer, and then Contact details and ensure the Authorised contact details are completed with a valid email address
3. Click on employer details




4. At the bottom of the Employer details screen, complete your email preferences and click submit.

Email Reminder

Would you like us to remind you to make your superannuation payments? Select 'Yes' to receive a reminder email

Yes

Date of next reminder *  eg: 25/02/2009

Frequency of subsequent reminders * ▼