



COOK ISLANDS
CINSF
NATIONAL SUPERANNUATION FUND

EMPLOYERS
“TE RORO”
NEW PORTAL

**PROCEDURES
MANUAL**

September 2019

Policy

**The Cook Islands Superannuation Fund (CINSF) and its staff
are intended to help give members**

Financial security in their retirement.

**We are proud to introduce our New CINSF Employer Portal to
provide a faster and more**

efficient service for you.

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ACTIVATION WELCOME EMAIL

YOU WILL RECEIVE AN ACTIVATION WELCOME EMAIL

(Similar to the screen below)

Please use Goggle Chrome or Firefox

WELCOME EMAIL ACTIVATION

Kia Orana: Name.....,

Your account: Company TED on the Cook Islands National Superannuation Fund system is now active.

You can use the website to manage your contributions and employments. More information on [Employer registration](#) can be found on the website.

Please use the link below to activate your account and set your password.

[Activate Account](#)

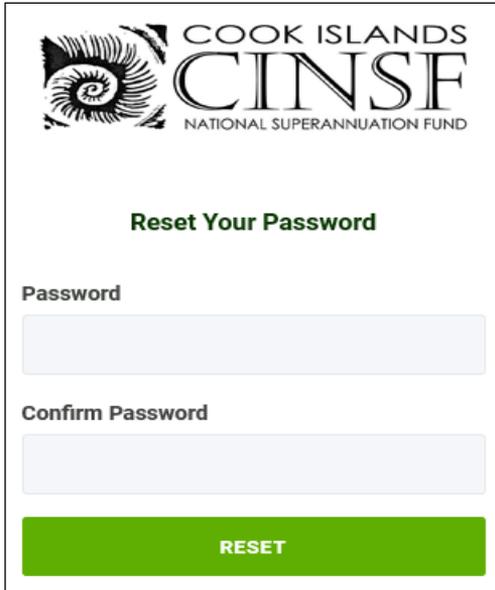
Contact us if you have any questions.

Regards,
The CINSF Team

TO ACTIVATE YOUR ACCOUNT FOR THE FIRST TIME

Step 1: Click  the bottom left of your “Welcome Email Activation” Email.

(Screen below will appear)



**COOK ISLANDS
CINSF
NATIONAL SUPERANNUATION FUND**

Reset Your Password

Password

Confirm Password

RESET

Step 2:

Enter your New Password in the “password” box. Password must have at least 8 characters. Re-enter your new password in the “confirm password” box.

Then click



RESET

Step 3: After clicking the “RESET” the **DASHBOARD** page will automatically open :(Screen below will appear)

!!Congratulations you have now activated your account and logged in!

The screenshot shows a dashboard interface. On the left is a sidebar with four menu items: **DASHBOARD** (highlighted in green), **EMPLOYMENTS**, **DECLARATIONS**, and **FORMS**. The main content area is divided into three sections. The top section is split into two columns: 'Issues' with a speech bubble icon and '0 ISSUES TO RESOLVE' (with a green '0'), and 'Declarations' with a document icon and '0 UNPAID 5 DRAFT 2 MISSING' (with green '0', '5', and '2'). Both columns have a green 'VIEW ALL' button. The middle section is 'Balances' with a wallet icon. The bottom section shows 'DEBT' with a large green '\$0.00'.

****Save the link by bookmarking it on the bookmarks bar, for easy future login access****

THE HOME PAGE MAIN MENU

DASHBOARD (Default Home Page)

Gives Stats on 3 Topics

- Advises you if New Employees have not completed their registration with the office. Please have them complete this registration process.
- Advises the statuses of how many declarations you have lodged that are not paid, in draft or in complete
- Advises the amount owed to CINSF by you for declarations lodged but not yet paid

EMPLOYMENTS

- List of both current and former employees start and the end dates.
- Option to EDIT your employees details
- Option to Add a new or existing member as an employee

DECLARATIONS

- Here is where you create your Submission for employees Super you've deducted.

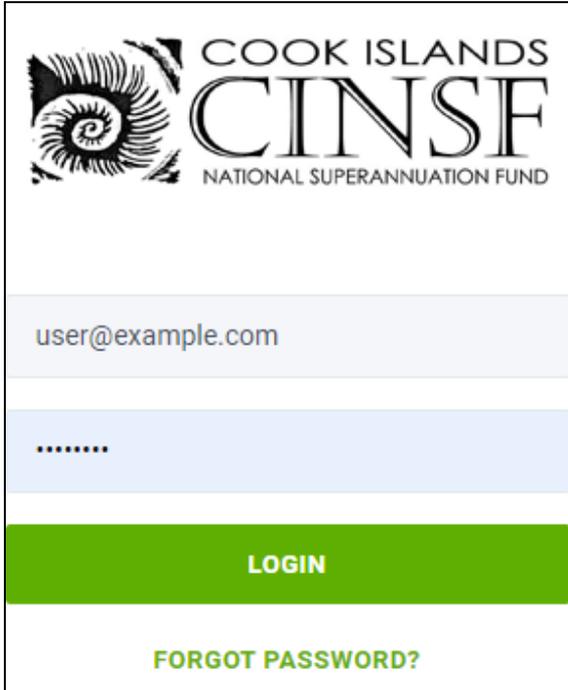
FORMS (Forms available to download)

- Membership Form
- Claim Form
- Forfeited Funds Claim Form
- Investment Switch Request Form

TO LOGIN INTO YOUR ACCOUNT (after it's been activated)

Step 1:

Click on the CINSF Portal Link that you saved on your 'Bookmarks bar'.



The screenshot shows the CINSF National Superannuation Fund login interface. At the top left is the logo, which features a stylized eye with a spiral iris. To the right of the logo, the text reads "COOK ISLANDS CINSF NATIONAL SUPERANNUATION FUND". Below the logo and text are two input fields: the first is a light grey field containing the email address "user@example.com", and the second is a light blue field containing seven dots representing a password. Below these fields is a prominent green button with the word "LOGIN" in white capital letters. At the bottom of the form area, the text "FORGOT PASSWORD?" is displayed in green.

Step 2: Enter your email

user@example.com

Step 3: Enter Password

.....

(Must have at least 8 Characters)

Step 4: Click on Login

LOGIN

TO EDIT EXISTING EMPLOYEES

Step 1: On the **DASHBOARD** Home Page screen, select **EMPLOYMENTS** from the Main Menu.

(screen below will appear)

Employments CREATE

All Missing NSF #

Search

FIRST NAME	LAST NAME	NSF #	RMD #	START DATE	END DATE	DATES
------------	-----------	-------	-------	------------	----------	-------

Step 2: Double Check your employee's employment records have correct information.

Step 3: If not correct then Click on **EDIT**

(and the screen below will appear)

Edit Employment Dates X

Start Date: 17/08/2017

End Date: 25/07/2019

CANCEL SAVE

Step 4: Update employee's employment dates accordingly.

Step 5: Click on



SAVE

Employees will not appear on declarations until you have added an employment for them and will continue to appear on future declarations until you add an end date for them

TO ADD NEW EMPLOYEES

For all new employees being employed by yourself, you will need to add a new employment for them.

To add a new employee, stay on the **EMPLOYMENTS** screen, click on

(screen below will appear)

The screenshot shows a window titled "Add Employment". Inside, there are two buttons side-by-side. The left button is labeled "Add Existing Member" and has the text "The employee already has a NSF Number" below it. The right button is labeled "Add New Member" and has the text "The employee has not registered with CINSF" below it. At the bottom of the window, there is a label "Select a Method".

- There are two options for adding a new employee
 - a.) The employee is already an existing member with CINSF (**Add Existing Member**)OR
 - b.) The employee is not already a member of CINSF (**Add New Member**)

a) TO ADD AN EXISTING MEMBER

Step 1: Click **ADD EXISTING MEMBER**
(screen below will appear)

The screenshot shows a web form titled "Add Employment". At the top, there are two buttons: "Add Existing Member" (highlighted with a green border and a green arrow pointing to it) and "Add New Member". Below the buttons are four input fields: "First Name", "Last Name", "Date Of Birth", and "NSF Number". At the bottom of the form is a green button labeled "FIND AND SAVE".

Step 2: Fill out First Name, Last Name, Date of Birth (dd/mm/yyyy) and enter NSF Number.

- If your Employee does not have their NSF Number, they will need to pick it up from CINSF Office.

Step 3: When you have entered the details

Click on

FIND AND SAVE

*****Should any of the details for the above fields not match, then you will not be able to add this employee and they will need to contact the office directly for their correctly matching details*****

b.) TO ADD A NEW EMPLOYEE

Step 1: Click **ADD NEW MEMBER**
(screen below will appear)

- The following fields will need to be completed along with a New Members form. This form can be located at the “FORMS” selection.

The screenshot shows a web form for adding a new member. At the top, there are two tabs: 'Add Existing Member' (with the note 'The employee already has a NSF Number') and 'Add New Member' (with the note 'The employee has not registered with CINSF'). The 'Add New Member' tab is active. Below the tabs are several input fields arranged in a grid:

- Title:** A dropdown menu with 'Title' selected.
- First Name:** A text input field with 'First Name' as a placeholder.
- Last Name:** A text input field with 'Last Name' as a placeholder.
- Gender:** A dropdown menu with 'Gender' selected.
- Residency:** A dropdown menu with 'Residency Status' selected.
- Foreign Worker Nationality:** A dropdown menu with 'Nationality' selected.
- RMD Number (Optional):** A text input field with 'RMD Number' as a placeholder.
- Date of Birth:** A text input field with 'dd/mm/yyyy' as a placeholder.

At the bottom center of the form is a green button labeled 'ADD EMPLOYMENT'.

Step 2: Fill out the form.

-Title- click  Select the correct title from options
(Mr, Miss, Mrs, Ms)

-Fill in First Name & Last name. On Gender click 
select correct gender (Male or Female)

-Residency- click  select your correct status
(Citizen, Permanent Resident, Foreign worker)

-Nationality click  select the county of your
Nationality

-Enter you RMD number and Date of Birth
(dd/mm/yyyy)

Step 3: Finally Select

ADD EMPLOYMENT

- Once you have added the employment. Please bring these documents into the CINSF Office:
 - Completed new member form
 - Photo ID Passport or Driver's license
 - RMD confirmation letter

IMPORTANT TO NOTE:

- Any delays in providing these **DOCUMENTS** to the office may result in penalties being added to your account for non-compliance.
- For employees to be included in the correct declaration their employment dates must be correct. ***For example:*** When you add a new employee there start date is defaulted to the day you are entering them in. So if you entered the employee on the 5th of Sept 2019, they will not be listed in the August 2019 Declaration.
- Any employees employment that does not have an end date added to them, will appear in the declaration listing even if they are no longer employed. These can be edited quite easily using the "Edit Employments Dates" screen shown at the bottom of page 9.

CREATE AND LODGE A DECLARATION

On the Main Menu of the Home Page, Click on **DECLARATIONS** (screen below will appear)

Declarations

Timeline Draft Lodged Paid

May 2019

STATUS	TYPE	AMOUNT	EDIT	VIEW
Draft	Standard	\$0.00		

April 2019

STATUS	TYPE	AMOUNT	EDIT	VIEW
Draft	Standard	\$0.00		

March 2019

CREATE DECLARATION

February 2019

CREATE DECLARATION

Here will list all declarations, that you have **LODGED**, **PAID**, **in DRAFT** or yet to create. This will only show for the months owed from the date when you first migrated to this new system.

- Declarations are listed by month with the most current at the top.
- There a 4 statuses of a declaration

- Create Declaration – This is waiting for you to create the declaration to be lodged
- Draft – you have started to enter the details but did not complete the process
- Lodged – You have completed and submitted this to the office for processing
- PAID – You have lodged the declaration, paid the amount owed to a nominated bank account/office and we have received and processed this.

To create a declaration Click on **CREATE DECLARATION** for the month you will be entering details for.

- Declarations can be uploaded in two ways,
 - a.) thru the CSV format that can be downloaded
 - b.) or by manually entering the amounts

a.) IMPORT CONTRIBUTION FROM EXCEL

Step 1: Click on

IMPORT CONTRIBUTIONS

(screen below will appear)

Import Contributions

Steps to import:

1. [Click here](#) to download sample csv.
2. Changing the csv header will result in an error.
3. Fill in the csv, upload and import.

CSV File

 Drop File Here or click Browse Browse

IMPORT

Step 2: For the CSV format to use

[Click here](#)

Step 3: Update the excel spreadsheet according and ensure to save as a CSV. Other formats will not work.

Step 4: Click Browse and select the CSV file.

Step 5: Click on

IMPORT

b.) MANUALLY TYPE IN THE AMOUNTS

After having already selected

CREATE DECLARATION

A List of your Employees will be displayed.

Step 1: Input the employers 5% contribution amount in the space provided under the Title “EMPLOYEE” for each Employee. The EMPLOYER amount and Total will automatically fill.

Step 2: Enter Data for Voluntary Contributions if you have any.

Step 3: Click on

SAVE

Confirmation of being saved will display. Confirm Information is correct.

Step 4: Click on

LODGE

to Lodge your decoration.

****Once you have lodged the Declaration no more changes can be made by yourself. Any corrections to lodged declaration can only processed by the office. Contact your Relationship Manager with the correct information ready if you are certain you have made an error****

THE PAYMENT SLIP

Once you've lodged your **DECLARATIONS**, it will generate your Payment Slip. You can choose to either have it email to your nominated email address or download it straight away.

or

EMAIL PAYMENT SLIP

DOWNLOAD PAYMENT

 <p>COOK ISLANDS CINSF NATIONAL SUPERANNUATION FUND</p>	<p>Code: AJNVJ Date: July 2019</p>																										
<p>Payment Slip and Bank Deposit</p>																											
<p>This slip can be used to:</p> <ul style="list-style-type: none"> Deposit payment directly into our account Assist with Online Banking Make payment at our CINSF Office, located on the ground floor at the end of the ANZ Bank Building in Avarua, below Southpac. 																											
<p>Credit to: CIG Cook Islands National Superannuation Fund</p>																											
<input type="checkbox"/> ANZ 251986 <input type="checkbox"/> BSP 121483801 <input type="checkbox"/> BCI 84229-S7	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50px;">100</td><td style="width: 50px;"></td></tr> <tr><td>50</td><td></td></tr> <tr><td>20</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>Total Notes</td><td></td></tr> <tr><td> </td><td> </td></tr> <tr><td>Coins</td><td></td></tr> <tr><td>Cash Total</td><td></td></tr> <tr><td> </td><td> </td></tr> <tr><td>Cash</td><td></td></tr> <tr><td>Cheque</td><td></td></tr> <tr><td>Total \$90.00</td><td></td></tr> </table>	100		50		20		10		5		Total Notes				Coins		Cash Total				Cash		Cheque		Total \$90.00	
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description/Particulars</th> <th style="width: 20%;">Bank</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Return</td> <td></td> <td style="text-align: right;">\$90.00</td> </tr> <tr> <td>Late Fee</td> <td style="text-align: center;">XXXX-XXXX</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>	Description/Particulars	Bank	Amount	Return		\$90.00	Late Fee	XXXX-XXXX	\$0.00																		
Description/Particulars	Bank	Amount																									
Return		\$90.00																									
Late Fee	XXXX-XXXX	\$0.00																									
<p><i>Ninety dollars and zero cents</i></p>																											
<p>Paid in by: (signature)</p>																											

The Payment slip will provide you with a Narration code that needs to be Referenced either by your Bank when making your deposit or entered by yourself if you are paying on-line

FINAL CONFIRMATION

On the Home Page, which is the **DASHBOARD** you can confirm the correct number of unpaid Declarations and also confirm the **Balance** is correct.

It will take 2 to 3 working days from the date of your payment, to clear the Balance.



Declarations

1 UNPAID

[VIEW ALL](#)



Balances

DEBT

\$0.00