



# **EMPLOYERS**

## **“TE RORO”**

*NEW PORTAL*

## **PROCEDURES MANUAL**

**May 2020**

# **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 Google 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.

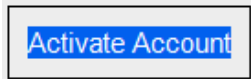
Please use the link below to activate your account and set your password.

[Activate Account](#)

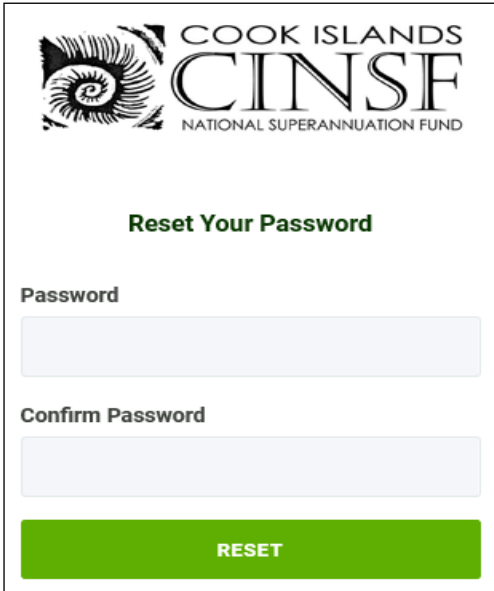
Contact us if you have any questions.

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.

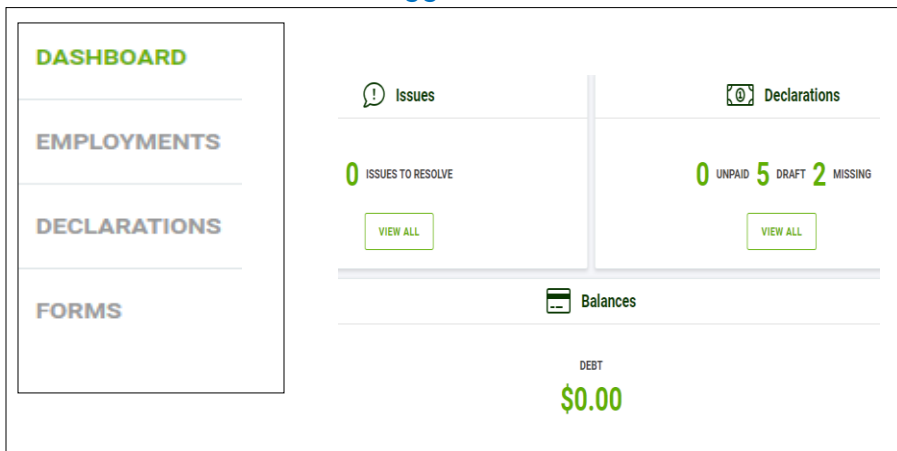
Then click



**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!



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

# THE DASHBOARD 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'.



COOK ISLANDS  
**CINSF**  
NATIONAL SUPERANNUATION FUND

**LOGIN**

**[FORGOT PASSWORD?](#)**

**Step 2:** Enter your email

**Step 3:** Enter Password

(Must have at least 8 Characters)

**Step 4:** Click on Login

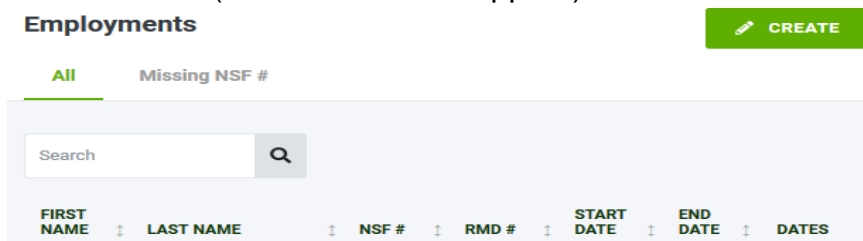
**LOGIN**



## TO EDIT EXISTING EMPLOYEES

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

(screen below will appear)

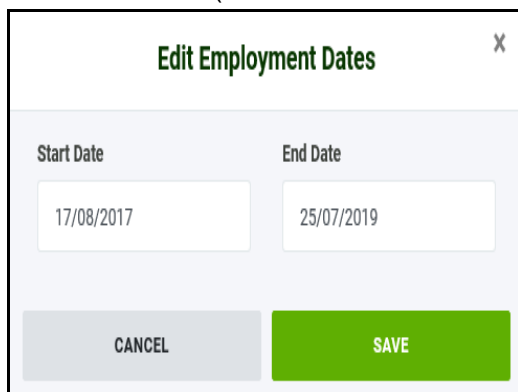


**Step 2:** Double Check your employee's employment records have correct information.

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

**EDIT**

(and the screen below will appear)



**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

 **CREATE**

(screen below will appear)

### Add Employment

**RMD Number**

**Member's last name**

**SEARCH**

- Please enter your employees RMD Number and last name
- If your details are a correct the below screen will appear

### Add Employment ×

✓ We found a matching member

First Name	Last Name	RMD Number	DOB
TEST	TEST	343434	2020-03-05

☐ Is this employment non-super?

**ADD THIS MEMBER**

**ADD THIS MEMBER**

- Click **ADD THIS MEMBER** if the details are correct.

**IF THE MEMBER IS NOT AN EXISTING MEMBER THEN YOU WILL BE TAKEN TO THE FOLLOWING SCREEN**

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

Add Employment


No existing member found. Please create a new member to continue or [search again](#)


Title	First Name	Last Name
<div>Title</div>	<div>First Name</div>	<div>TEST</div>
Gender	Residency	Foreign Worker Nationality
<div>Gender</div>	<div>Residency Status</div>	<div>Nationality</div>
RMD Number	Date of Birth	
<div>4565489</div>	<div>dd/mm/yyyy</div>	
<input type="checkbox"/> Is this employment non-super?		
<div>ADD EMPLOYMENT</div>		


**Step 2:** Fill out the form.

-Title- click  Select the correct title

( 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 5<sup>th</sup> 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 Draft	TYPE Standard	AMOUNT \$0.00	EDIT	VIEW
---	-----------------	------------------	------------------	------	------

April 2019

	STATUS Draft	TYPE Standard	AMOUNT \$0.00	EDIT	VIEW
---	-----------------	------------------	------------------	------	------

March 2019

CREATE DECLARATION

February 2019

CREATE DECLARATION

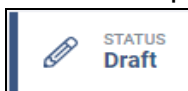
Here will list all declarations, that you have **LODGED, PAID, in DRAFT** or yet to create. This will only show for the months owed from the date when you first migrated to this new system.

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

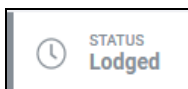
- Create Declaration – This is waiting for you to create the declaration to be lodged

**CREATE DECLARATION**

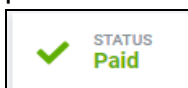
- Draft – you have started to enter the details but did not complete the process



- 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  
A List of your Employees will be displayed.

**CREATE DECLARATION**

**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.

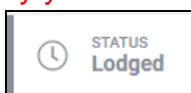
**Step 2:** Enter Data for Voluntary Contributions if you have any.

**Step 3:** Click on **SAVE** Confirmation of being saved will display. Confirm Information is correct.

**Step 4:** Click on **LODGE** to Lodge your declaration.

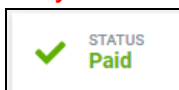
**\*\*Once you have lodged the Declaration no more changes can be made by yourself. If the Declaration is still in**

**LODGED status**



**contact the office to reject back for you to correct and re-submit. However if status is**

**PAID**



**, contact your Relationship Manager with the correct information as corrective Declarations can be only processed by the office. \*\***




## THE PAYMENT SLIP

Once you've **LODGED** your **DECLARATIONS**, it will take you to the confirmation screen. Here you will find your PAYSIP, which you can either email your nominated email address or download it straight away.

or

**EMAIL PAYMENT SLIP**

**DOWNLOAD PAYMENT SLIP**


 <b>COOK ISLANDS</b> <b>CINSF</b> NATIONAL SUPERANNUATION FUND	Code: AJNVJ Date: July 2019									
<b>Payment Slip and Bank Deposit</b>										
This slip can be used to:										
<ul style="list-style-type: none"><li>• Deposit payment directly into our account</li><li>• Assist with Online Banking</li><li>• Make payment at our CINSF Office, located on the ground floor at the end of the ANZ Bank Building in Avarua, below Southpac.</li></ul>										
<b>Credit to: CIG Cook Islands National Superannuation Fund</b>										
<input type="checkbox"/> ANZ 251986	100									
<input type="checkbox"/> BSP 121483801	50									
<input type="checkbox"/> BCI 84229-S7	20									
	10									
	5									
Please tick appropriate bank/account	Total Notes									
<b>Narration: AE003 - AJNVJ - July 2019</b>	Coins									
	Cash Total									
	Cash									
	Cheque									
	<b>Total \$90.00</b>									
<table border="1"><thead><tr><th>Description/Particulars</th><th>Bank</th><th>Amount</th></tr></thead><tbody><tr><td>Return</td><td></td><td>\$90.00</td></tr><tr><td>Late Fee</td><td></td><td>\$0.00</td></tr></tbody></table>	Description/Particulars	Bank	Amount	Return		\$90.00	Late Fee		\$0.00	
Description/Particulars	Bank	Amount								
Return		\$90.00								
Late Fee		\$0.00								
Ninety dollars and zero cents										
XXXX-XXXX										
Paid in by: (signature)										

**\*\*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**