## SUPERCENTRAL SMSF TOOLKIT

## HOW TO ORDER

- 1- Go to Product Services
- 2- Select SMSF Toolkit
- 3- Click on "Order" link next to the required toolkit document

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## 4- Click on "Create New Order" to complete online form

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	Ops Admin	>	Product services / Appointment of trustee/director / Order
Ţ	IT Admin	>	
•	My Services	>	Appointment of trustee/director
ì	Product services		Details Enquiry Order
=	Pay Online		
۹	Search		Saved Appointment of trustee/director Orders
Ľ	Resource centre		Order name
¢	Sign out		
			Back Create New Order
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5- Check Summary to ensure information entered is correct, accept T&C's and select submit.

Your Toolkit document will then generate immediately (with a small 10 second delay) in your My services account for download.

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After you've submitted the order, you have the option to download the document immediately or order another.

- 6- Click on "View Order TK0032" and download document
- 7- Click on "Order another" to order another toolkit document

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🚑 Ops Admin >	Product services / Appointment of trustee/director / Order / Submitted			
🖵 IT Admin >				
A My Services >	Order was submitted			_
📜 Product services				
🚍 Pay Online	Order # TK0008		Status  Complete	
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For further information or assistance please contact the Help Desk on 02 8296 6266