How to Start Salary Packaging – New Member – Join Now

GOSalary

Description

To start salary packaging is easy. We suggest you have your bank account and household expense details handy. Below is a step-by-step outline. As you progress with your set-up, you can also view short instructional videos at every stage. Otherwise, contact the friendly staff at GO Salary for help.

Step 1 – Find us on your device

You can find GO Salary at **gosalary.com.au** or download our app.

Step 2 – New Member – Join Now

Click on **New Member – Join Now**.
Complete all your details, including your preferred email and create a password (8 characters).

Step 3 - Confirm Membership via Email

We will send you an email confirming your Membership to GO Salary. (The email is a security measure to provide you access).
View this email immediately and **CONFIRM** your membership by clicking on the link provided. You are now ready to log in.
(If the link does not work due to your browser restrictions, we will send you an address to use). Once confirmed, we will also send you a 'Welcome' email. It's now time to GO !

Step 4 – Member Log In (and Let's GO !)

Username (email)	Enter the same email address used to JOIN.
Password	Use the same password when joining. Must be a minimum of 8 characters. You can change your password once logged in.

Step 5 – Complete My Profile (All information is CONFIDENTIAL)

Please provide the following information :

My Personal Details	Enter your name, email, mobile and D.O.B.
HELP (HECS), CSA	Let us know if you have a HELP (HECS) debt and if you pay / receive child support. This information is important.
Address	Enter your home address and postal address (if different).
Work Details	Tell us your job title, payroll ID, employment status, work contact details.
Salary	**This is important.** Tell us your annual salary (or a 'best estimate') as many of our calculations are based on this figure.
Email	We will communicate via email to work or home (or both).
Authorised Person	You can authorise another person (eg. partner, accountant) to discuss your salary package.

Step 6 – My Salary Package

You are now ready to set up your salary package. Therefore, you will need:

Expenses	Tell us the expenses you wish to salary package (eg. mortgage, rent etc.).
Bank Account	Provide your bank account details for payment.
Documentation	It's an ATO requirement that for each expense you salary package you must provide documentation (substantiation) for the expense. We call it Proof of Expenses (**POE**). The exception are our Salary Packaging Card(s).

Once you have this information and you are logged in, go to the **My Salary Package** page. Please refer to the Factsheet **How to Add a New Expense / Card / Claim**. This explains in detail the 'My Salary Package' page. Other Factsheets you should access at this time include the 'Proof of Expense (POE)' and 'Salary Packaging Cards'. These will come in handy.

Any Questions ?

Ask Amy at **gosalary.com.au**.