

→ Queensland local government Employer Online access form

Employer details

Employer name		Reporting centre code
Address		
Suburb	State	Postcode
Telephone		

Employees authorised to access Employer Online

I request for the following employees to have access to LGsuper Online for employers

Name	Email	Date of birth
Name	Email	Date of birth
Name	Email	Date of birth
Name	Email	Date of birth

Please cancel access to Employer Online for the following employees:

Name	Email	Date of birth
Name	Email	Date of birth
Name	Email	Date of birth
Name	Email	Date of birth

Declaration

- I have read the Terms and conditions following
 I acknowledge the above employees will conduct superannuation dealings directly with LGsuper via this system as per my request

CEO/Responsible officer signature	CEO/Responsible officer name	Date
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Terms and conditions

The following terms and conditions of use (conditions) apply to this system and must be accepted in order to use it. LGsuper's Privacy statement and disclaimer also apply to the use of this system. By using this system, you are accepting and agreeing to these conditions, as well as the LGsuper Privacy statement and the LGsuper Disclaimer.

You can view the LGsuper Privacy statement and disclaimer from the LGsuper website (www.lgsuper.org).

What is this system?

This system provides an interactive employer section within the LGsuper Online website which allows authorised employees to:

- View a list of all current and past LGsuper members with their employer
- Notify LGsuper of payment of the various contribution types
- Notify LGsuper of periodic employee contribution details
- Notify LGsuper when employees terminate employment

Who has access to this system?

Only authorised employees can access this system. It is the employer's responsibility to cancel access for any authorised employee who terminates employment.

How can authorised employee/s access this system?

Access to this system is via a personalised employer ID, user name and password. To gain authorisation, an employer must register an employee/s with LGsuper first by using the attached Form (*Queensland Local Government Employer Online Access Form*).

Employer registration for one or more authorised individuals at a Queensland Local Government employer can only be made in writing, and must be signed off, by either the CEO or a Responsible officer of that Employer.

LGsuper is not liable for any loss, damage, or consequential loss or damage from authorised employees' use or attempt to access this system.

Authorised employee/s password

It is the authorised employee/s responsibility to protect their password from becoming known to a third party.

The authorised employee/s can be liable for unauthorised actions carried out by unauthorised persons who use their log on information.

The authorised employee/s must not keep their password in any form, encoded or decoded, in a location where it may be copied or used by any other person.

The authorised employee/s must not give, show or tell their password to anyone, including family, friends, account aggregators, or advisers.

The authorised employee/s must exit this system as soon as they have finished using it, by clicking on the Log out button.

This system allows users three attempts to enter their log on information. After the third failed attempt to enter their log on information, they will be denied access to this system, which can only be reactivated by LGsuper.

What if someone else knows the authorised employee/s password?

The authorised employee/s should notify LGsuper immediately on 1800 444 396 if they know or suspect their password has become known to a third party, or if they know or suspect any unauthorised use of their password (refer to Employer liability below).

Employer liability

The authorised employee/s are solely responsible for any activity or loss caused by use of their log on information.

They are responsible for any access to this system as a result of using their log on information, including any use they or the CEO/Responsible officer may not have approved.

The employer agrees to indemnify the Queensland Local Government Superannuation Board (QLGSB) (the party) against all actions, suits, claims, demands, liabilities, costs, expenses, loss, and damage (including legal fees on a full indemnity basis) incurred or suffered by the parties as a direct or indirect consequence of unauthorised use (or use by any other person using an authorised employee log on information) of this system, a breach of these conditions, or a breach of any rights of third parties.

The employer will be liable for any changes made to salary review data or electronically advising LGsuper of any terminations of employment, which occur before notifying LGsuper the authorised employee/s think or suspect that a third party knows of, their log on password if they:

- Tell, give, or show someone, or allow access to their password; or
- Unreasonably delay notifying LGsuper that they know or suspect someone of knowing their password.

Cancellation or suspension of access

LGsuper, in its sole discretion, can cancel or suspend employer access to this system or any function or service incorporated in this system at any time.

LGsuper, in its sole discretion, can delay or refuse to process employer instructions.

The agreement set out in these conditions and Queensland Local Government Employer access to this system, may be terminated

by LGsuper at any time without notice.

All disclaimers and limitations of liability by LGsuper will continue after termination.

Transactions requested via this system will be processed in the normal course of business.

LGsuper is not responsible for delays, errors, inaccuracies, or omissions due to failure in a computer system, or ancillary equipment, or any other circumstances beyond LGsuper's control.

Changes to these conditions

These are the current conditions.

If these conditions change at any time, LGsuper will notify the employer via the LGsuper website.

Applicable law

The employer is responsible for ensuring use of the system is lawful and does not infringe any third party's rights.

The laws of Queensland, Australia govern these conditions and the use of this system. Any claim relating to the use of this system will be heard by Queensland courts. If the employer chooses to access this system from a location outside Queensland, it does so on its own initiative and is responsible for compliance with applicable local laws.

If any portion of these conditions is found by a court to be unenforceable, the remainder of these conditions shall remain in full force and effect.

Definitions

Authorised employee/s means an employee/s of an Employer authorised by the CEO/Responsible officer of that employer to access LGsuper Online for employer purposes.

QLGSB means the Queensland Local Government Superannuation Board, a body incorporated and continued under the *Local Government Act 1993*.

Employer means the individual employer that has requested, and been granted, for any of its employees, access to the online system.

LGsuper means the Queensland Local Government Superannuation Scheme. LGsuper is administered by QLGSB.

Employer number means the employer number assigned by LGsuper upon approval of authorisation request from the employer.

Responsible officer means an officer that holds a senior position with the employer and has authority to directly authorise superannuation transactions.

This system means the website provided by LGsuper that enables a member or employer to access LGsuper account details.

Log on information means the employer ID, user ID and the system password.v