



ReddiFund

ReddiLink Portal Employee Handbook

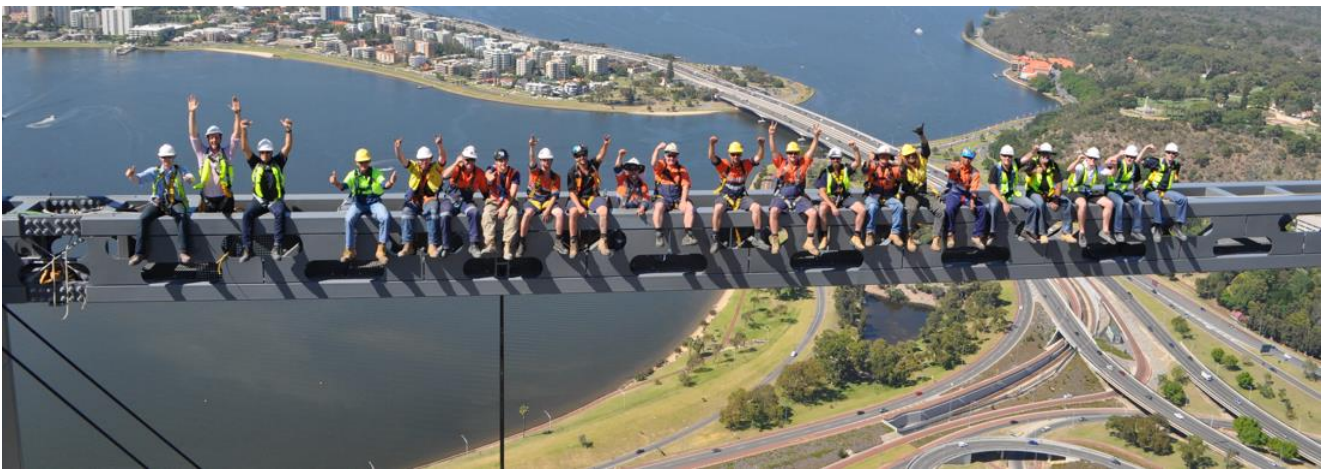


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1 Summary

This training guide has been created to help employee portal users get familiarised with the ReddiLink Members Portal.

2 Portal Registration

To access our Members Portal, you first need to be registered as a user via Portal Invitation.

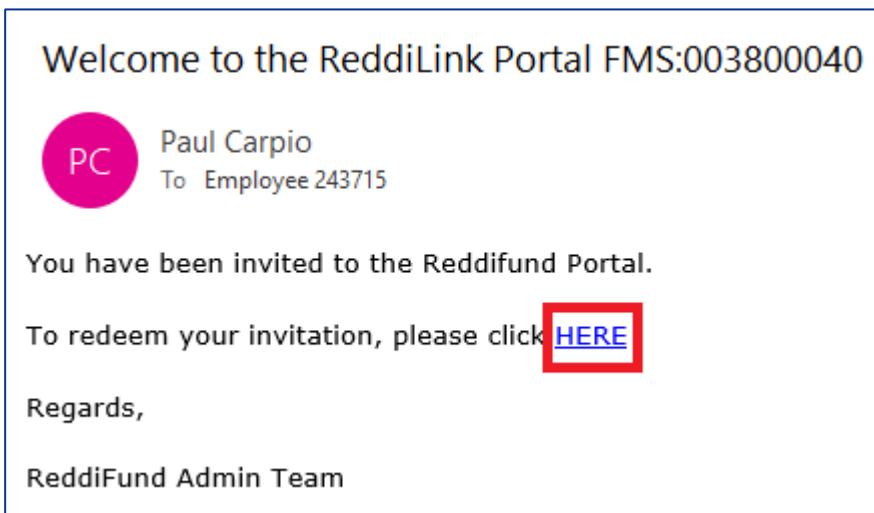
2.1 Portal Invitation

To receive a Portal Invitation, please contact our office on (08) 9481 0259 and speak to one of our friendly staff.

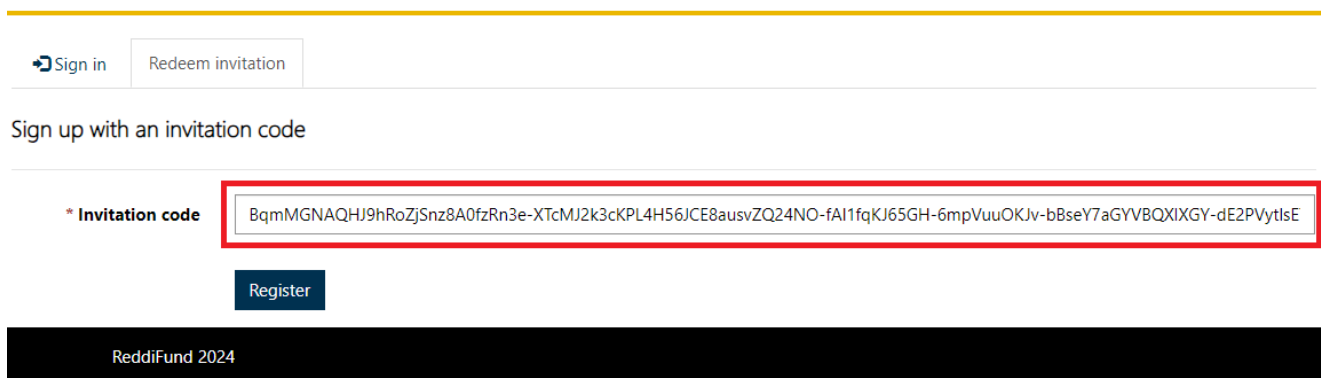
Our staff will verify your identification by asking a few security questions, once we have verified all security information, we can then proceed to send out a Portal Invitation to your nominated e-mail address.

2.2 Portal Registration Process

You will have received a system generated e-mail as follows.



Click on the "HERE" link to go to the registration page using your default web browser where the Invitation Code will already be prefilled. Click "Register" to proceed.



Fill in the relevant information below then Click "Register" to finalise your Portal Account.

[Sign in](#) [Redeem invitation](#)

Redeeming code: **6yqq-JHHy2UPRS-rCOM-9q6ZlpTo18EZbSAmCGLHWHlxnYDiYT-58FUmn19pO0c3guKB7G55OGUjB0SxrBosiWeRTdsuYHoTwwBsn-2wFyxQbAPe9mOK1b3XuN1KF-OuILCqjTNqdbgtxDN2asTfauEUqqRIRNaCyaE6TPgqA4-**

Register for a new local account

* Email The Email address will automatically be prefilled with your nominated e-mail on record, do not change.

* Username This is the username and password to utilise when logging into the Portal, not your e-mail address.

* Password

* Confirm password

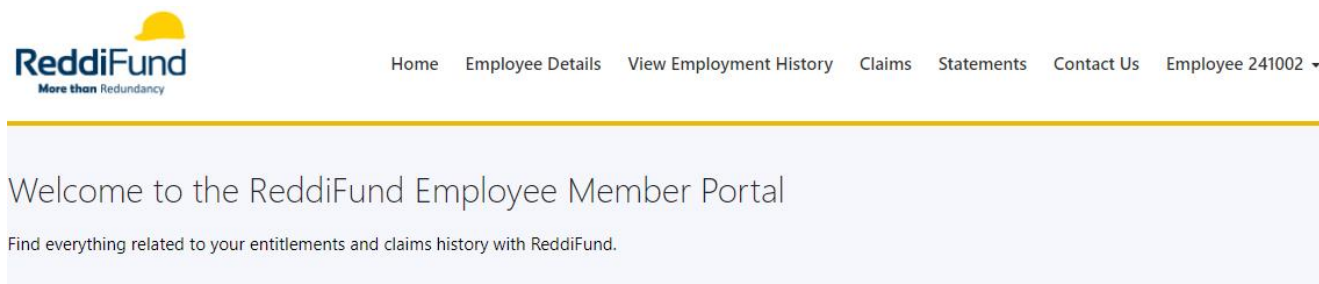
ReddiFund 2024

Once done, Click "Register".

PLEASE NOTE: the "Username" to login into the Portal is not your e-mail address, but instead, what you have specified in registration page for example, the username is "raven10" instead of "raven@mail.com" (see above).

3 Home Page

The home or landing page is the centre of the site and allows the user to navigate to different areas of the portal.



[My Details](#)

Check your personal details - contact us if you have any questions.



[My Claims](#)

Check your current claim progress and claim history.



[My Statements](#)

Review and download your statement summaries.

Click [HERE](#) to send an enquiry to the ReddiFund team.

4 Employee Details Tab

This page provides a summary of various personal information that we have on record in our system.

Should any of the information require updating, you can navigate to the Contact Us Tab and send us a request by providing us with the correct information using the form available within the page.



Home > Employee Home > **Employee Details**

Employee Details

PERSONAL INFORMATION

Membership Number

246086

TFN

—

Name

PC-UATD365-3110#1R1 AdjustmentContribution1,

Date of Birth *

01/01/1990

Email

pcarpio@reddifund.com.au

Mobile

0444 444 444

Home Phone

Provide a telephone number

MBF Covered

NO

RESIDENTIAL ADDRESS

Address *

64 Nintendo Place

Suburb *

Gamesville

State *

WA

Postcode *

6135

Country

Australia

POSTAL ADDRESS

Address Postal

—

Postal Suburb

—

Postal State

WA

Postal Postcode

—

Postal Country

—

5 Employment History Tab

In this page you will find various information relating to all the Employers that have contributed to your account along with the relevant Start and End Date for each Employers and the amount of entitlement accrued for each period.



Home > Employee Home > **Employment History**

Employment History

Final Employment Period End Date

16/11/2023

Related Employer	Commencement Date (Employment Period)	Contribution Agreement	Last Entitlement Rate (Contribution Agreement)	Start Date ↑	Finish Date	Total Entitlements	Termination Date (Employment Period)	Total Contributions (Employment Period)
Multiprate Limited	28/10/2023	PC-UATD365-3110#1R1-AdjustmentContribution1A		28/10/2023	16/11/2023	\$10.00	16/11/2023	
Multiprate Limited		PC-UATD365-3110#1R1-AdjustmentContribution1A		28/10/2023	16/11/2023	\$60.00		
Multiprate Limited		PC-UATD365-3110#1R1-AdjustmentContribution1A		28/10/2023	16/11/2023	\$90.00		

6 Claims Tab

All claim and entitlement balance related information can be found in this page.

The screenshot shows the ReddiFund website interface. At the top left is the ReddiFund logo with the tagline "More than Redundancy". To the right is a navigation menu with links: Home, Employee Details, Employment History, Claims, Statements, Contact Us, and Employee 246086. Below the navigation is a breadcrumb trail: Home > Employee Home > Employee Claims. The main heading is "Employee Claims".

Summary of claim balances:

Total Contributions Received - ReddiFund	\$100.00	Total Contributions Received - WACIRF	—
Already Claimed - ReddiFund	\$100.00	Already Claimed - WACIRF	\$0.00
Claimable Balance - ReddiFund	\$0.00	Claimable Balance - WACIRF	—

Payment history table:

Payment ID ↓	Fund Type (Employee Claim)	Gross Amount	Taxable Amount	Net Amount	Payment Status	Payment Date	Employee
PMT-0000072	Reddifund	\$100.00	\$32.00	\$68.00	Paid	20/11/2023	PC-UATD365-3110#1R1 AdjustmentContribution1A

At the bottom of the screenshot is a black bar with the text "ReddiFund 2024".

6.1 Claimable Balance

There are two “Claimable Now” balance presented in this page, one is for ReddiFund and the other is for WACIRF.

Unless you have been with ReddiFund (formerly WACIRF) prior to 2004, the likelihood of a Claimable Now balance being available under WACIRF would be nil.

It’s also handy to know that the Claimable Now balance is the net of the two amounts above each respective balance. That is “Total Contributions Received” minus “Already Claimed”.

Employee Claims

This screenshot is identical to the one above, but with red rectangular boxes highlighting the "Claimable Balance" rows for both ReddiFund and WACIRF. The ReddiFund claimable balance is \$0.00, and the WACIRF claimable balance is —.

6.2 Payment (Claims) History

The second half of this page shows historical claims (payments) that we have received and subsequently paid out to your nominated financial institution.


Payment ID ↓	Fund Type (Employee Claim)	Gross Amount	Taxable Amount	Net Amount	Payment Status	Payment Date	Employee
PMT-0000072	Reddifund	\$100.00	\$32.00	\$68.00	Paid	20/11/2023	PC-UATD365-3110#1R1 AdjustmentContribution1A


6.3 Payment Remittance Advice

To access your Payment Remittance Advice, please Click on each of the link provided under the “Payment ID” column.

Payment ID ↓	Fund Type (Employee Claim)	Gross Amount	Taxable Amount	Net Amount	Payment Status	Payment Date	Employee
PMT-0000072	Reddifund	\$100.00	\$32.00	\$68.00	Paid	20/11/2023	PC-UATD365-3110#1R1 AdjustmentContribution1A

A new window will pop-up where you will then need to Click the link to the Payment Remittance Advice. Please ensure you have a PDF reader to open the file.

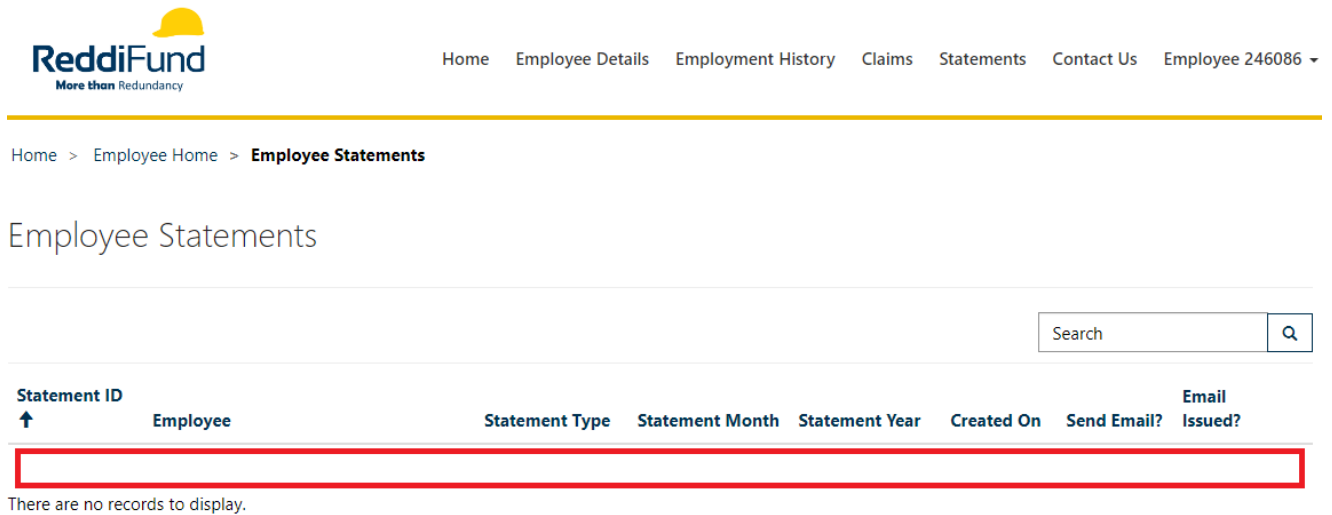
 View details
×

<p>Payment ID PMT-0000072</p> <p>Payment Status Paid</p> <p>Employee PC-UATD365-3110#1R1 AdjustmentContributi</p> <p>Payment Date 20/11/2023</p> <p>Total Amount \$100.00</p> <p>Taxable Amount \$32.00</p> <p>Payment Amount \$68.00</p>	<p>Note Text 3 months ago BlueBox Admin</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p> Payment Remittance Advice PMT-0000072.pdf (48.88 KB)</p> </div>
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7 Statements Tab

ReddiFund issues Statements to its members twice a year, the first being the Annual Statements issued in July and the second is the Bi-Annual Statements issued in January.

When the Statements become available a notification goes out to our members advising them that they now obtain a copy of the Statement via logging into the Members Portal and going to the relevant section to download them.



ReddiFund
More than Redundancy

Home Employee Details Employment History Claims Statements Contact Us Employee 246086 ▾

Home > Employee Home > **Employee Statements**

Employee Statements

Search

Statement ID ↑	Employee	Statement Type	Statement Month	Statement Year	Created On	Send Email?	Email Issued?
There are no records to display.							

8 Contact Us Tab

Submit a query or request to the ReddiFund Team by completing the form below.

Home > Employee Home > **Employee Enquiry**

Employee Enquiry

Write to us or find us at:

Level 1, Unit 2,
44 Parliament Place,
West Perth, WA 6005

Email us at info@reddifund.com.au

Call us on (08) 9481 0259

Employer Name

PC-UATD365-3110#1R1 AdjustmentContribution1A

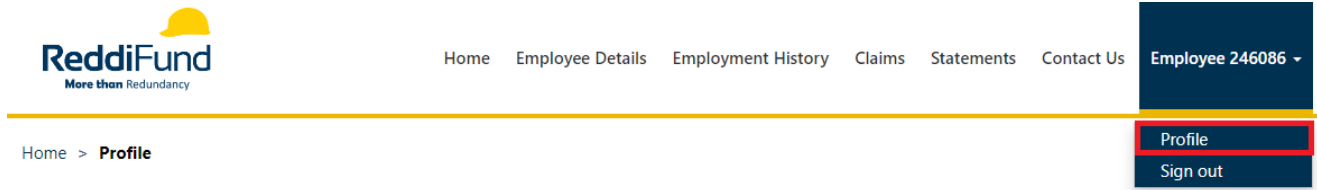
Subject

Description

Submit

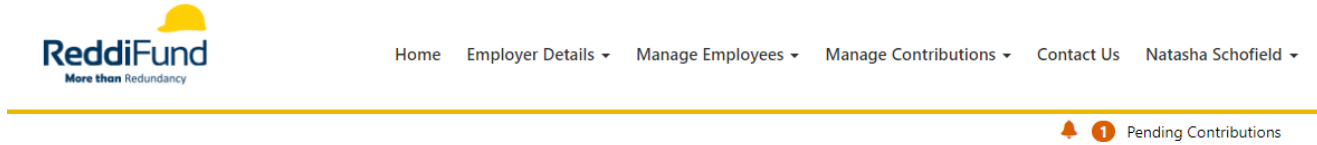
9 My Profile Tab

The My Profile Tab allows you to access and change various details tied to your profile.



9.1 Change Password

Click on the Change Password link to change their password.



Profile

The screenshot shows the Profile page for Natasha Schofield. On the left, there is a profile card with a placeholder image and the name 'Natasha Schofield'. Below it are links for 'Profile', 'Security', 'Change password' (highlighted with a yellow box), and 'Change email'. On the right, there is a light blue banner that says 'Your email requires confirmation.' with a 'Confirm Email' button. Below the banner is the 'Your information' section with the following fields: First Name (Natasha), Last Name (Schofield), Company Name (The Construction Company Pty Ltd), Business Phone (08 2258 3368), E-mail, and Title.

. You'll need to add your old password, and then your new password twice to update. The password will apply the next time you log in.

Change password

The screenshot shows the Change Password form for Christian Menzies. On the left, there is a profile card with a placeholder image and the name 'Christian Menzies'. Below it are links for 'Profile' and 'Security'. The 'Change password' link is highlighted with a yellow box. On the right, the form fields are: Username (christian.menzies@abccconstruction.com.au), Old password, New password, and Confirm password (all highlighted with a yellow box). A 'Change password' button is at the bottom.

9.2 Password Reset

If you happen to forget your password, you can reset it from the log in screen to the portal by Clicking on the "Forgot your password?" button.

Forgot your password?

* Email

me@email.com

Enter your email address to request a password reset.

Send

An email will be sent to the email address used to create the login account to reset the password. Click on the links embedded in the email to launch the portal reset password page.

Reset password

New password

.....

Confirm new password

.....

Reset

Once the Reset button has been clicked the password will be updated, and you should be able to log in.

Reset password

Your password has been reset.

Sign in

9.3 Change E-mail

Change your e-mail address by entering the information and Clicking “Change and confirm e-mail”.



Home Employee Details Employment History Claims Statements Contact Us Employee 246086

Home > Profile > Change email

Change email



Employee 246086

Profile

Security

Change password

Change email

* E-mail


me@mail.com

Change and confirm email

9.4 Update Profile

Some profile information can be updated by correcting the information contained within the fields provided below.

Profile

 Employee 246086

? Your email requires confirmation. [Confirm Email](#)

Profile

Security

Change password

Change email **?**

Your information

First Name *	Last Name *
Employee	246086
Company Name	Business Phone *
—	111 111 111
E-mail *	Title
pcarpio@reddifund.com.au	
Organization Name	Web Site
Nickname	Role
	Employee ▼
Public Profile Copy	
<div style="border: 1px solid #ccc; height: 100px;"></div>	

Once done, Click “Next”.

9.5 Contact Method

You can specify the preferred method of contact by selecting one or more options from the following.

[Next](#)

How may we contact you? Select all that apply. _____

Email
 Fax
 Phone
 Mail

[Update](#)

Click “Update” once done.