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 (https://members.reddifund.com.au/).

2   Portal Registration

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

2.1   Portal Invitation

If your employer provided us with your e-mail during the registration process, our system would automatically generate two e-mails 1) Welcome Letter, and 2) Portal Invitation.

Simply follow the link within the Portal Invitation e-mail to setup your online access to our Members Portal (see below Section 2.2 Portal Registration Process).

However, if no e-mail was supplied, then an SMS would be sent to your mobile, prompting you to give us a call so that a Portal Invitation can be sent to you manually.

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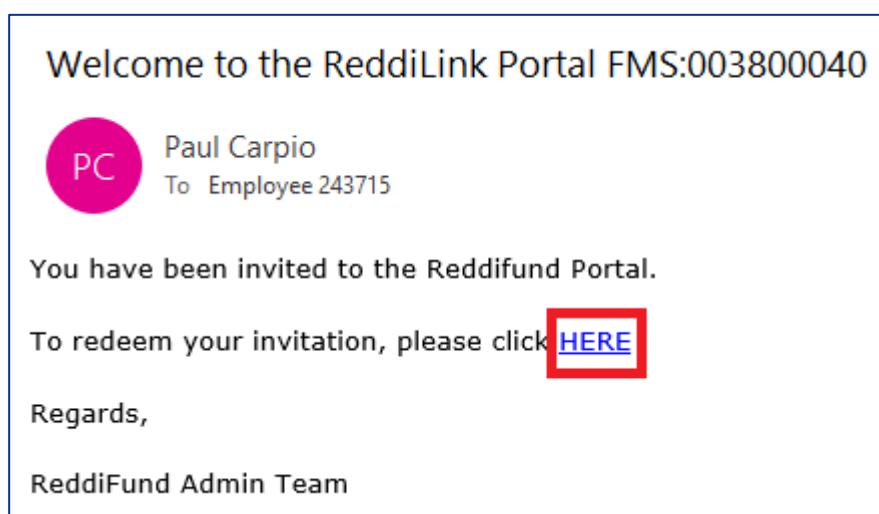
Click on the "HERE" link to go to the registration page using your default web browser where the Invitation Code will already be prefilled. Click "Register" to proceed.

Sign up with an invitation code

* Invitation code   BqmMGNAQHJ9hRoZjSnz8A0fzRn3e-XTcMJ2k3cKPL4H56JCE8ausvZQ24NO-fAl1fqKJ65GH-6mpVuuOKJv-bBseY7aGYVBQXIXGY-dE2PVytlsE

Register

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

Redeeming code: **6yqq-JHHy2UPRS-rCOM-9q6ZlpTo18EZbSAmCGLHWHIxnYDiYT-58FUmn19pO0c3guKB7G55OGUjB0SxrBosiWeRTdsuYHoTwgBsN-2wFyxQbAPe9mOK1b3XuN1KF-OulLCqnjTNqdbgtxDN2asTfauEUqqRIRNaCyaE6TPgqA4-**

Register for a new local account

* Email	raven@mail.com
* Username	raven10
* Password	••••••••
* Confirm password	••••••••

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

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

Register

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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).

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.
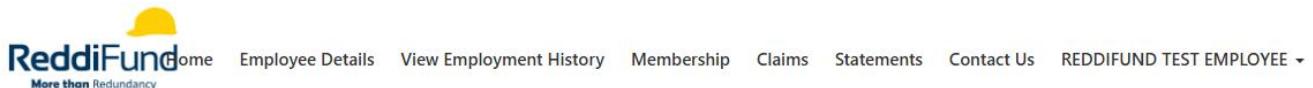
3   Employee Details Tab

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.

ReddiFund
More than Redundancy

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

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
—

4   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.

ReddiFund
More than Redundancy

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

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		

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5   Membership Tab

In the Membership page you can find and download your ReddiFund Welcome Letter and Membership Card as well as other useful information in relation to being a ReddiFund Member.
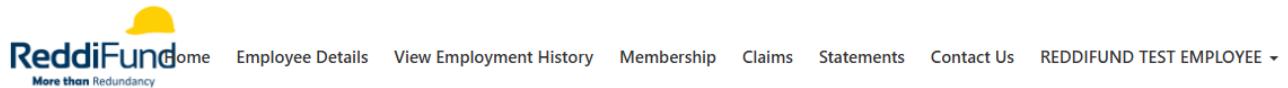
Information for Members

Please find below flyers and other documentation relating to ReddiFund and our services.

- ReddiFund Membership Card [Fillable]
- ReddiFund 'What We Do' Flyer
- HBF Corporate Health Plan Flyer
- HIF Corporate Health Plan Flyer

- Mutual Benefit Leisure Flyer
- Mutual Benefit Journey Flyer
- ReddiFund-Arch Assist Card

My Files

- ReddiFund Membership Card.pdf (78 KB)
- ReddiFund Welcome E-mail (Letter).pdf (30 KB)

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6   Claims Tab

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

Employee Claims

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

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	⌄

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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

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

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   ✕

Payment ID

PMT-0000072

Note Text

3 months ago BlueBox Admin

📄 Payment Remittance Advice PMT-0000072.pdf (48.88 KB)

Payment Status

Paid

Employee

PC-UATD365-3110#1R1 AdjustmentContributi

Payment Date

20/11/2023

Total Amount

$100.00

Taxable Amount

$32.00

Payment Amount

$68.00

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.

8 Contact Us Tab

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

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More than Redundancy

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

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.
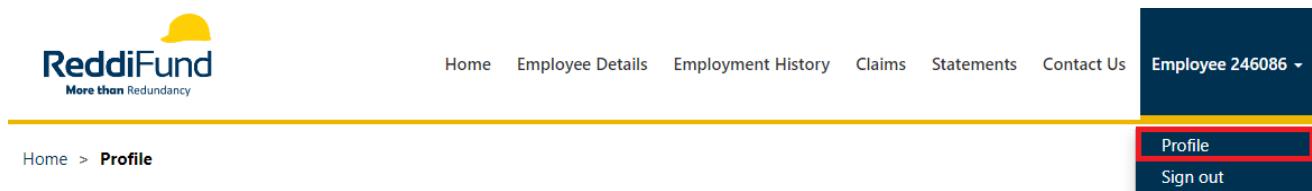
9.1   Change Password
Click on the Change Password link to change their password.
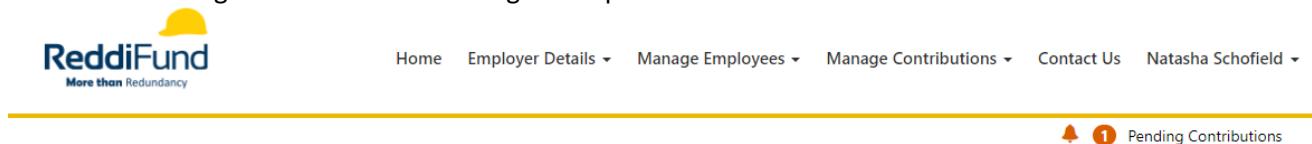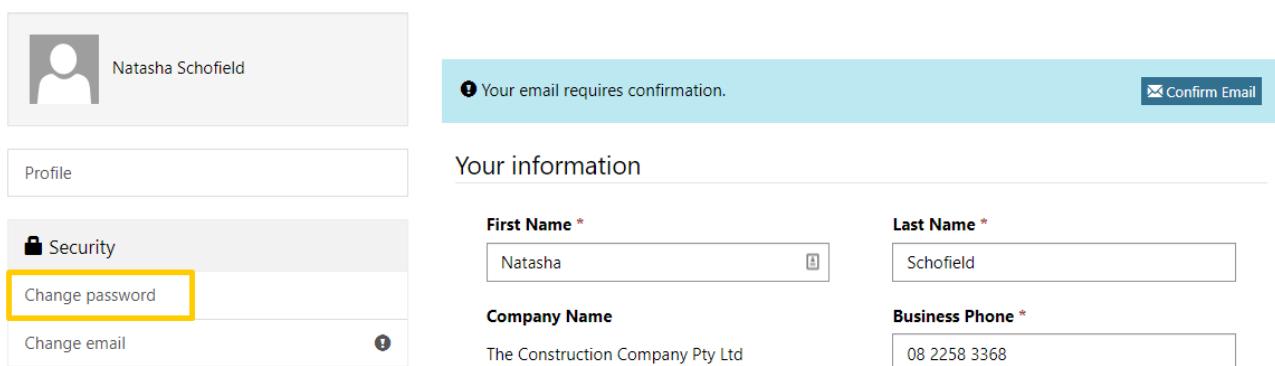
. You'll need to add your old password, and then your new password twice to update. The password will apply the next time you log in.
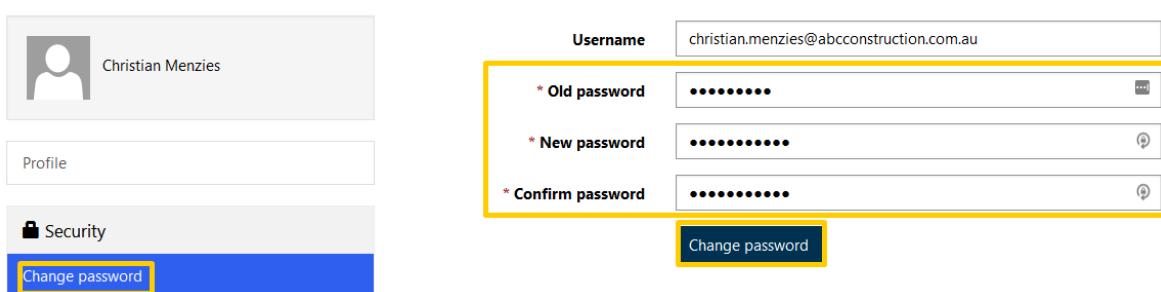
9.2   Password Reset

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".

ReddiFund
More than Redundancy

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

Home > Profile > **Change email**

Change email

Employee 246086

* E-mail me@mail.com

✉ **Change and confirm email**

Profile

🔒 **Security**

Change password

Change email   ❶

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9.4   Update Profile

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


Once done, Click "Next".

9.5   Two-Factor Authentication

For increased security, you can enable Two-Factor Authentication.

When enabled, each time you log into our Portal, a verification code will be sent to your nominated e-mail. You are then required to enter this code to enable access to our Portal each at each log in.

To enable, firstly you need to confirm your e-mail address by Clicking **Confirm E-mail** button from your Main Profile page.

After a few minutes, a confirmation e-mail with a link will be sent to your nominated e-mail address, Click on this link to confirm your e-mail.

If the confirmation is successful, you will be able to see the following button in the **Change Two-Factor Authentication** area.

9.6   Contact Method

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

Click "Update" once done.