



ReddiFund

ReddiLink Portal Employee Handbook



TABLE OF CONTENTS

1	Summary.....	1
2	Portal Registration	1
2.1	Portal Invitation.....	1
2.2	Portal Registration Process.....	1
	Home Page	3
3	Employee Details Tab.....	4
4	Employment History Tab	5
5	Membership Tab.....	6
6	Claims Tab.....	7
6.1	Claimable Balance	7
6.2	Payment (Claims) History	8
6.3	Payment Remittance Advice	8
7	Statements Tab	9
8	Contact Us Tab	9
9	My Profile Tab.....	11
9.1	Change Password	11
9.2	Password Reset	11
9.3	Change E-mail	12
9.4	Update Profile	13
9.5	Two-Factor Authentication.....	13
9.6	Contact Method	14

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).

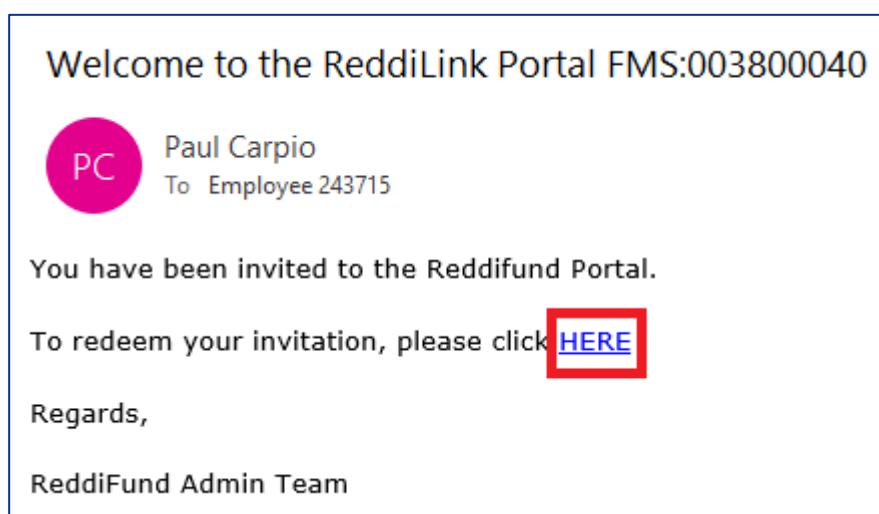
However, if no e-mail was supplied, then an SMS would be sent to your mobile, prompting you to give us a call so that a Portal Invitation can be sent to you manually.

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 in

Redeem invitation

Sign up with an invitation code

* Invitation code

BqmMGNAQHJ9hRoZjSnz8A0fzRn3e-XTcMJ2k3cKPL4H56JCE8ausvZQ24NO-fAI1fqKJ65GH-6mpVuuOKJv-bBseY7aGVVBQXIXGY-dE2PVytlxE

Register

ReddiFund 2024

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

 Sign in

Redeem invitation

Redeeming code: 6yqq-JHHy2UPRS-rCOM-9q6ZlpTo18EZbSAmCGLHWHixnYDiYT-58FUmn19p00c3guKB7G550GUjB0SxrBosiWeRTdsuYHoTwgBsN-2wFyxQbAPe9mOK1b3XuN1KF-OuILCqnjTNqdbgtxDN2asTfauEUqqRIRNaCyaE6TPgqA4-

Register for a new local account

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

* Email

raven@mail.com

* Username

raven10

* Password

.....

* Confirm password

.....

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

Register

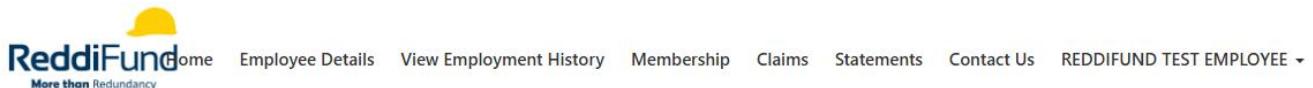
ReddiFund 2024

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).

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.



Welcome to the ReddiFund Employee Member Portal

Find everything related to your entitlements and claims history with ReddiFund.



[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.

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.

 [Home](#) [Employee Details](#) [Employment History](#) [Claims](#) [Statements](#) [Contact Us](#) [Employee 246086 ▾](#)

Home > Employee Home > **Employee Details**

Employee Details

PERSONAL INFORMATION	RESIDENTIAL ADDRESS	POSTAL ADDRESS
Membership Number 246086	Address * 64 Nintendo Place	Address Postal —
TFN —	Suburb * Gamesville	Postal Suburb —
Name PC-UATD365-3110#1R1 AdjustmentContribution1,	State * WA	Postal State WA
Date of Birth * 01/01/1990	Postcode * 6135	Postal Postcode —
Email pcarpio@reddifund.com.au	Country Australia	Postal Country —
Mobile 0444 444 444		
Home Phone Provide a telephone number		
MBF Covered NO		

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

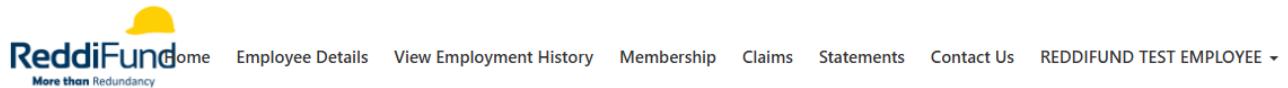
16/11/2023

Related Employer	Commencement Date (Employment Period)		Last Entitlement Rate (Contribution Agreement)			Start Date ↑	Finish Date	Total Entitlements	Termination Date (Employment Period)	Total Contributions (Employment Period)
	Contribution Agreement	Start Date ↑	Finish Date	Total Entitlements	Termination Date (Employment Period)					
Multiprivate Limited	28/10/2023	PC-UATD365-3110#1R1-AdjustmentContribution1A	28/10/2023	16/11/2023	\$10.00	28/10/2023	16/11/2023	\$10.00	16/11/2023	
Multiprivate Limited		PC-UATD365-3110#1R1-AdjustmentContribution1A	28/10/2023	16/11/2023	\$60.00					
Multiprivate 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]	 Mutual Benefit Leisure Flyer
 ReddiFund 'What We Do' Flyer	 Mutual Benefit Journey Flyer
 HBF Corporate Health Plan Flyer	 ReddiFund-Arch Assist Card
 HIF Corporate Health Plan Flyer	

My Files

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



6 Claims Tab

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

The screenshot shows the ReddiFund Employee Claims page. At the top, there is a navigation bar with links: Home, Employee Details, Employment History, Claims, Statements, Contact Us, and Employee 246086. Below the navigation bar, the breadcrumb navigation shows: Home > Employee Home > Employee Claims. The main title is "Employee Claims".

Total Contributions Received - ReddiFund

\$100.00

Already Claimed - ReddiFund

\$100.00

Claimable Balance - ReddiFund

\$0.00

Total Contributions Received - WACIRF

—

Already Claimed - WACIRF

\$0.00

Claimable Balance - WACIRF

—

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

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

Total Contributions Received - ReddiFund	Total Contributions Received - WACIRF
\$100.00	—
Already Claimed - ReddiFund	Already Claimed - WACIRF
\$100.00	\$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	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>

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.

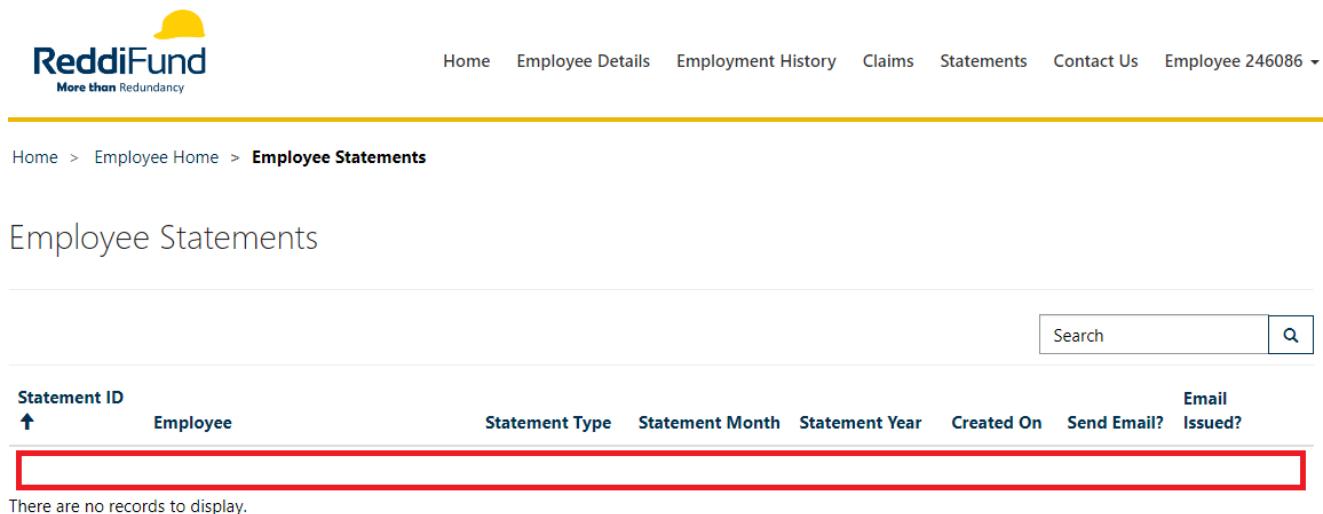
 View details X

Payment ID	Note Text
PMT-0000072	3 months ago BlueBox Admin
Payment Status	 Payment Remittance Advice PMT-0000072.pdf (48.88 KB)
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.



The screenshot shows the ReddiFund Employee Statements page. At the top, there is a navigation bar with links: Home, Employee Details, Employment History, Claims, Statements, Contact Us, and Employee 246086. Below the navigation bar, a breadcrumb trail shows the user is at Home > Employee Home > Employee Statements. The main title is Employee Statements. There is a search bar with a magnifying glass icon. Below the search bar is a table with the following columns: Statement ID (with an up arrow icon), Employee, Statement Type, Statement Month, Statement Year, Created On, Send Email?, and Email Issued?. A red box highlights the Employee column. Below the table, a message says "There are no records to display."

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.

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

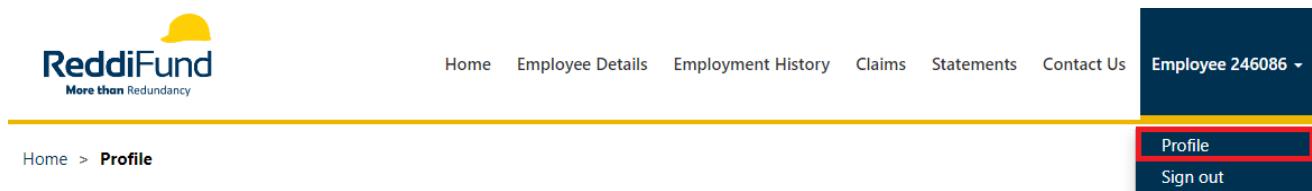
Subject

Description

Submit

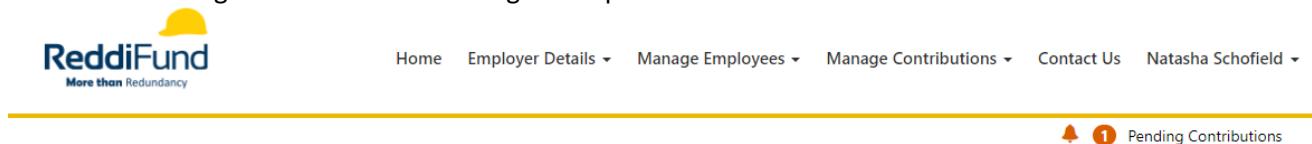
9 My Profile Tab

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

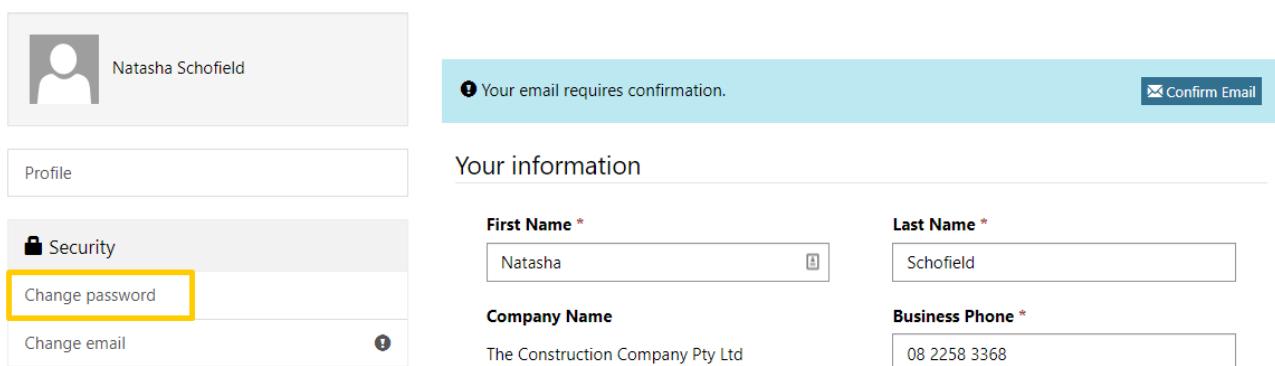


9.1 Change Password

Click on the Change Password link to change their password.

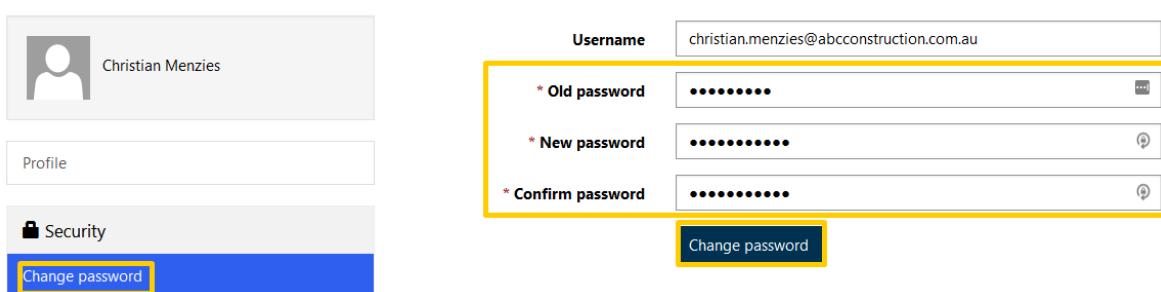


Profile



. 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



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

* E-mail

me@mail.com

Change and confirm email

Profile

Security

Change password

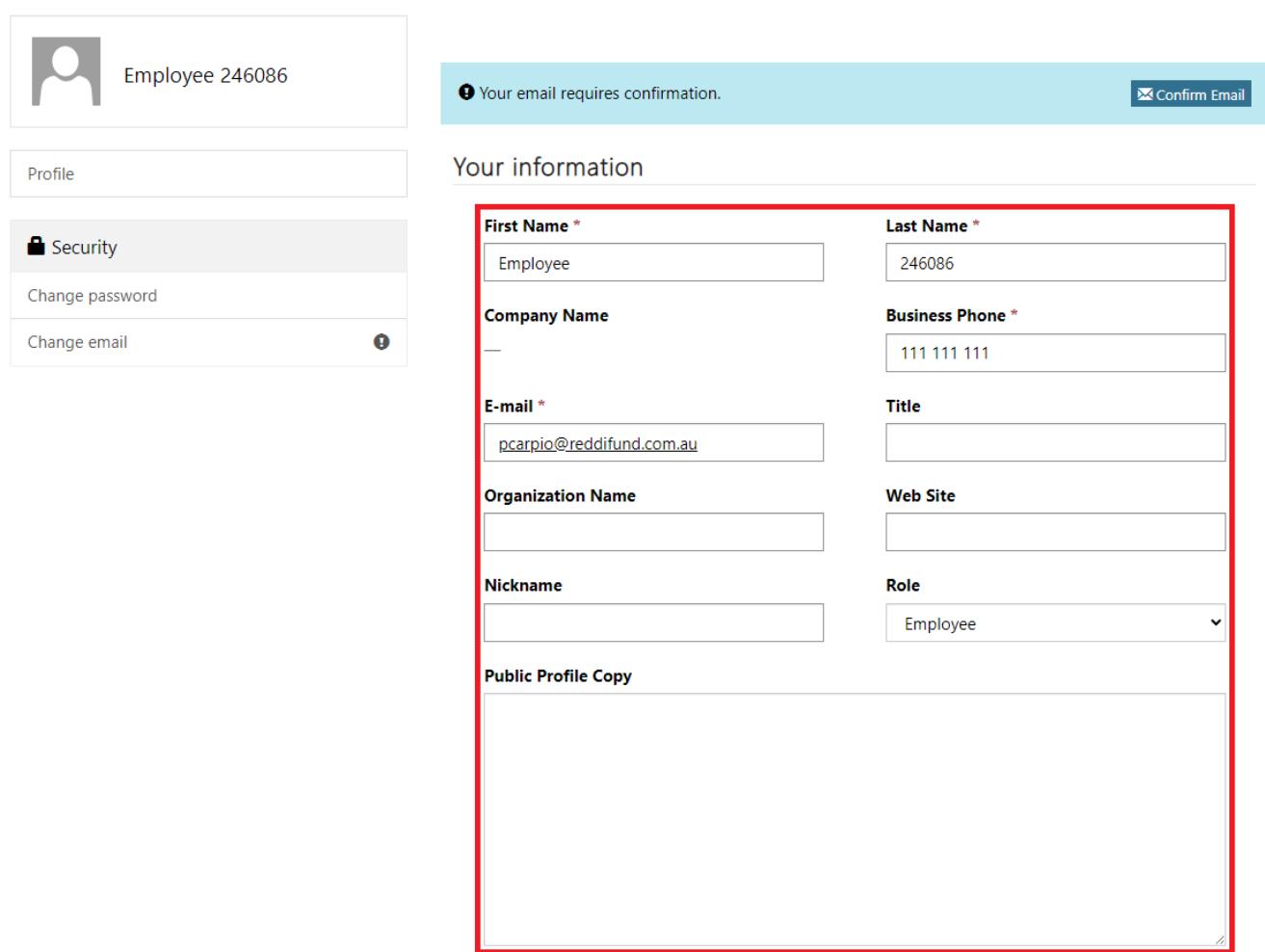
Change email



9.4 Update Profile

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

Profile



Employee 246086

Your information

First Name * Employee	Last Name * 246086
Company Name —	Business Phone * 111 111 111
E-mail * pcarpio@reddifund.com.au	Title —
Organization Name —	Web Site —
Nickname —	Role Employee
Public Profile Copy —	

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.

Profile

The screenshot shows the 'Profile' page. On the left, there is a sidebar with options: 'Profile', 'Security' (selected), 'Change password', 'Change email' (with an info icon), and 'Change Two-Factor authentication'. The main content area is titled 'Your information' and shows the following fields: 'First Name *' (Paul), 'Last Name *' (Carpio), and 'E-mail *' (pcarpio@reddifund.com.au). A message at the top says 'Your email requires confirmation.' and a 'Confirm Email' button is circled in red.

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.

The screenshot shows the 'Contact Method' settings page. It has a 'Next' button at the top left. Below it is a question: 'How may we contact you? Select all that apply.' To the right is a list of checkboxes: 'Email' (checked and highlighted with a red box), 'Fax' (checked), 'Phone' (checked), and 'Mail' (checked). At the bottom is an 'Update' button.

Click "Update" once done.