

ECSA Employment Portal cheat sheet

This guide will assist you to update your details in the ECSA Employment Portal.

URL: <https://erm.aurion.cloud/ecsa/production/personnel/login>

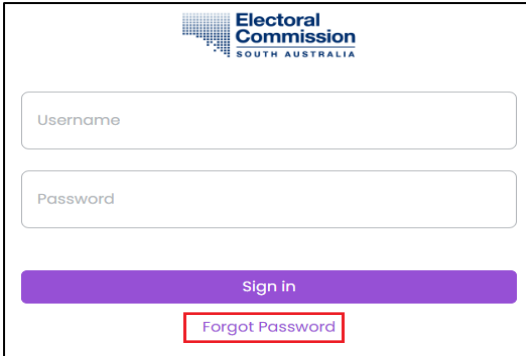
username: the email address you use to create your Registration of Interest (ROI)

password: as previously created by you



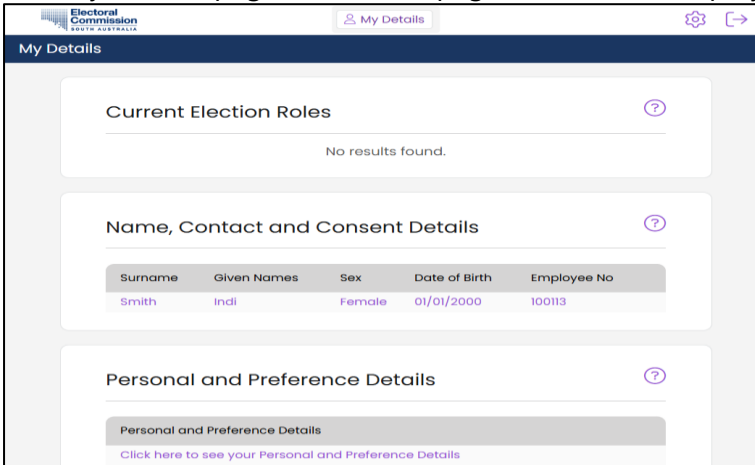
The screenshot shows the login page of the ECSA Employment Portal. At the top is the Electoral Commission South Australia logo. Below it are two input fields: the first contains the email address 'indi.bella@test.com.au' and the second contains a masked password '.....'. A purple 'Sign In' button is highlighted with a red box. Below the button is a link that says 'Forgot Password'.

To reset your password, click 'forgot password?', enter your username and a new password will be sent to your email from noreply@aurion.cloud.



The screenshot shows the 'forgot password' page. It has the same logo at the top. There are two input fields labeled 'Username' and 'Password'. Below them is a purple 'Sign In' button. A red box highlights a link that says 'Forgot Password' located below the 'Sign In' button.

The 'My Details' page is the main page of the ECSA Employment Portal.



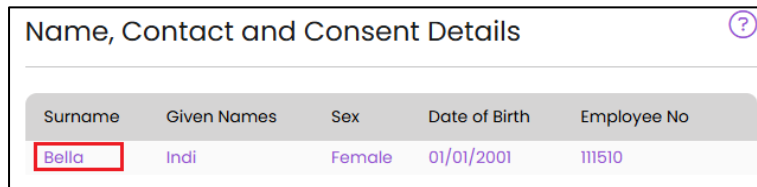
The screenshot shows the 'My Details' page. At the top is a navigation bar with the Electoral Commission South Australia logo, a 'My Details' link, and icons for settings and a back arrow. The main content area has a dark blue header 'My Details'. Below this are three sections, each with a title, a help icon, and a table of data:

- Current Election Roles**: A table with one row containing 'No results found.'
- Name, Contact and Consent Details**: A table with five columns: Surname, Given Names, Sex, Date of Birth, and Employee No. The data row shows: Smith, Indi, Female, 01/01/2000, 100113.
- Personal and Preference Details**: A table with one row containing 'Personal and Preference Details'. Below the table is a link: 'Click here to see your Personal and Preference Details'.

To update your **personal details** including preferred name, email, mobile and physical address, click on your name to open the details screen and update the required information.

Click 'save' to keep or 'back' to discard your changes.

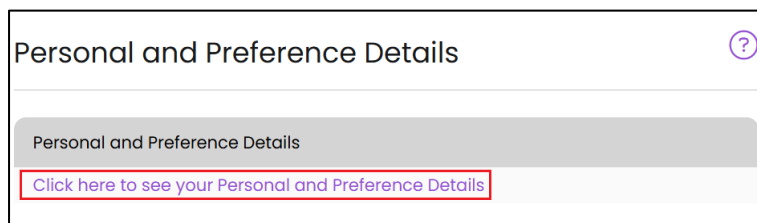
Note: you are unable to update your family name or date of birth in the Employment Portal. If these details need to be updated, please email ecsa.employment@sa.gov.au.



Surname	Given Names	Sex	Date of Birth	Employee No
Bella	Indi	Female	01/01/2001	111510

To update your **personal and preference details** including your elections experience and availability to work click on 'click here' to open the details screen and update the required information.

Click 'save' to keep or 'back' to discard your changes.

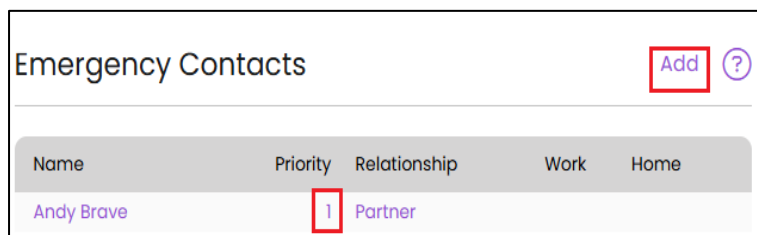


Click here to see your Personal and Preference Details

To update your **emergency contacts details** click 'add' and enter the details of your next of kin.

Click 'save' to keep changes or 'back' to discard your changes.

Note: the person you nominate as priority '1' will be the first person contacted in the case of an emergency.



Name	Priority	Relationship	Work	Home
Andy Brave	1	Partner		

To update your **bank, super and tax details** click on the pre-filled information you have previously entered to open the details screen and update the required information.

Note: the Employment Portal is locked between 3.30pm Tuesday and 1pm Thursday and you will not be able to update your bank, super or tax details during this time.

Bank, Superannuation and Tax

Banking Details

Bank NAB, Branch 082020, Sydney, Account 123123123

To update your **bank** details:

- click on 'branch' and enter the bank BSB and select your bank from the drop-down menu
- click on 'account no' and enter your account number without spaces or dashes (i.e. 1231231)
- click on 'account name' and enter your given name and family name (first and surname).

Note: if you are unable to find your BSB, please email your bank's name and BSB to ecsa.payroll@sa.gov.au

Bank, Superannuation and Tax Details

Please provide a response to the questions on this screen noting that the red marker on the response box indicates that a response is mandatory.

BANK DETAILS

BRANCH:

248056 CTI Sydney (248056)

Enter a valid BSB number

ACCOUNT NO:

1231231

ACCOUNT NAME:

Indi Bella

To update your **tax** details:

- your tax file number should already be populated so check the number is correct
- if you are eligible to claim the tax-free threshold (general exemption) to be taxed at a lower rate, click on the 'claim general exemption' radio button to turn the field purple
- to advise of a study and training support loan (previously known as HECs or HELP), click on STSL debt radio button to turn the field purple.

Note: for information on your eligibility to claim the general exemption visit www.ato.gov.au

TAXATION DETAILS

Further information on claiming exemptions and STSL debts is available on the ATO website or on this form ([TFN Declaration Form](#))

TAX FILE NUMBER:

000-000-000

Valid format for TFN XXX-XXX-XXX

CLAIM GENERAL EXEMPTION:

Yes

STSL DEBT:

No

To update your **super details** select one of the four following options:

Option 1: Join ECSA's default fund, Super SA.

SUPERANNUATION FUND:

☒ I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001

Option 2: use your existing super account with Super SA by entering your member number

SUPERANNUATION FUND:

☐ I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001

☒ I am already a member of the default fund, Super SA Triple S Scheme - USI=40651037780001, and I have a current membership number

☐ I wish to provide my own fund details

If you wish to nominate your Self Managed Superannuation Fund (SMSF) please email the details of the fund (including the fund BSB, account number, ABN and ESA) along with a document confirming the SMSF is an ATO regulated Super Fund to ecsa.employment@sa.gov.au

MEMBERSHIP NO: 1231231231

Option 3: nominate your own super fund by clicking on the radio button

- click the fund Spins/USI field and start typing your fund's name
- select the correct USI (available on your fund's website)
- click the membership number field and enter your member number without spaces or dashes (i.e. 123123123123)

SUPERANNUATION FUND:

☐ I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001

☐ I am already a member of the default fund, Super SA Triple S Scheme - USI=40651037780001, and I have a current membership number

☒ I wish to provide my own fund details

If you wish to nominate your Self Managed Superannuation Fund (SMSF) please email the details of the fund (including the fund BSB, account number, ABN and ESA) along with a document confirming the SMSF is an ATO regulated Super Fund to ecsa.employment@sa.gov.au

FUND SPIN / USI: AMG Core Super - USI=ETL0196AU

MEMBERSHIP NO: 1231231231

Back Save

Option 4: use a Self-Managed Super Fund (SMSF).

If you wish to nominate your ATO registered SMSF, email the fund's details including ABN, BSB, account number, ESA (electronic service address) and member number, if applicable to ecsa.payroll@sa.gov.au and ECSA will upload it into the Employment Portal.

When you click 'save', a pop-up screen containing the bank, tax and super details you have changed will appear.

Confirm Updates

Please confirm that the updated details below are correct otherwise the funds may go to the wrong account, and we may not be able to recover them for you.

Fund SPIN / USI:

Super SA Triple S Scheme - USI=40651037780001

Cancel

Confirm

Review the pop-up screen **carefully** to ensure your details are accurate as incorrect details will delay payment into your bank or super fund.

Click on 'confirm' to confirm your details or 'cancel' to discard your changes.