



# Your guide to salary packaging with Smart



Government of  
South Australia

Smart

# Salary packaging with Smart

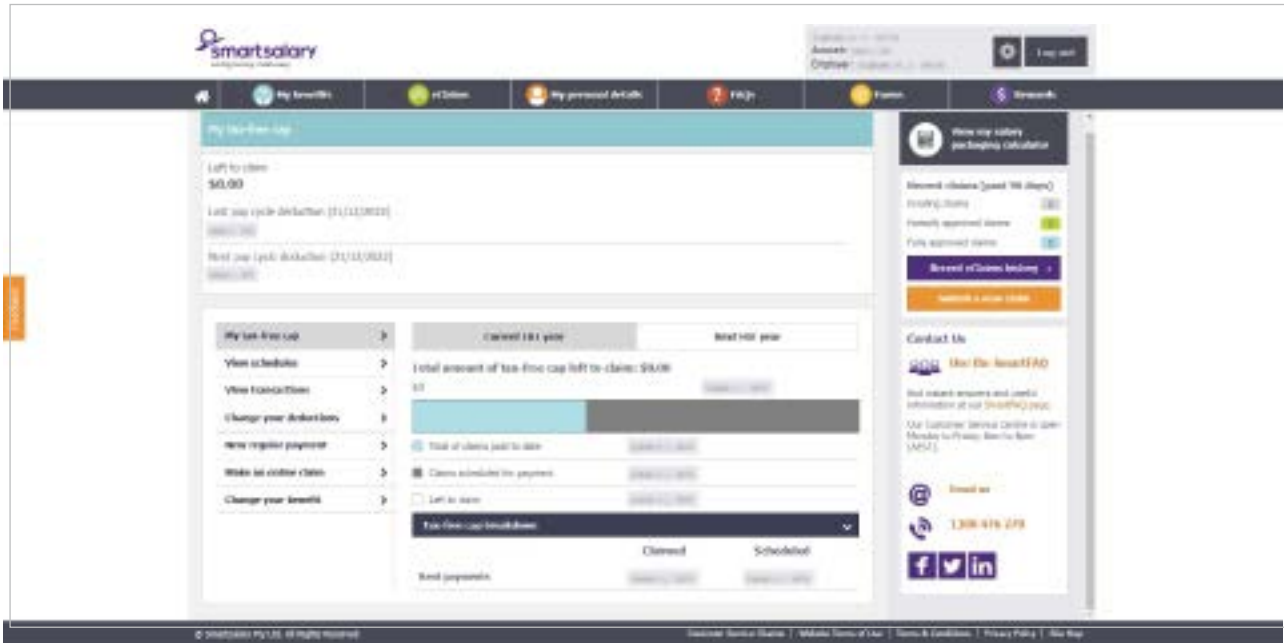
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# View your benefits

## Your benefits

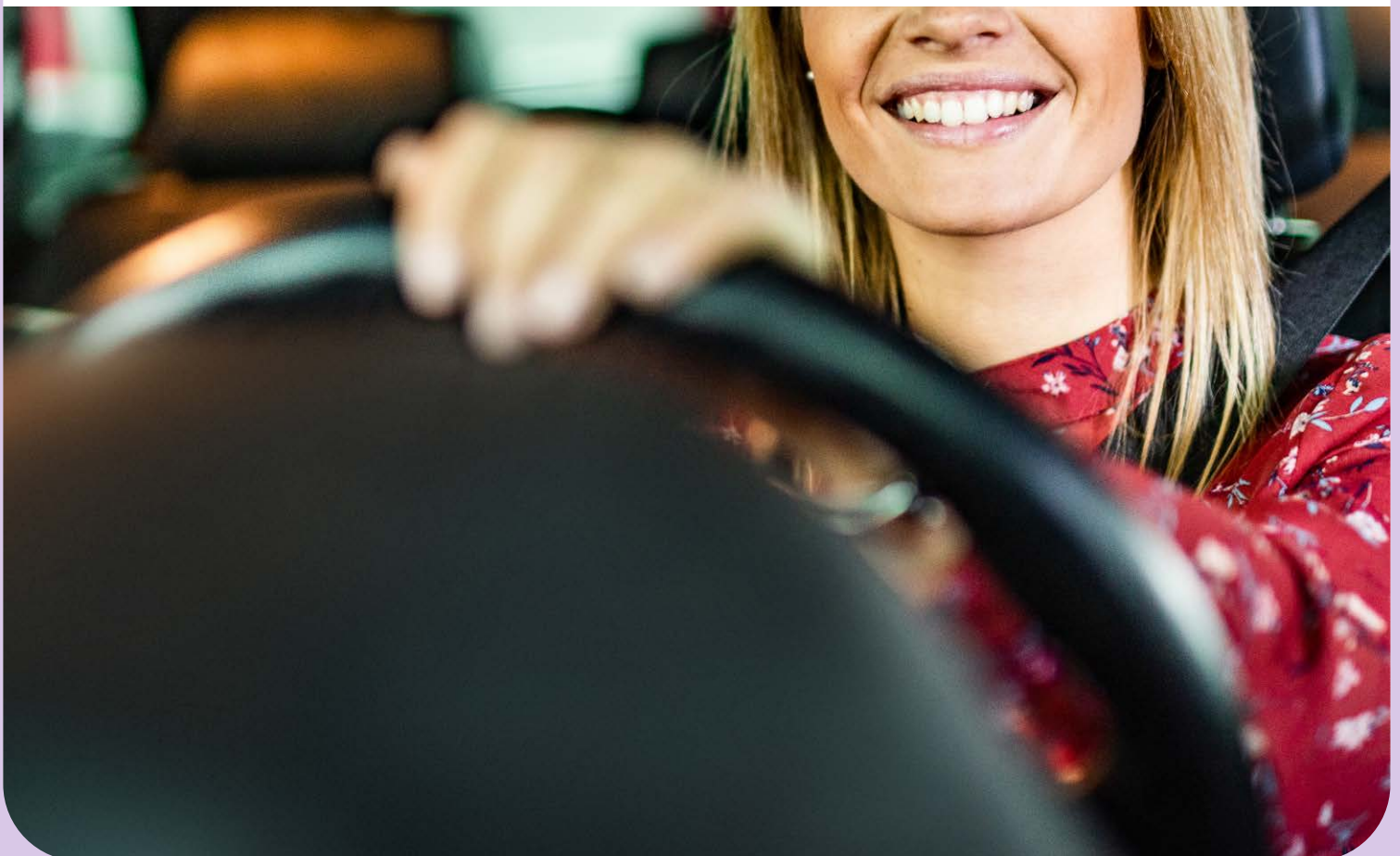
Once you have logged in to your account, click on 'My benefits' and then select your benefit for more details, to access quick links to reports, and online claims (if applicable).



# Add a benefit

## Your benefits

- Click 'Add benefit' for details on the benefits you can include in your salary packaging.
- Click 'Find out more' for further details and the supporting documents required. If you're ready to start, click 'Apply now'.

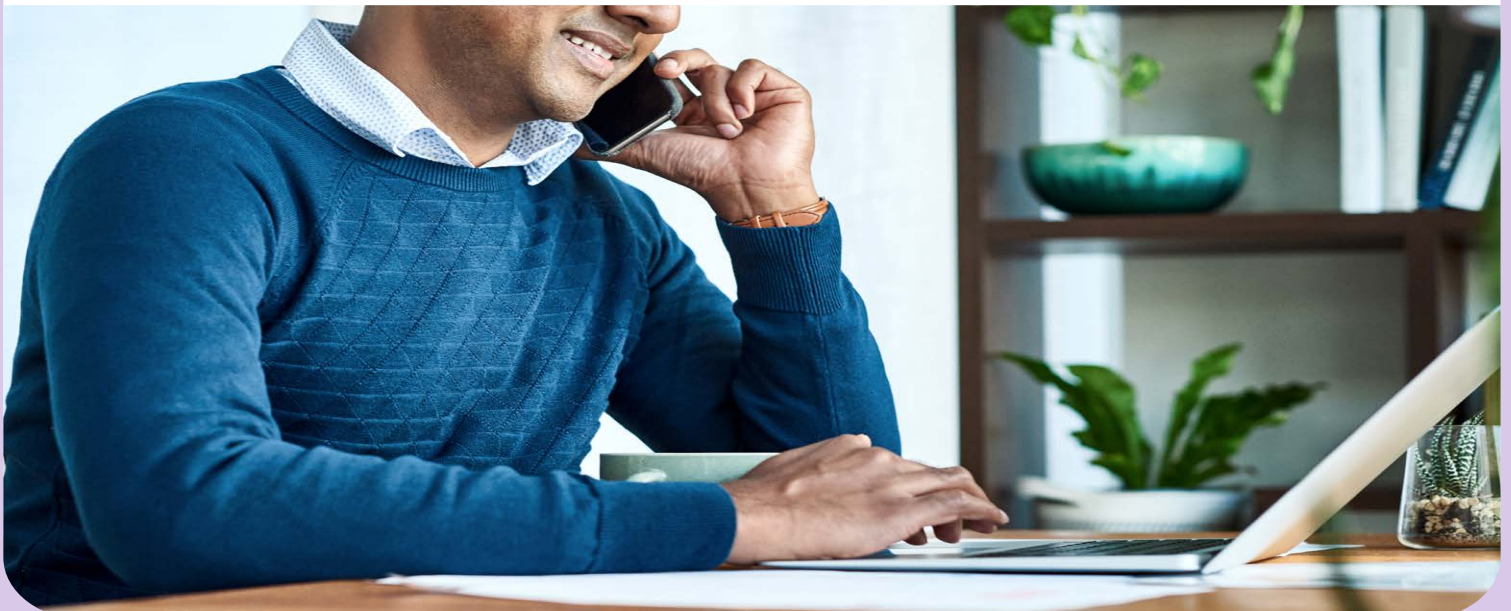
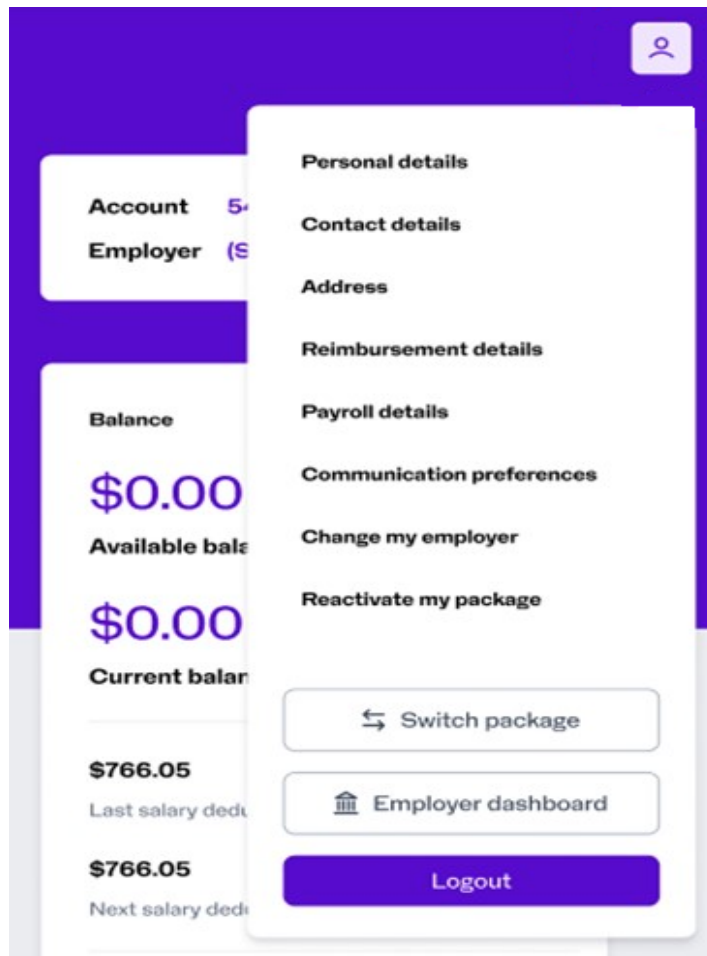


# Updating your details

## Your details

If any of your salary packaging details have changed, it is important to update this information on your account.

View your current details by clicking on the person icon in the top right hand corner of your account dashboard. Then you simply choose one of the menu options below.

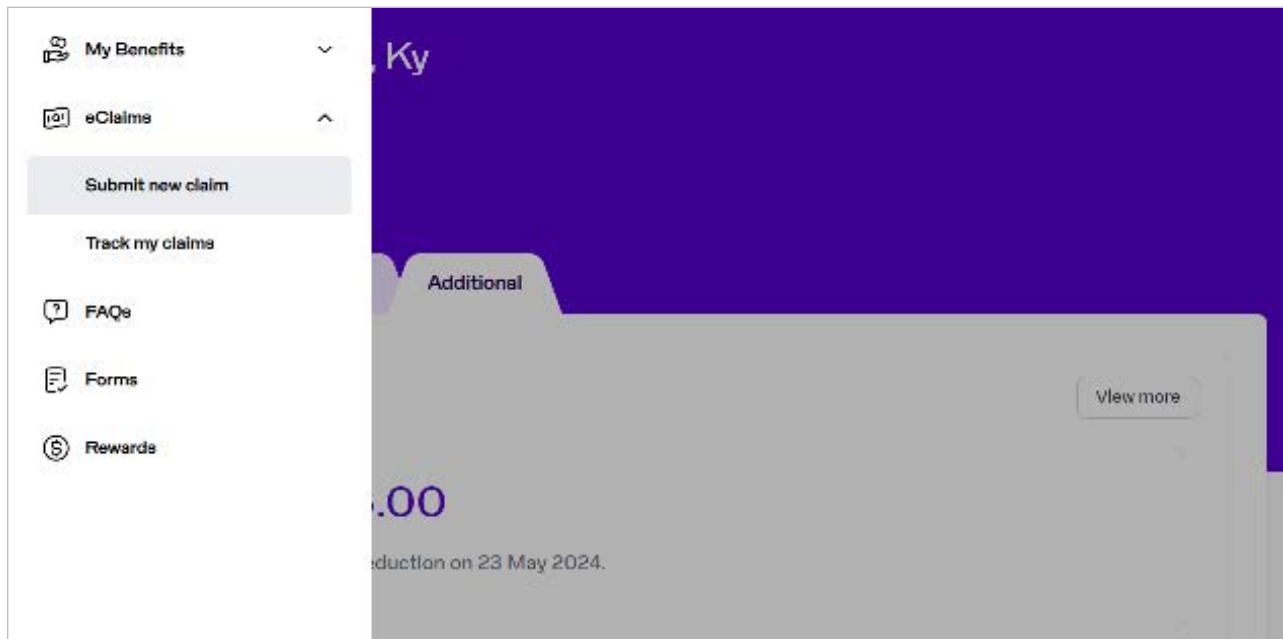


# Submitting a claim

## Your claims

The quickest way to submit claims, provide documents or receipts for an existing benefit is via **eClaims**. Here you can also track and view previously submitted claims.

- In the e-Claims menu, select either 'Submit new claim' or 'Track my claim'.



- To submit a new claim or provide updated documents for an existing benefit, select the benefit and the expense type. Enter the dates and amounts of all transactions you are including (you can submit multiple receipts/files in the same claim), then upload your receipts. You can upload up to 10 megabytes (MB) and the following formats are accepted: PDF, JPEG/JPG, BMP, TIF/TIFF, PNG or GIF.
- Check that your bank account details are correct as this is where the payment(s) will be made.
- Accept the declaration and submit your claim.

## Uploading forms and supporting documents

You can use your account to submit completed forms and any related supporting documents. Simply follow the instructions below:

- In the My Benefits menu, select 'Upload form'.
- Choose to either drag-and-drop or select 'Browse files' to upload your documents.
- Click 'Submit documents' and confirm the upload by selecting 'Submit'.

# Changing your deductions

## Your deductions

To change your deductions, follow the steps below:

- Locate the “cap” benefit tab from your account dashboard and click on “view more”.
- Click ‘Change your deductions’ from the left-hand menu to change the per pay amount, the total amount, or the number of pays you’d like to package over, then click ‘Submit’.

**Current FBT year**  
You have \$8259.14 left to claim on your tax-free cap for the current FBT year.

When would you like to start salary packaging this benefit? Number of deductions to pay your benefit?

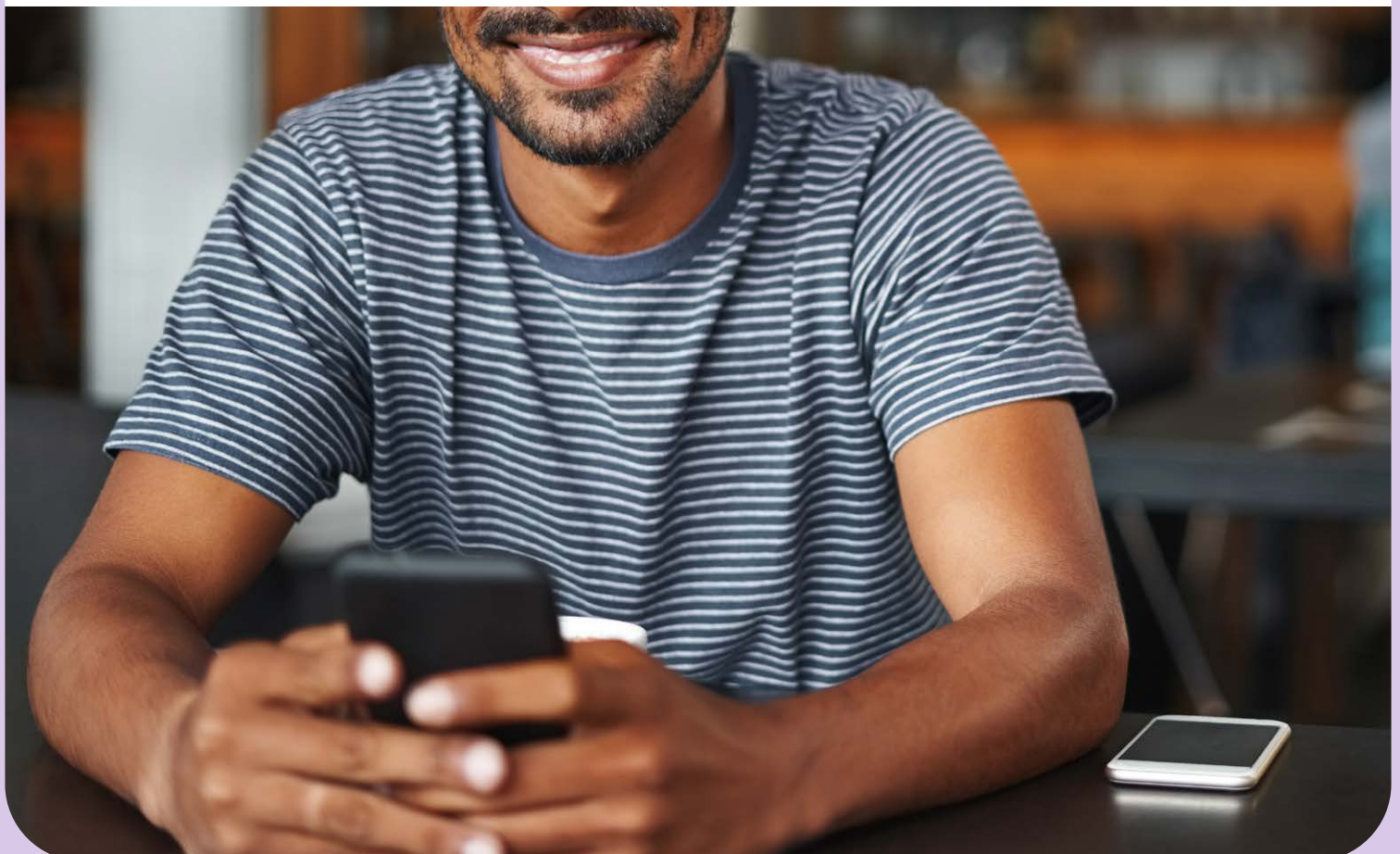
19/12/2019 8

Enter how much you would like to package either as a 'per pay amount' or a 'total amount' this FBT year.

Per pay amount or Total amount

\$750.82 \$6,006.56

\$750.82 will be deducted each pay from 19/12/2019 to 26/03/2020

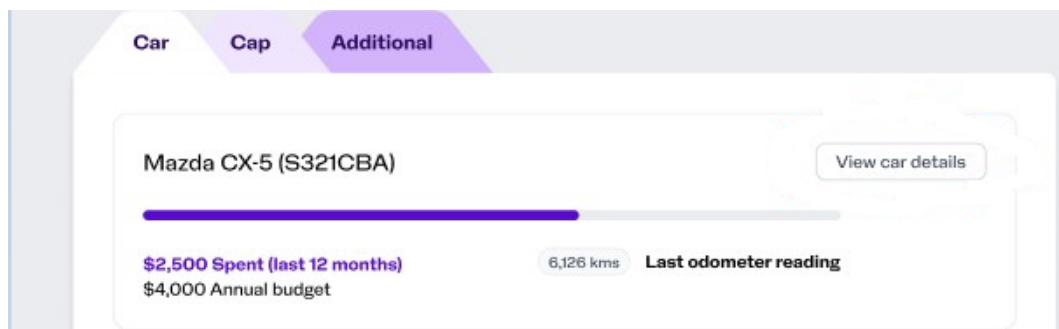


# Managing your vehicle budgets

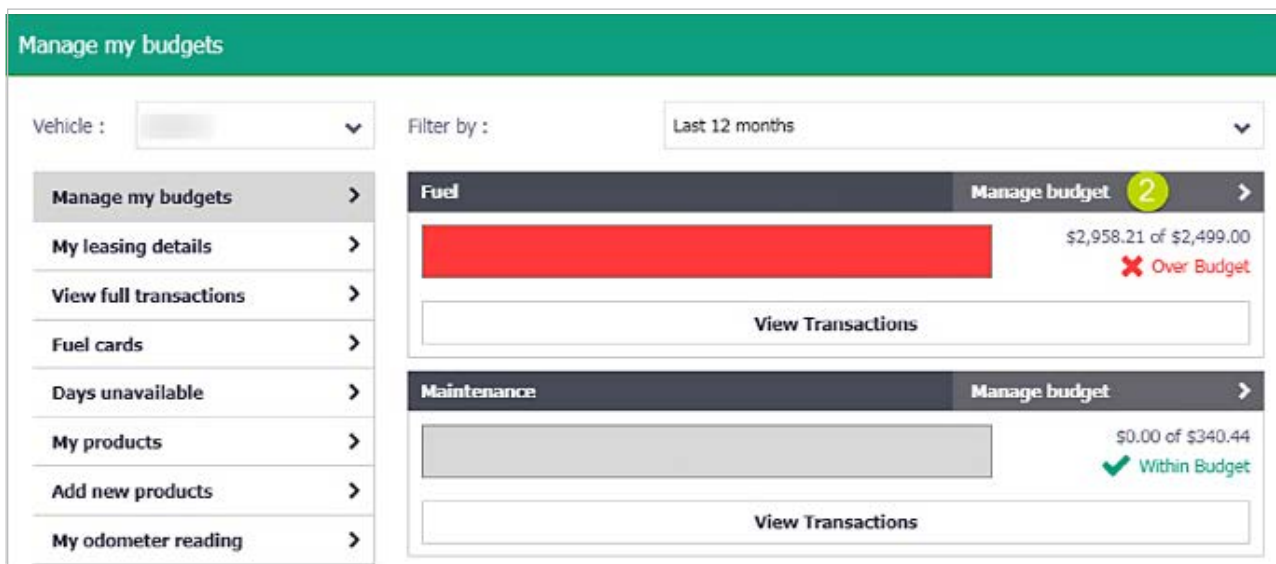
## Your vehicles

Follow the below steps to manage and increase your vehicles budgets directly via the Smart website.

- Select 'View car details' under the Car tab on your account dashboard.



- Select 'Manage my budgets' on the vehicle expense you wish to increase. You'll also see options to view other details and products for your vehicle.



- Enter the new annual budget amount (the reduction of vehicle budgets cannot be done online).
- Confirm the changes by clicking 'Submit'.

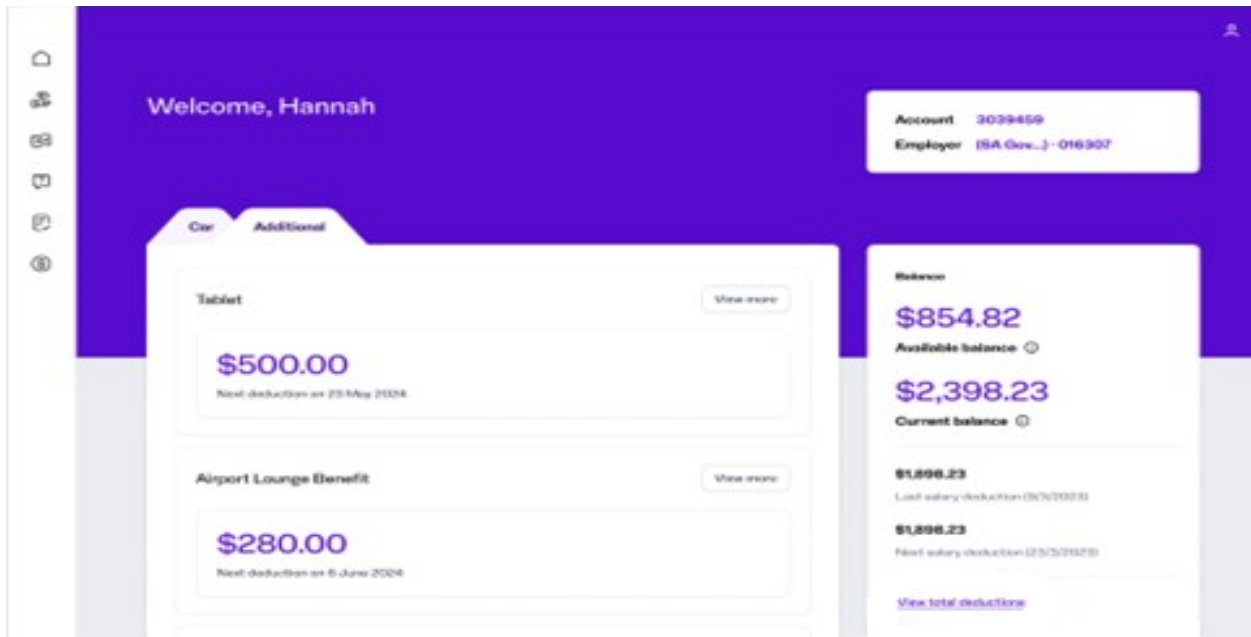


# Salary packaging reports

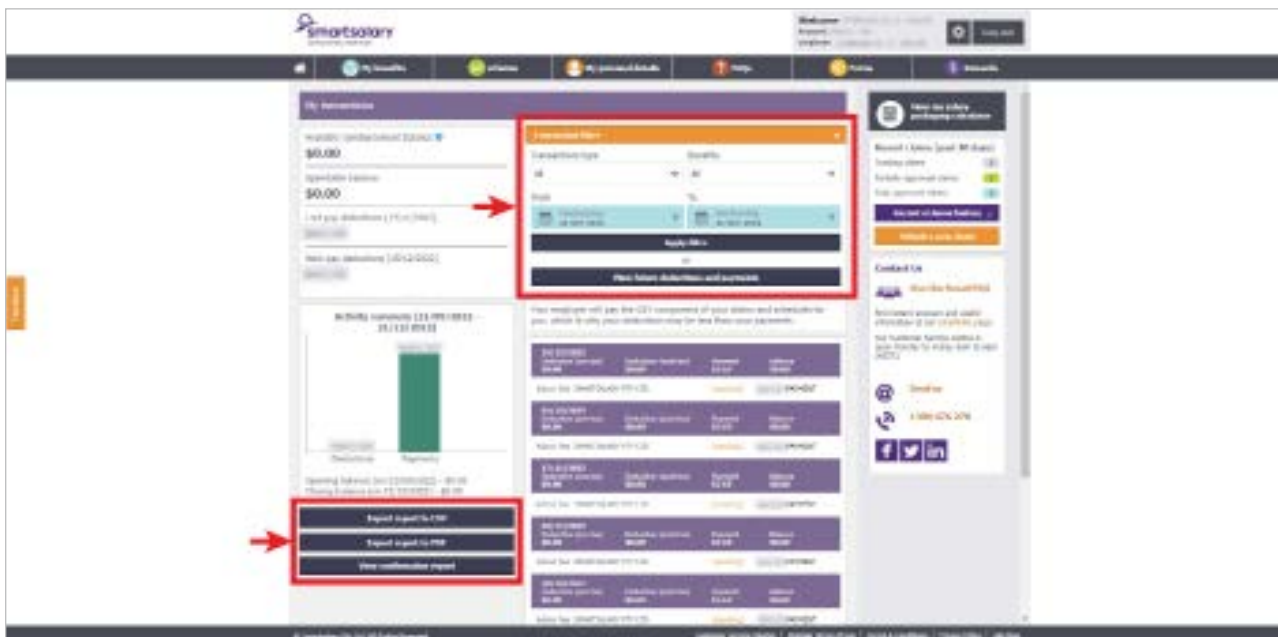
## Your reports

Salary packaging reports are available from the right hand side of the account dashboard.

- Simply select 'View total deductions'.



- You can filter your deductions by date and/or benefit. You can also download and print your salary packaging transactions or Confirmation Report.



Need help?

To learn more about salary  
packaging visit us online or call:

**[sagov.smart.com.au](https://sagov.smart.com.au)**  
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