

Getting Started with aeExchange

User Guidelines



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Getting Started with aeExchange

aeExchange is a complete cloud based auto enrolment solution helping you in managing the entire auto enrolment process from employee AE assessment, pension scheme enrolment, pension contribution calculation, contribution reports, e-filing to pension provider and employee communication. Our application has a user friendly menu and steps to guide you throughout with ease over the Internet, any where anytime.

For better understanding about how to get started with AE Data Services, please follow the below step by step guidance.

1 Sign Up

You can Sign Up with aeExchange.com just in few clicks. Sign Up process includes two simple steps (i) Create Account and (ii) Activate Account.

1.1 Create Account

You can easily create your account with limited details within a short time. To create your account with our application, follow the Road Map below.

Road Map:

Click on Sign Up -> Enter your company details -> Submit

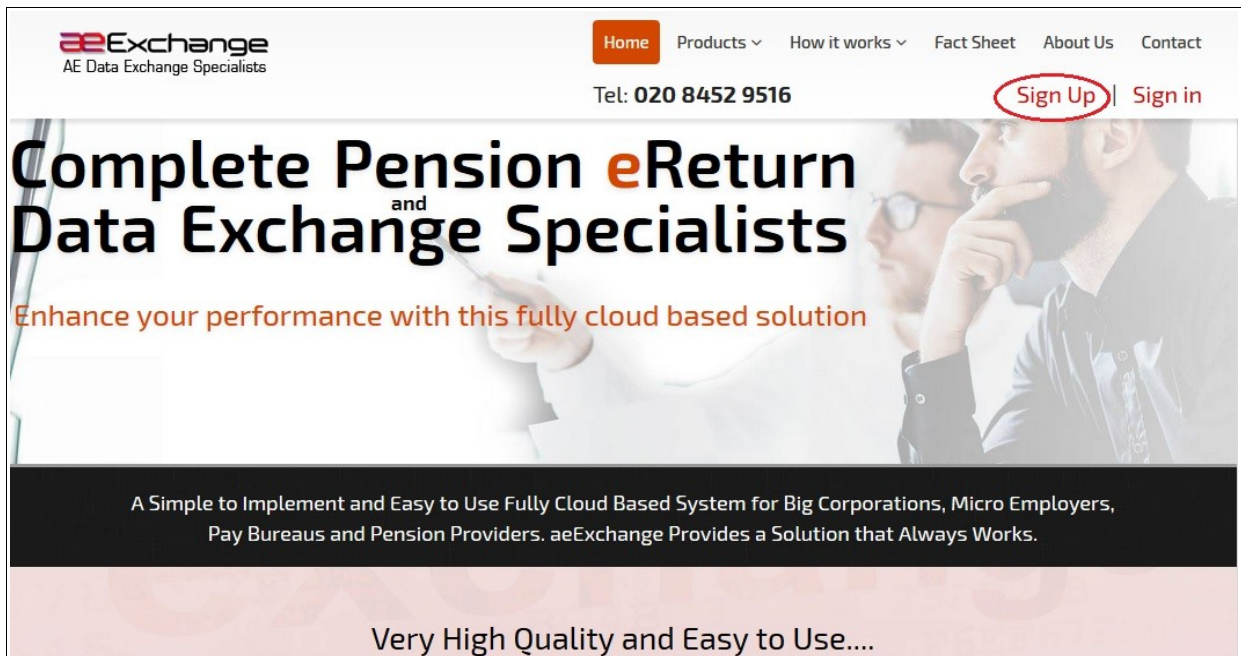


Figure 1.1.1

Once you submit your company details, we will send you an activation email containing a User ID and an activation link to your e-mail address. You can't change your user ID. It will remain the same when ever you Sign In to our services.

1.2 Activate Account

Now click on the link within the email and proceed to set up your sign in security details. Remember, never disclose your credentials to any one, as some one may misuse it. So keep it safe for your future reference.

Road Map:

Click on activation link -> Set up your Sign In security details (password, pattern word etc.) -> Final Confirmation

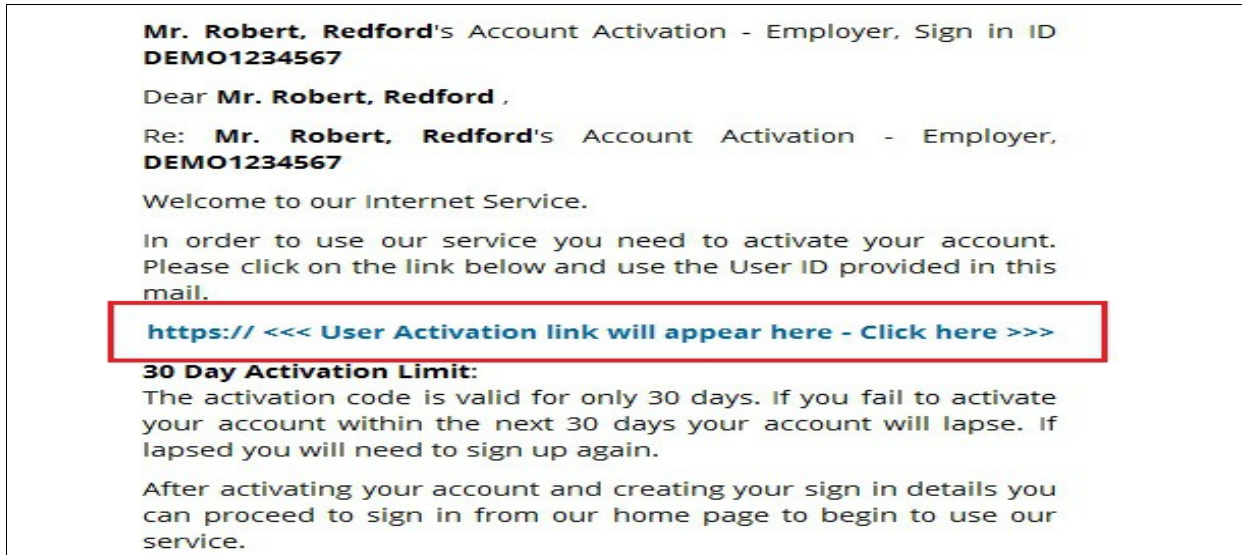


Figure 1.2.1

2 Sign In

After successful sign up process, you can Sign In to our application anytime from anywhere. You can sign in to your account with activated credentials like User ID, E-Mail, Password and Pattern word. Each time you sign in, you will be asked to enter your Sign In credentials.



Figure 2.1

3 Add New Client

aeExchange is a complete AE Pension Middleware which performs all your AE related tasks from employee assessments to pension report eSubmission. Before you start your AE processes, you need to first add your client details to aeExchange. There are two methods to add your client. You can either add new client(s) manually or upload client data spreadsheet to aeExchange.

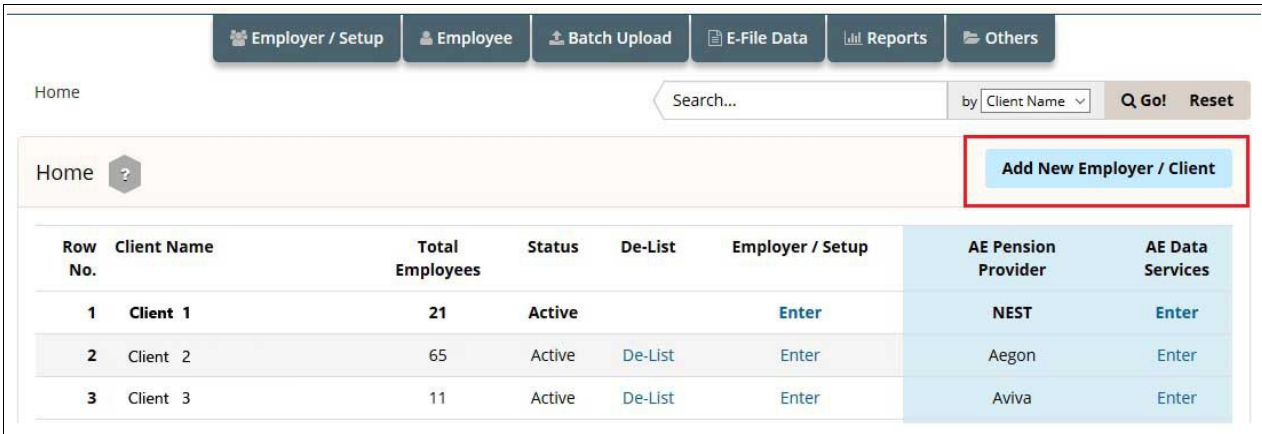


Figure 3.1

3.1 Manually Add Client

You can add a new client(s) one by one entering the client details manually. Ensure that you fill in all the mandatory fields.

Road Map :

Home -> Add New Employer / Client -> Manually enter a New Client -> Enter client details -> Continue -> Submit

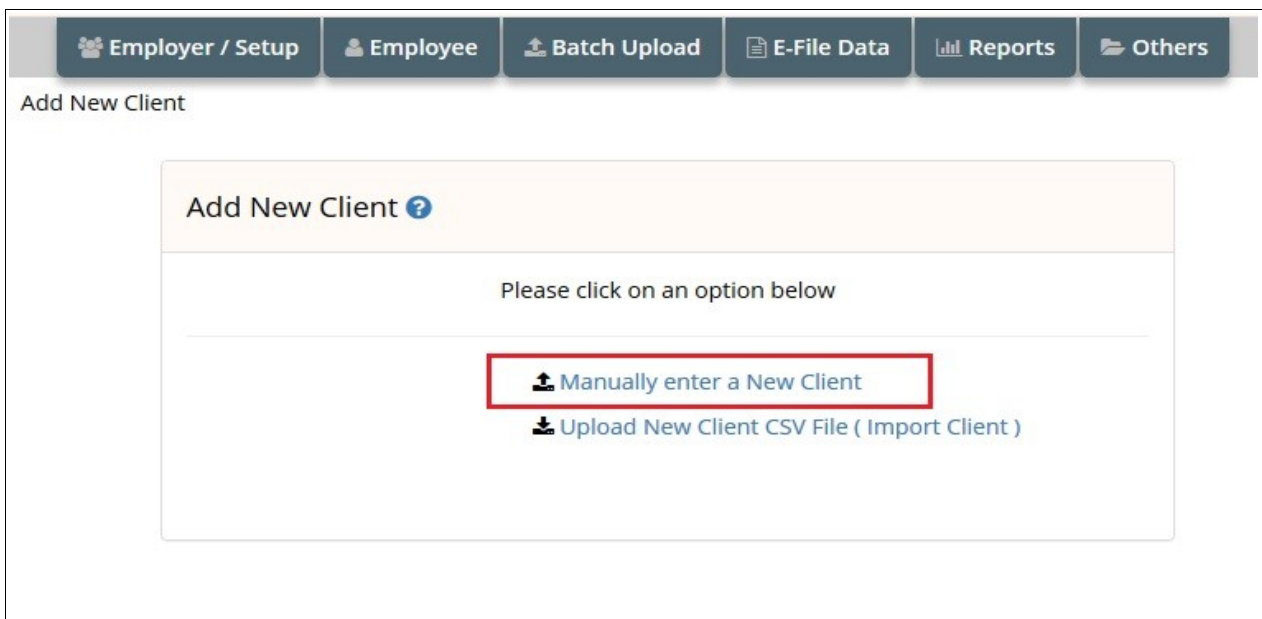


Figure 3.1.1

3.2 Add Client using Spreadsheet

You can use spreadsheet method to add more than one client at a time. If using this method you don't need to setup a pension scheme separately because you will be entering the pension scheme details within the same spreadsheet. These details will be imported from the CSV file and pension scheme will be created automatically.

Action 1 : Firstly you need to download the spreadsheet to fill in the client data.

Road Map :

Home -> Add New Employer / Client -> Upload New Client CSV File (Import Client) -> Download Spreadsheet - Importing Client Data -> Download Client Details Data Spreadsheet

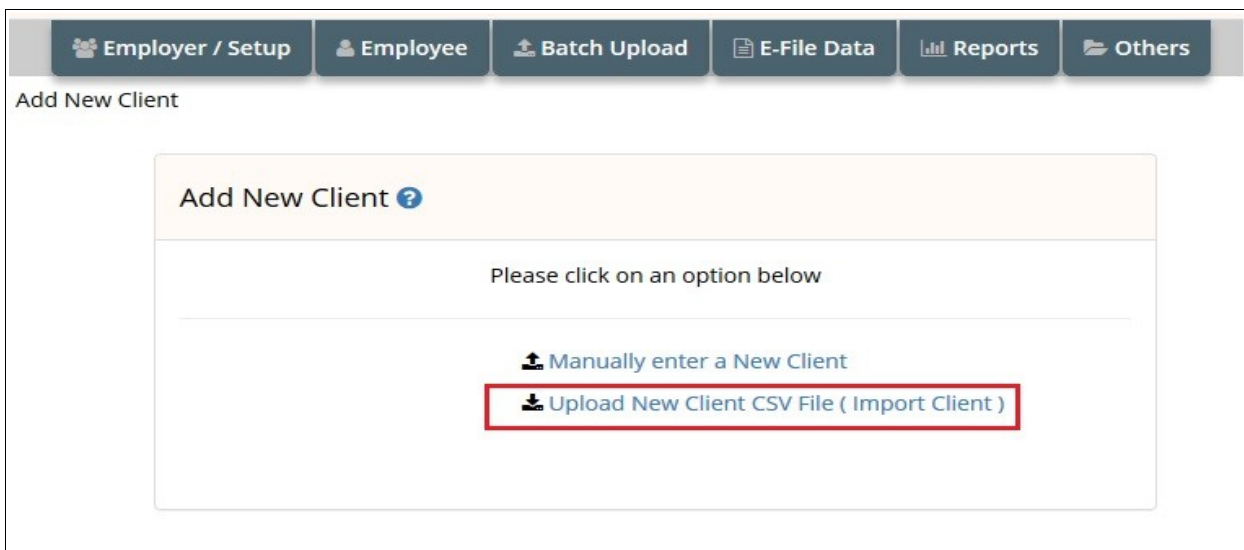


Figure 3.2.1

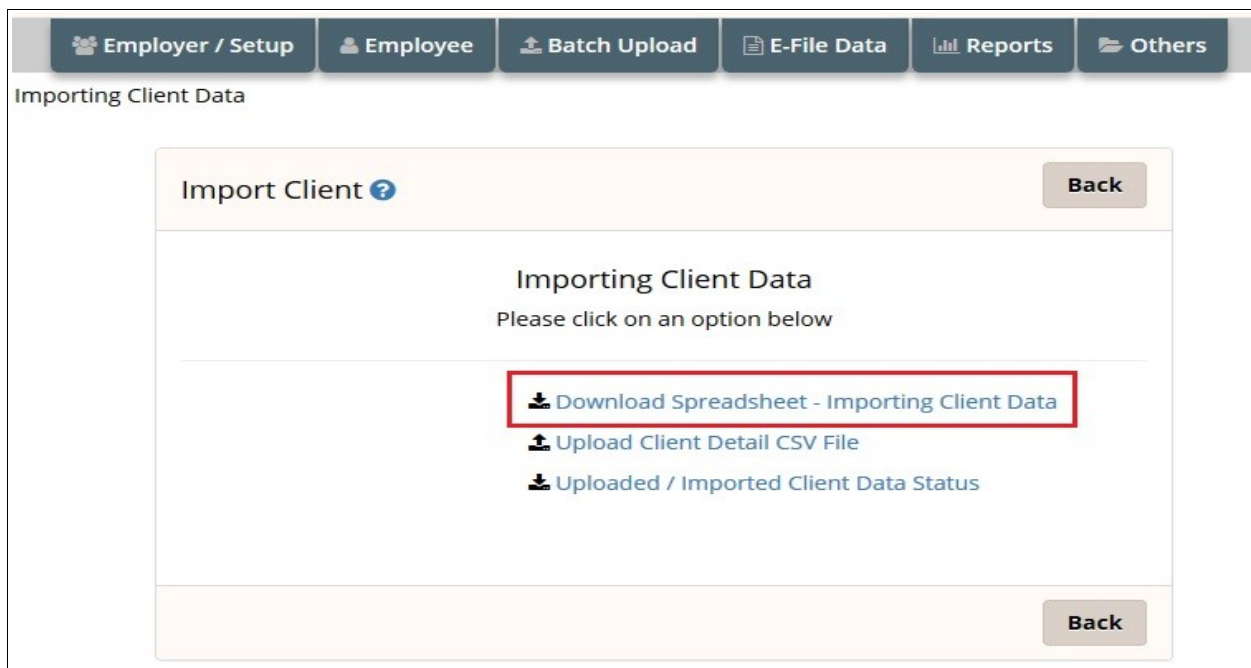


Figure 3.2.2

NOTE : Always download and read the instructions before you populate your data into the spreadsheet.

Action 2 : Then upload the client data spreadsheet back to aeExchange. Ensure all mandatory fields are filled in the spreadsheet.

Road Map :

Home -> Add New Employer / Client -> Upload New Client CSV File (Import Client) -> Upload Client Detail CSV File -> Browse -> Upload CSV File

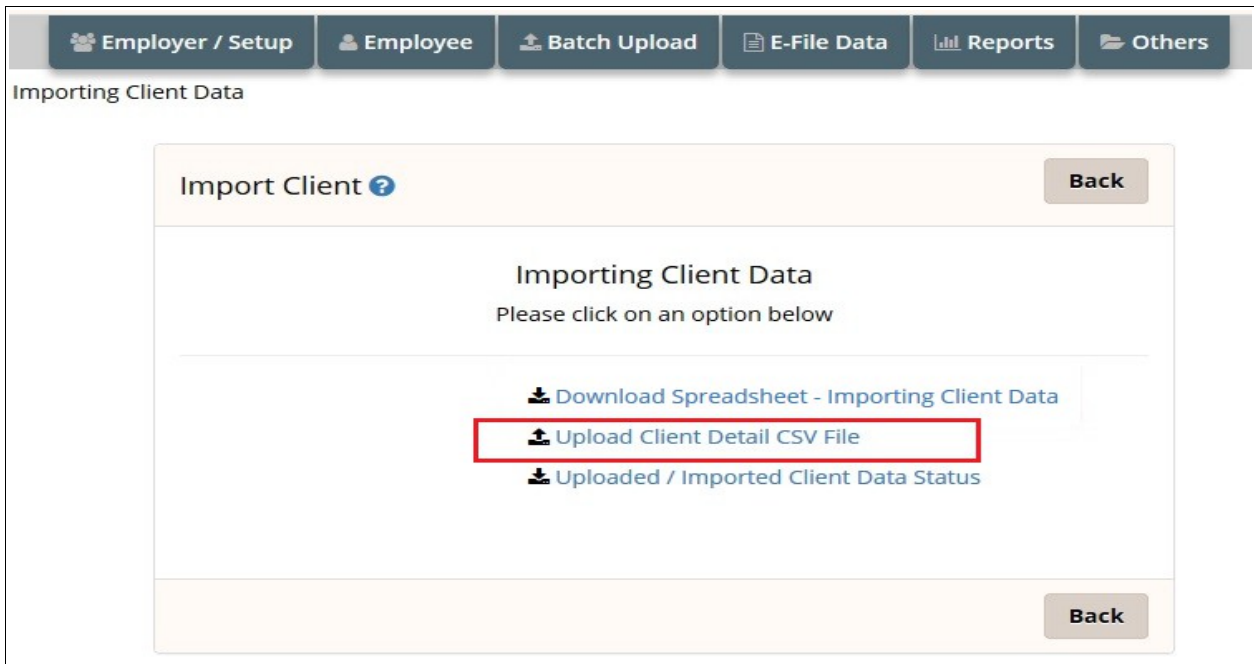


Figure 3.2.3

The screen below will be displayed after successful upload.

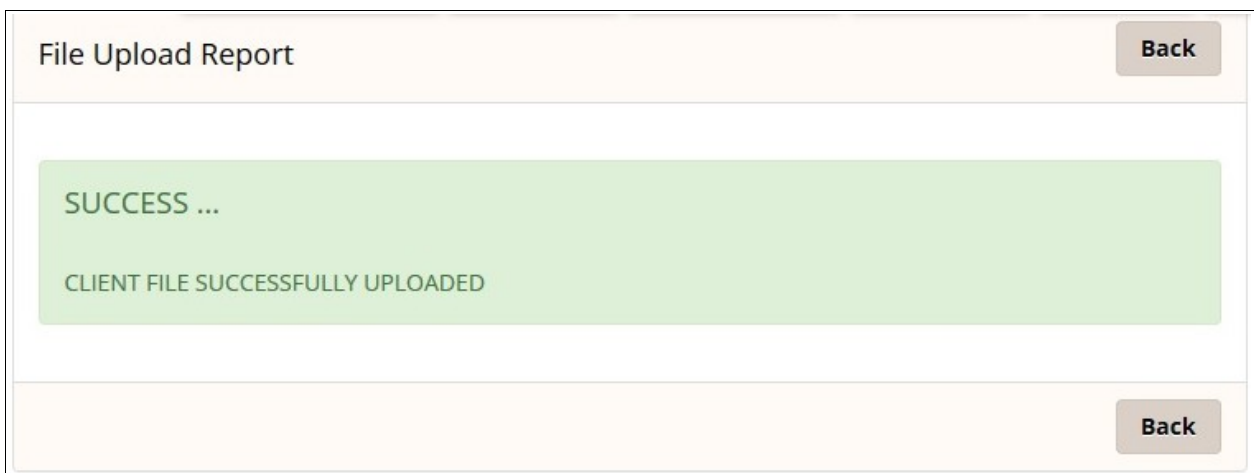


Figure 3.2.4

Action 3: Now check the client data uploaded status and then import the client data to aeExchange. Please follow the road map below.

Road Map :

Home -> Add New Employer / Client -> Upload New Client CSV File (Import Client) -> Uploaded / Imported Client Data Status -> Click to Import -> Confirm

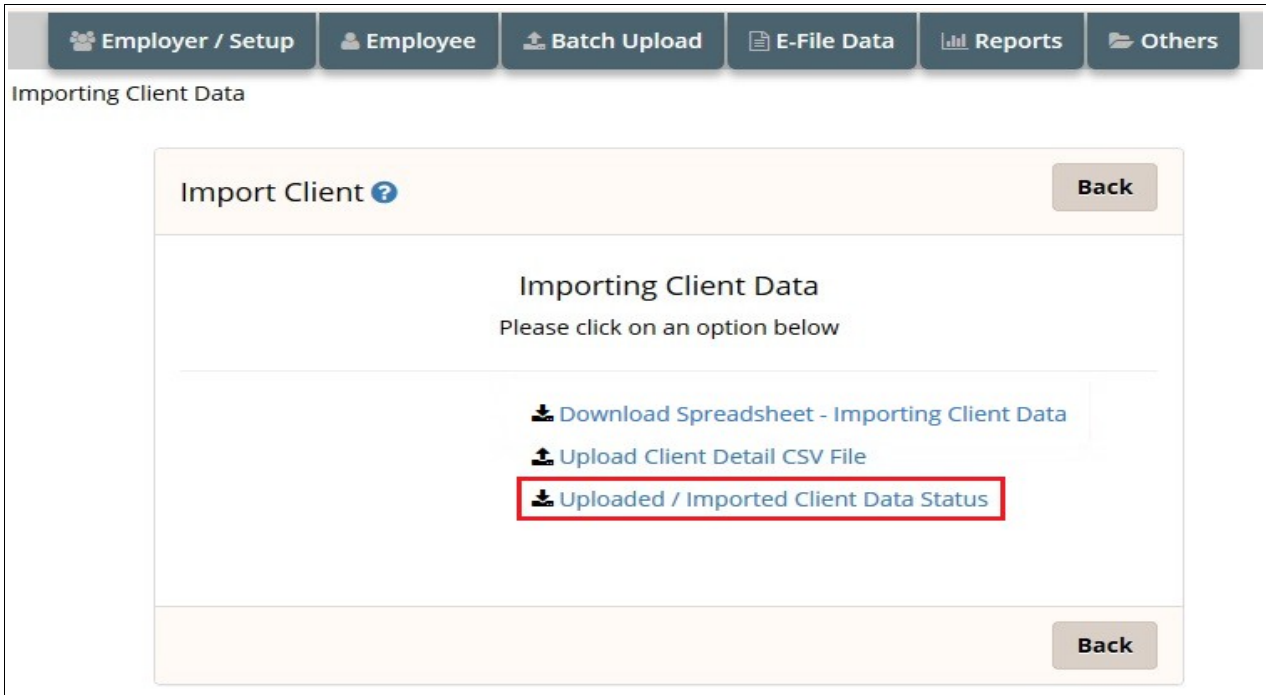


Figure 3.2.5

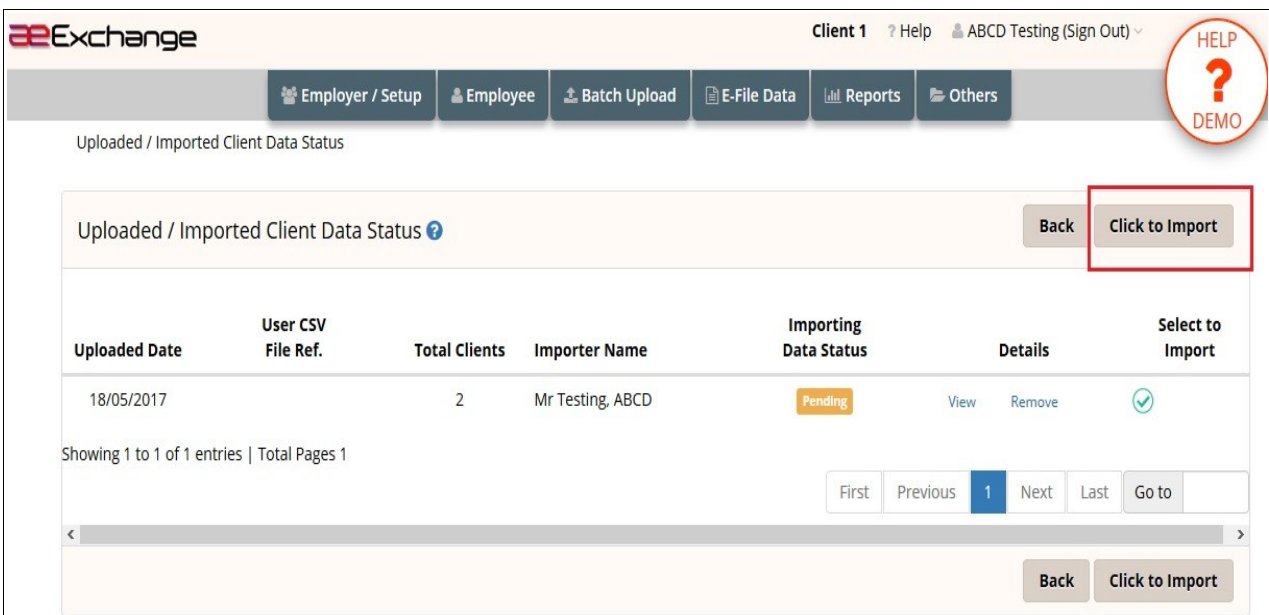


Figure 3.2.6

4 Setup Pension Scheme

If you have added the clients manually, the next step is to setup the pension scheme for your clients. Please follow the below road map to setup or edit pension scheme in aeExchange.

Road Map :

Dashboard -> Click 'Enter ' link under AE Data Services -> Chart of Setup -> Select the Pension Provider -> Additional AE Pension Settings -> Add New Pension Scheme -> Enter self defined pension details -> Save.

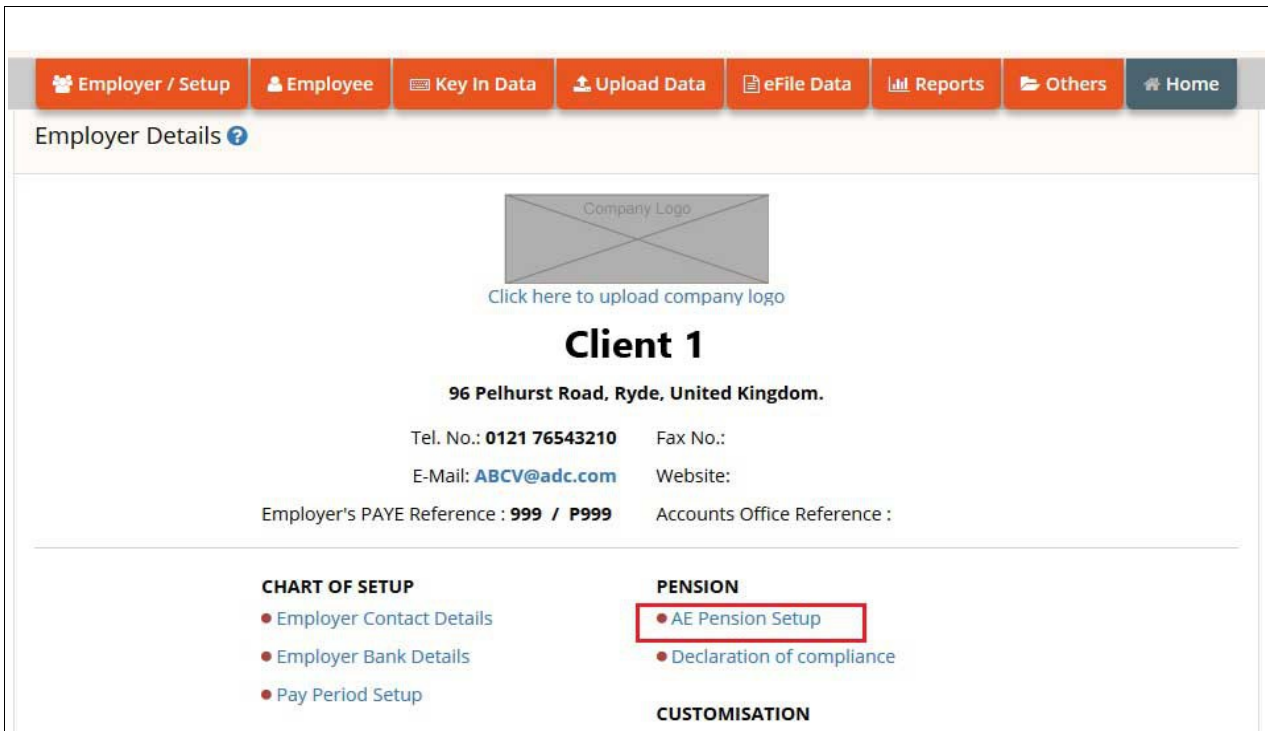


Figure 4.1

We support a wide range of pension providers from which you can choose any as per your requirement and setup the pension scheme.

NOTE : You can also choose to set up a Minimum Compliance AE Pension, for which the system automatically assign the minimum contribution rates, and will automatically increase in accordance with the phasing dates laid down in legislation. You need to add only the Staging Date and NEST Employer Reference. The other settings are default settings i.e Deferment Policy, Pension Scheme Details, Employee Contribution, Employer Contribution.

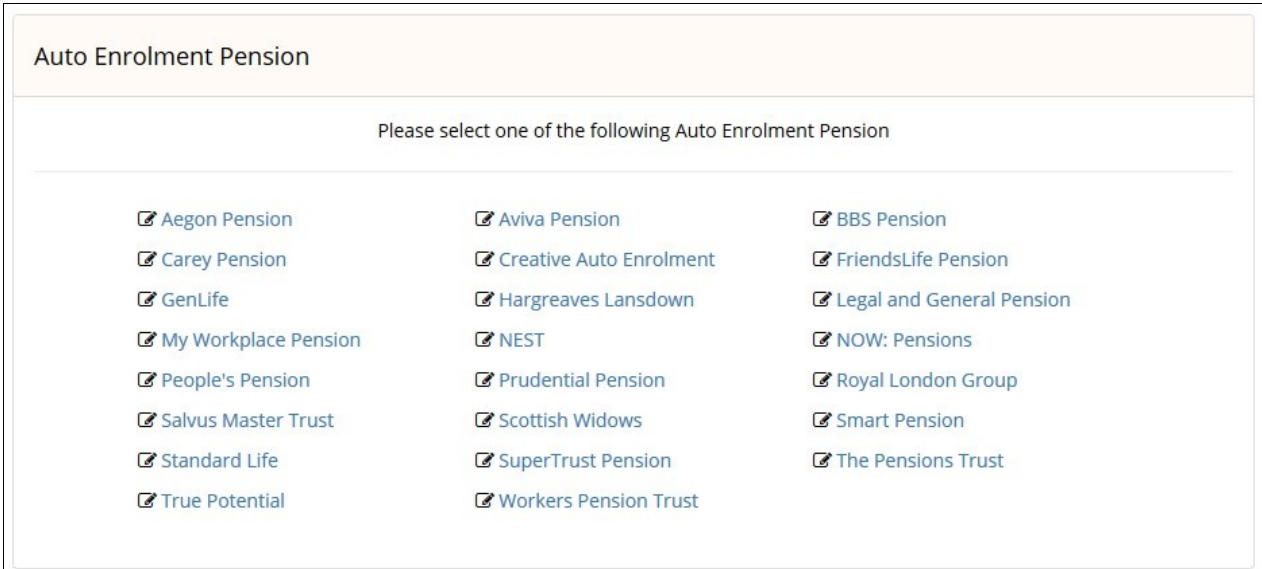


Figure 4.2

5 Add Employee Data to aeExchange

Once you setup the pension scheme the next step is to add your employees to aeExchange. You can either add employees in batch using spreadsheet or manually add employees one by one.

5.1 Add Employee using Spreadsheet.

To create employees in batch you need to use spreadsheet method. You can populate the spreadsheet with just one client's data or multiple clients' data destined for just one pension provider or for multiple pension providers.

ACTION 1: Firstly, you need to download the spreadsheet to fill in the employee data. Follow the below road map to download the spreadsheet.

Road Map:

Home -> Others -> Download Templates

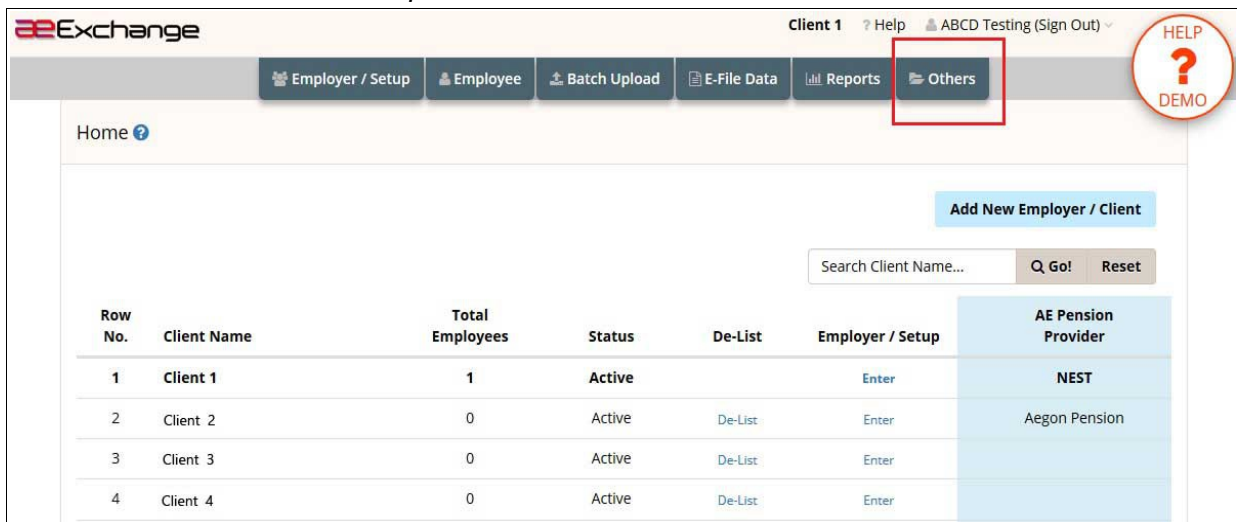


Figure 5.1.1

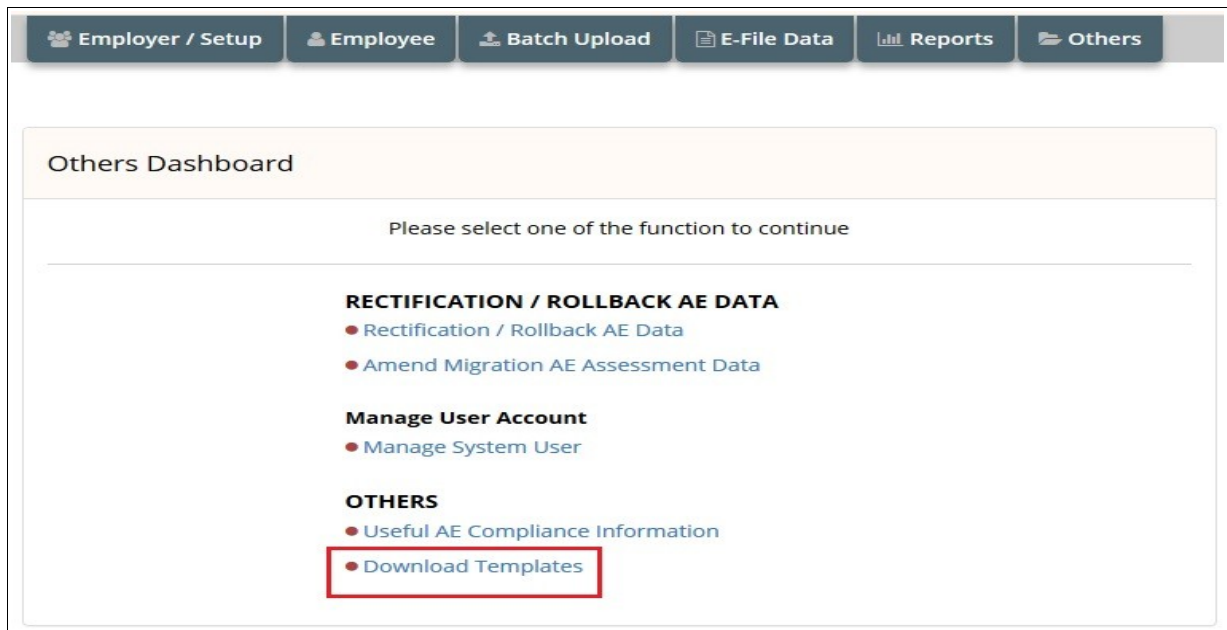


Figure 5.1.2

NOTE 1: To upload payroll file for Assessment and E-Filing, you cannot use PAPDIS 1.0 to do assessment. You can only use PAPDIS1.1, Universal AE 1.1 and Genlife Report V2 for this purpose. Please make sure you set the Message Function Code value in the CSV file to 2.

NOTE 2: If you don't need to do AE assessment but only eSubmission, you can use PAPDIS 1.0, PAPDIS 1.1, Universal AE 1.1. If you are using PAPDIS 1.1 or Universal AE 1.1, please make sure you set the Message Function Code value in the CSV file to 0.

We provide you various template formats, based on your requirement you can download any of them. Always download and read the instructions before you populate your data into the spreadsheet.

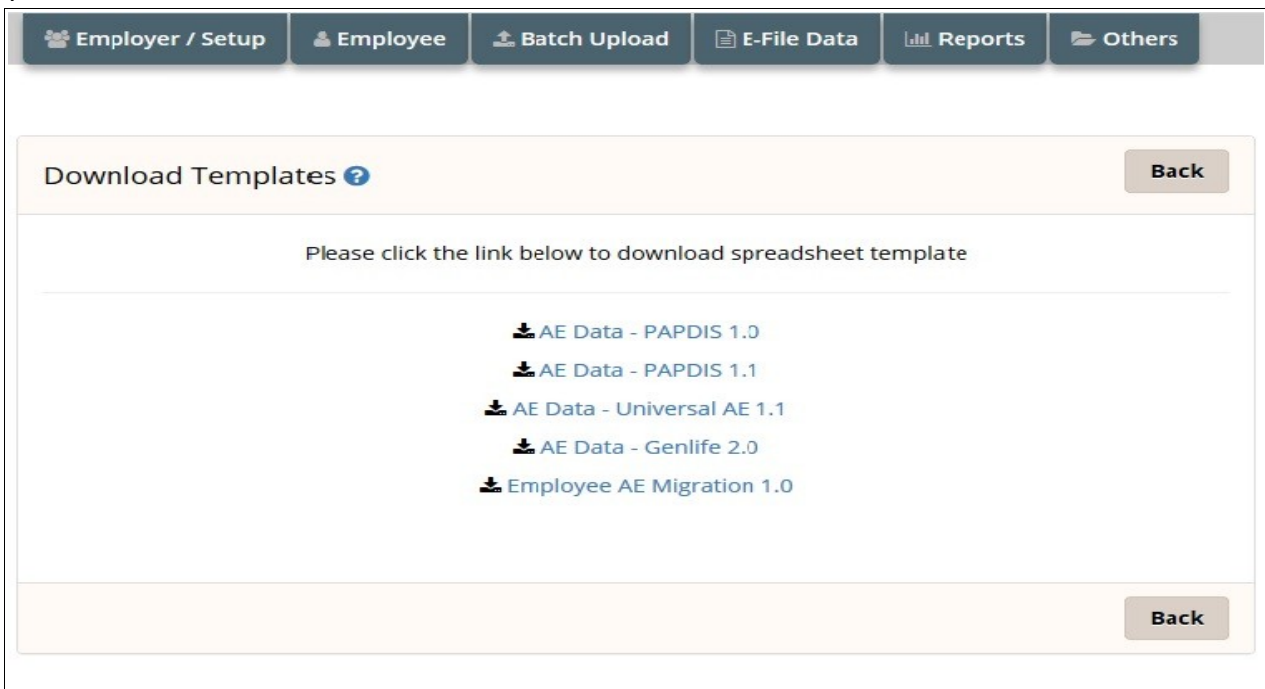


Figure 5.1.3

Once downloaded, you should enter your data into the spreadsheet and save it in a CSV format.

Action 2: After filling the spreadsheet without any error, save it in CSV format. Then you can upload the AE Pension data CSV file back to aeExchange. Follow the road map below.

Road Map:

Home -> Batch Upload -> UPLOAD DATA-> AE Pension Data -> Select Tax Frequency -> Browse -> Upload CSV File -> Continue Sign In Password -> Confirm

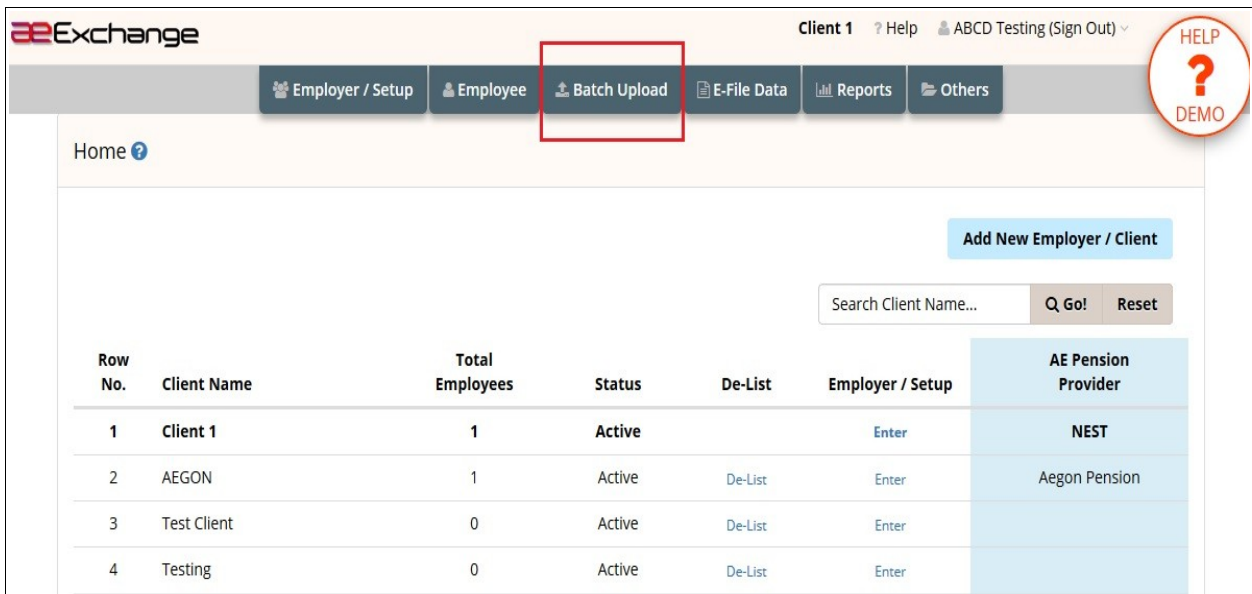


Figure 5.1.4

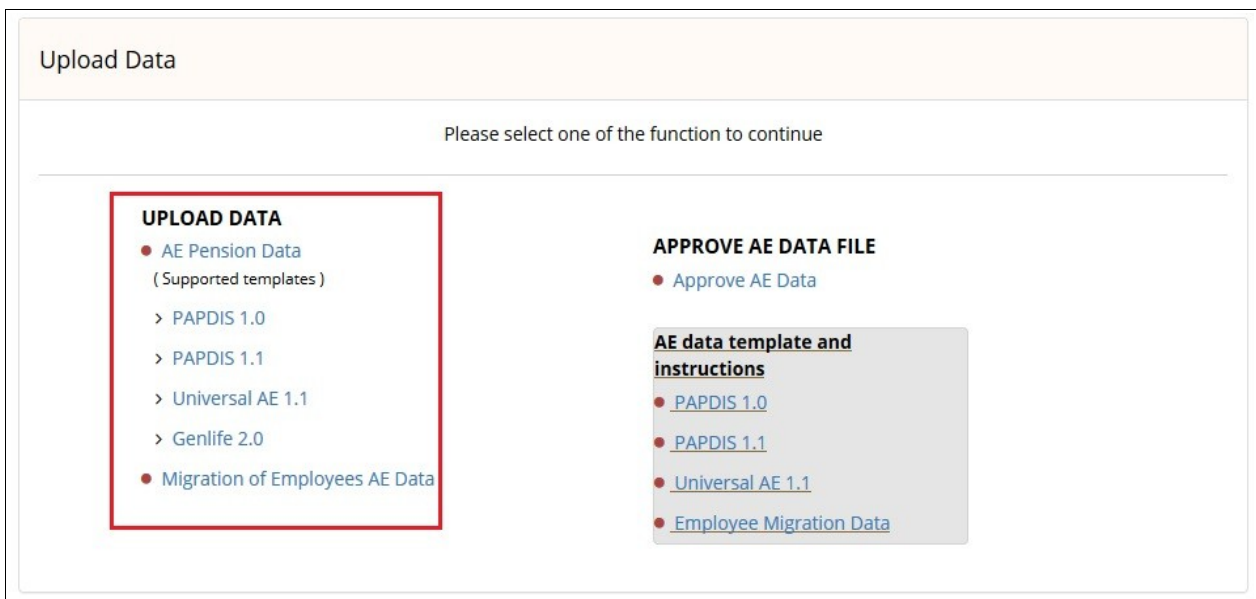


Figure 5.1.5

5.2 Add Employee Manually

You can add each employee's data manually. You can use this method if your client has lesser number of employees. Please follow the below road map.

Road Map :

Home -> AE Data Services -> Enter -> Employee -> Add New Employee -> Manually Create Employee -> Enter the details -> Save

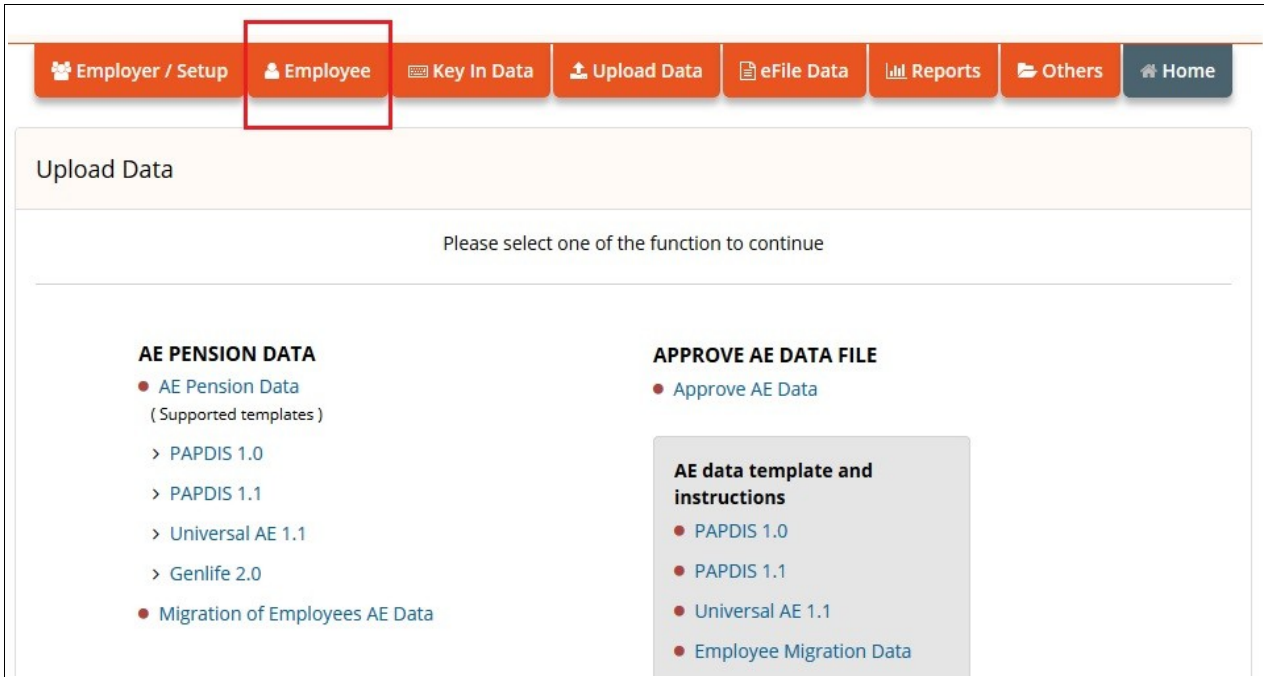


Figure 5.2.1

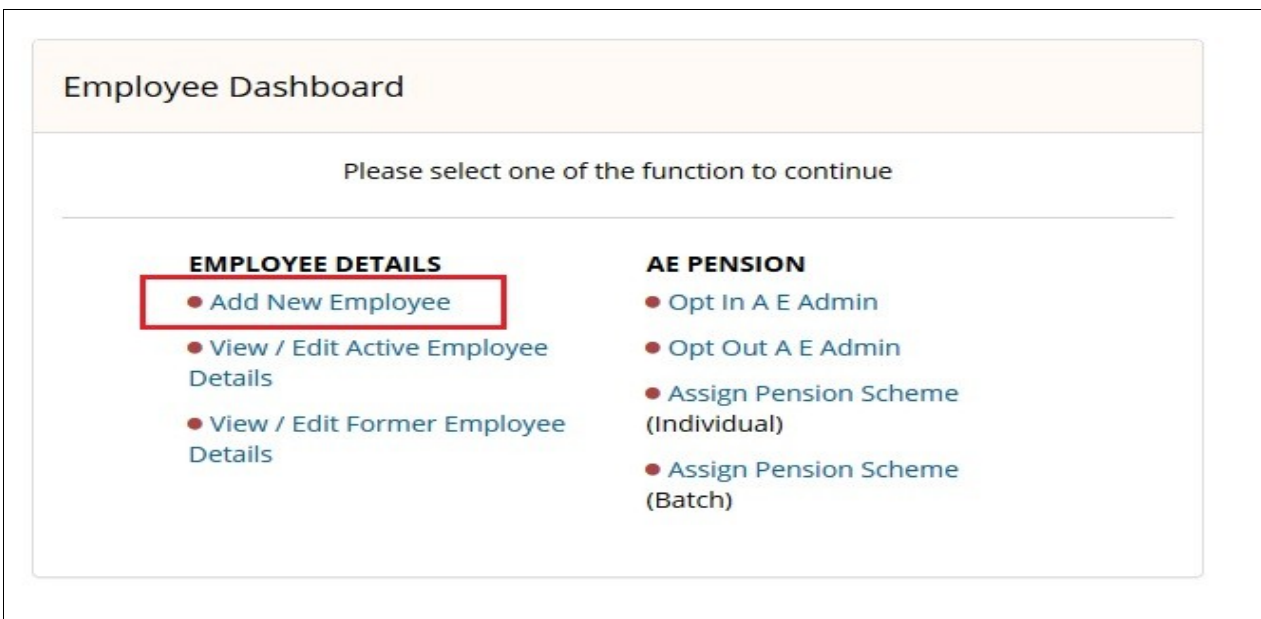


Figure 5.2.2

NOTE : If you are using aeExchange solely for AE data eSubmission, you can proceed to section [7 How to Submit Contribution / Enrolment Data](#)

6 How To Do AE Assessment and E-Mail AE Comm. Letters

6.1 AE Assessment

You need to assess your employees and automatically enrol them to the pension scheme if they meet the auto enrolment criteria. After assessment you can send them an e-mail informing how auto enrolment applies to them. In order to do AE assessment, you need to either download the spreadsheet to fill in the AE data, or enter the AE data manually for each employee.

6.1.1 Pension Data Upload Via Spreadsheet

You can populate the spreadsheet with just one client's data or multiple clients' data destined for just one pension provider or for multiple pension providers.

NOTE : To upload payroll file for Assessment and E-Filing, you cannot use PAPDIS 1.0 to do assessment. **You can only use PAPDIS1.1, Universal AE 1.1 and Genlife Report V2 for this purpose. Please make sure you set the Message Function Code value in the CSV file to 2.**

Action 1: Firstly, you need to download the spreadsheet to fill in the AE data. Follow the below road map to download the spreadsheet.

Road Map:

Home -> Others -> Download Templates

Action 2: After filling the spreadsheet without any error, save it in CSV format. Then you can upload the AE Pension data CSV file back to aeExchange. Follow the road map below.

Road Map:

Home -> Batch Upload -> UPLOAD DATA-> AE Pension Data -> Select Tax Frequency -> Browse -> Upload CSV File -> Continue Sign In Password -> Confirm

Now refer [6.2 Approve Data](#) section to approve the uploaded AE data.

6.1.2 Key In AE Contribution Data(Manual Entry)

We provide you the option to manually enter the Pensionable Earnings, Qualifying Earnings and Employee AVC under the Key In Data section to assess your employees. This manual method can be used for those clients with lesser number of employees. Please follow the below road map.

Road Map :

Home -> AE Data Services -> Enter -> Key In Data -> Enter Pensioanble Earnings -> Pay Frequency -> Enter AE Pension Data -> Save Data & Assess -> Approve -> Enter User Sign In Password -> Confirm

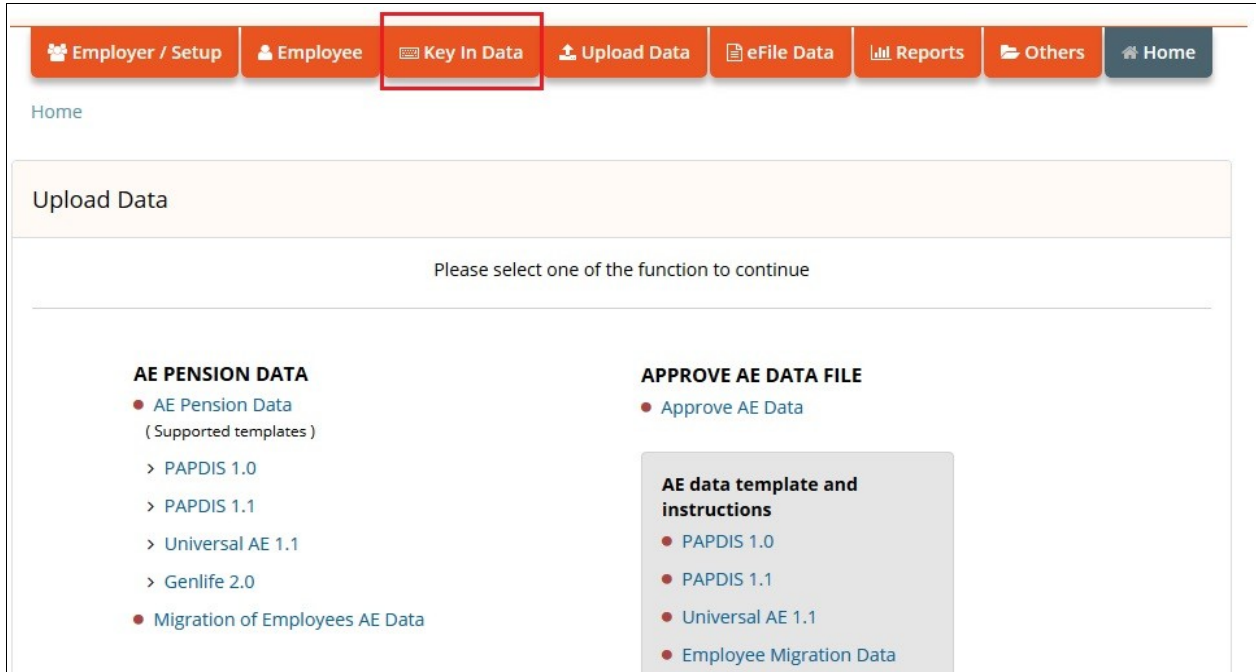


Figure 6.1.2.1

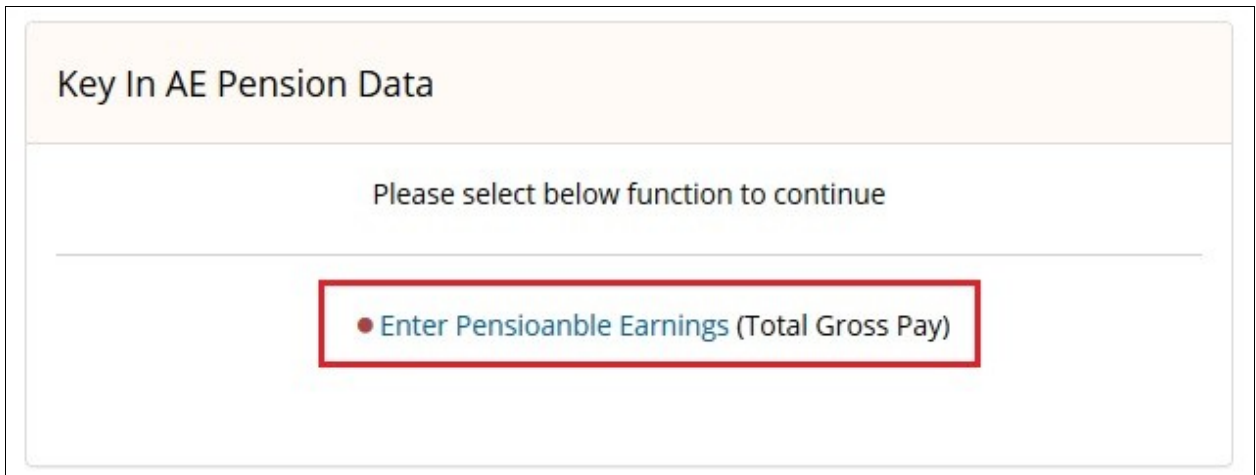


Figure 6.1.2.2

Key In AE Pension Data

Save Data & Assess

Month 10
Current Pay Period
Reset to view other periods
To Assess Pay Period Month 01 (01-04-17 to 30-04-17)
2017 - 18
Current Tax
Period

Works No.	Employee Name	Pensioanble Earnings ?	Qualifying Earnings (Optional)	Employee AVC ?	Select to Assess
1	Gary, Morrison	920.00	920.00	100.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	Christina, Boyle	1200.00	1200.00	200.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3	Caroline, Dyke	891.00	891.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Figure 6.1.2.3

After you click Save & Assess, you can view the AE Assessment status of the employees. Review the assessment data and click on Approve button to approve. Then enter User Sign In password to Confirm. Since you've not used spreadsheet method and approved AE data already, **you can avoid 5.2 Approve Data section and proceed to [6.3 E-Mail AE Comm. Letter](#)**

6.2 Approve Data

If you have used spreadsheet upload method ,you need to review and approve the uploaded AE data. Here you can view the AE assessed status and pension contribution details.

Follow the below road map to approve the AE Data.

Road Map:

Home -> Batch Upload -> APPROVE AE DATA FILE -> Approve AE Data -> Approve

Upload Data

Please select one of the function to continue

UPLOAD DATA

- AE Pension Data (Supported templates)
 - > PAPDIS 1.0
 - > PAPDIS 1.1
 - > Universal AE 1.1
 - > Genlife 2.0
- Migration of Employees AE Data

APPROVE AE DATA FILE

- Approve AE Data

AE data template and instructions

- [PAPDIS 1.0](#)
- [PAPDIS 1.1](#)
- [Universal AE 1.1](#)
- [Employee Migration Data](#)

Figure 6.2.1

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You can approve those files for which the validation status appear as 'SUCCESSFUL'. If the validation status appear as 'ERROR', click on 'View Error' link and rectify the errors listed and upload the CSV file again.

The screenshot shows the 'Approve AE Data' page in the aeExchange system. At the top, there are navigation tabs: Employer / Setup, Employee, Batch Upload, E-File Data, Reports, and Others. A search bar is present with 'Search Client Name...' and buttons for 'Q Go!' and 'Reset'. The main table has the following data:

Row No.	Client Name	User own File Ref.	Upload Timestamp	Tax Year	Tax Period	Total No. of Employees Assessed	Total Contribution	Validation Status	Uploads
1	Client 1		2017-05-19 09:27:52	2017 - 18	Month 1	1	0.00	SUCCESSFUL	View Result
2	Client 2		2017-05-19 09:27:52	2017 - 18	Month 1	1	0.00	SUCCESSFUL	View Result
3	Client 3		2017-05-19 09:25:35	2017 - 18	Month 2	1	0.00	ERROR	View Error
4	Client 4		2017-05-19 09:25:35	2017 - 18	Month 2	1	0.00	ERROR	View Error

Figure 6.2.2

6.3 E-Mail AE Comm. Letter

The Comm. letters are automatically generated after the first assessment and subsequent re-assessments if there is a change to the previous assessed status. The content of the Comm. letter is based on TPR's provided templates. Your company name, employees' names and the date will be imposed into the respective Comm. letters in accordance to the assessment status. Please follow the road map below to E-Mail/ Print AE Comm. letters in batch.

Road Map :

Home -> Reports -> AE Comm. Letters -> Submission frequency -> Print Selected Batch / E-Mail Selected Batch

The screenshot shows the 'AE Comm. Monthly Letter' page. At the top, there are navigation tabs: Employer / Setup, Employee, Batch Upload, E-File Data, Reports, and Others. A search bar is present with 'Search...' and buttons for 'Q Go!' and 'Reset'. The main table has the following data:

Row No.	Client Name	Total Assessed	Eligible Jobholders	Entitled Workers	Non-eligible Jobholders	Jobholders Opt-in	Deferment	Already in qualifying pension	Action	Select to Print / Email Batch
1	Demo Client Ltd. 1	30	2	1	1	1	0	1	View Details	<input checked="" type="checkbox"/>
2	Demo Client Ltd. 2	27	10	2	3	3	0	0	View Details	<input checked="" type="checkbox"/>

Figure 6.3.1

NOTE : You can also upload your client's company logo to appear in AE Comm. Letters and other reports. **Follow the below road map to upload company logo.**

Road Map :

Home -> AE Data Services -> Enter -> Employer / Setup -> Upload Company Logo

7 How to Submit Contribution / Enrolment Data

You can either eSubmit the pension data to the respective pension providers (Currently this facility available only for NEST, Smart Pension and Super Trust Pensions) or you can download the contribution / enrolment file and upload the file to the respective pension provider portal.

7.1 eSubmission (Currently for NEST, Smart Pension and Super Trust Pensions)

You can submit a batch file in a CSV format containing the AE data for up to 2 thousand different clients which is destined for different pension providers. The system will accept such a file and in turn process each client in the file sequentially. The processed data will be split and stored in our database in accordance with your instructions and passed on to the respective pension providers over the https or in a CSV format. **Refer section 6.1.1 and 6.1.2 to eSubmit pension data.**

7.1.1 E-filing Credentials Setup

In order to eSubmit, you need to first setup the e-filing credentials in aeExchange. This is a one time setup after which you can eSubmit the AE pension reports to the respective pension providers (Currently this facility available only for NEST, Smart Pension and Super Trust Pensions). Please follow the below road map to setup e-filing credentials.

Road Map :

Home -> AE Data Services -> Employer / Setup -> AE Pension Setup -> E-Filing Credential Setup -> Save

7.1.2 eSubmission

You can eSubmit the contribution and enrolment reports (in batch) directly to the respective pension providers (Currently this facility available only for NEST, Smart Pension and Super Trust Pensions). For other pension providers, you can download the contribution file and upload the file to the respective pension provider portal. Please follow the below road map to eSubmit, the pension contribution report.

Action 1: You need to first download the spreadsheet to fill in AE data. Once you fill in the spreadsheet without any error, save the file in CSV format. Please follow the below road map to download spreadsheet.

Road Map :

Home -> Others -> Download Templates

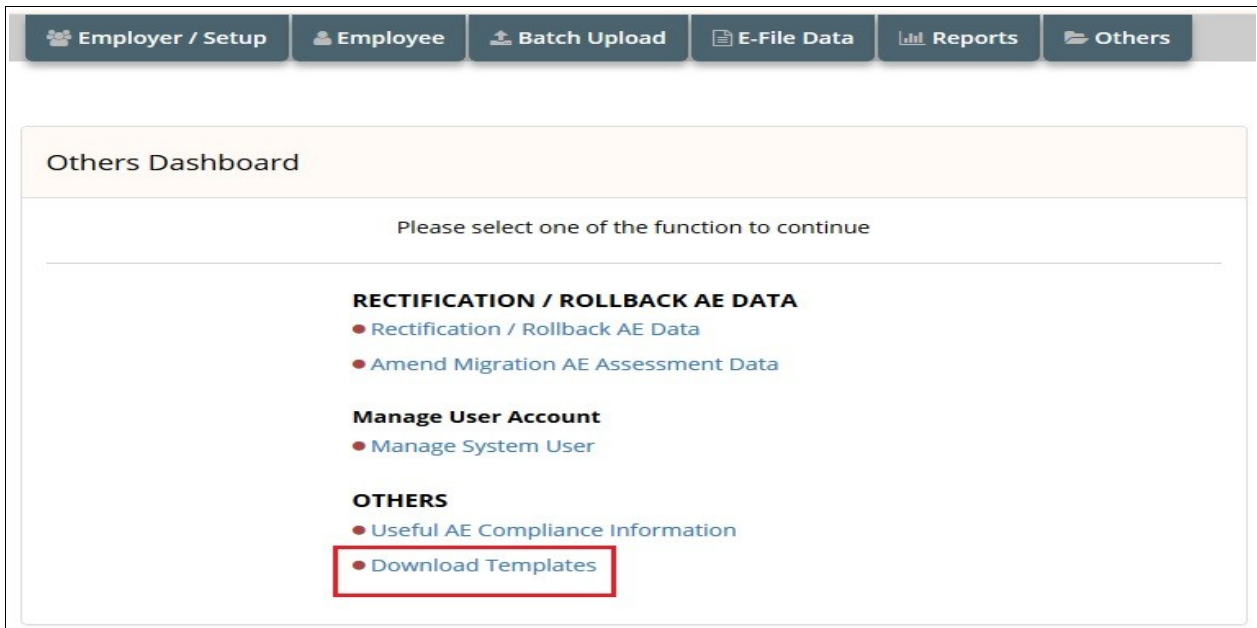


Figure 7.1.2.1

NOTE : You can use PAPDIS 1.0, PAPDIS 1.1, Universal AE 1.1 for this purpose. If you are using PAPDIS 1.1 or Universal AE 1.1, please make sure you **set the Message Function Code value in the CSV file to 0.**

Action 2: Now you can upload the CSV file back to aeExchange. Please follow the below road map to upload the CSV file.

Road Map :

Home -> Batch Upload -> Upload Data -> Select the spreadsheet version to upload -> Tax frequency -> Browse -> Upload CSV file.

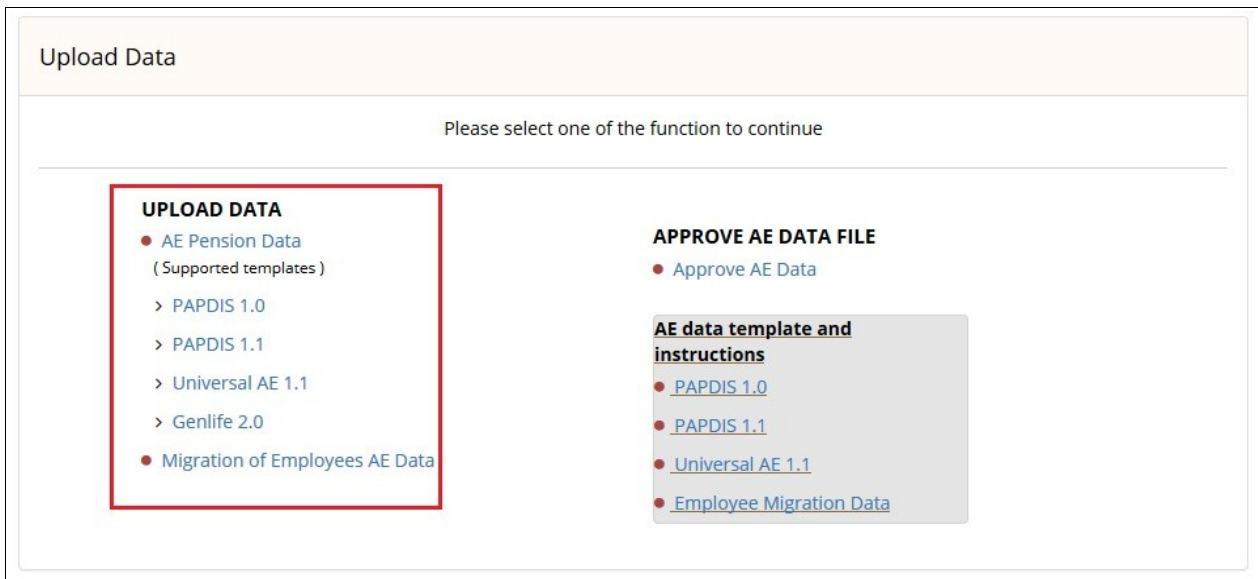


Figure 7.1.2.2

Action 3: You need to review and approve the uploaded AE data before you eSubmit to the respective pension provider. Please follow the below road map to approve data.

Road Map :

Home -> Batch Upload -> APPROVE AE DATA FILE -> Approve AE Data -> Select to Approve -> Approve

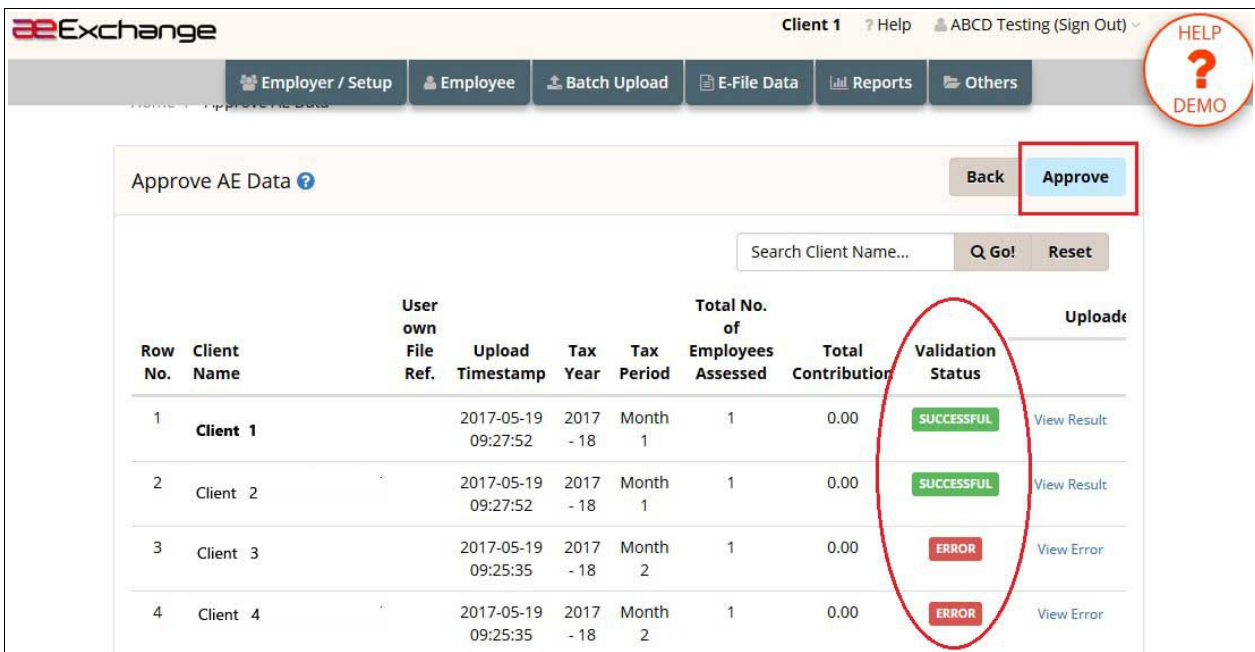


Figure 6.1.2.3

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Action 4 : Now you can eSubmit the AE data to the respective pension provider. Please follow the below road map to eSubmit.

Road Map :

Home -> E-file Data -> eFile AE Contribution data -> e-Submit Batch -> Enter User Sign In Password -> Confirm

The screenshot shows the aeExchange web application interface. The top navigation bar includes 'Employer / Setup', 'Employee', 'Batch Upload', 'E-File Data' (highlighted with a red box), 'Reports', and 'Others'. A 'HELP DEMO' button is visible in the top right corner. The main content area features a search bar for 'Client Name' and a table of clients.

Row No.	Client Name	Total Employees	Status	De-List	Employer / Setup
1	Client 1	1	Active		Enter
2	Client 2	1	Active	De-List	Enter
3	Client 3	0	Active	De-List	Enter

Figure 7.1.2.4

The screenshot shows the eFile Dashboard. It displays a list of functions to continue, with 'eFile AE Contribution data' highlighted by a red box. Other options include 'eFile Enrolment data' and 'Approve for Payment'.

- eFile Data**
 - eFile AE Contribution data** (highlighted)
 - eFile Enrolment data (For NEST, Aviva, Royal London, L & G, Standard Life pension users)
 - Approve for Payment (For NEST pension users only)
- eFile Status**
 - AE Contribution eFile Status & CSV Download
 - Enrolment eFile Status & CSV Download
 - Approve for Payment eFile Status

Figure 7.1.2.5

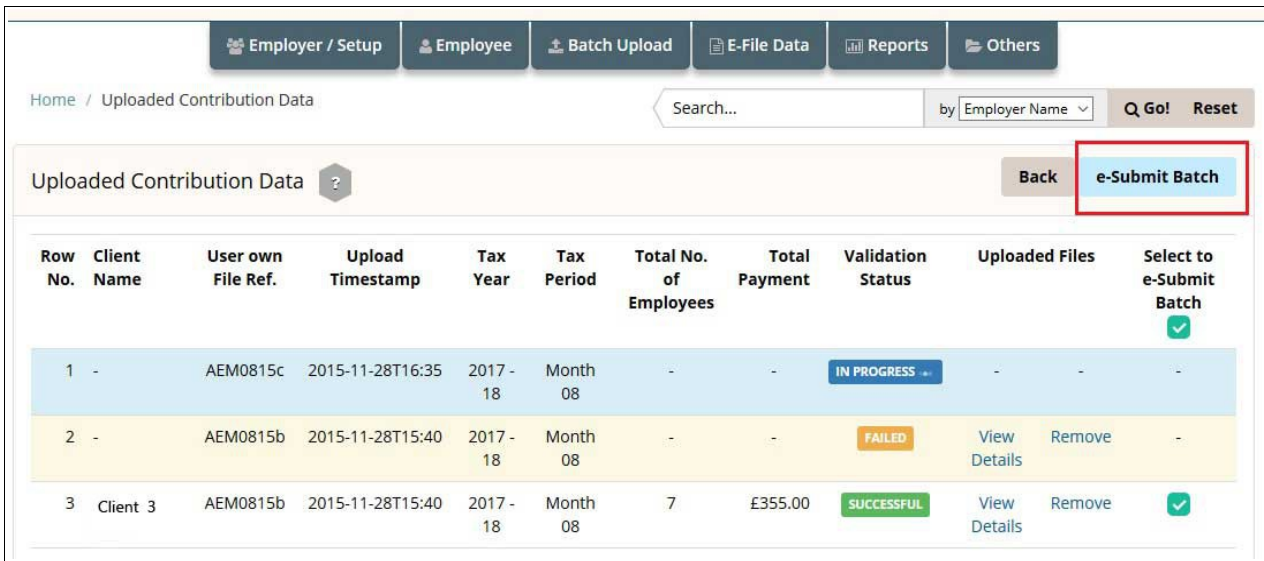


Figure 7.1.2.6

NOTE : It is important to check the eSubmit status after e-filing. If the eSubmission status appears to be 'FAILED', then click on 'View Details' link to view the errors. Fix all the errors listed and upload the CSV file once again. Follow the below road map.

Road Map :

Home -> E-file Data -> AE Contribution eFile Status & CSV Download -> Select Pay Frequency -> e-Submit Status

7.2 Submission via Manual Upload

You can download the contribution file and upload it to the respective pension provider portal for the pension providers for whom we don't support eSubmission currently. To download the AE contribution file please follow the road map below.

Road Map :

Home -> Reports -> Download AE Data Reports -> Download AE Enrolment Data Report / Download AE Contribution Data Report

8 AE Pension Reports

You can view / print the various pension reports such as Payroll Deduction Report, AE Data Reports and Contributor & Non-Contributor Reports from the Reports section. The payroll deduction file will provide you the AE pension data such as Pensionable earnings, Employer contribution, Employee contribution etc. This will be useful when you enter the pension contribution details in your payroll application while you process pay for the employee.

Road Map:

Home -> Reports

Row No.	Client Name	Total Employees	Status	De-List	Employer / Setup	AE Pension Provider	AE Data Services
1	Client 1	1	Active		Enter	NEST	Enter
2	Client 2	1	Active	De-List	Enter	Aegon Pension	Enter
3	Client 3	0	Active	De-List	Enter		Enter

Figure 8.1

Comm. Letters

- [AE Comm. Letters \(Bulk Processing \)](#)
- [AE Comm. Letters - History](#)

Payroll AE Deduction Data

- [Draft AE Payroll Deduction Data](#)
- [Payroll AE Deduction Data](#)

Download AE Data Reports

- [Download AE Enrolment Data Report](#)
- [Download AE Contribution Data Report](#)

Contributor & Non Contributor Reports

- [Monthly Consolidated Contribution Report](#)
- [Pay Frequencies Contribution Reports](#)
- [Non-Contributor Report](#)

Figure 8.2