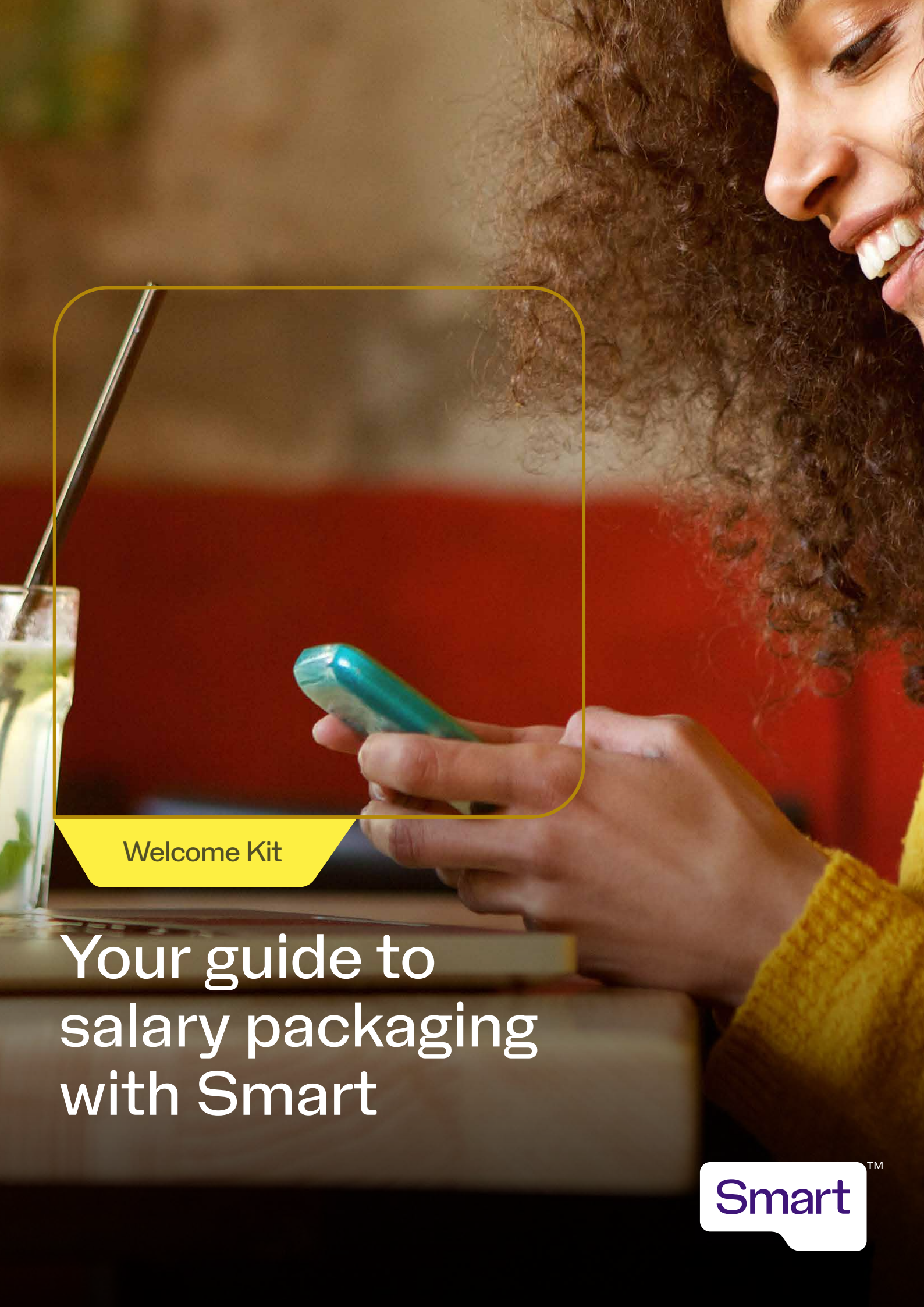


A close-up, side-profile shot of a man with a thick, curly brown beard and mustache. He is smiling and looking down at a teal-colored smartphone held in his right hand. He is wearing a yellow sweater. The background is blurred, showing a red wall and a glass with a straw.

Welcome Kit

Your guide to salary packaging with Smart

SmartTM

Salary packaging with Smart

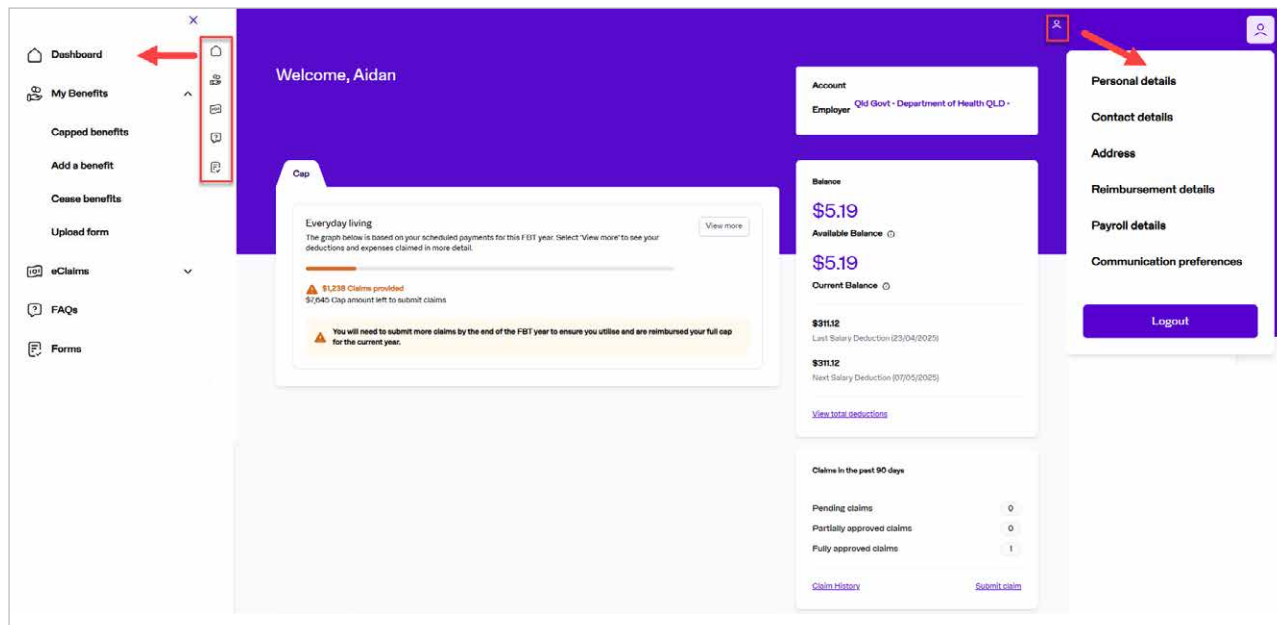
Contents

View your benefits	3
Add a benefit	4
Updating your details	5
Submitting a claim	6
Uploading supporting documents	6
Changing your deductions	7
Salary Packaging Reports	8

View your benefits

Your benefits

Once you have logged in to your account you will see your account dashboard with your account balance. From here you can navigate as required by expanding and using the left hand side menu and the 'person account' drop down menu.



Add a benefit

Your benefits

- Select 'Add a benefit' from the left hand side menu.
- 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.

Benefit catalogue

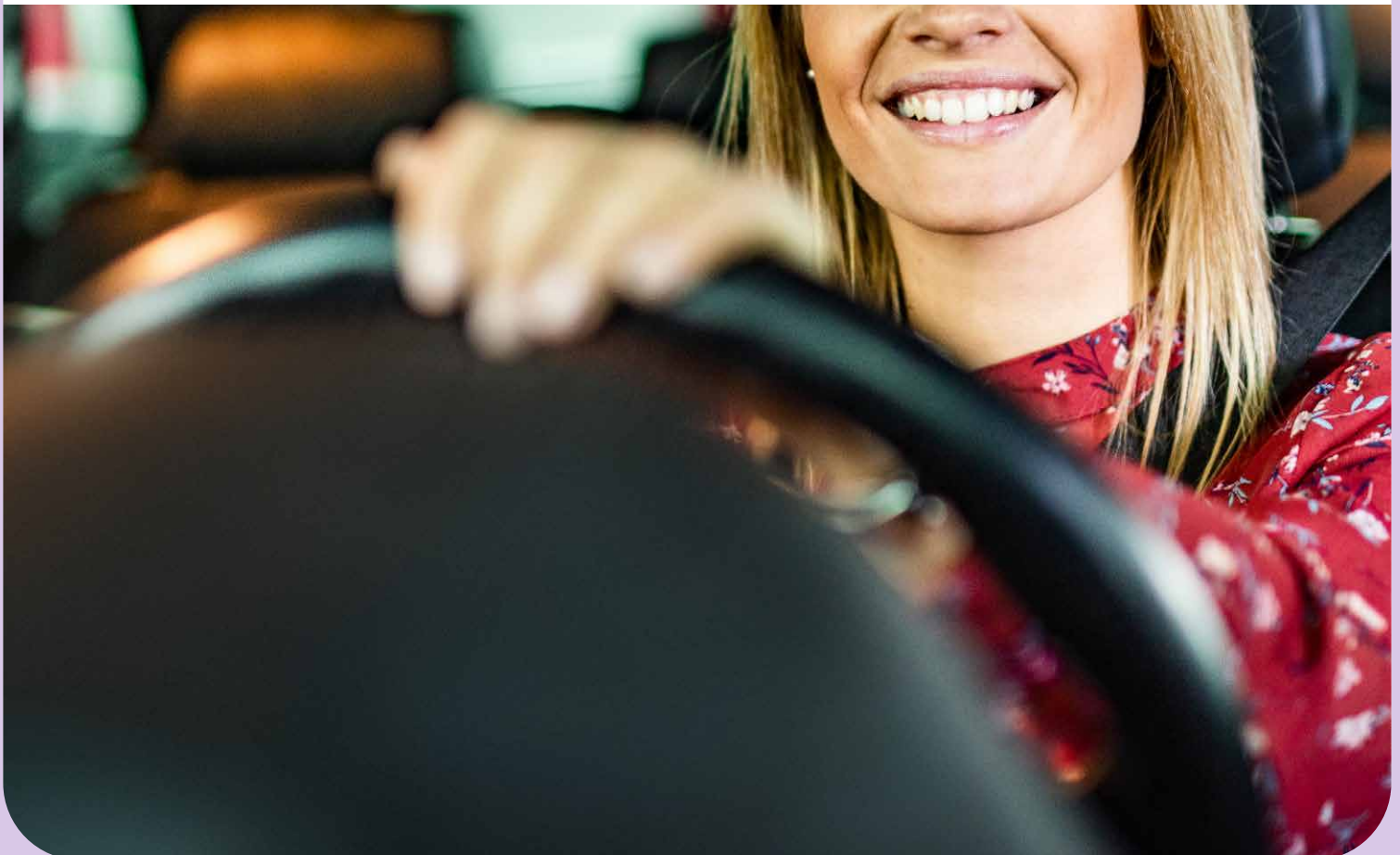
Vehicle Leasing
Salary package a car for your private use and save thousands in tax and running costs.

Tax-free Expenses
Salary package your mortgage, rent, personal loan and save!

Superannuation
Pay less tax as you save for your future by salary packaging pre-tax additional contributions to your superannuation.

Portable Devices
Package an eligible portable work device and save.

Remote Area
If you live and work in a remote area, you may be able to save by packaging eligible costs

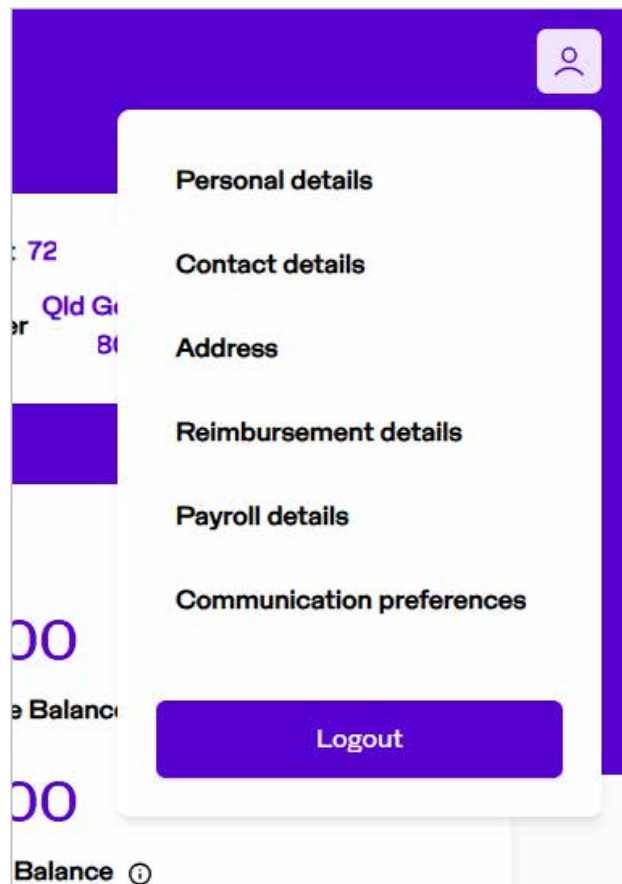


Updating your details

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.

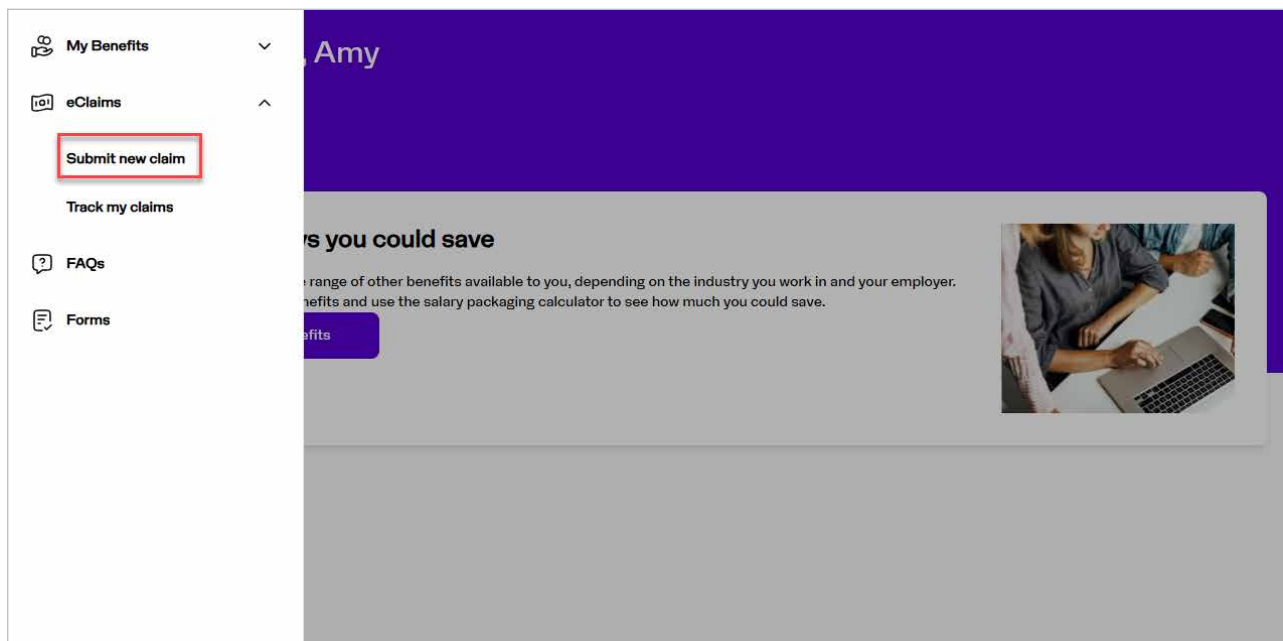


Submitting a claim

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 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 \$5228.46 left to claim on your tax-free cap for the current FBT year.

When would you like to start salary packaging this benefit?

30/07/2025



Number of deductions to pay your benefit?

18



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

Per pay amount

\$290.47



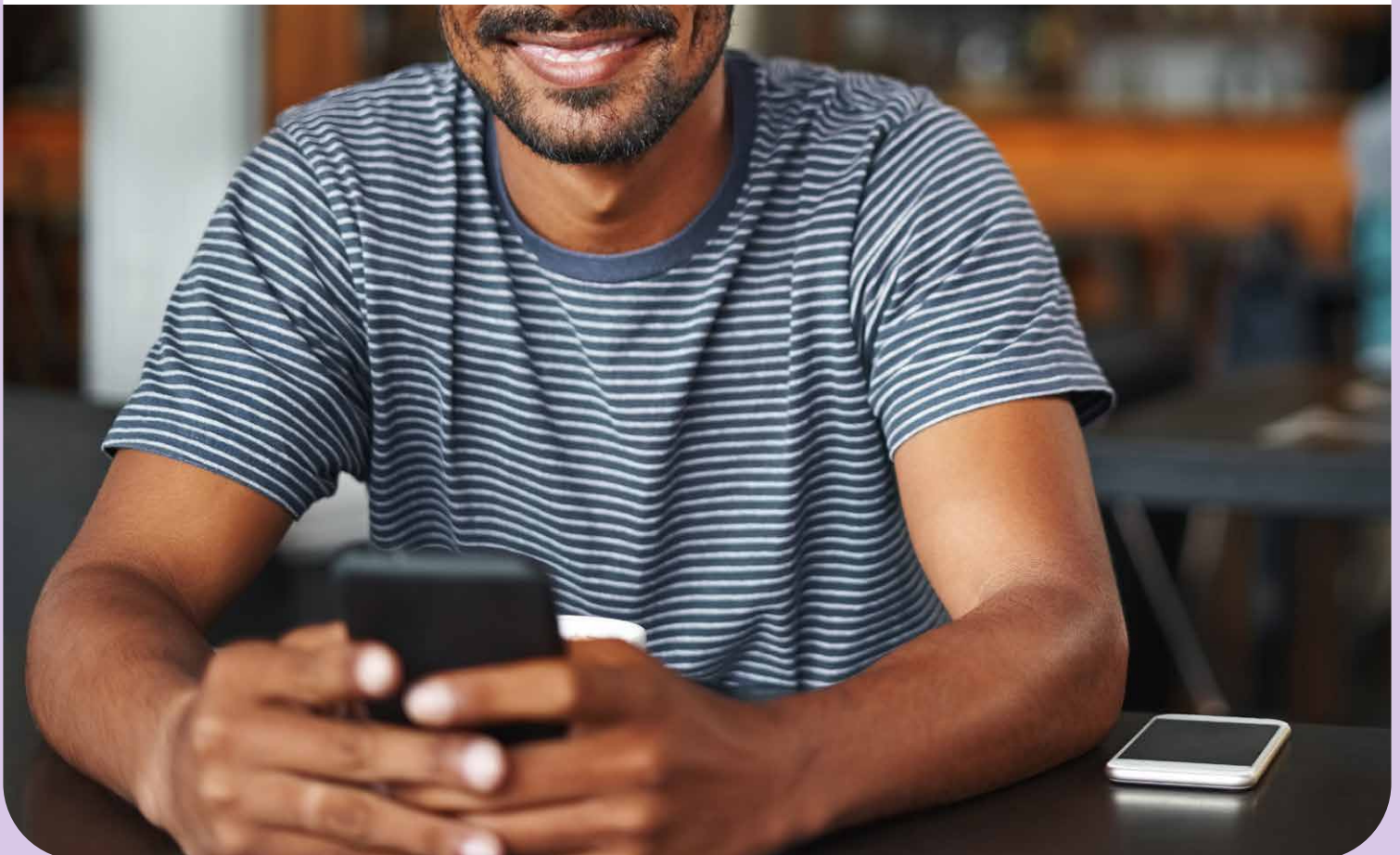
or

Total amount

\$5,228.46



\$290.47 will be deducted each pay from 30/07/2025 to 25/03/2026

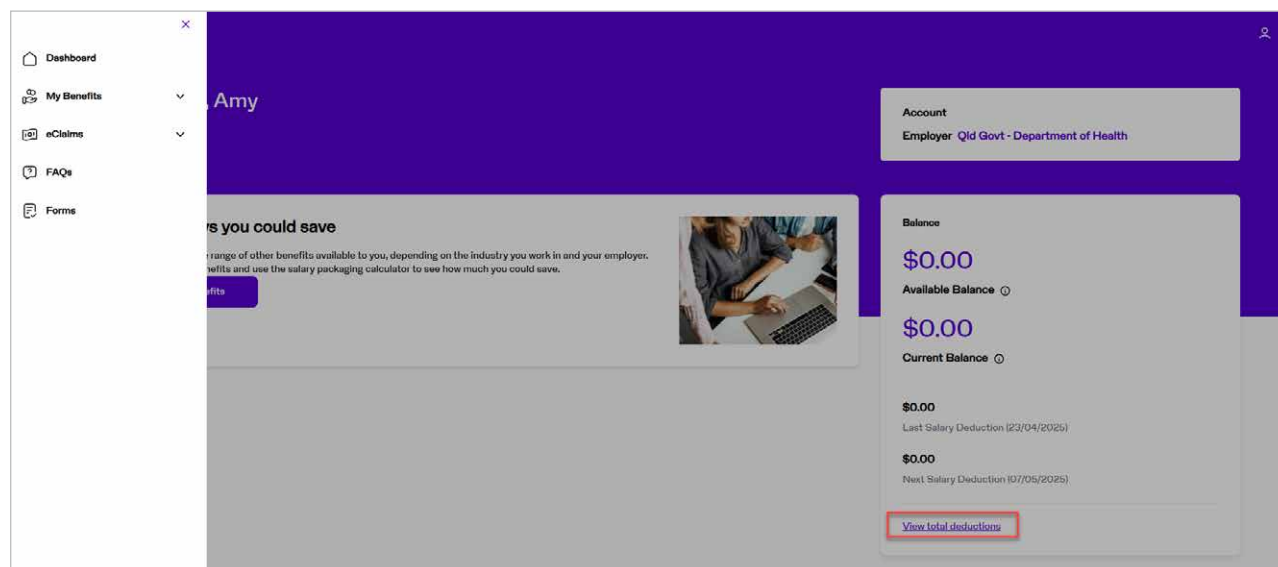


Salary packaging reports

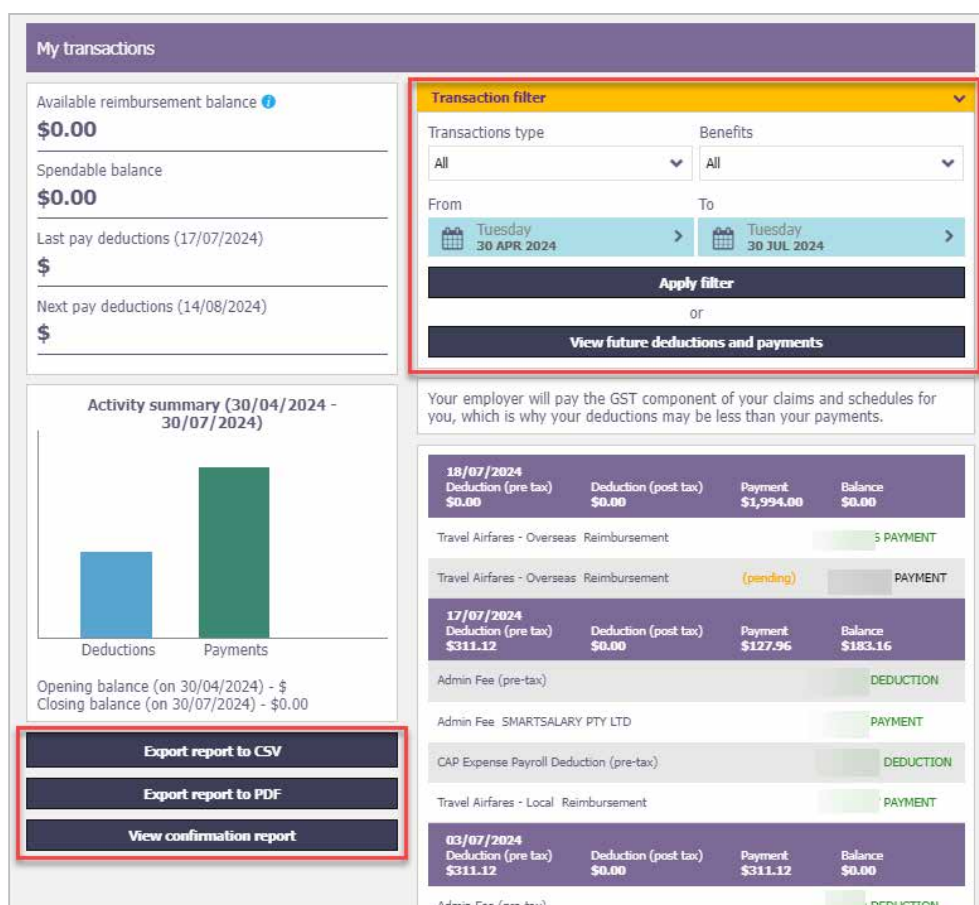
Your reports

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





Need help?

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

qldgov.smart.com.au
1300 218 598

Smart

qldgov.smart.com.au
1300 218 598

Smartsalary Pty Ltd, ABN 24 096 796 100, a Smart™ company

V202507