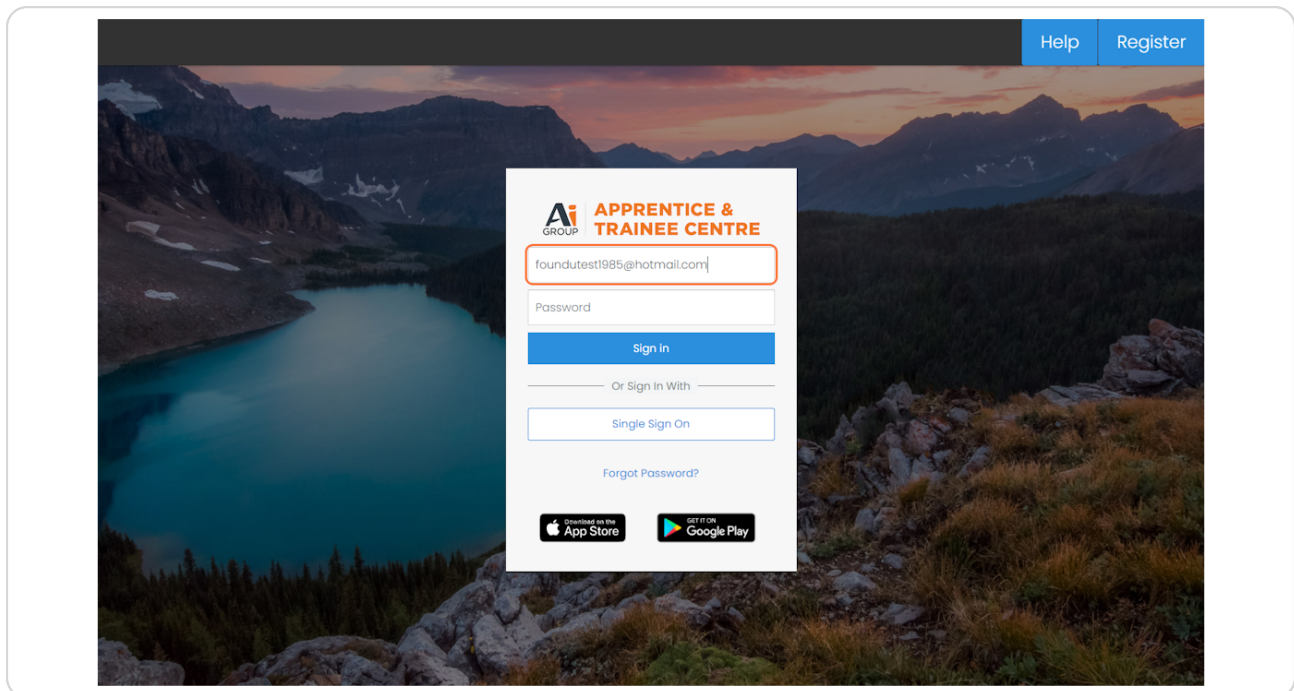


 Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

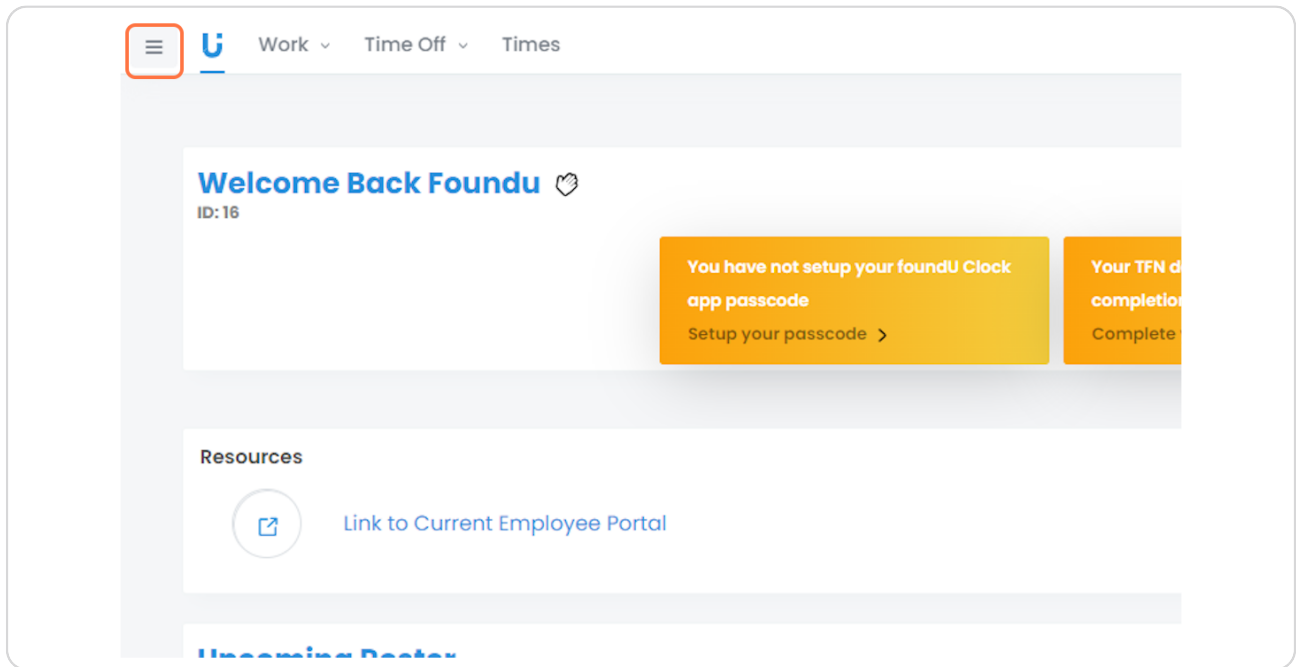
Login to your FoundU profile via your FoundU app or using your internet browser

Note: If you do not have the app you can download this in your Google Play or Apple App Store



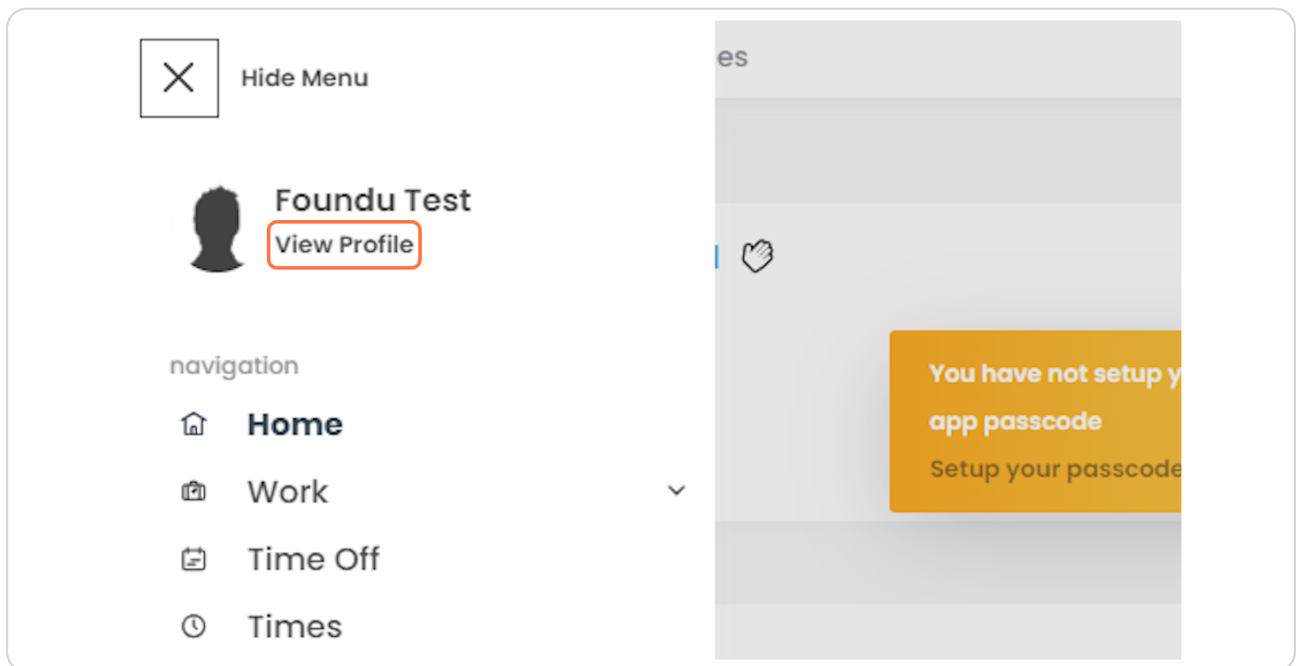
STEP 2

Select the 'Hamburger menu in the top left corner



STEP 3

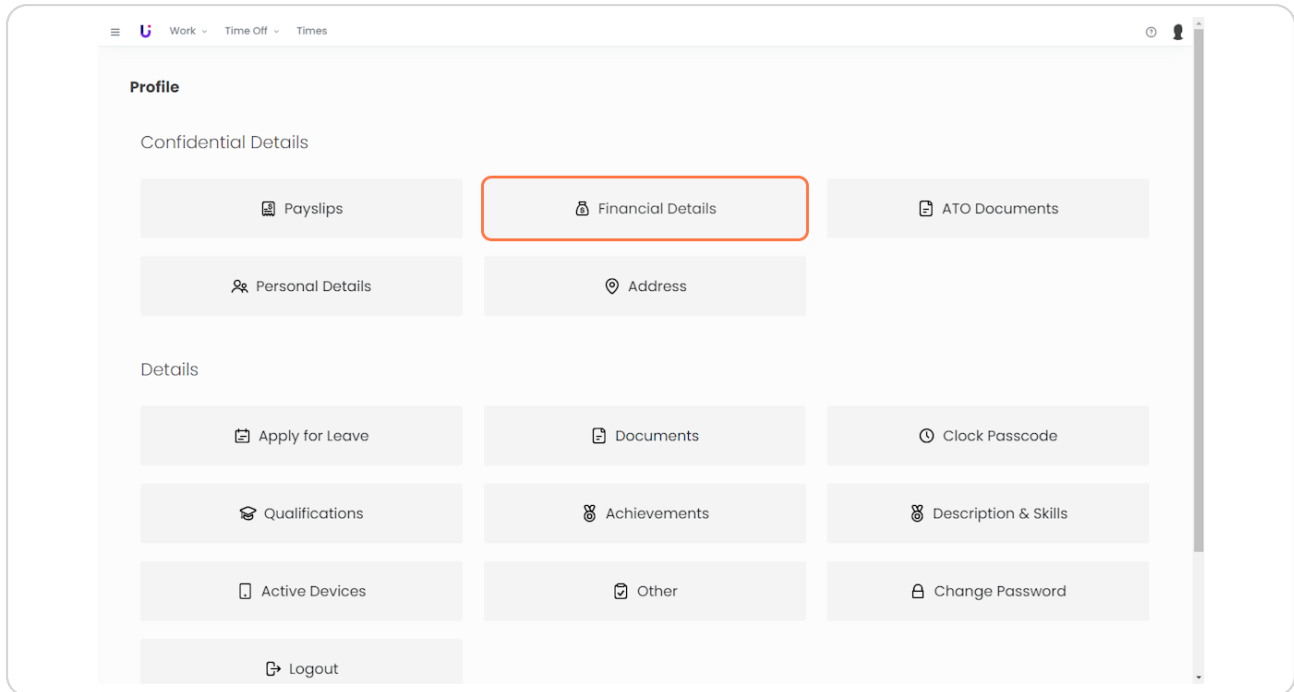
Click on 'View Profile'



STEP 4

To update your tax, super or bank details select 'Financial details'

Note: It may ask you to re verify yourself.



STEP 5

If required: Override existing bank details for 'Account Name', 'BSB' and Account number

Note: To add additional bank details click 'Add' and enter in 'Account Name', 'BSB', 'Account Number' and amount to be added to the account

The screenshot shows the 'Edit Financial Details' form with the following fields and options:

- Account Name ***: Foundu Test
- BSB ***: 063-093
- Account Number ***: 4528264
- Additional Accounts**: + Add
- Additional Tax ***: \$ 10.00
- Select the appropriate Superfund option**:
 - Default Fund (selected)
 - Use my own fund
- Super Fund ***: AustralianSuper (USI: STA0100AU)
- Super salary sacrifice (pre-tax)**: \$ 5.00
- Employee personal super contribution (post-tax)**: \$ 0.00

STEP 6

To add additional tax – Enter an amount under the 'Additional tax' section

This screenshot is identical to the one in Step 5, but with a red box highlighting the 'Additional Tax' field, which contains the value '\$ 10.00'.

STEP 7

To add additional super – enter the amount you wish to add under 'Employee personal super contribution (Post-tax)'

The screenshot shows a web interface for managing superannuation contributions. At the top, there are tabs for 'Work', 'Time Off', and 'Times'. Below this is a table with columns: 'Account Name', 'Account BSB', 'Account Number', and 'Account Amount'. The 'Additional Tax' field is set to '\$ 10.00'. Under 'Select the appropriate Superfund option', there are two buttons: 'Default Fund' (highlighted in blue) and 'Use my own fund'. The 'Super Fund' dropdown menu is set to 'AustralianSuper (USF: STA0100AU)'. The 'Super salary sacrifice (pre-tax)' field is set to '\$ 5.00'. The 'Employee personal super contribution (post-tax)' field is set to '\$ 0.00' and is highlighted with a red border. Below this is an 'Update' button. At the bottom, there is a 'Deductions' table with columns: 'Title', 'Amount', 'Reference', 'Recurring', 'Deducted From', 'Start Date', 'End Date', and 'Actions'.

STEP 8

Once you have made changes to any of your financial information ensure you select 'Update'

This is a close-up view of the 'Employee personal super contribution (post-tax)' section. The input field shows '\$ 0.00'. Below the input field is a text explanation: 'This contribution type is taken from your net pay. If you want the super...'. The 'Update' button is highlighted with a red border. Below this is the 'Deductions' table with columns: 'Title', 'Amount', and 'Reference'.