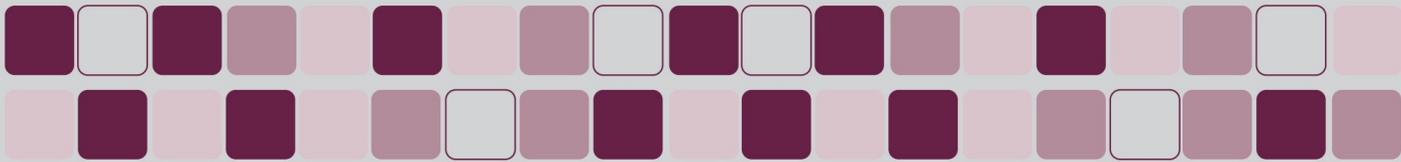


ANNUAL STATEMENT SUBMISSION TRAINING



PROSPER PERAC

Scott Henderson, Deputy Chief Auditor | PERAC
February 16, 2023



PROSPER Overview

- March 1st Live Date
- New Finance Tab automatically added to Existing Users
 - Finance Tab option will be added to form for New Users
- Downloadable handouts will have additional detailed screenshots for reference
- Cash book submission procedure differs by software
 - PTG clients discussed first, then non-PTG

Slide 2



LOGIN

- (1) Enter User Name
- (2) Enter Password
- (3) CLICK **Sign In**

PROSPER | Massachusetts Public Employee Retirement Administration Commission

User Name

Password (Case-sensitive)

[Forgot Password?](#)

[Accessibility Policy](#) [Site Policies](#) [Contact Us](#)

Slide 3

NOTES:

LOGIN (Cont'd)

(4) Enter Answer to Security Question(s)

(5) CLICK **Submit**

PROSPER | Massachusetts Public Employee Retirement Administration Commission

Security Question

Question
What is the street number of the house you grew up in?

Answer*

Submit

Slide 4

LAND ON "HOME" PAGE

(1) CLICK **Finance** Tab

Massachusetts Public Employee Retirement Administration Commission

Home

Tasks

- Disability Transmittal Action Request for 84 24 (6 Ordinary)
- CME Suspension Reinstatement for 67 12
- CME Suspension Reinstatement for 56 M 87
- CME Suspension Reinstatement for 28 14
- CME Suspension Reinstatement for 6 L 51

PERAC Memos

- Memo #12/2050 Republic
- Memo #1/2050 2050 Test
- Memo #32609.1 2022 New Memo > Aprr...
- Memo #2022-#2 2022 St#35059
- Memo #17/2022 2022 Mandatory Retirem...
- Memo #14/2022 2022 Supreme Judicial...
- Memo #13/2022
- Memo #12/2022

Notifications (Last 90 Days)

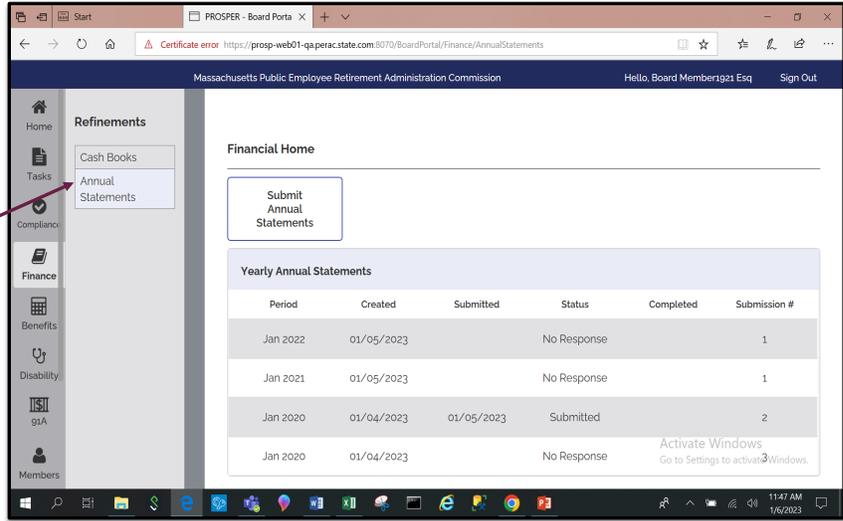
- 11/30/2022 Disability Transmittal Complete

Slide 5

NOTES:

LAND ON "FINANCIAL HOME" PAGE

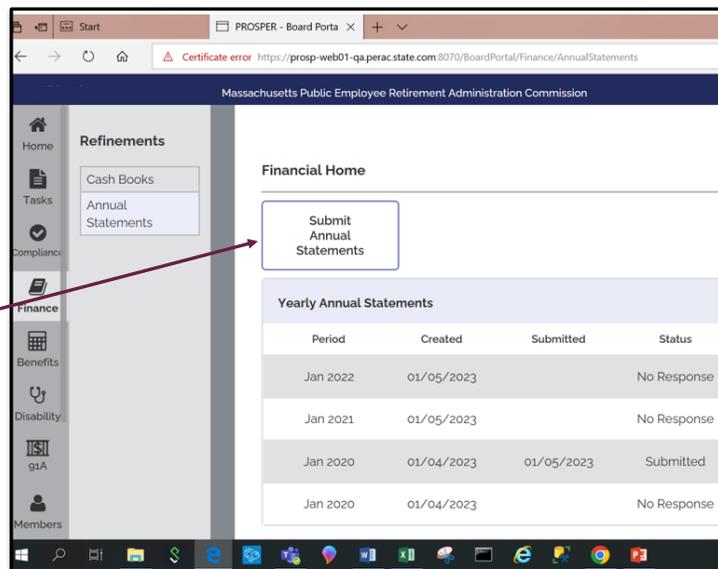
(1) CLICK on **Annual Statements**



Slide 6

LAND ON "ANNUAL STATEMENT" PAGE

(1) CLICK on **Submit Annual Statements**



Slide 7

NOTES:

SUBMITTING Annual Statement

(1) Select Year

(2) CLICK **Next**

Annual Statements Submission

Period Selection

Year* 2023

Cancel Next

Slide 8

SUBMITTING Annual Statement (Cont'd)

(3) CLICK **Annual Statement**

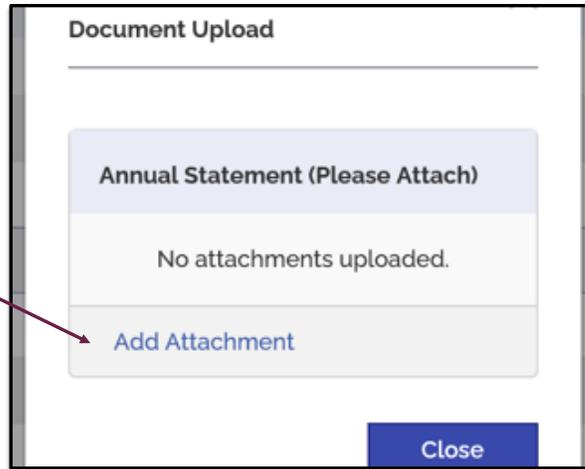
Annual Statement Documents			
Forms		Complete	Attachments
Annual Statement	Finance Admin	⊖	
Schedules 1-7	Finance Admin Download Template	⊖	
Supplement Schedule	Finance Admin	⊖	
Accounting Close Interest	Finance Admin	⊖	
Investors and Consultants	Finance Admin		
Other Docs	Finance Admin		

Slide 9

NOTES:

UPLOAD Doc(s)

(1) CLICK **Add Attachment**

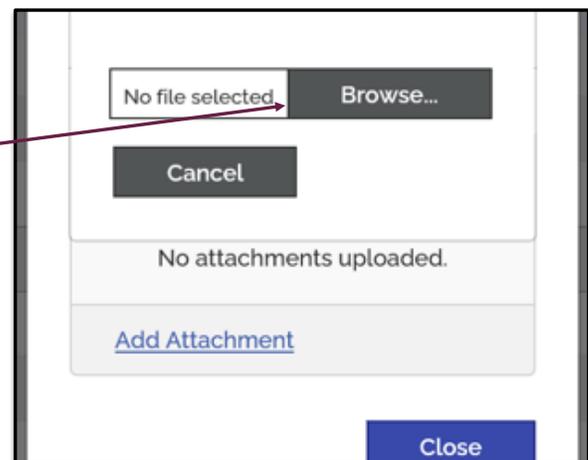


The screenshot shows a dialog box titled "Document Upload". At the top, it says "Annual Statement (Please Attach)". Below that, it says "No attachments uploaded." At the bottom of the dialog, there is a blue button labeled "Add Attachment" and a blue button labeled "Close". A red arrow points from the text "(1) CLICK Add Attachment" to the "Add Attachment" button.

Slide 10

UPLOAD Doc(s) (Cont'd)

(2) CLICK **Browse**



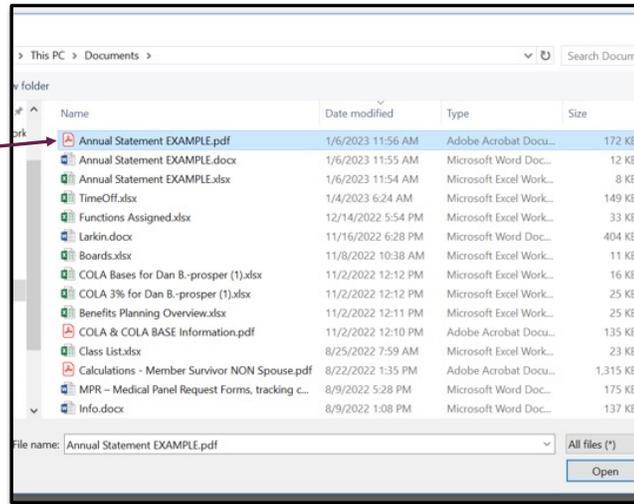
The screenshot shows the "Document Upload" dialog box with a file selection dialog open on top of it. The file selection dialog has a text box that says "No file selected" and a button labeled "Browse...". Below that, there is a button labeled "Cancel". The "Document Upload" dialog box is visible behind the file selection dialog, showing "No attachments uploaded." and the "Add Attachment" button. A red arrow points from the text "(2) CLICK Browse" to the "Browse..." button.

Slide 11

NOTES:

UPLOAD Doc(s) (Cont'd)

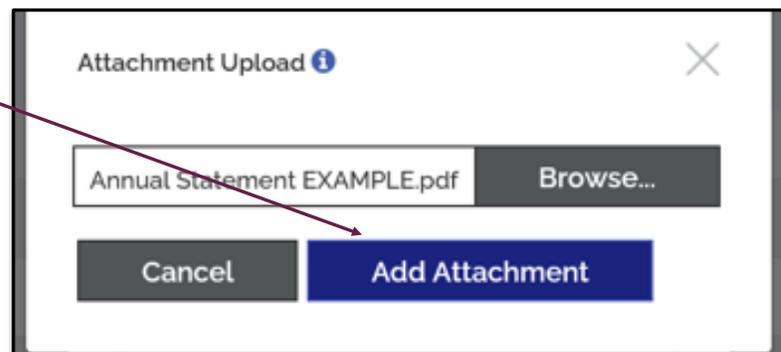
(3) SELECT correct file



Slide 12

UPLOAD Doc(s) (Cont'd)

(4) CLICK Add Attachment

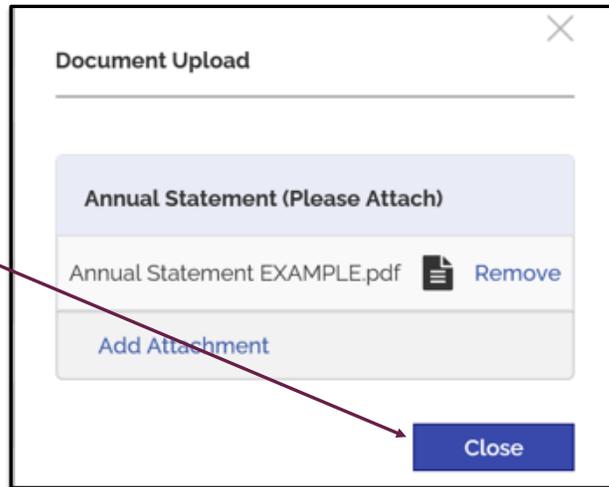


Slide 13

NOTES:

UPLOAD Doc(s) (Cont'd)

(5) CLICK **Close**



Slide 14

- You will now see the **Complete** is a **Green** Check and the **Attachment** is there
- Repeat same 5 STEPS for Other Uploads:
 - Schedules 1-7 (Please download and use template)
 - Supplemental Schedule
 - Accounting Close Interest
 - Investors and Consultants (IF APPLICABLE)
 - Other Docs (IF APPLICABLE)

Annual Statement Documents			
Forms		Complete	Attachments
Annual Statement	Finance Admin	✓	1
Schedules 1-7	Finance Admin	✓	1
Supplement Schedule	Finance Admin	✓	1
Accounting Close Interest	Finance Admin	✓	1
Investors and Consultants	Finance Admin		
Other Docs	Finance Admin		

Slide 15

NOTES:

Upload Rules

REQUIRED DOCS

- Annual Statement (must be READABLE PDF format)
- Schedules 1-7 (must be XLSX format)
 - PLEASE DOWNLOAD & USE TEMPLATE
- Supplemental Schedule (must be READABLE PDF format)
- Accounting Close Interest (must be READABLE PDF format)

ONLY IF APPLICABLE

- Other Docs
- Investors and Consultants (must be READABLE PDF format)

Slide 16

- Once ALL Required Documents are uploaded, reach out to the Board Members for certification.

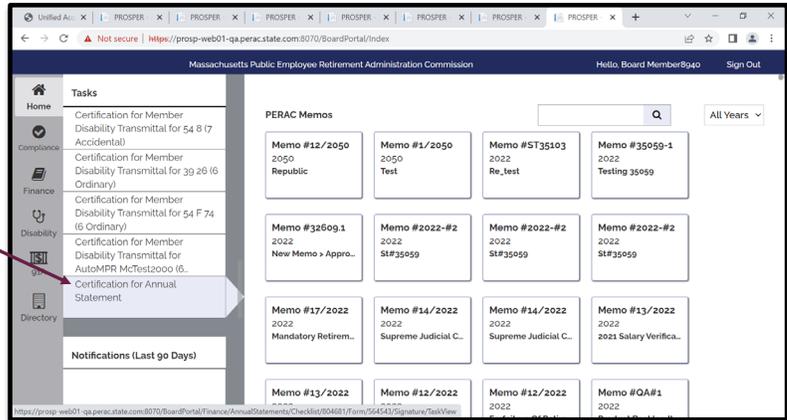
Annual Statement Documents		
Forms		Complete Attachments
Annual Statement	Finance Admin	✓ 1
Schedules 1-7	Finance Admin	✓ 1
Supplement Schedule	Finance Admin	✓ 1
Accounting Close Interest	Finance Admin	✓ 1
Investors and Consultants	Finance Admin	✓ 1

Slide 17

NOTES:

CERTIFICATION BY BOARD MEMBERS

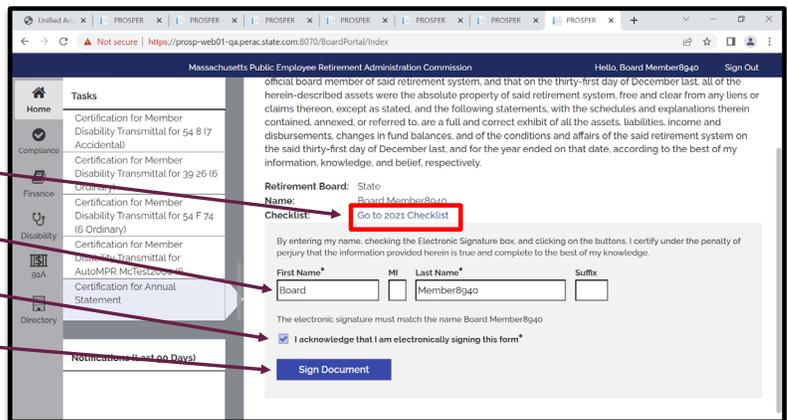
- (1) CLICK the **Certification for Annual Statement Tab**



Slide 18

CERTIFICATION BY BOARD MEMBERS (Cont'd)

- (2) Board Member can **Go to Checklist** and see what is actually submitted
- (3) Member signs by adding name
- (4) Check off Acknowledgement
- (5) CLICK **Sign Document**



Slide 19

NOTES:

- You will now see the **Complete** is a **Green** check once the Board Member signs.
- Repeat same 5 STEPS for ALL Board Members who need to Certify Statement.

Massachusetts Public Employee Retirement Administration Commission		Hello, Board
Supplement Schedule	Finance Admin	✓
Accounting Close Interest	Finance Admin	✓
Investors and Consultants	Finance Admin	✓
Other Docs	Finance Admin	✓
Retirement Board Member Certification		✓
	Board Member20357	✓
	Board Member21990	✓
	Board Member8940	✓
	Board M Member3760, Esq	✓
	Board B Member7990	✓

Slide 20

- Once ALL Signatures have been received and Certification is complete, the Annual Statement can be **Submitted**.

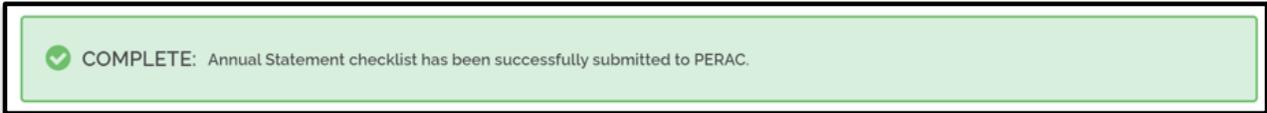
Retirement Board Member Certification		✓
	Board M Member3760, Esq	✓
	Board B Member7990	✓
	Board Member8940	✓
	Board Member20357	✓
	Board Member21990	✓

Withdraw Submit

Slide 21

NOTES:

- Once **Submitted**, you will receive a Message of Completion



Slide 22

- You can go back to the **Financial Home** Page and see that the Annual Statement has been Submitted.

Financial Home

Submit Annual Statements

Yearly Annual Statements					
Period	Created	Submitted	Status	Completed	Submission #
2024	02/03/2023	02/03/2023	Submitted		1
2023	02/03/2023	02/03/2023	Submitted		1
2022	02/03/2023	02/03/2023	Submitted		1
2021	02/07/2023	02/07/2023	Submitted		4
2020	01/03/2023	02/03/2023	Submitted		1

Slide 23

NOTES:



For assistance with **PROSPER**, please contact us at:
617-591-8983 or PER-ProsperHelp@mass.gov

Slide 24

Screen Shots

Slide 25

NOTES:

The screenshot shows a web browser window with two tabs: 'Unified Access Portal - CGI' and 'PROSPER'. The address bar displays 'https://prosp-web01-qa.perac.state.com:8070'. A yellow announcement banner at the top reads: 'ANNOUNCEMENT: IMPORTANT: Prosper Help desk email address had been changed to PER-ProsperHelp@mass.gov'. Below the banner is a white login form with the PROSPER logo and 'Massachusetts Public Employee Retirement Administration Commission' text. The form includes fields for 'User Name' and 'Password (Case-sensitive)', a 'Forgot Password?' link, and a blue 'Sign In' button. At the bottom of the form are links for 'Accessibility Policy', 'Site Policies', and 'Contact Us'.

Slide 26

The screenshot shows the same browser window with the URL 'https://prosp-web01-qa.perac.state.com:8070/Account/SecurityQuestion'. The white form contains the PROSPER logo and 'Massachusetts Public Employee Retirement Administration Commission' text. It features a 'Security Question' section with the question 'What is the first name of your oldest niece?' and an 'Answer*' field. A blue 'Submit' button is located at the bottom right of the form.

Slide 27

NOTES:

Unified Access Portal - CGI | PROSPER - Board Portal | Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Index

Massachusetts Public Employee Retirement Administration Commission | Hello, Board Member1921 Esq | Sign Out

Tasks

- Disability Transmittal Action Request for 61 96 (6 Ordinary)
- CME Suspension Reinstatement for 64 72
- CME Suspension Reinstatement for 4 M 17
- CME Suspension Reinstatement for 65 97
- CME Suspension Reinstatement for 66 L 78

Notifications (Last go Days)

- 1/22/2023 Disability Transmittal Board Action Request is Late

PERAC Memos

Q
All Years ▾

Memo #12/2050
2050
Republic

Memo #1/2050
2050
Test

Memo #ST35103
2022
Re_test

Memo #35059-1
2022
Testing 35059

Memo #32609.1
2022
New Memo > Appro...

Memo #2022-#2
2022
St#35059

Memo #2022-#2
2022
St#35059

Memo #2022-#2
2022
St#35059

Memo #17/2022
2022
Mandatory Retirem...

Memo #14/2022
2022
Supreme Judicial C...

Memo #14/2022
2022
Supreme Judicial C...

Memo #13/2022
2022
2021 Salary Verifica...

Memo #13/2022
2022

Memo #12/2022
2022

Memo #12/2022
2022

Memo #QA#1
2022

Slide 28

Unified Access Portal - CGI | PROSPER - Board Portal | Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/AnnualStatements

Massachusetts Public Employee Retirement Administration Commission | Hello, Board Member1921 Esq | Sign Out

Refinements

- Cash Books
- Annual Statements

Financial Home

Submit Annual Statements

Yearly Annual Statements

Period	Created	Submitted	Status	Completed	Submission #
2024	02/03/2023	02/03/2023	Submitted		1
2023	02/03/2023	02/03/2023	Submitted		1
2022	02/03/2023	02/03/2023	Submitted		1
2021	02/03/2023		Not Yet Submitted		1

Slide 29

NOTES:

Annual Statements Submission

Period Selection

Year* 2021

- 2020
- 2021
- 2022
- 2023
- 2024

Cancel Next

Period	Created	Submitted	Status	Completed	Submission #
2024	02/03/2023	02/03/2023	Submitted		1
2023	02/03/2023	02/03/2023	Submitted		1
2022	02/03/2023	02/03/2023	Submitted		1
2020	01/30/2023	02/03/2023	Submitted		1

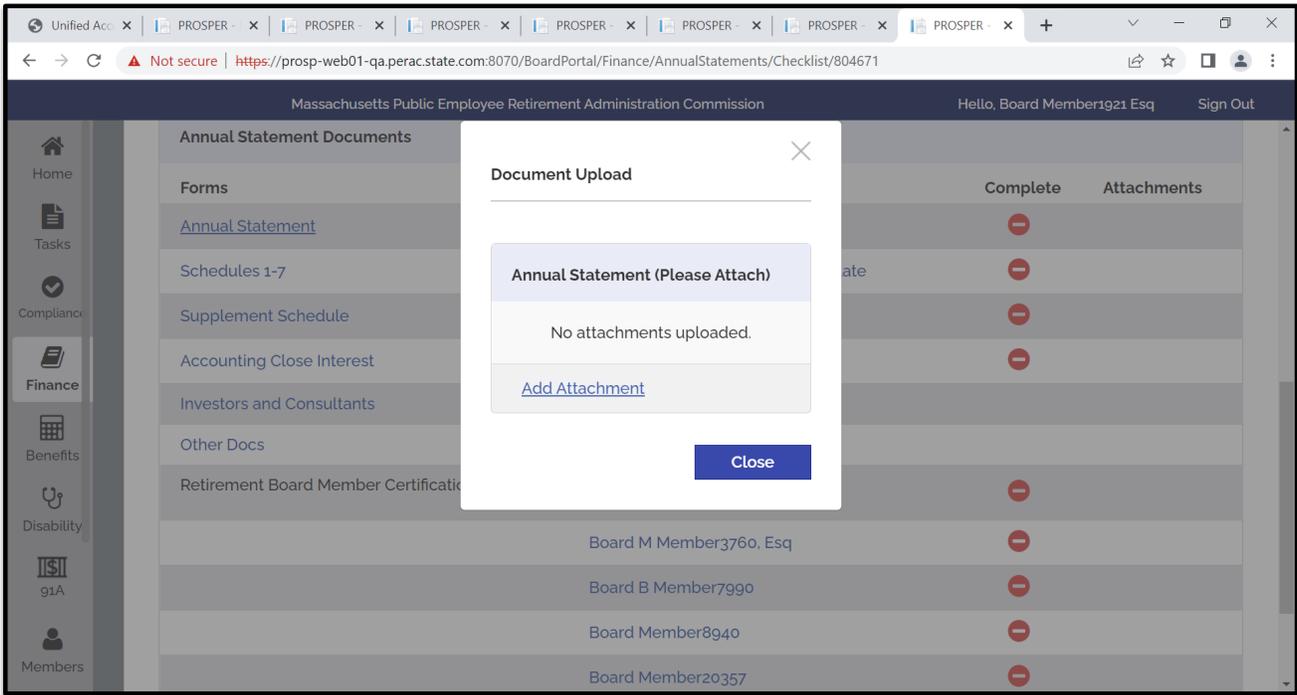
Slide 30

Annual Statement Documents

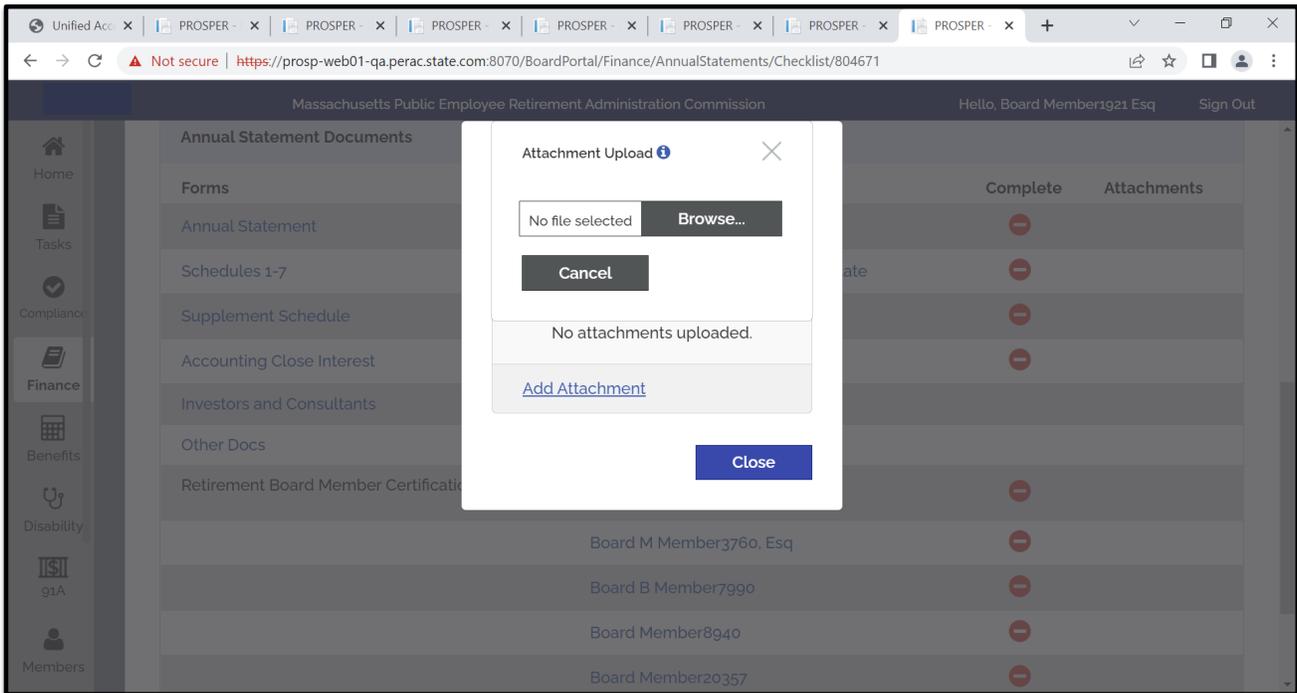
Forms	Complete	Attachments
Annual Statement	—	
Schedules 1-7	—	Download Template
Supplement Schedule	—	
Accounting Close Interest	—	
Investors and Consultants	—	
Other Docs	—	
Retirement Board Member Certification	—	
	—	Board M Member3760, Esq
	—	Board B Member7990
	—	Board Member8940

Slide 31

NOTES:

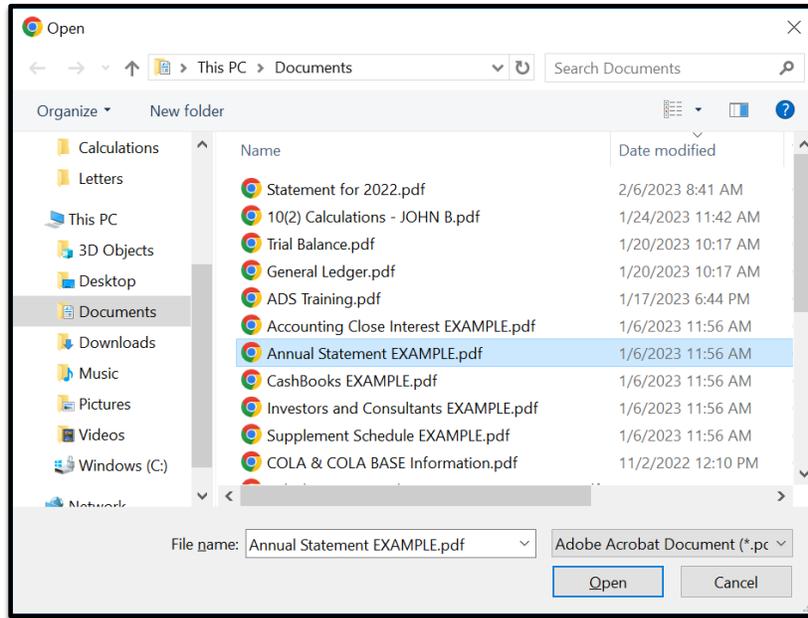


Slide 32

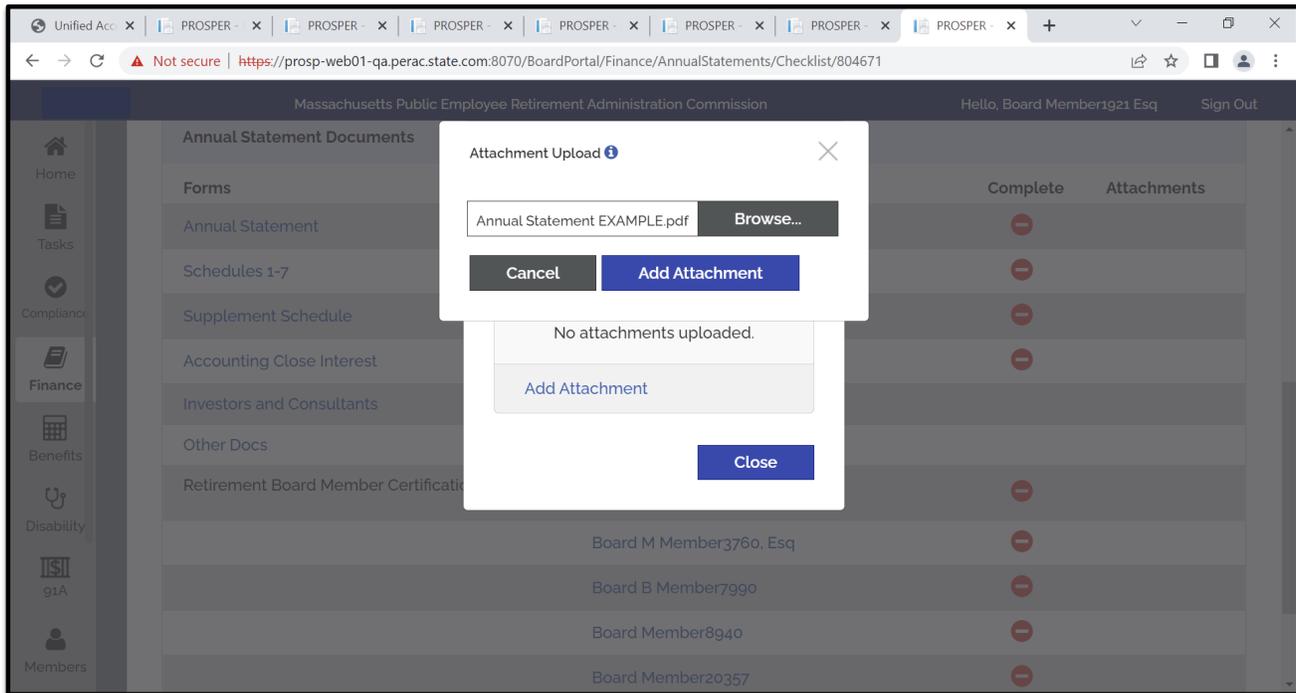


Slide 33

NOTES:



Slide 34



Slide 35

NOTES:

Unified Acc x PROSPER - x

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/AnnualStatements/Checklist/804671

Massachusetts Public Employee Retirement Administration Commission Hello, Board Member1921 Esq Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

Annual Statement Documents

Forms

Annual Statement

Schedules 1-7

Supplement Schedule

Accounting Close Interest

Investors and Consultants

Other Docs

Retirement Board Member Certification

Board M Member3760, Esq

Board B Member7990

Board Member8940

Board Member20957

Complete Attachments

Annual Statement (Please Attach)

Annual Statement EXAMPLE.pdf Remove

Add Attachment

Close

Slide 36

Unified Access Portal - CC x Mail - kristy.batchelder@ PROSPER - Board Portal x PROSPER - Board Portal x PROSPER - Board Portal x

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/AnnualStatements/Checklist/804590

Massachusetts Public Employee Retirement Administration Commission Hello, Board Member20127 Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

Submission #: 1

Annual Statement Documents

Forms

Annual Statement Finance Admin Complete Attachments

Schedules 1-7 Finance Admin Download Template Complete Attachments

Supplement Schedule Finance Admin Complete Attachments

Accounting Close Interest Finance Admin Complete Attachments

Investors and Consultants Finance Admin

Other Docs Finance Admin

Retirement Board Member Certification

27 43

Activate Windows to Settings to activate Windows

Slide 37

NOTES:

Massachusetts Public Employee Retirement Administration Commission | Hello, Board Member8940 | Sign Out

Tasks

- Home
- Compliance
- Finance
- Disability
- 91A
- Directory

PERAC Memos

Memo #12/2050 2050 Republic	Memo #1/2050 2050 Test	Memo #ST35103 2022 Re_test	Memo #35059-1 2022 Testing 35059
Memo #32609.1 2022 New Memo > Appro...	Memo #2022-#2 2022 St#35059	Memo #2022-#2 2022 St#35059	Memo #2022-#2 2022 St#35059
Memo #17/2022 2022 Mandatory Retirem...	Memo #14/2022 2022 Supreme Judicial C...	Memo #14/2022 2022 Supreme Judicial C...	Memo #13/2022 2022 2021 Salary Verifica...
Memo #13/2022 2022	Memo #12/2022 2022	Memo #12/2022 2022	Memo #QA#1 2022

Slide 38

Massachusetts Public Employee Retirement Administration Commission | Hello, Board Member8940 | Sign Out

Tasks

- Home
- Compliance
- Finance
- Disability
- 91A
- Directory

official board member of said retirement system, and that on the thirty-first day of December last, all of the herein-described assets were the absolute property of said retirement system, free and clear from any liens or claims thereon, except as stated, and the following statements, with the schedules and explanations therein contained, annexed, or referred to, are a full and correct exhibit of all the assets, liabilities, income and disbursements, changes in fund balances, and of the conditions and affairs of the said retirement system on the said thirty-first day of December last, and for the year ended on that date, according to the best of my information, knowledge, and belief, respectively.

Retirement Board: State
Name: Board Member8940
Checklist: [Go to 2021 Checklist](#)

By entering my name, checking the Electronic Signature box, and clicking on the buttons, I certify under the penalty of perjury that the information provided herein is true and complete to the best of my knowledge.

First Name* **MI** **Last Name*** **Suffix**

The electronic signature must match the name Board Member8940

I acknowledge that I am electronically signing this form*

Sign Document

Slide 39

NOTES:

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member1921 Esq Sign Out

Supplement Schedule	Finance Admin	✓	1
Accounting Close Interest	Finance Admin	✓	1
Investors and Consultants	Finance Admin		
Other Docs	Finance Admin		
Retirement Board Member Certification		✗	
	Board M Member3760, Esq	✗	
	Board B Member7990	✗	
	Board Member8940	✓	
	Board Member20357	✗	
	Board Member21990	✗	

Withdraw Submit

Slide 40

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member1921 Esq Sign Out

Supplement Schedule	Finance Admin	✓	1
Accounting Close Interest	Finance Admin	✓	1
Investors and Consultants	Finance Admin		
Other Docs	Finance Admin		
Retirement Board Member Certification		✓	
	Board M Member3760, Esq	✓	
	Board B Member7990	✓	
	Board Member8940	✓	
	Board Member20357	✓	
	Board Member21990	✓	

Withdraw Submit

Slide 41

NOTES:

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member1921 Esq Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

COMPLETE: Annual Statement checklist has been successfully submitted to PERAC.

Notes

Comments	Date	Updated By
Not found		

Annual Statement Submission Checklist

Submission Information

Period:	2021
Submitted:	2/7/2023
Rejected:	
Approved:	

Slide 42

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member1921 Esq Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

Refinements

- Cash Books
- Annual Statements

Financial Home

Submit Annual Statements

Yearly Annual Statements

Period	Created	Submitted	Status	Completed	Submission #
2024	02/03/2023	02/03/2023	Submitted		1
2023	02/03/2023	02/03/2023	Submitted		1
2022	02/03/2023	02/03/2023	Submitted		1
2021	02/07/2023	02/07/2023	Submitted		4

Slide 43

NOTES:

COMMONWEALTH OF MASSACHUSETTS
Public Employee Retirement Administration Commission
Five Middlesex Avenue, Suite 304 | Somerville, MA 02145
Phone: 617-666-4446 | Fax: 617-628-4002
TTY: 617-591-8917 | Web: www.mass.gov/perac

