

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Electronic Document Submission Training

DATE: October 16, 2014

The Public Employee Retirement Administration Commission (PERAC) is pleased to announce the advent of Secure Electronic Document Transmission. This new system will allow participating retirement boards to securely transmit files for Regional Medical Panels, Disability Transmittal Documents and other secure files via a secure, encrypted electronic process.

In order for your retirement board to participate in this process, staff at your board that processes the above documents must complete PERAC's training. A certificate of completion will be awarded and the recipient will be allowed access to submit encrypted documents upon completion of this training.

As a result of numerous requests from retirement systems located in Central and Western Mass an additional training session has been scheduled as follows:

- Thursday, November 6, 2014 at 10:00 AM
Springfield Retirement Board
70 Tapley Street
Springfield, MA 01104

This training will cover the security of transmitted information, the basics of electronic document processing, and PERAC's protocol.

Class size is limited to 30 individuals. To make reservations, please e-mail Rose Cipriani at RCipriani@per.state.ma.us.

If you encounter difficulties with attending the posted date and location, please contact Kate Hogan, Manager of Medical Services at (617) 591-8956.

