

MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: PROSPER Benefit Calculation Submission is almost here!

DATE: November 2, 2020

PROSPER Benefit Calculation Submission is almost here!

Beginning November 16, 2020, PROSPER users will be able to submit and facilitate Benefit Calculation Submissions entirely within PROSPER. We can't wait for our valued user base to begin using this exciting new feature.

We will hold a series of training sessions this month for interested parties who want to learn more. We will also have a video tutorial available on our website later in the month for those who are unable to attend a live session or wish to learn on their own schedule. Board members are welcome to join the webinars, but we will not be offering credit for these sessions. Please see our website for registration links to the live training sessions, which will be conducted via webinar on the following dates:

Tuesday, November 10, 2020, 1:00 p.m. – 2:00 p.m.

Monday, November 16, 2020, 10:00 a.m. – 11:00 a.m.

Our expectation is that by year's end, PERAC will be processing all calculation benefit submissions entirely online through PROSPER.

Board staff who currently have the disability role in PROSPER will automatically receive the benefit calculation role. If your board needs to add a new staff member with the calculation benefit role, please fill out the Individual Account Request Form for PROSPER (attached and available on our website), select the benefit calculation role, and submit the form with all required signatures to PERAC, attention: PROSPER Help Desk. You can mail the hard copy to our office or scan the completed form and email it to PER-ProsperHelp@per.state.ma.us.

If you have any questions or need to get a member of your team on PROSPER now, please do not hesitate to reach out to our help staff at: PER-ProsperHelp@per.state.ma.us.

Thank you for your cooperation.

Att.

