



USER GUIDE | **INVESTMENT MANAGER STATEMENT PANEL**

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The Investment Manager Statement Submission Process



In This Guide

- ✓ 1: Logging Into PROSPER
- ✓ 2: How to Access/Submit Investment Manager Statements
- ✓ 3: Quarterly Submissions

1: Logging Into PROSPER

Log into PROSPER.

Figure 1.1: Logging into PROSPER

Log into your PROSPER account:

1. Enter **User Name** and **Password**.
2. Click **Sign In**.

Figure 1.2: Security Question

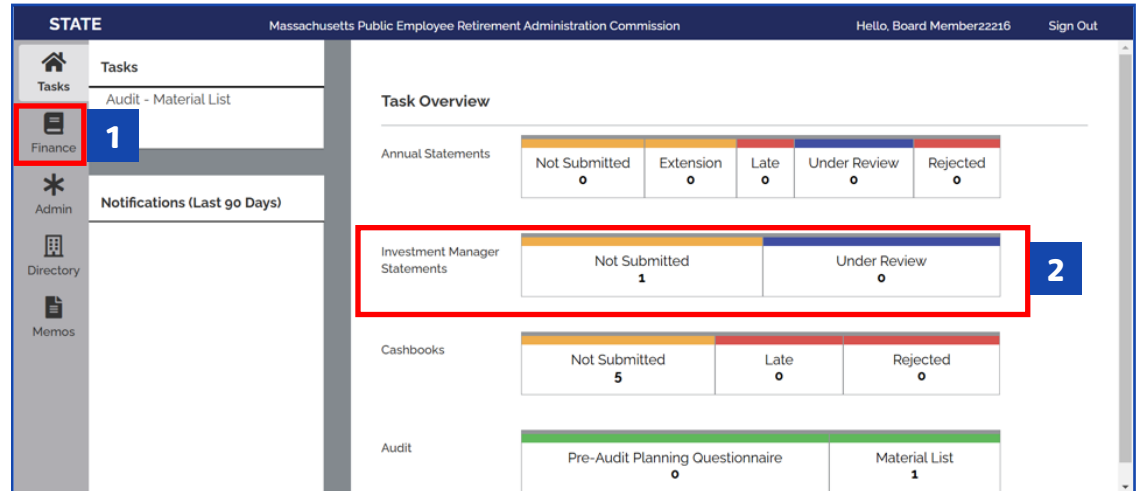
You will then be prompted to answer your security question before proceeding.

1. Answer the Security Question in the **Answer** field.
2. Click **Submit**.

2: How to Access/Submit Investment Manager Statements

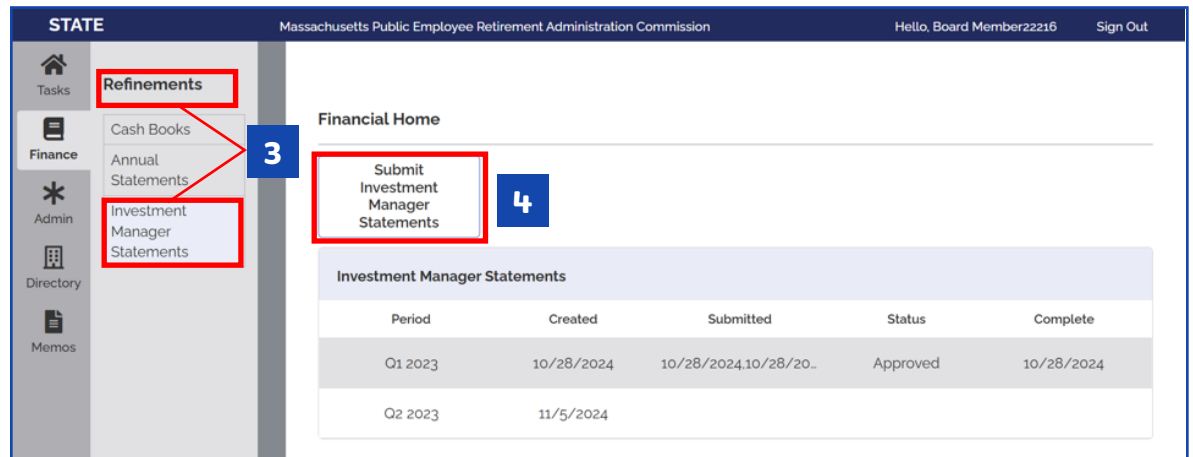
After logging in, the **Tasks Landing** page appears. The Finance tab is located on the left column under the Tasks tab.

Figure 2.1: The Tasks Landing Page



1. Click on the **Finance Tab** to land on the **Financial Home** page.
2. The **Investment Manager Statements** panel appears to the right under the **Task Overview** section and contains updates.

Figure 2.2: Investment Manager Statements Panel



3. Click the **Investment Manager Statements** link under **Refinements** to see **Investment Manager Statements** panel.
4. Click on the **Submit Investment Manager Statements** link to submit new Investment Manager Statements

Figure 2.3: Investment Manager Statement Period Selection

5. When selecting the period:
 - Select if the submission is for **Quarter** or **Month**
 - Select the correct **Quarter** or **Month** from the drop-down box
 - Select correct **Year** from the drop-down box
6. Click **Next** to get to the **Investment Manager Submission Checklist**.

Figure 2.4: Investment Manager Submission Checklist

- The Investment Manager Submission checklist contains an area for Notes, Submission Information and the Investment Manager Statement documents.
- The appropriate document needs to be attached in order to complete the submission.

Figure 2.5: Upload Investment Manager Statement Document

Investment Manager Statement Documents			
Forms		Complete	Attachments
Investment Manager Statement	7	—	

- Click on the **Investment Manager Statement** Form link to initiate the upload.

Figure 2.6: Adding an Attachment

The screenshot shows a pop-up window titled "Investment Manager Statement" with a close button (X). Inside the window, there is a section labeled "Documents (Please Attach)" which states "No attachments uploaded." Below this, the "Add Attachment" button is highlighted with a red box and a blue circle containing the number 8. At the bottom of the window are "Close" and "Withdraw" buttons. The background shows a table with submission information for the Massachusetts Public Employee Retirement Administration Commission.

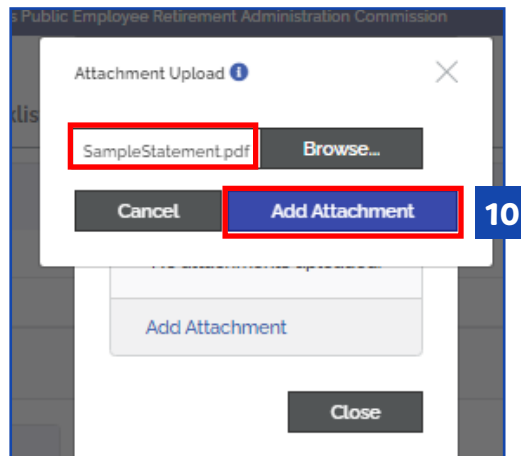
- Click **Add Attachment** from the pop-up window.

Figure 2.7: Browsing for Files

The screenshot shows an "Attachment Upload" dialog box with a close button (X). It contains a text input field with "No file selected" and a "Browse..." button highlighted with a red box and a blue circle containing the number 9. Below the input field are "Cancel" and "Add Attachment" buttons. At the bottom of the dialog is a "Close" button. The background shows the same submission information table as in Figure 2.6.

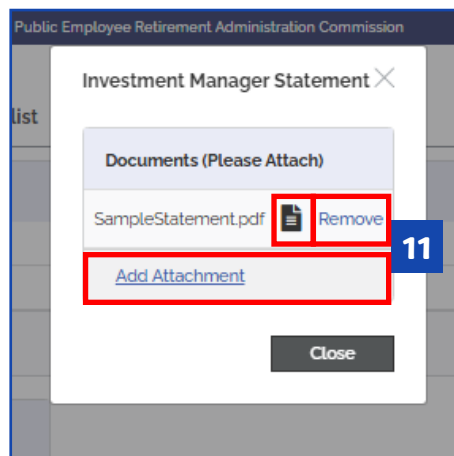
- Click on the **Browse** button to access the file.

Figure 2.8: Adding Attachment to Upload



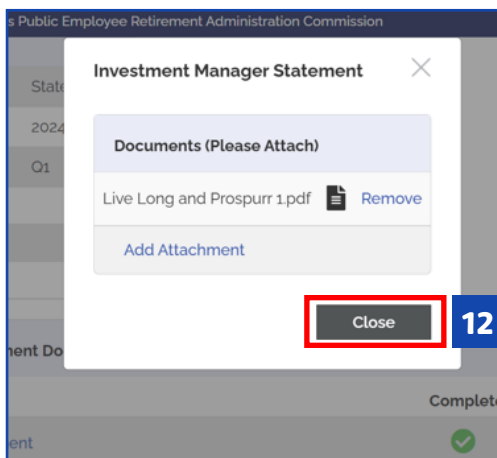
10. Once the document is selected and document name appears, click **Add Attachment** to attach the file.

Figure 2.9: Reviewing/Removing Documents or Attaching Additional Documents



11. If you remain in the upload panel, you will be able to:
- see what you uploaded (click the **DOC** icon)
 - remove the document (click **Remove** link) and/or
 - attach another document (**Add Attachment**)

Figure 2.10: Attaching the Investment Manager Statement



- 12.** Once attachments are uploaded and reviewed for the period selected, click **Close**.



NOTE: Investment Manager Statement must be in PDF or XLSX format.

Figure 2.11: Submission Complete



- 13.** Once a document upload is **COMPLETE**, a **Green Check** will appear.

Figure 2.12: Submitting the Investment Manager Statement

STATE Massachusetts Public Employee Retirement Administration Commission Hello, Board Member22216 Sign Out

Submission Information

Board:	State
Year	2024
Period/Month	Q1
Submitted	
Under Review	
Approved	

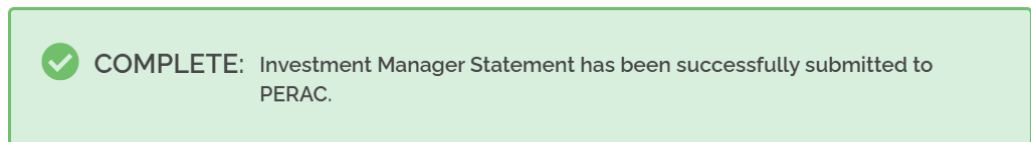
Investment Manager Statement Documents

Forms	Complete	Attachments
Investment Manager Statement	✓	1

Withdraw **14** **Submit**

14. Once uploaded, the Investment Manager Statement can be submitted by clicking the **Submit** button.

Figure 2.13: Message of Completion



- Once Submitted, a **Message of Completion** will pop up.

Figure 2.14: Investment Manager Statement Status – Submitted

STATE Massachusetts Public Employee Retirement Administration Commission Hello, Board Member22216 Sign Out

Refinements

- Cash Books
- Annual Statements
- Investment Manager Statements

Financial Home

Submit Investment Manager Statements

Investment Manager Statements

Period	Created	Submitted	Status	Complete
Q1 2023	10/28/2024	10/28/2024,10/28/20...	Approved	10/28/2024
Q2 2023	11/5/2024			
Q1 2024	11/12/2024	11/13/2024	Submitted	

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15. The Financial Home Page now shows that the Investment Manager Statement has been **Submitted**.

3: Quarterly Submissions

If you have investments that report on a quarterly basis and/or report on a delay, you will have the ability to submit multiple Quarterly submissions. This will allow you to submit the quarterly statements you had received in a timely manner and submit a subsequent submission with any remaining statements for that quarter that were received later.

This will also allow those with a larger volume of investments to submit their quarterly statements in batches.



NOTE: The multiple submission option is only available for quarterly submissions.

Figure 3.1: Submitting Multiple Quarterly Submissions

STATE

Tasks

Finance

Admin

Directory

Memos

Refinements

Cash Books

Annual Statements

Investment Manager Statements

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member22216

Sign Out

Financial Home

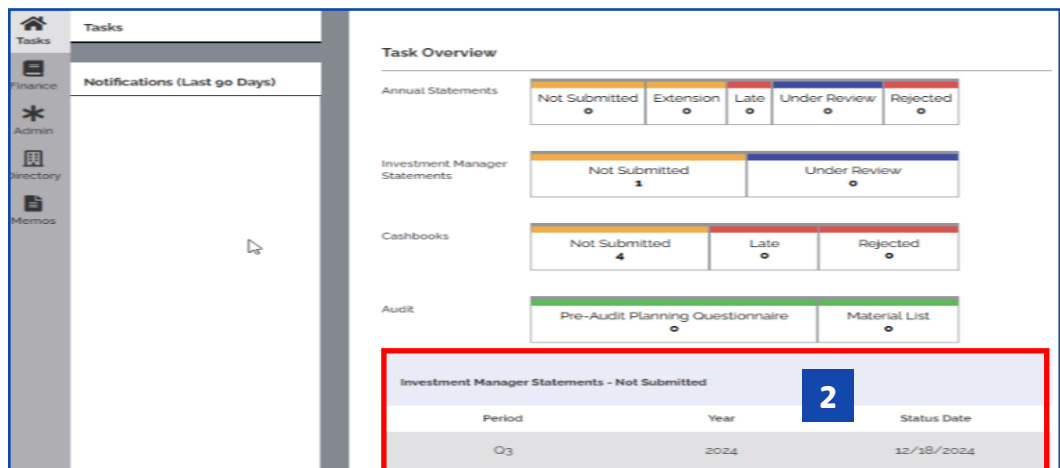
Submit Investment Manager Statements

Investment Manager Statements

Period	Created	Submitted	Status	Complete
2024 October	12/17/2024	12/17/2024	Approved	12/17/2024
2024 Q3 #01	12/17/2024	12/17/2024	Submitted	
2024 Q3 #02	12/17/2024	12/17/2024	Approved	12/17/2024
2024 Q3 #03	12/17/2024	12/17/2024	Submitted	
2024 Q3 #04	12/18/2024			

1. Repeat the steps outlined in Section 1.2 in order to submit multiple **Quarterly** submissions (choosing the same Quarter and Year). When you create/submit Statements, you will see the Status on Financial Home page with a Submission Number.

Figure 3.2: Task Overview (with Multiple Quarterly Submissions)



2. The Task Overview will look like this.

Contact Information

PERAC Investment Unit

Questions related to cash books or related reporting can be directed to the board's designated PERAC Investment Analyst or to the group distribution e-mail: PER-DL-Cashbooks@Mass.gov

Help Desk

617-591-8983 or 617-666-4446 Ext. 983
PER-ProsperHelp@mass.gov



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