PERAC PROSPER

# USER GUIDE | **INVESTMENT MANAGER STATEMENT PANEL**

Version 2025.01

**Public Employee Retirement Administration Commission**

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# The Investment Manager Statement Submission Process

## In This Guide



## 1: Logging Into PROSPER

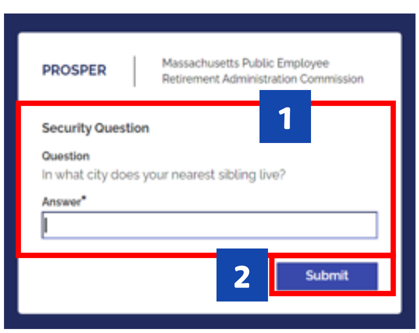
Log into PROSPER.

*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*



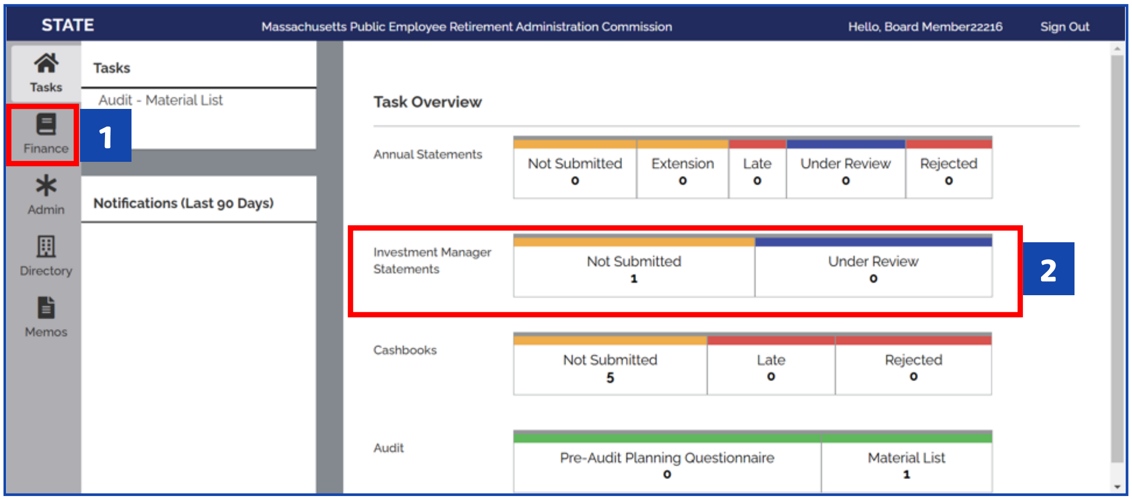

You will then be prompted to answer your security question before proceeding.

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

## 2: How to Access/Submit Investment Manager Statements

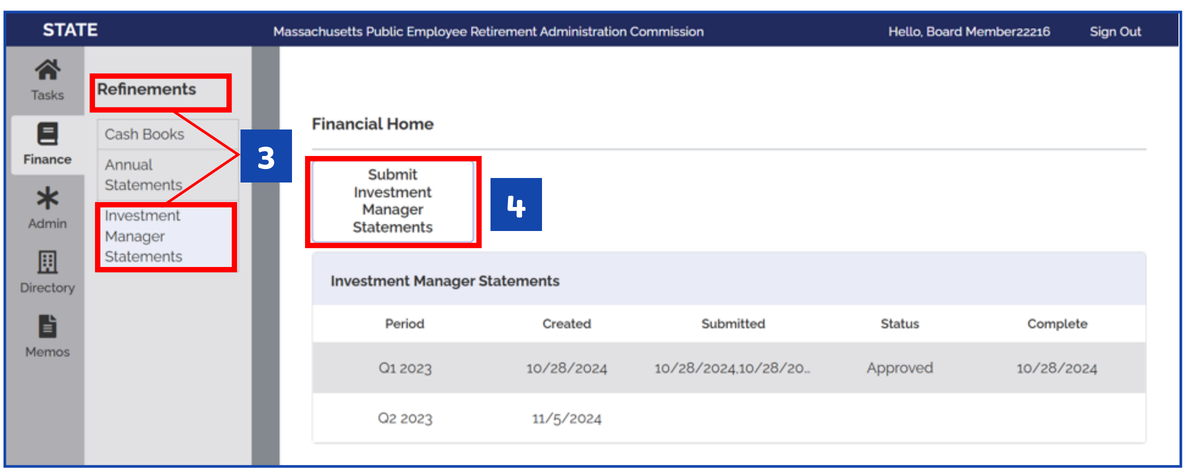
After logging in, the **Tasks Landing** page appears. The Finance tab is located on the left column under the Tasks tab.

*Figure 2.1: The Tasks Landing Page*



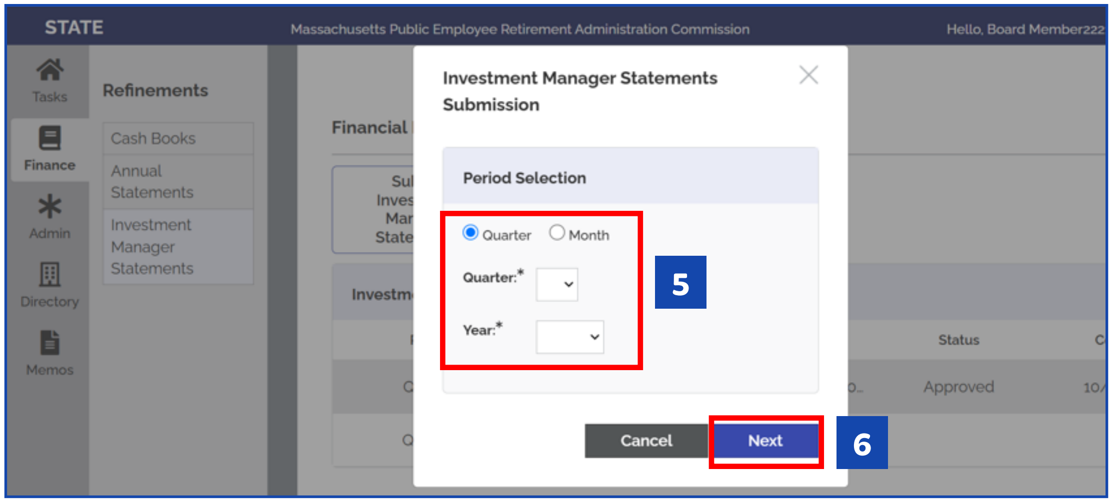

1. Click on the **Finance Tab** to land on the **Financial Home** page.
2. The **Investment Manager Statements** panel appears to the right under the **Task Overview** section and contains updates.

*Figure 2.2: Investment Manager Statements Panel*



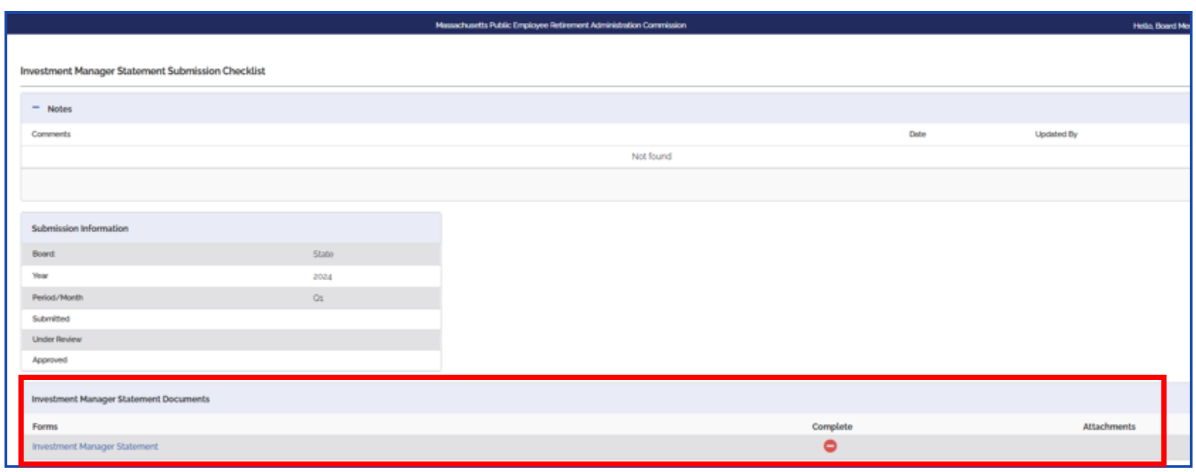

3. Click the **Investment Manager Statements** link under **Refinements** to see **Investment Manager Statements** panel.
4. Click on the **Submit Investment Manager Statements** link to submit new Investment Manager Statements

*Figure 2.3: Investment Manager Statement Period Selection*



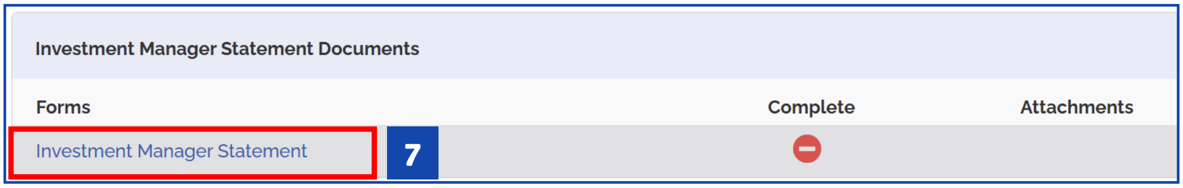

5. When selecting the period:
   - Select if the submission is for **Quarter** or **Month**
   - Select the correct **Quarter** or **Month** from the drop-down box
   - Select correct **Year** from the drop-down box
6. Click **Next** to get to the **Investment Manager Submission Checklist**.

*Figure 2.4: Investment Manager Submission Checklist*



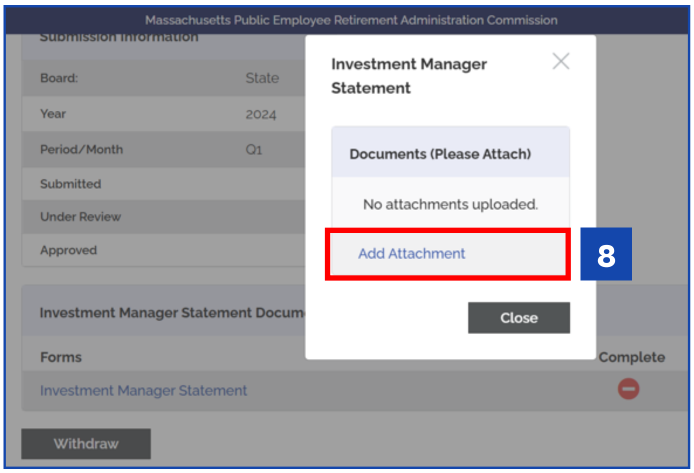

- *The Investment Manager Submission checklist contains an area for Notes, Submission Information and the Investment Manager Statement documents.*
- *The appropriate document needs to be attached in order to complete the submission.*

*Figure 2.5: Upload Investment Manager Statement Document*



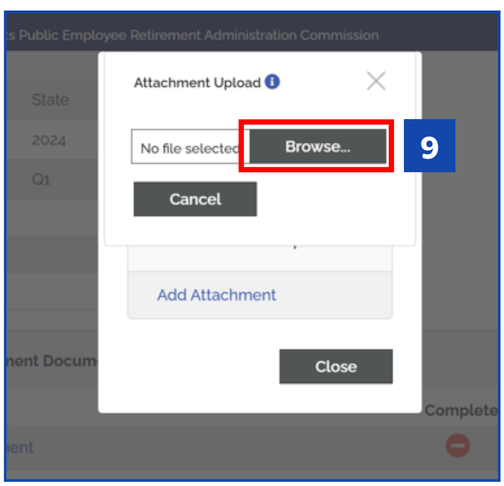

**7.** Click on the **Investment Manager Statement** Form link to initiate the upload.

*Figure 2.6: Adding an Attachment*



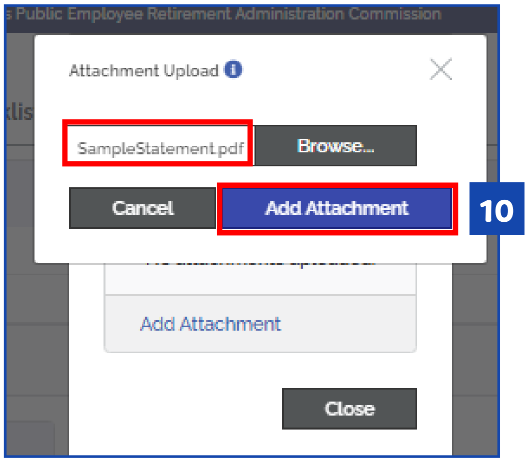

**8.** Click **Add Attachment** from the pop-up window.

*Figure 2.7: Browsing for Files*



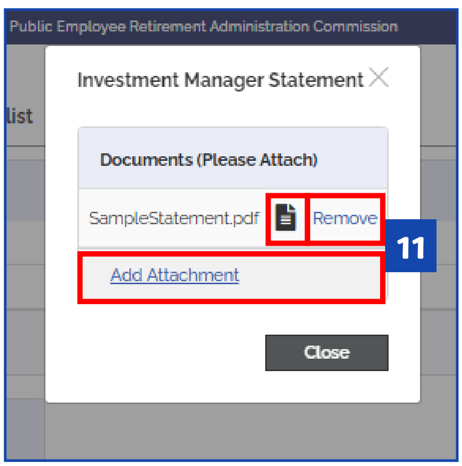

**9.** Click on the **Browse** button to access the file.

*Figure 2.8: Adding Attachment to Upload*




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

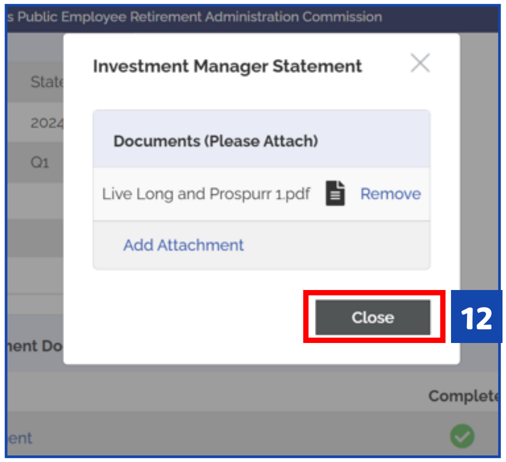
*Figure 2.9: Reviewing/Removing Documents or Attaching Addtional Documents*




**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**)

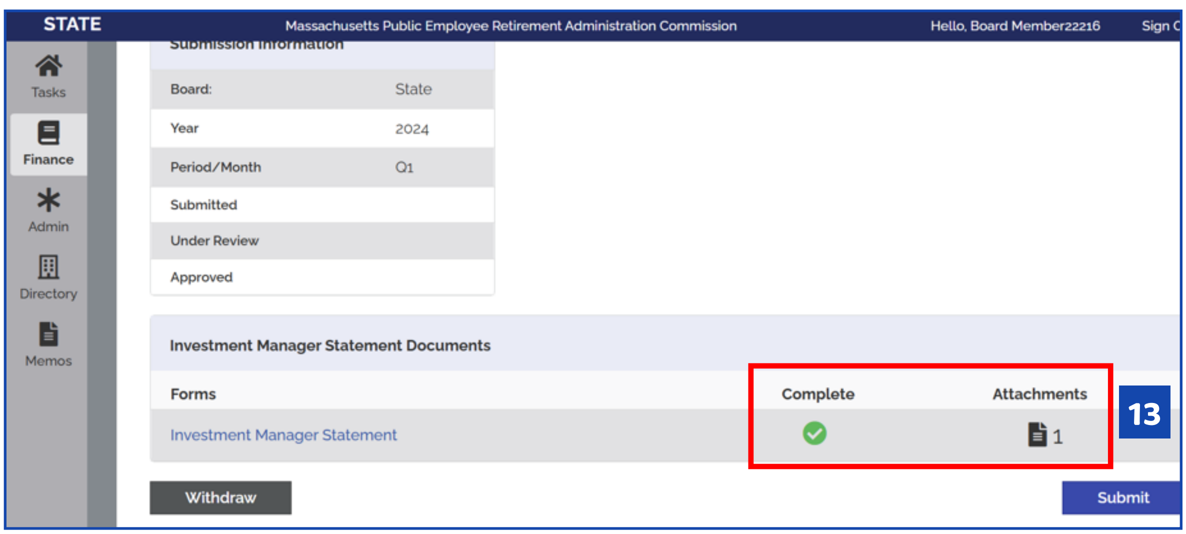
*Figure 2.10: Attaching the Investment Manager Statement*




**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.

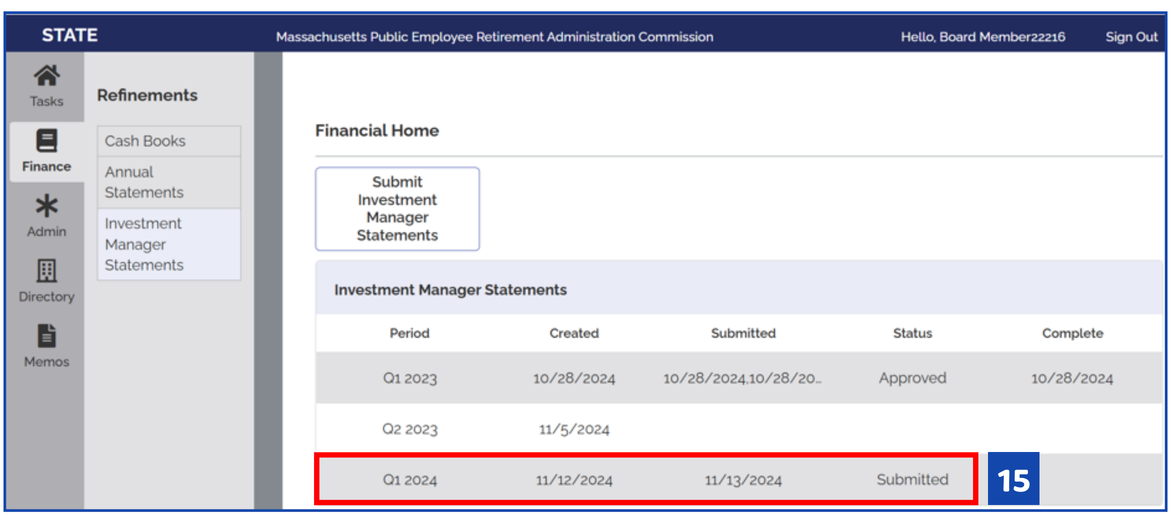
*Figure 2.12: Submitting the Investment Manager Statement*


**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*




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

## 3: Quarterly Submissions

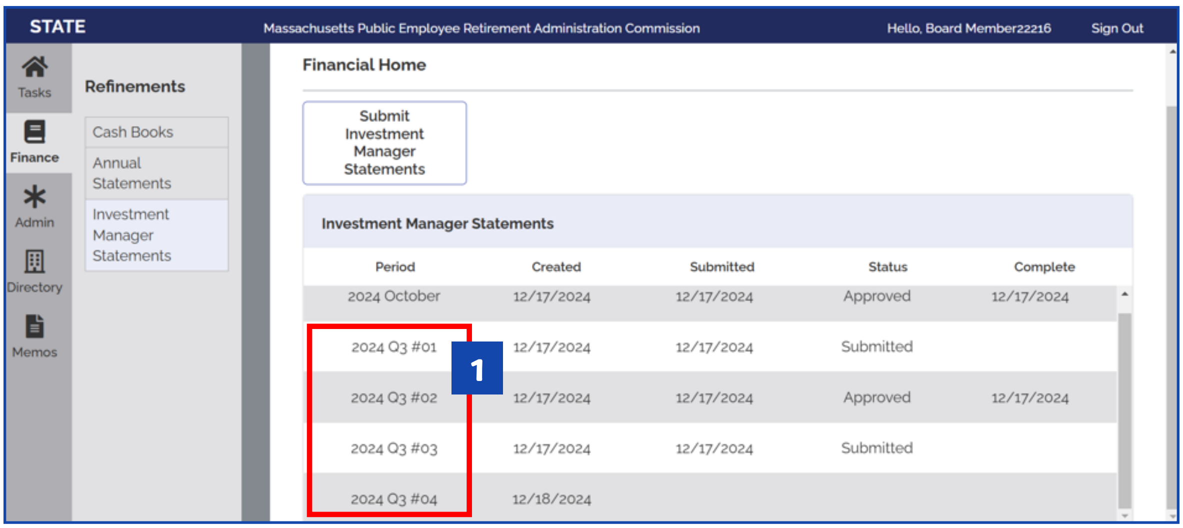
If you have investments that report on a quarterly basis and/or report on a delay, you will have the ability to submit multiple Quarterly submissions. This will allow you to submit the quarterly statements you had received in a timely manner and submit a subsequent submission with any remaining statements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

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

NOTE!

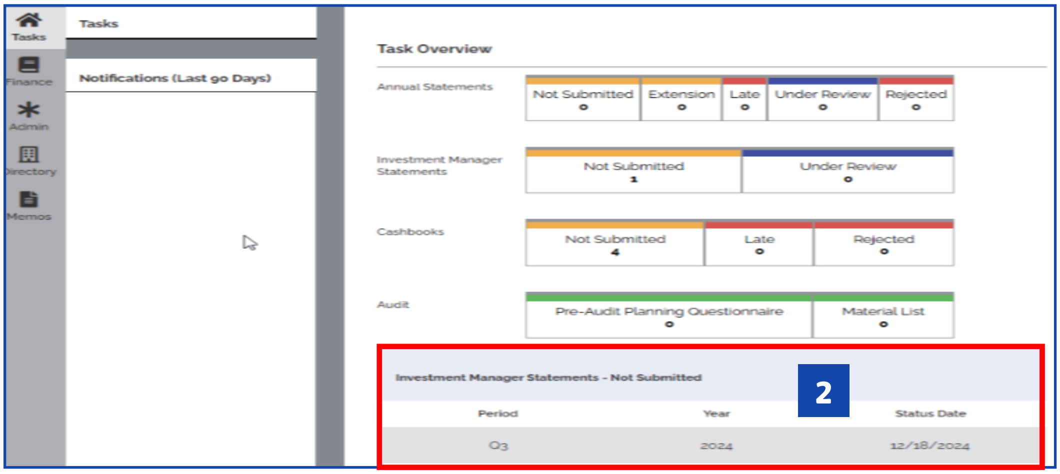
**NOTE: The multiple submission option is only available for quarterly submissions.**

*Figure 3.1: Submitting Multiple Quarterly Submissions*




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

**COMMONWEALTH OF MASSACHUSETTS**
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