

PERAC  
**PROSPER** 

 USER GUIDE | **COLA**

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## 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](http://www.mass.gov/perac)

## PROSPER HELP DESK

Email: [PER-ProsperHelp@mass.gov](mailto:PER-ProsperHelp@mass.gov)

Phone: 617-591-8983



# (1) Submitting COLA Base to PERAC in PROSPER



## In This Section

- ✓ 1.1 Introduction
- ✓ 1.2 Submitting COLA Base
- ✓ 1.3 Submitting COLA Percentage
- ✓ 1.4 COLA History
- ✓ 1.5 Contact Information

### 1.1 Introduction

This module of PROSPER will be the principal method for submitting the yearly COLA percentage to PERAC. It will also be the method used for submitting the COLA Base along with supporting documentation to PERAC.

Once the Administrator is logged into their PROSPER account, they will have access to the **Admin** tab (must be logged in as an Administrator in order to have access to the Admin tab).

*Figure 1.1.1: Admin Tab*

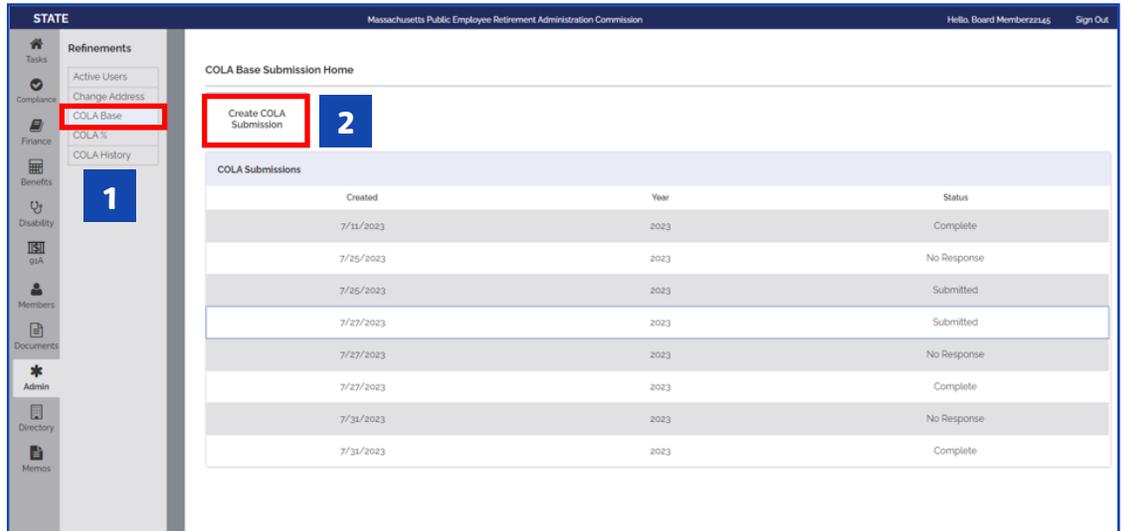
**Admin Tab** →

Created	Year	Status
7/11/2023	2023	Complete
7/25/2023	2023	No Response
7/25/2023	2023	Submitted
7/27/2023	2023	Submitted
7/27/2023	2023	No Response
7/27/2023	2023	Complete
7/31/2023	2023	No Response
7/31/2023	2023	Complete

## 1.2 Submitting the COLA Base

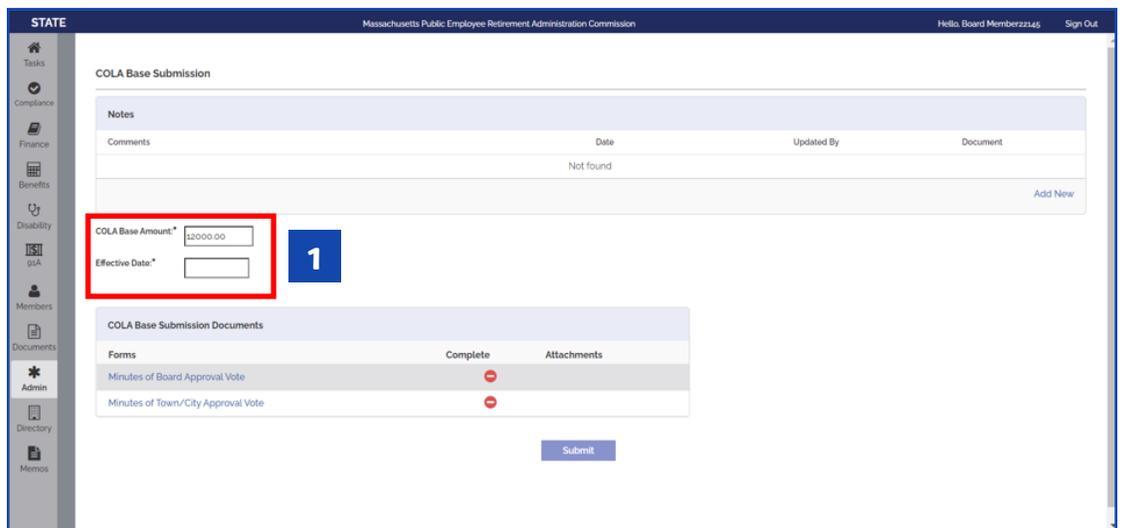
Once the Administrator is logged into PROSPER and the **Admin** tab is selected, the **COLA Base** tab can be found under the list of **Refinements** in the shaded column.

*Figure 1.2.1: Accessing the COLA Base Tab*



1. Under the **Refinements** section, select the **COLA Base** tab.
2. Click on **Create COLA Submission** button.

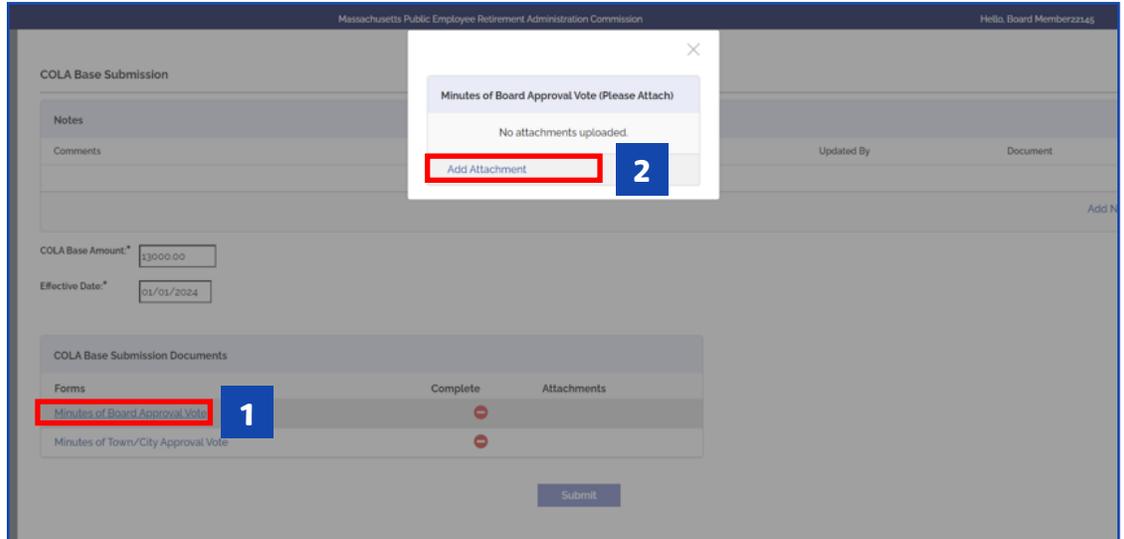
*Figure 1.2.2: Initiating a COLA Base Submission*



1. Fill in the **COLA Base Amount** and **Effective Date** in these fields.

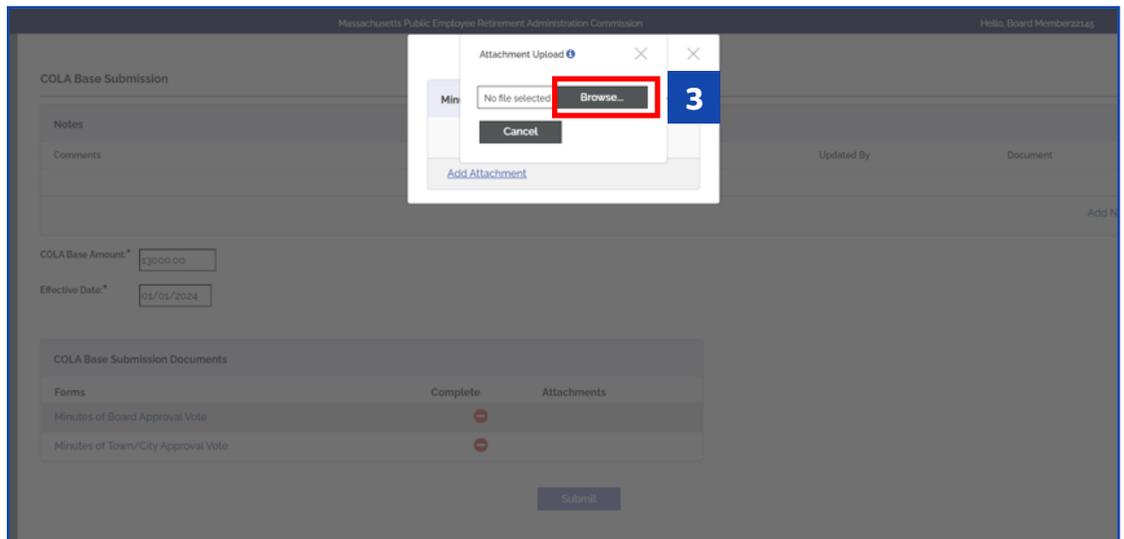
**COLA Base Submission Documents: Board Approval Vote Minutes**

**Figure 1.2.3: How to Attach Board Approval Vote Minutes**



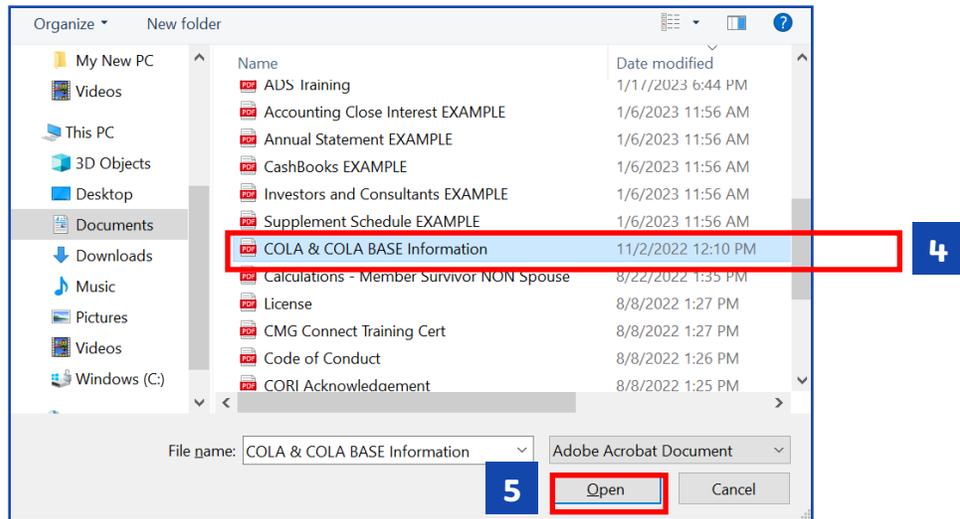
1. To attach the board approval vote minutes, click on the **Minutes of Board Approval Vote** link found under the COLA Base Submission Documents box.
2. A **Minutes of Board Approval Vote** pop-up box will appear. Click on **Add Attachment** in the pop-up box.

**Figure 1.2.4: Browsing for Board Approval Vote Minutes File**



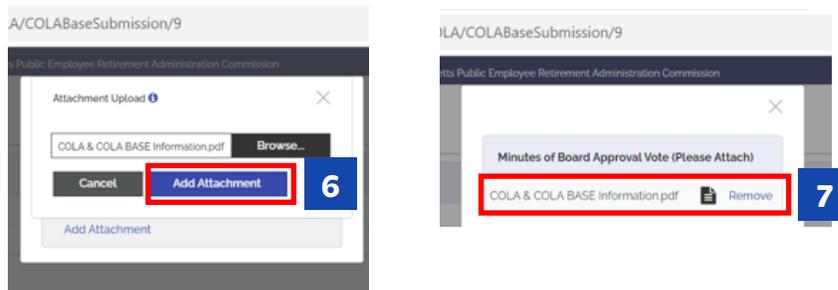
3. Click the **Browse** button to find the correct file on your computer to upload.

**Figure 1.2.5: Locating and Opening File on Your Computer**



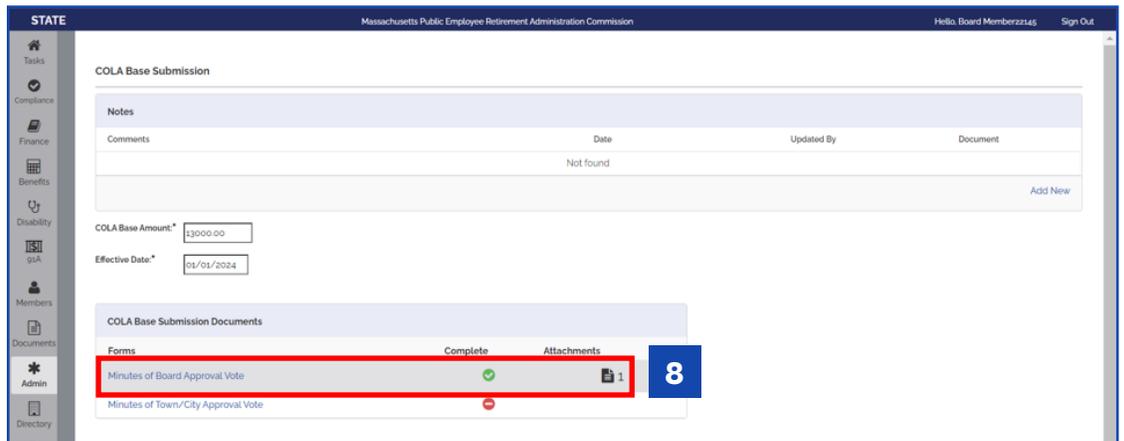
4. Locate the file and select it.
5. Once file selected, click on the **Open** button.

**Figure 1.2.6: Adding / Removing the Attachment**



6. The **Attachment Upload** pop-up box will appear. Click the **Add Attachment** button to attach the file with the board approval vote minutes.
7. Once the file is attached, the **Minutes of Board Approval Vote** pop-up window will appear. The name of the file that you have attached will appear so that you can make sure it is the correct file. You can either **X** out of this window if it looks okay or you can remove the file if you have attached the wrong document by clicking on the **Remove** link.

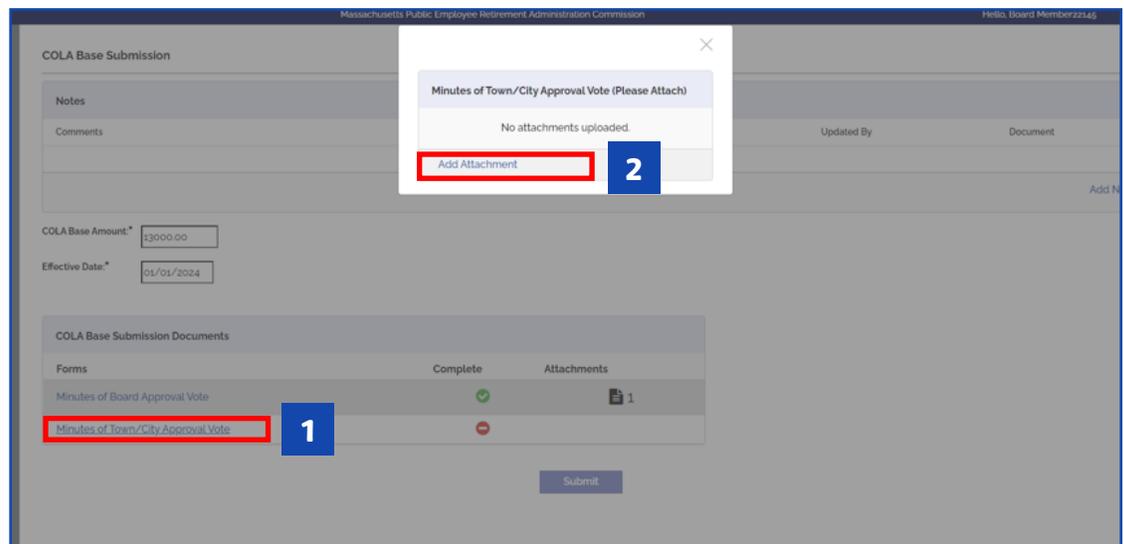
**Figure 1.2.7: Upload of Board Approval Vote Minutes Complete**



8. There should be a **GREEN checkmark** and a **Document icon** next to the **Minutes of Board Approval Vote** under the COLA Base Submission Documents box indicating that the file is now attached.

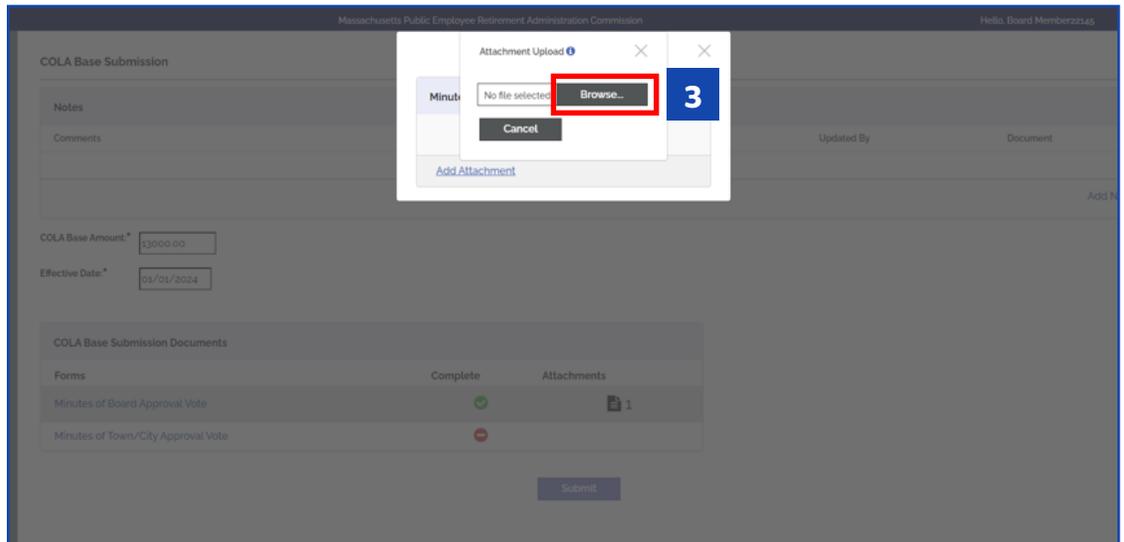
## COLA Base Submission Documents: Town/City Approval Vote Minutes

**Figure 1.2.8: How to Attach Town/City Approval Vote Minutes**



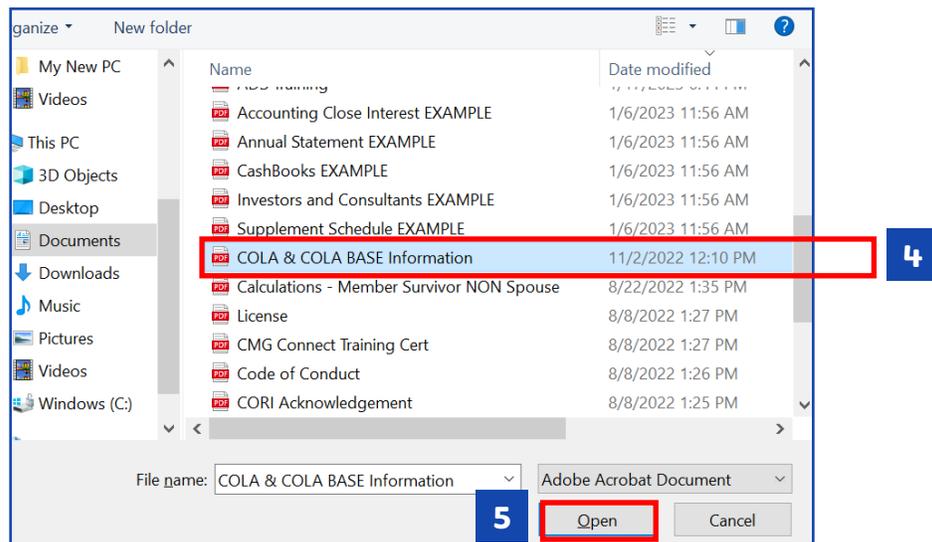
1. To attach the town/city approval vote minutes, click on the **Minutes of Town/City Approval Vote** link found under the COLA Base Submission Documents box.
2. A **Minutes of Town/City Approval Vote** pop-up box will appear. Click on **Add Attachment** in the pop-up box.

**Figure 1.2.9: Browsing for Town/City Approval Vote Minutes File**



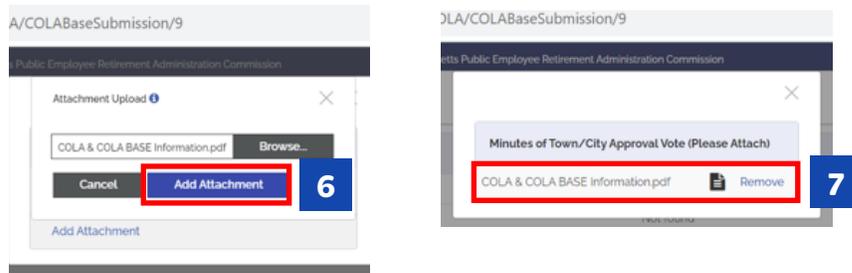
3. Click the **Browse** button to find the correct file on your computer to upload.

**Figure 1.2.10: Locating and Opening File on Your Computer**



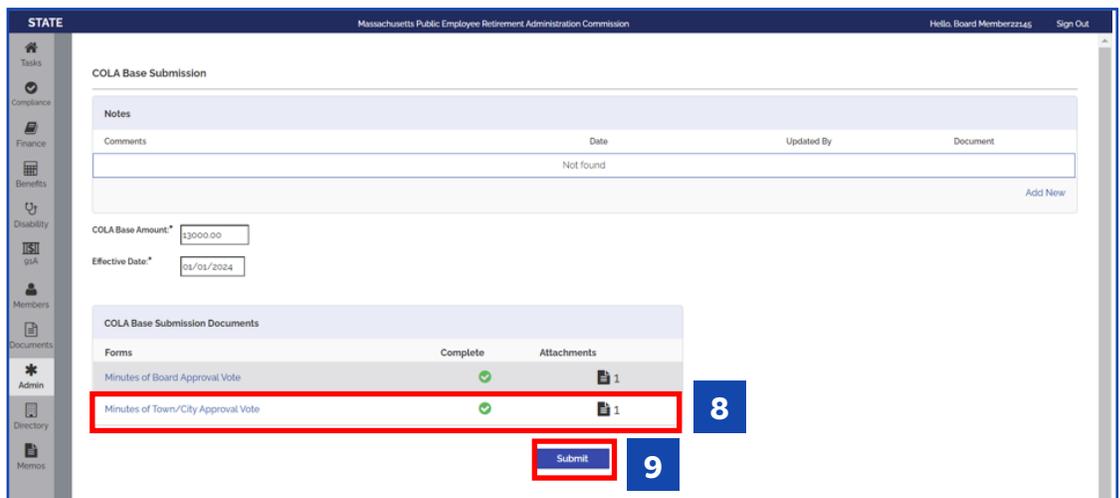
4. Locate the file and select it.
5. Once file selected, click on the **Open** button.

**Figure 1.2.11: Adding / Removing the Attachment**



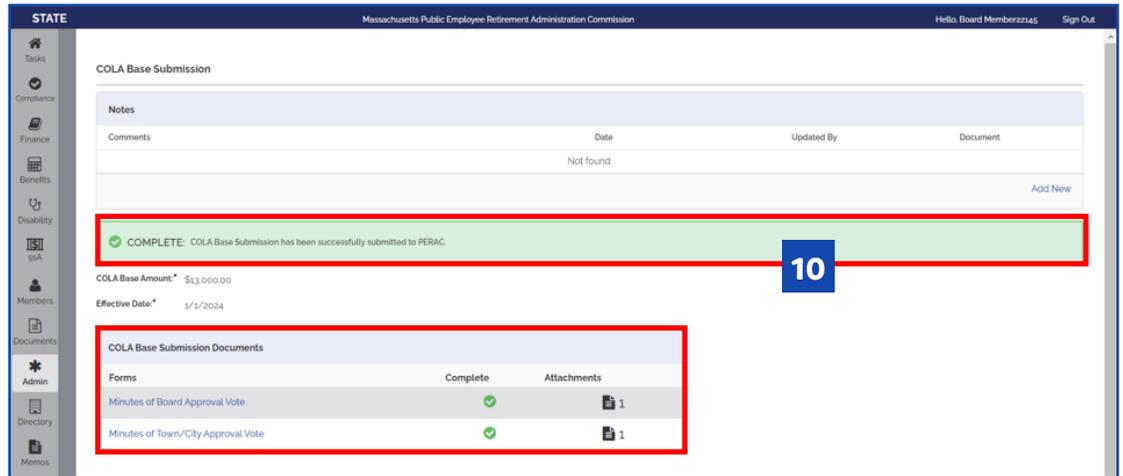
6. The **Attachment Upload** pop-up box will appear. Click the **Add Attachment** button to attach the file with the board approval vote minutes.
7. Once the file is attached, the **Minutes of Town/City Approval Vote** pop-up window will appear. The name of the file that you have attached will appear so that you can make sure it is the correct file. You can either **X** out of this window if it looks okay or you can remove the file if you have attached the wrong document by clicking on the **Remove** link.

**Figure 1.2.12: Upload of Town/City Approval Vote Minutes Complete**



8. There should be a **GREEN checkmark** and a **Document icon** next to the **Minutes of Town/City Approval Vote** found under the COLA Base Submission Documents box indicating that the file is now attached.
9. Click the **Submit** button once all documents have been uploaded.

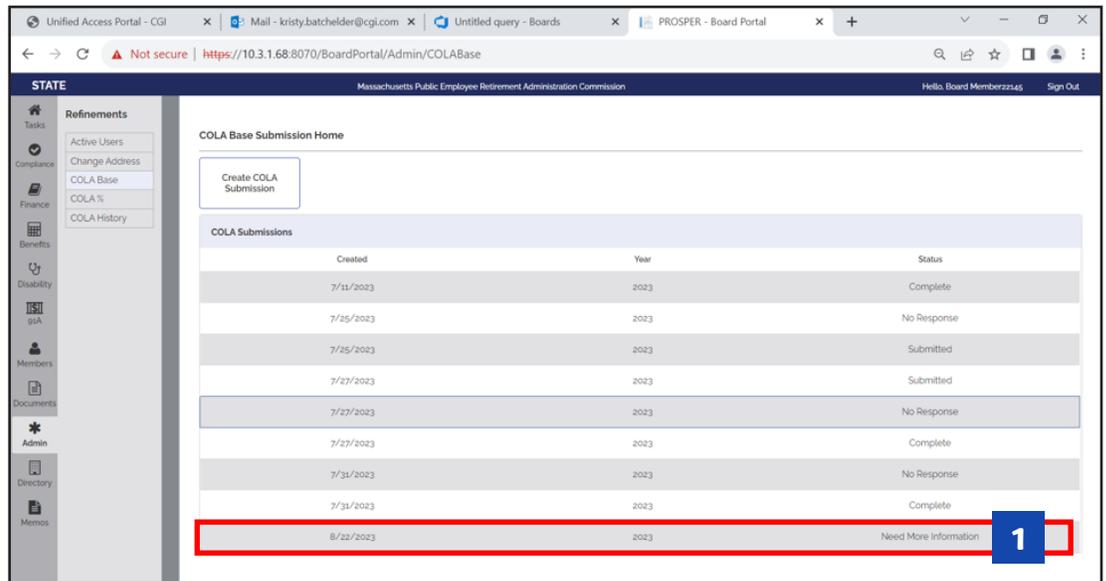
Figure 1.2.13: Submission Complete



10. A **Green COMPLETE** box with a checkmark should appear that states that the COLA Base submission was successfully submitted to PERAC.

### If PERAC Needs More Information

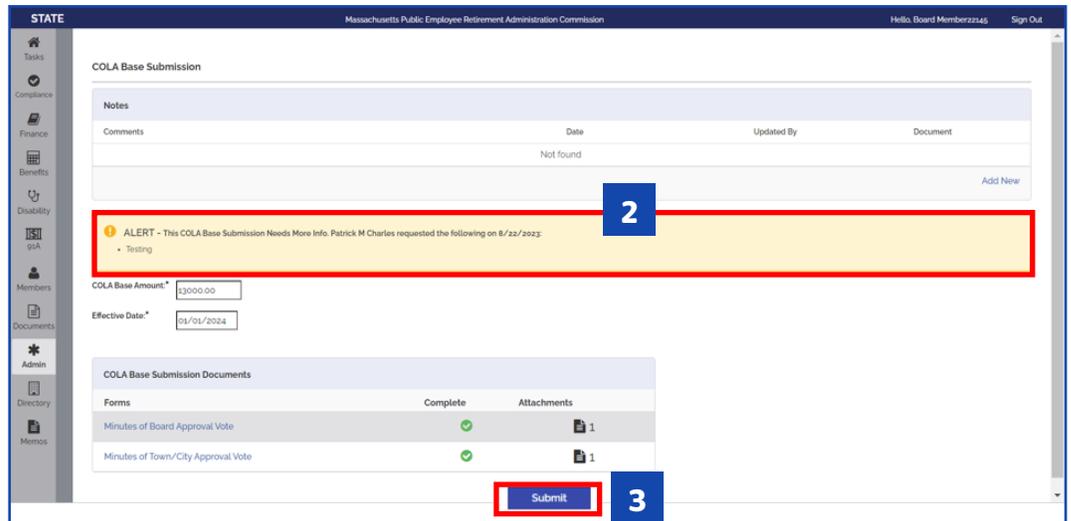
Figure 1.2.14: What if PERAC Needs More Information?



➤ If PERAC needs more information in regards to the submission, **Need More Information** will appear under the **Status** column of the list of COLA Submissions.

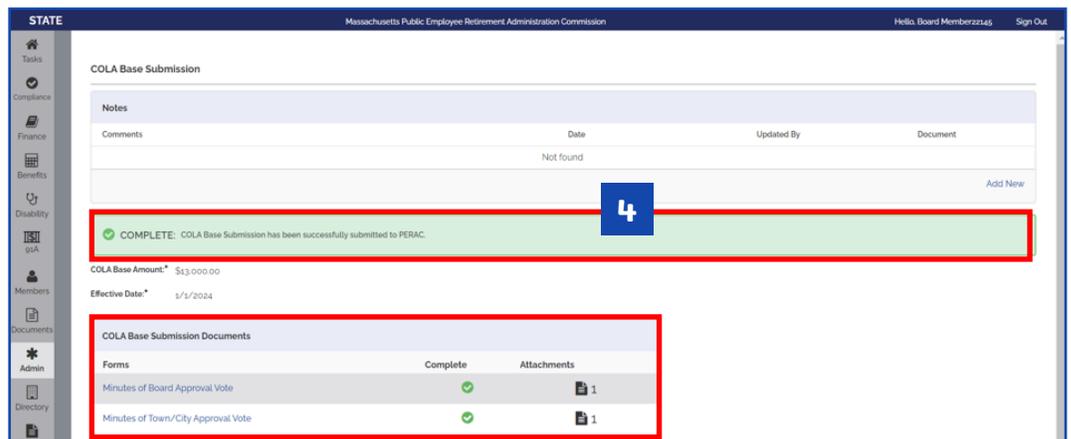
1. Click on the submission to see what needs to be done.

Figure 1.2.15: ALERT Screen



2. Look at the comment from PERAC and make the appropriate change(s). The **ALERT** box will describe what actions need to be taken.
3. Click on the **Submit** button when finished.

Figure 1.2.16: COLA Base Successfully Submitted



4. There should be a **GREEN COMPLETE checkmark** in the green shaded box if the COLA Base Submission was successfully submitted to PERAC.

Figure 1.2.17: Status Complete

The screenshot shows the 'COLA Base Submission Home' page. On the left is a navigation sidebar with categories like Tasks, Compliance, Finance, Benefits, Disability, gIA, Members, Documents, Admin, Directory, and Memos. The main content area has a 'Create COLA Submission' button and a table titled 'COLA Submissions'. The table has columns for 'Created', 'Year', and 'Status'. The last row, dated 8/22/2023, has a status of 'Complete' and is highlighted with a red border and a blue callout box containing the number '5'.

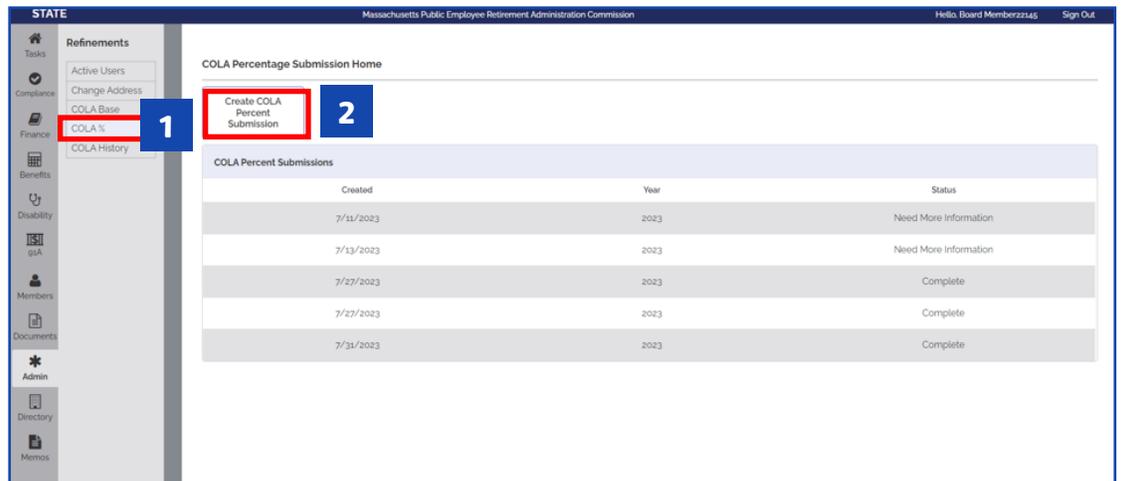
Created	Year	Status
7/11/2023	2023	Complete
7/25/2023	2023	No Response
7/25/2023	2023	Submitted
7/27/2023	2023	Submitted
7/27/2023	2023	No Response
7/27/2023	2023	Complete
7/31/2023	2023	No Response
7/31/2023	2023	Complete
8/22/2023	2023	Complete

- The Status will change to **Complete** once the COLA Submission is successfully submitted.

## 1.3 Submitting COLA Percentage

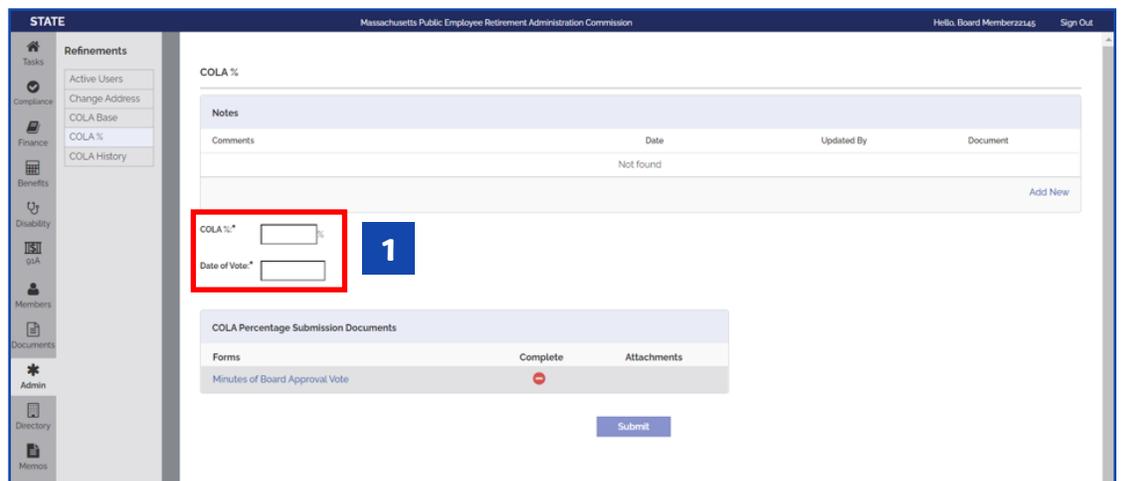
Once the Administrator is logged into PROSPER and the **Admin** tab is selected, the **COLA %** tab can be found under the list of **Refinements** in the shaded column.

*Figure 1.3.1: Accessing the COLA % Tab*



1. Under the **Refinements** section, select the **COLA %** tab.
2. Click on **Create COLA Percent Submission** button.

*Figure 1.3.2: Initiating a COLA % Submission*

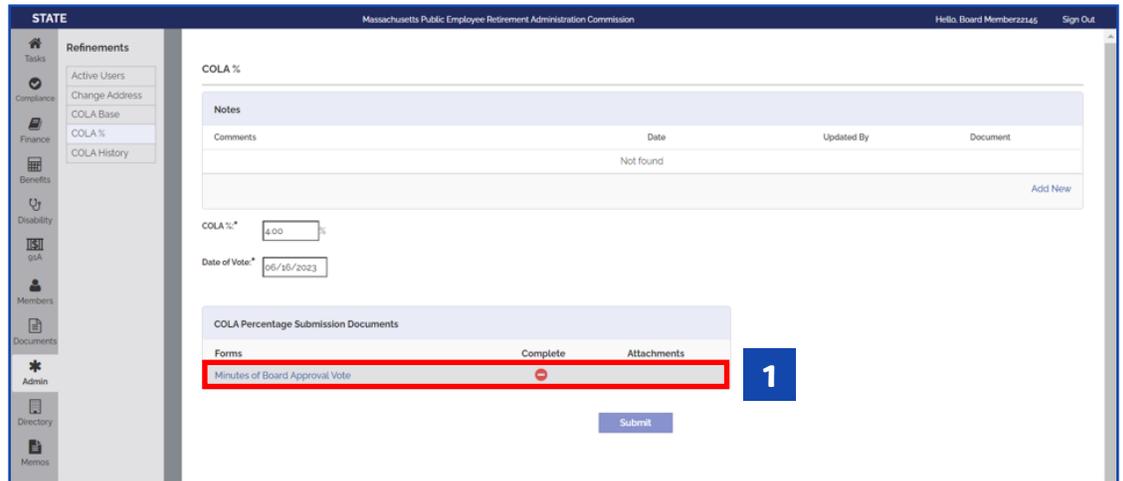


1. Fill in the **COLA %** and **Date of Vote** in these fields.



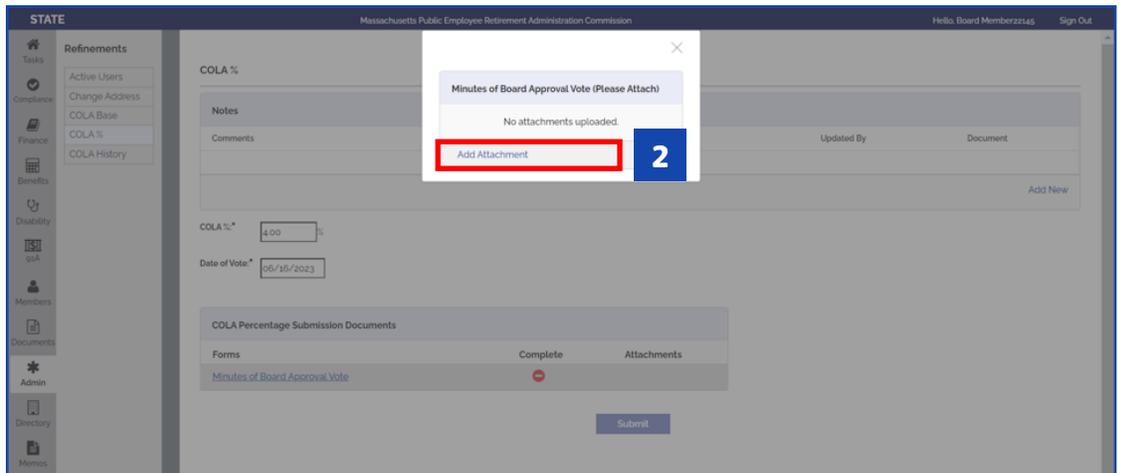
**NOTE:** The percentage should be less than 3%.

Figure 1.3.3: COLA % Documents – Board Approval Vote Minutes



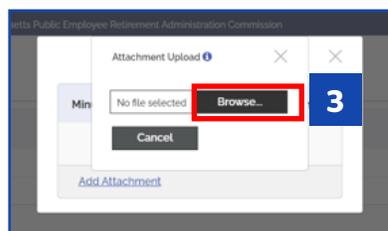
1. To attach the board approval vote minutes, click on the **Minutes of Board Approval Vote** link found under the COLA Percentage Submission Documents box.

Figure 1.3.4: How to Attach Board Approval Vote Minutes



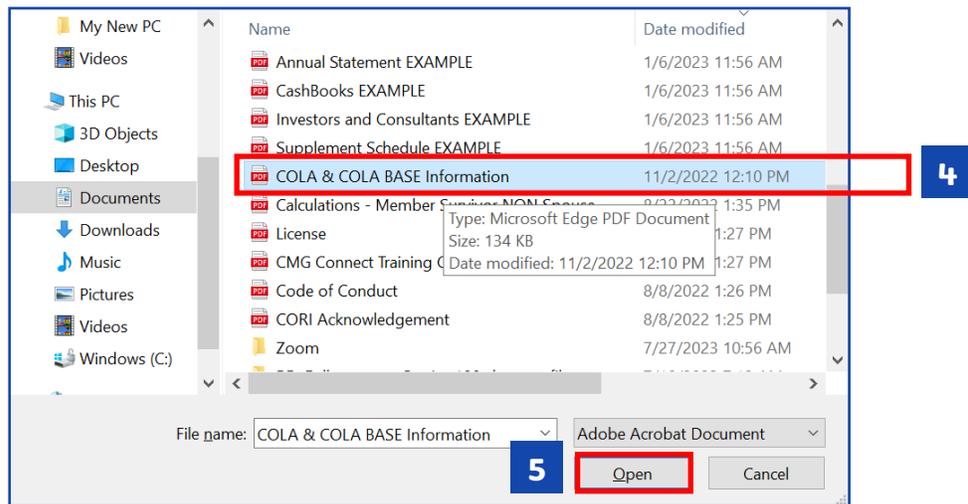
2. A **Minutes of Board Approval Vote** pop-up box will appear. Click on **Add Attachment** in the pop-up box.

Figure 1.3.5: Browsing for Board Approval Vote Minutes File



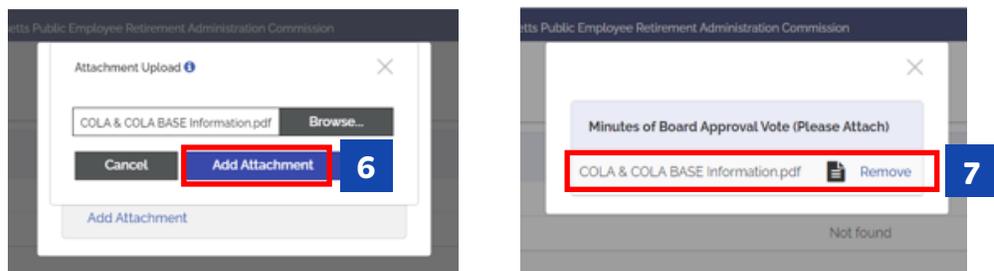
3. Click **Browse** in the pop-up box to locate the file to attach.

**Figure 1.3.6: Locating and Opening File on Your Computer**



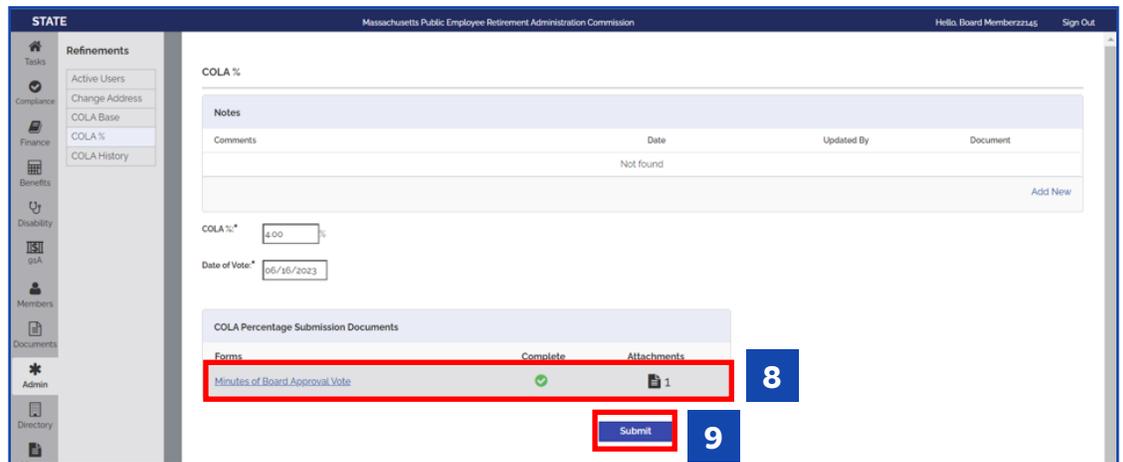
4. Locate the file and select it.
5. Once file selected, click on the **Open** button.

**Figure 1.3.7: Adding / Removing the Attachment**



6. The **Attachment Upload** pop-up box will appear. Click the **Add Attachment** button to attach the file with the board approval vote minutes.
7. Once the file is attached, the **Minutes of Board Approval Vote** pop-up window will appear. The name of the file that you have attached will appear so that you can make sure it is the correct file. You can either **X** out of this window if it looks okay or you can remove the file if you have attached the wrong document by clicking on the **Remove** link.

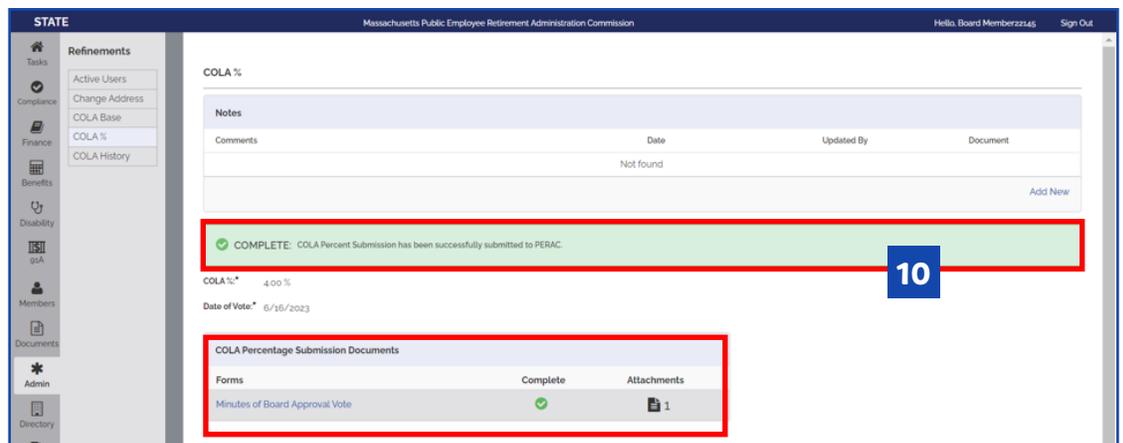
**Figure 1.3.8: Upload of Board Approval Vote Minutes Complete**



**8.** There should be a **GREEN checkmark** and a **Document icon** next to **Minutes of Board Approval Vote** found under the COLA Percentage Submission Documents box indicating that the file is now attached.

**9.** Click the **Submit** button once all documents have been uploaded.

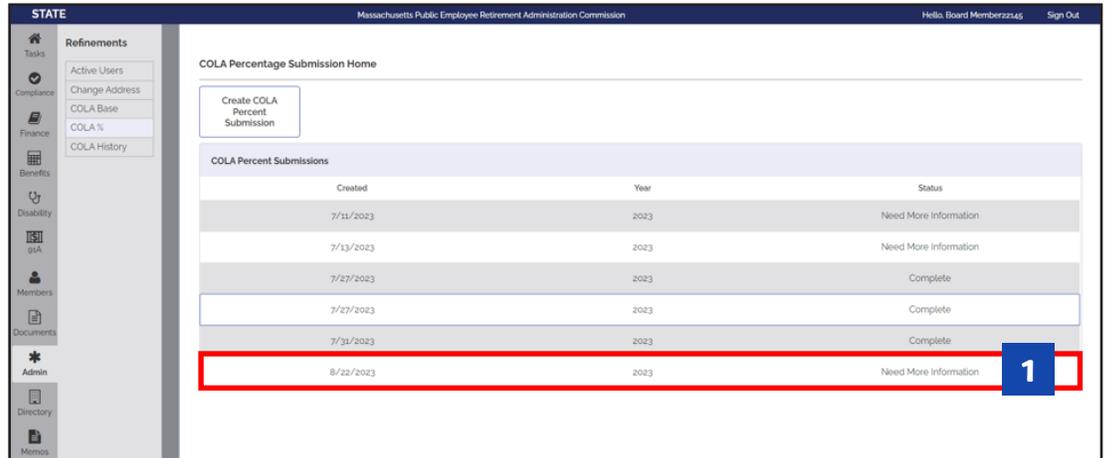
**Figure 1.3.9: Submission Complete**



**10.** There should be a **Green COMPLETE checkmark** in the green shaded box that states that the COLA Percent submission was successfully submitted to PERAC.

## If PERAC Needs More Information

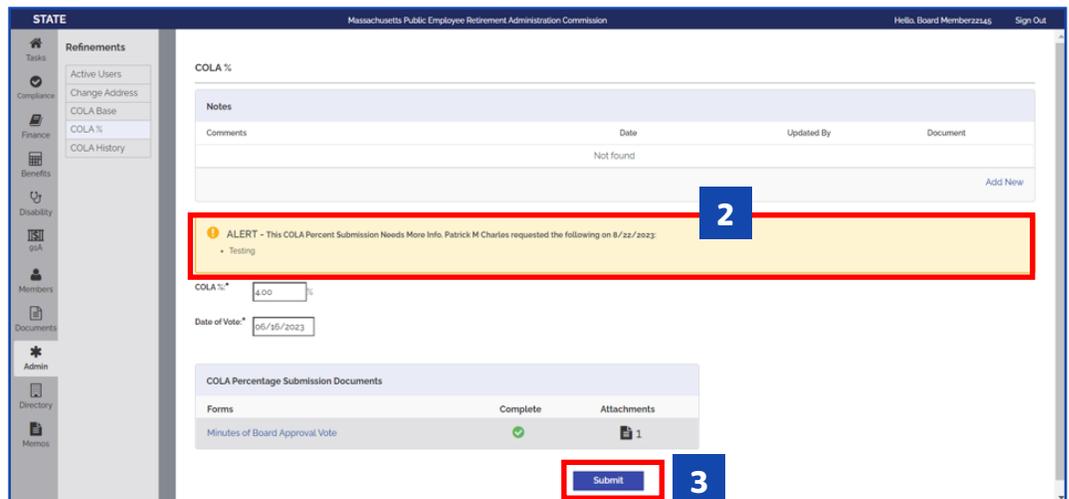
Figure 1.3.10: What if PERAC Needs More Information?



- If PERAC needs more information in regards to the submission, **Need More Information** will appear under the **Status** column of the list of COLA Percent Submissions.

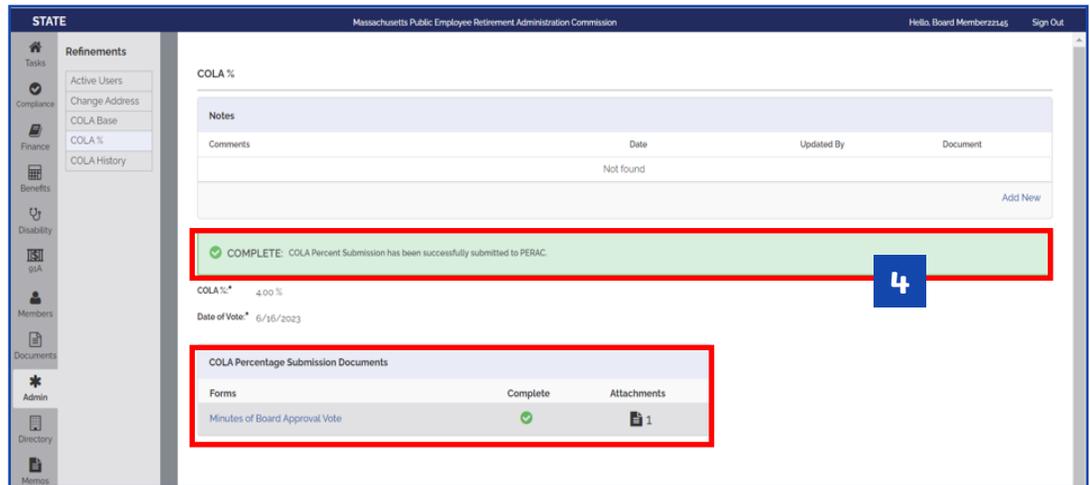
1. Click on the submission to see what needs to be done.

Figure 1.3.11: ALERT Screen



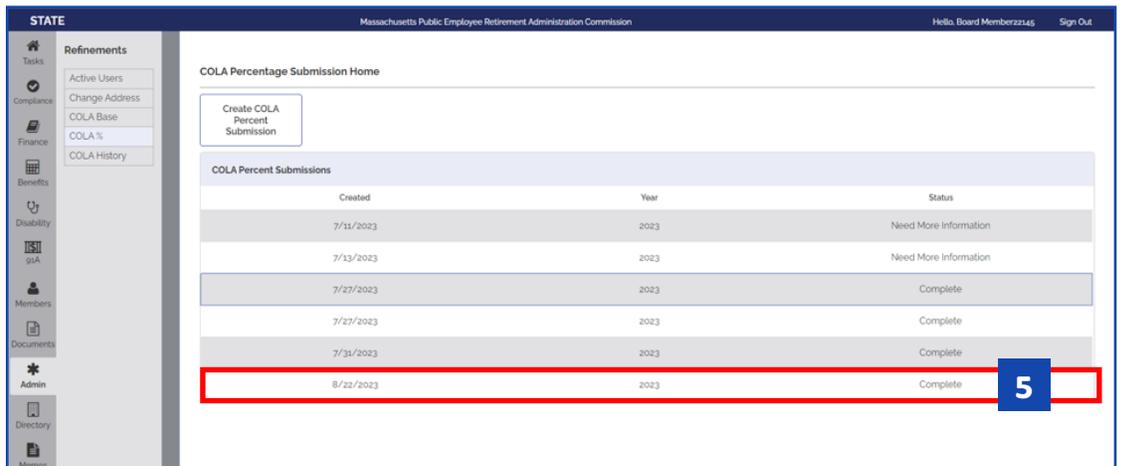
2. Look at the comment from PERAC and make the appropriate change(s). The **ALERT** box will describe what actions need to be taken.
3. Click on the **Submit** button when finished.

Figure 1.3.12: COLA Base Successfully Submitted



- There should be a **GREEN COMPLETE checkmark** in a green shaded box if the COLA Percent Submission was successfully submitted to PERAC.

Figure 1.3.13: Status Complete



- The Status will change to **Complete** once the COLA Percent Submission is successfully submitted and approved.

## 1.4 COLA History

The COLA History Tab is available for viewing prior submissions.

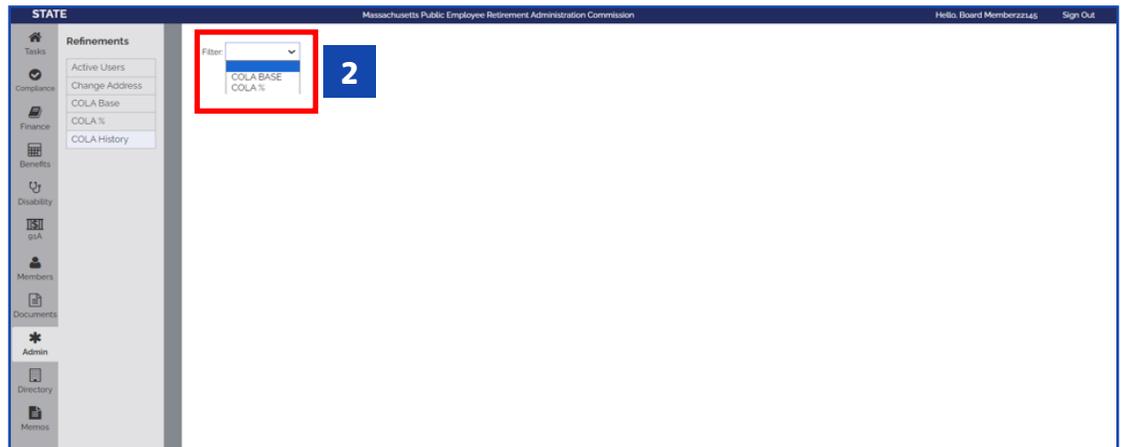
Once the Administrator is logged into PROSPER and the **Admin** tab is selected, the **COLA History** tab can be found under the list of **Refinements** in the shaded column.

*Figure 1.4.1: Accessing the COLA History Tab*



1. Under the **Refinements** section, select the **COLA History** tab.

*Figure 1.4.2: Filtering COLA History*



2. Select **COLA Base** or **COLA %** from the **Filter** drop-down box.

Figure 1.4.3: Viewing COLA History

Type	Current Value	Effective Date	Submitted Date	Submitted By
COLA %	2.50%	7/1/2023	9/13/2023	Board Member22145
COLA %	3.00%	7/1/2023	9/8/2023	Board Member22145
COLA %	3.00%	7/1/2023	8/31/2023	Board Member22145

3. A list with all of the **History** for the filter selected will appear.



**NOTE:** You can sort any of the columns by clicking on the title of the column.

## 1.5 Contact Information

⦿ **Help Desk**

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

⦿ **Website Address:**

<https://www.mass.gov/perac-educational-materials>

⦿ **COLA Help**

**Doreen Duane**  
617-666-4446 Ext. 954  
doreen.m.duane@mass.gov



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**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](http://www.mass.gov/perac)

**PROSPER HELP DESK**

Email: [PER-ProsperHelp@mass.gov](mailto:PER-ProsperHelp@mass.gov)  
Phone: 617-591-8983

