

PSPRS LOCAL BOARD WEBSITE GUIDE



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- The PSPRS local board website is accessed through the new PSPRS Portal at: <https://members.psprs.com>
- Individuals who already have access to the **new** PSPRS Portal for other purposes (contributions, demographics, or member lookup) will use their existing username and password to access the new local board site
- Individuals who had access to the **old** local board site but do not have access to the new PSPRS Portal will need to reset their password according to instructions contained in this document



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Password Reset



Public Safety Personnel Retirement System

Login

ATTENTION: Due to system upgrades and associated security enhancements, if this is the first time you are logging in to the new system, you must reset your password using the [Forgot password?](#) link below.

Email address

Password

Login

[Forgot password?](#)

To reset your password, click the [Forgot Password?](#) link on the login page at <https://members.psprs.com>



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Password Reset



Public Safety Personnel Retirement System

Forgot your password?

Enter the email address associated with your PSPRS Employer Payroll Website account.

Click the Email Link below and a password reset link will be sent to the email you entered.

If you do not receive a password reset email, please call PSPRS at (602) 255-5575 to enable your Portal access.

Email

Email Link

Enter the email you used to access the **old** local board website, and click the Email Link. A password reset link will be sent to the email you enter. If you do not receive a password reset email, call PSPRS at (602) 255-5575



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Login



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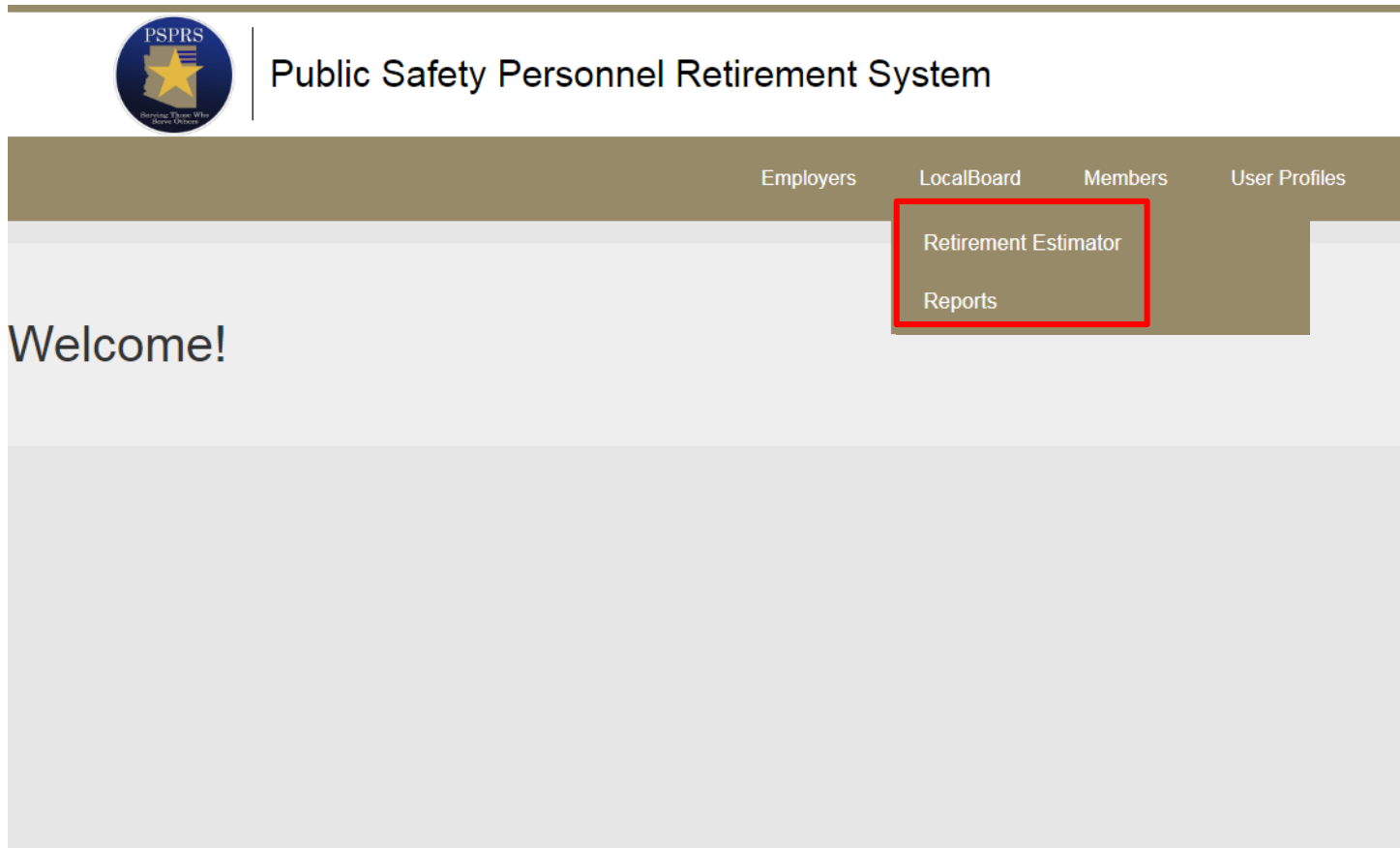
[Forgot password?](#)



Log in to the new PSPRS Portal by entering your valid email and current password and clicking Login.

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Menu Options



To create a retirement estimate, on the LocalBoard drop down menu select Retirement Estimator. To run a GASB Census, Hall Parker Refund, Monthly Actions, or Risk Pooling and Revised Rates report click on Reports.

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Retirement Estimate

Employers LocalBoard Members User Profiles

Highest Years Estimate / Retirement Estimator

Associated Employers:

SSN:

Estimated Retire Date:

1. Select the employer from the Associated Employers drop down list
2. Enter the member's social security number
3. Indicate the estimated retirement date by;
 - a. Typing the date in the estimated retire date field
 - b. Selecting the date from the calendar by clicking the single down arrow
(Note: calendar function not available when using Internet Explorer)
4. Click Calculate



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Retirement Estimate

Highest Years Estimate / Retirement Estimator

Associated Employers:

SSN:

Estimated Retire Date:

Latest Contribution Received:

EE Contribution Amount:

EE Contribution Amount:

EE Contribution Amount:



Once you have produced an estimate, you can add employee contributions not included in the estimate by clicking the Add EE Contribution button for each additional contribution. Then click the recalculate button to produce a revised estimate. (Note: once added, employee contributions cannot be corrected or deleted, start the estimate again from the beginning)

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Retirement Estimate

[Retirement Estimator](#)
[View Contributions](#)

Service

Employer Name: Any Town FD
 HireDate: 7/29/2002 Prior Service: 0.000
 ServiceStart: 7/29/2002 Current Service: 20.175
 Missing Pay Periods: Total Service: 20.175
 Latest Status: **Service Start (contributing)**

Estimated Benefits Based on Highest Years

Milestones	Benefit	Date
20 Years Of Service:	\$5,383.40	7/28/2022
Retire Date Chosen:	\$5,421.08	9/30/2022
25 Years Of Service:	\$6,729.25	7/28/2027
32 Years Of Service:	\$8,613.44	7/28/2034

Highest Years Based On Contribution History

Total Contributions:	\$29,651.86	<u>Start Date:</u>
Average Monthly Salary:	\$10,766.80	2/14/2018
Highest Salary:	\$387,604.81	<u>End Date:</u>
Final Salary:	\$4,906.39	2/13/2021
Final Contribution:	\$375.34	

When viewing a retirement estimate, you can click the View Contributions link to view all contributions attributable to the member. The estimator also provides estimated benefit amounts for 20, 25, and 32 years of service and, if different, for the chosen retirement date.

