

STARS Employer Training

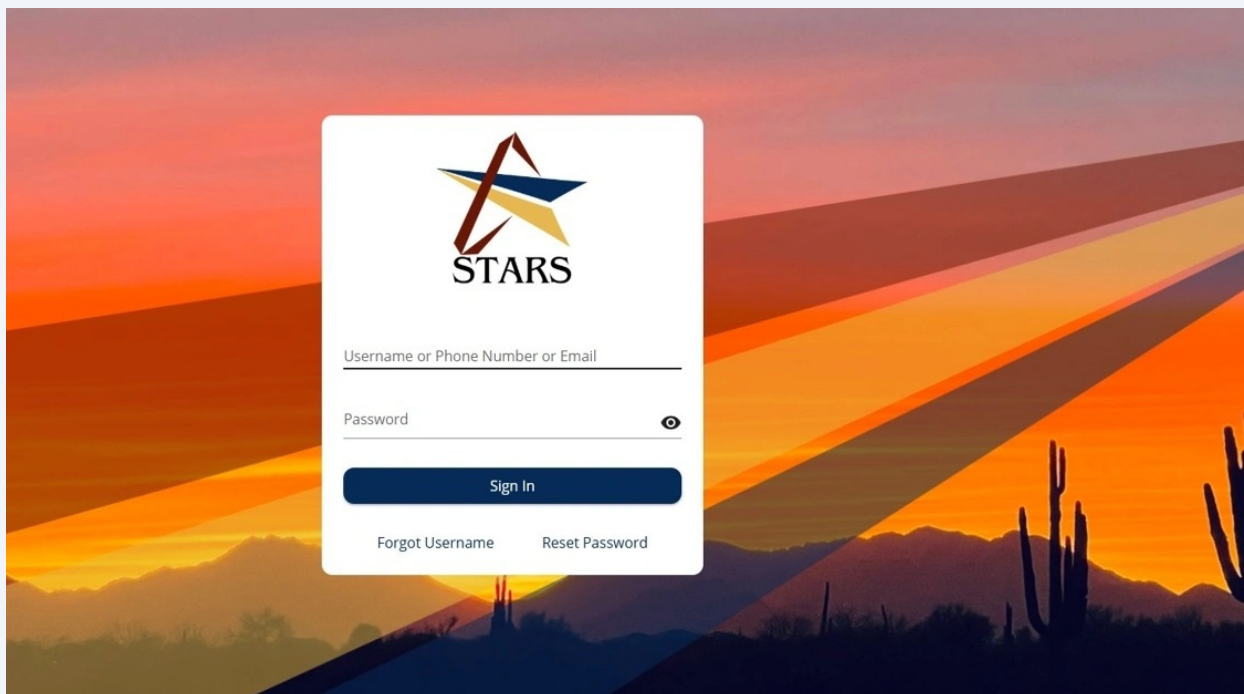
Entering Insurance Changes – Importing Files



Entering Insurance Changes – Importing Files

Learn how to import retiree health insurance files into STARS. This process notifies PSPRS of retiree enrollments in employer-administered health insurance plans to ensure appropriate pension deductions and subsidy calculations. It is also used to provide updates to retiree and dependent benefit elections and changes to employer-administered plans, including premium changes. Follow these steps to upload, validate, and process your insurance change files to ensure all data is handled correctly.

1 Enter **Username** and **Password** to log into STARS

A screenshot of the STARS login interface. The background is a scenic sunset over a desert landscape with mountains and saguaro cacti. In the center, there is a white login card. At the top of the card is the STARS logo, which consists of a stylized star with three points in blue, yellow, and red, above the word "STARS" in a bold, black, sans-serif font. Below the logo are two input fields: the first is labeled "Username or Phone Number or Email" and the second is labeled "Password" with a small eye icon to its right. A dark blue "Sign In" button is positioned below the input fields. At the bottom of the card, there are two links: "Forgot Username" and "Reset Password".

2

Be sure you are logged into the 8000 series system ID (SYS ID) for administering the insurance and requesting subsidy.

The screenshot shows a web browser window with the URL <https://azpsprprodqa4ess.v3locitydev.com/select/01f7b8a3-ee22-4013-8d12-a8a960831962>. The page title is "8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT". The main content is a table titled "List of Employers" with the following data:

SYS ID	Employer Name	Employer Group Code	Roles
0148	SUPERSTITION FIRE AND MEDICAL DISTRICT	PSPRS	Employer
9148	SUPERSTITION FIRE AND MEDICAL DISTRICT	PSPRS	Local Board
8006	SUPERSTITION FIRE AND MEDICAL DISTRICT		Retirement System

3

From the **Home** page, employer users must start the insurance import process by clicking the **Imports** tab in the left navigation pane.

The screenshot shows the NIPID Home page for the "8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT". The left navigation pane is visible, with the "Imports" tab highlighted in red. The main content area includes a "How can we help you today?" section with links for "Add Retiree to Roster", "Retirees", and "User Profile". There is also a "News" section with the message "No News currently to display." and an "Important Links" section with links for "Nationwide plan sponsor homepage for DC contribution remittance and payment", "Member forms and resource documents", and "Employer forms and resource documents".

4

Once clicked, the **Imports** tab opens and the page appears as follows. Click **Add Import** on the right side of the screen to start the insurance file importing process.

The screenshot displays the NIPID web application interface for the 8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT. The user is logged in as NIPID, with a last login time of 11:32 am today. The interface features a dark blue sidebar with navigation options: Home, Documents, Secure Message, Contact Us, Retiree Insurance, Roster, Imports (highlighted), Reports, and Administration. The main content area is titled 'Import History' and includes an 'Add Import' button (highlighted with a red box), a sort dropdown set to 'Import Header Id (Descending)', and a yellow notification banner stating: 'After the Validate or Process action is completed, please refresh the browser to view the updated status of the submitted import file.' Below the notification is a table with the following columns: Import Header Id, Process Flag, Inserted Date, File Definition, Import Description, Status, Submitted By, File Process Start, Rows Loaded, Rows Added, Rows Deleted, and Rows Processed. The table currently contains the text 'Imports not available for Employer'. At the bottom of the page, there are links for 'Privacy Policy' and 'Disclaimer', and a copyright notice for ©2022 Public Safety Personnel Retirement System.

5

Users must complete all required fields, starting with the type of file (INT006 - Insurance Changes) that will be imported. Users must also upload a file through the **Browse** function and add a **Description** of the file.

Upload a File

1 Import Selection 2 Parameters 3 Confirmation

Type of Import*
INT006 - Insurance Changes

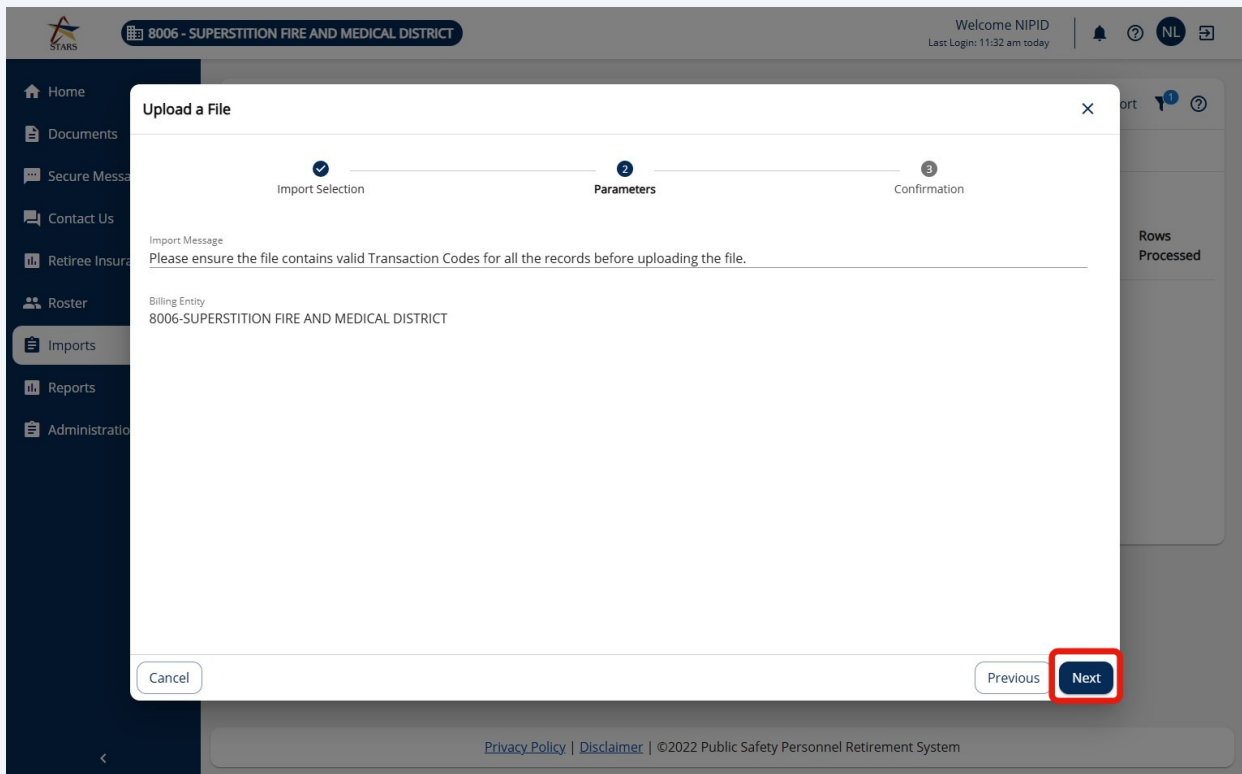
Choose file for upload*
H_8006_Retiree_088398_F_Med_Dent.xlsx Browse

Description*
088398 Med Dent Retiree Spouse

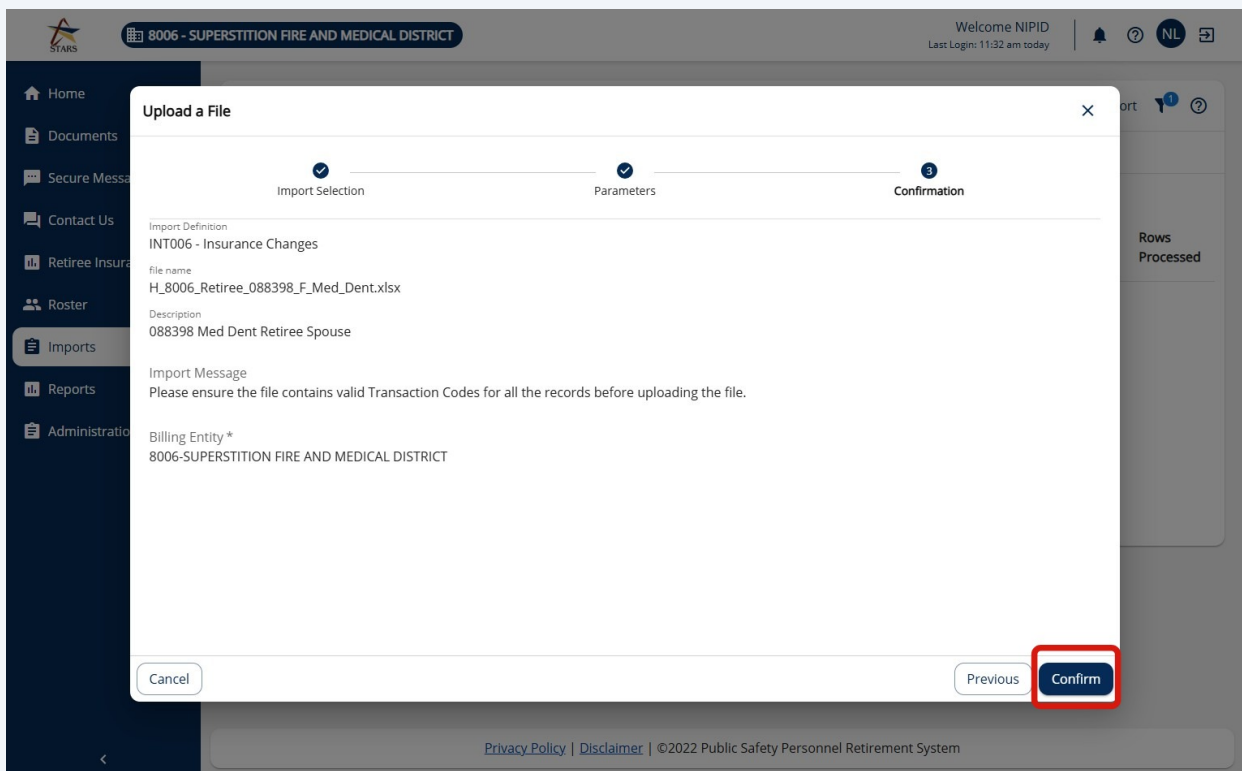
Cancel Next

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6 Verify that the provided information is correct and click **next**.



7 Users will click **Confirm** to submit the file.



8

Users will receive a message in prominent **green text box** confirming the file has been submitted.

The screenshot shows a web application interface for '8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT'. At the top right, there is a user greeting 'Welcome NIPID' and a notification bell icon. A prominent green message box at the top center reads 'Your Import file has been submitted'. Below this, the 'Import History' section is visible, featuring a table with columns for 'Import Header Id', 'Process Flag', 'Inserted Date', 'File Definition', 'Import Description', 'Status', 'Submitted By', 'File Process Start', 'Rows Loaded', 'Rows Added', 'Rows Deleted', and 'Rows Processed'. A yellow highlight is placed over a message: 'After the Validate or Process action is completed, please refresh the browser to view the updated status of the submitted import file.' The table contains one entry with an 'Import Header Id' of 3663, a 'Process Flag' of 'Ready', an 'Inserted Date' of '03/08/2026 1:58:40 PM', a 'File Definition' of 'INT006_INSURANCE_CHANGES', an 'Import Description' of '088398 Med Dent Retiree Spouse', a 'Status' of 'Not Processed', and a 'Submitted By' of 'NLIMFEG'. The 'Rows Loaded' column shows a value of 4. A left sidebar contains navigation links for Home, Documents, Secure Message, Contact Us, Retiree Insurance, Roster, Imports (highlighted), Reports, and Administration. At the bottom, there are links for 'Privacy Policy' and 'Disclaimer', and a copyright notice for '©2022 Public Safety Personnel Retirement System'.



Tip! Once the file is submitted users will need to manually validate the health insurance file.

9

Users must click the **three-dot menu** (snowman) under the **Actions** column to view the menu and click **Validate**.

The screenshot shows the 'Import History' page in a web application. The page header includes the STARS logo, the district name '8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT', and user information 'Welcome NIPID' with a last login time of '11:32 am today'. A navigation sidebar on the left lists various options, with 'Imports' highlighted. The main content area displays a table of import records. A yellow banner at the top of the table reads: 'After the Validate or Process action is completed, please refresh the browser to view the updated status of the submitted import file.' The table has columns for 'Actions', 'Import Header Id', 'Process Flag', 'Inserted Date', 'File Definition', 'Import Description', 'Status', 'Submitted By', 'File Process Start', 'Rows Loaded', 'Rows Added', and 'Rows Deleted'. One record is visible with 'Import Header Id' 3663, 'Process Flag' 'Ready', 'Inserted Date' '03/08/2026 1:58:40 PM', 'File Definition' 'INT006_INSURANCE_CHANGES', 'Import Description' '088398 Med Dent Retiree Spouse', 'Status' 'Not Processed', and 'Submitted By' 'NLIMFEG'. A three-dot menu is open under the 'Actions' column for this record, with 'Validate' highlighted in a red box. Other menu options include 'Process', 'Void', 'View Errors', and 'View Import Parameters'. At the bottom of the page, there are links for 'Privacy Policy' and 'Disclaimer', and a copyright notice for '©2022 Public Safety Personnel Retirement System'.

10

The imported file will now display as **Validated**.

This screenshot shows the 'Import History' page after the 'Validate' action. The page layout is identical to the previous screenshot, but the status of the record with 'Import Header Id' 3663 has changed to 'Validated Successfully'. The 'Status' column now displays 'Validated Successfully' instead of 'Not Processed'. The 'File Process Start' column now shows a timestamp: '03/08/2026 1:59:08 PM'. The 'Rows Loaded' column shows the value '4'. The entire row containing this record is highlighted with a red border. The yellow banner at the top of the table remains the same. The navigation sidebar and page footer are also consistent with the previous screenshot.

11

Users will click the **file number** under the **Import Header ID** column to review the file.

STARS 8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT Welcome NIPID Last Login: 11:32 am today

Home Documents Secure Message Contact Us Retiree Insurance Roster Imports Reports Administration

Import History

Sort: Import Header Id (Descending)

After the Validate or Process action is completed, please refresh the browser to view the updated status of the submitted import file.

Actions	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	Submitted By	File Process Start	Rows Loaded	Rows Added	Rows Deleted
	3663	Validated	03/08/2026 1:58:40 PM	INT006_INSURANCE_CHANGES	088398 Med Dent Retiree Spouse	Validated Successfully	NLIMFEG	03/08/2026 1:59:08 PM	4		

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12

Users will click the **View Errors** function on the right side of the screen to check the file for any errors.

8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT

Welcome NIPID
Last Login: 11:32 am today

Home
Documents
Secure Message
Contact Us
Retiree Insurance
Roster
Imports
Reports
Administration

Imports / Import Details

Process **View Errors**

Import Summary

Import Name	Id	Description	Header Status	Process Flag	Start Date	Submitted by
INT006 - Insurance Changes	3663	088398 Med Dent Retiree Spouse	Validated Successfully	Validated	03/08/2026	NLIMFEG

Import Details

We are experiencing an internal server problem. Please try again later. (019ccf41-ca4c-7d65-a0e9-0b27b42e89ef)

13

Users must review for any issues and can export data through the **Export Error List** feature. In the example below, STARS notifies the employer through a **warning** that information for a retiree's dependent should be updated.

The screenshot shows the STARS system interface for the 'Imports / Import Details' section. A modal dialog titled 'Import Detail Error' is open, displaying a table of error information. The table has the following data:

Row	Type	Exception Filter	Message	Attribute Name
3	Warning	Import_Warnings	Dependent not available in system 867231469.	

14 Select **Process** to complete the file submission.

The screenshot shows the NIPID web application interface. The top navigation bar includes the STARS logo, the district name "8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT", and user information "Welcome NIPID" with a last login time of "11:32 am today". A left sidebar contains navigation links: Home, Documents, Secure Message, Contact Us, Retiree Insurance, Roster, Imports (highlighted), Reports, and Administration. The main content area is titled "Imports / Import Details" and features a "Process" button (highlighted with a red box) and a "View Errors" link. Below this is an "Import Summary" table with the following data:

Import Name	Id	Description	Header Status	Process Flag	Start Date	Submitted by
INT006 - Insurance Changes	3663	088398 Med Dent Retiree Spouse	Validated Successfully	Validated	03/08/2026	NLIMFEG

Below the table is an "Import Details" section with an "Edit" button and a message: "We are experiencing an internal server problem. Please try again later. (019ccf42-8e2c-7ee6-ae43-953af7f1587b)".



Tip! The file has been successfully processed. On the last business day of the month, pension payroll will be processed. The insurance updates and changes will be available for viewing and a report can be run.

15

Users can now view the status of the file, which will display as **Completed** under the **Process Flag** column.

The screenshot shows the NIPID web interface for the '8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT'. The 'Import History' section is active, displaying a table of import records. A yellow banner at the top of the table area reads: 'After the Validate or Process action is completed, please refresh the browser to view the updated status of the submitted import file.' The table has columns for 'Import Actions', 'Header Id', 'Process Flag', 'Inserted Date', 'File Definition', 'Import Description', 'Status', 'Submitted By', 'File Process Start', 'Rows Loaded', 'Rows Added', and 'Rows Deleted'. One row is highlighted with a red border, showing an import with a 'Completed' status flag.

Import Actions	Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	Submitted By	File Process Start	Rows Loaded	Rows Added	Rows Deleted
⋮	3663	Completed	03/08/2026 1:58:40 PM	INT006_INSURANCE_CHANGES	088398 Med Dent Retiree Spouse	Processed Successfully	NLIMFEG	03/08/2026 2:03:00 PM	4		

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