

STARS Employer Training

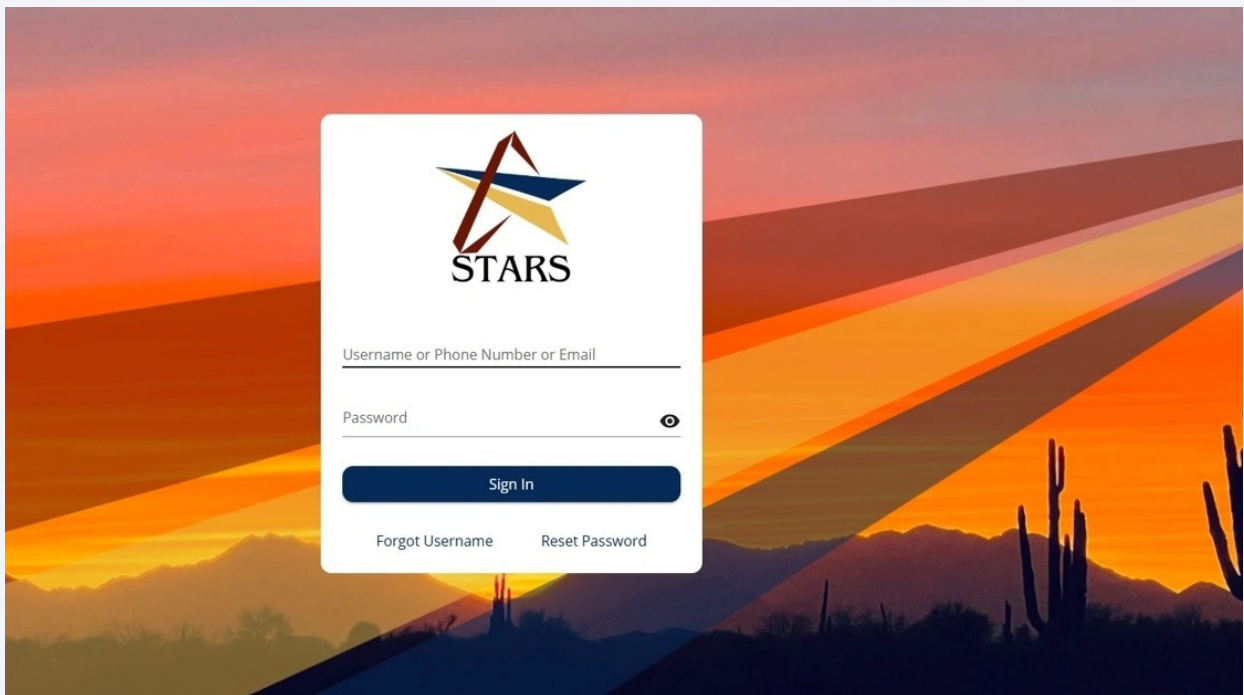
Entering Insurance Changes – Manual Entries



Entering Insurance Changes – Manual Entries

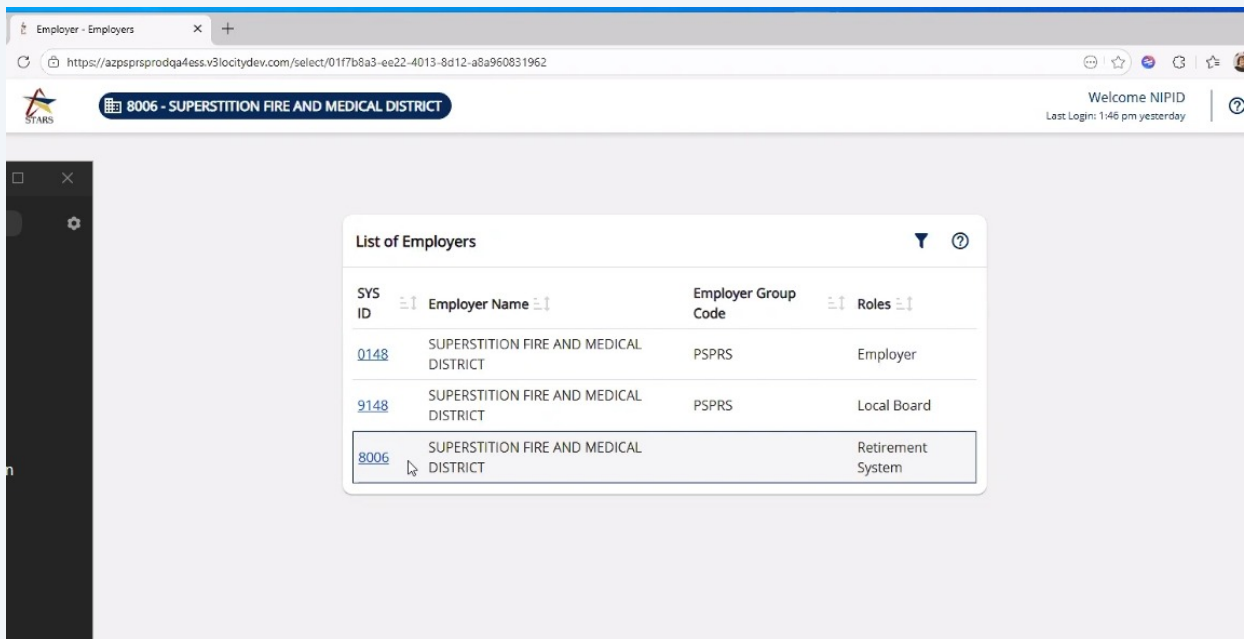
Learn how to enter retiree health insurance changes into STARS through manual (one at a time) entries. This process notifies PSPRS of retiree enrollments in employer-administered health insurance plans to ensure proper pension deductions and subsidy calculations. It is also used to give updates on retiree and dependent benefit elections and changes to employer-administered plans, including premium changes. Processing your insurance change files ensures all data is handled correctly.

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



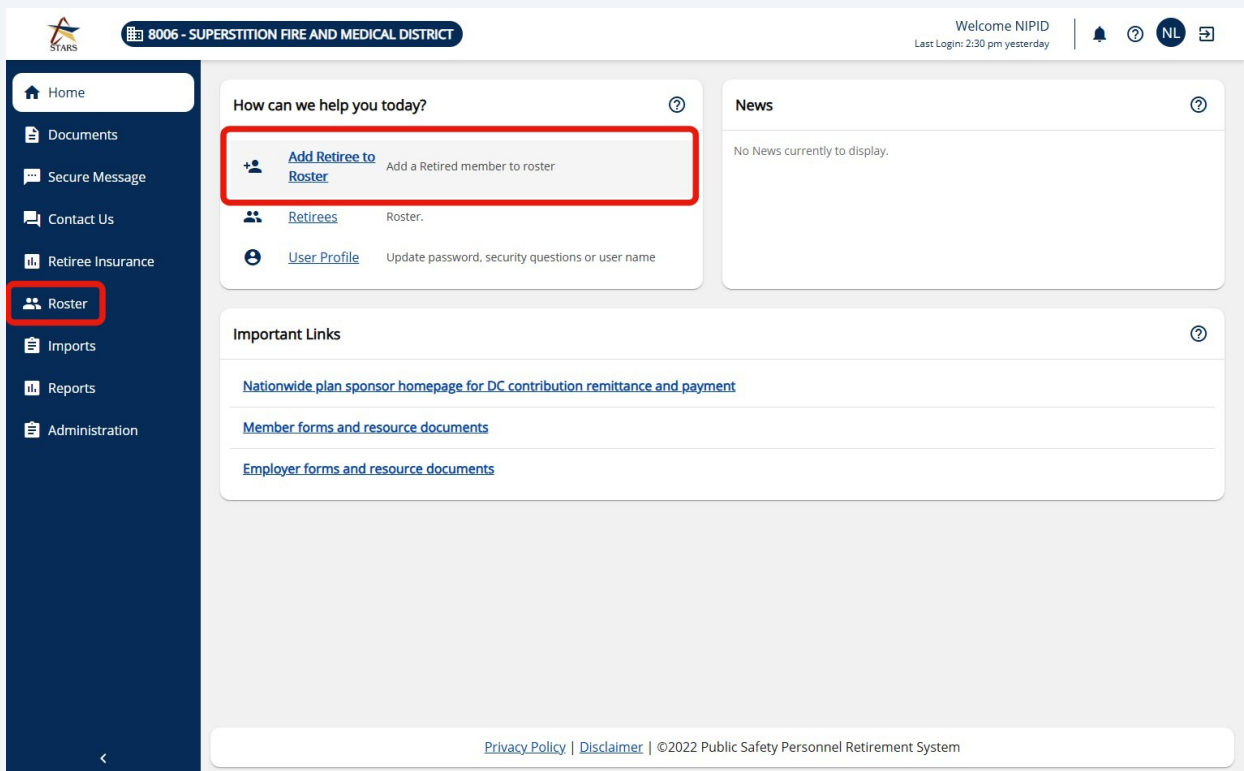
2

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



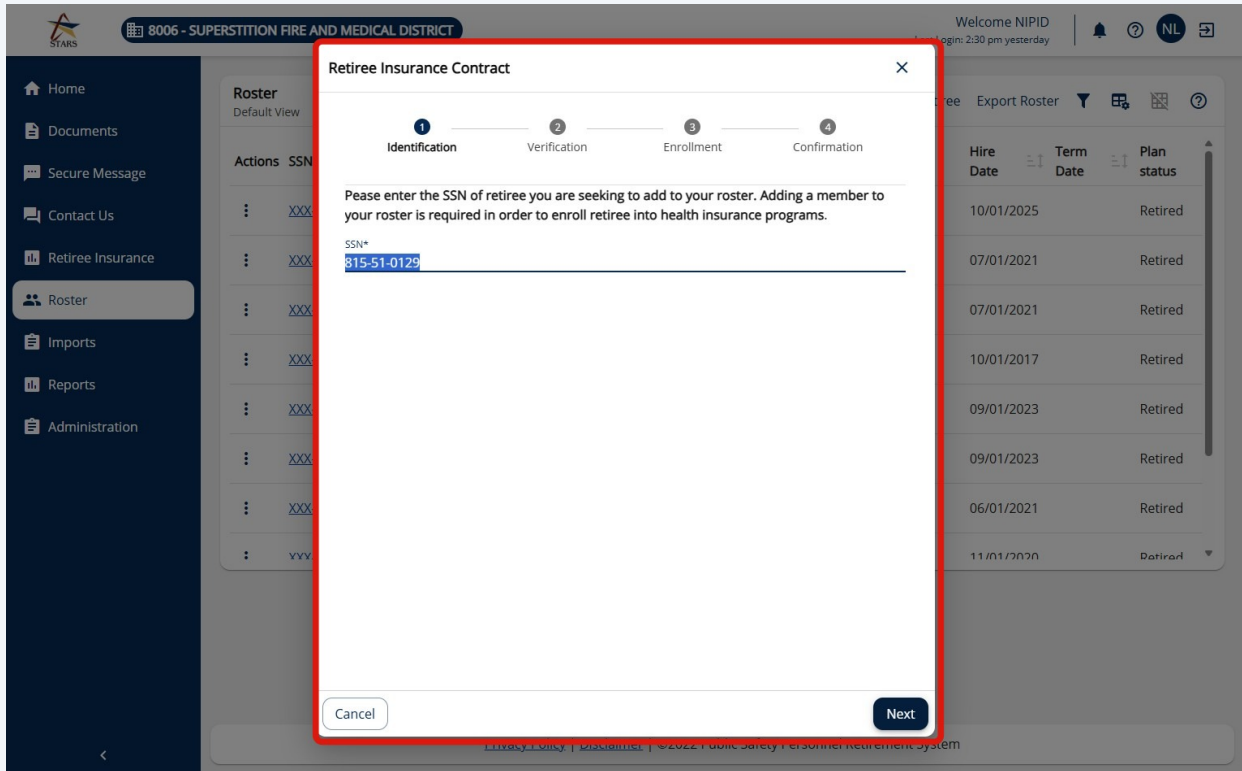
3

To begin the process of entering retiree insurance changes manually (one at a time) users will click the **Add Retiree to Roster** or **Roster** features from menu.



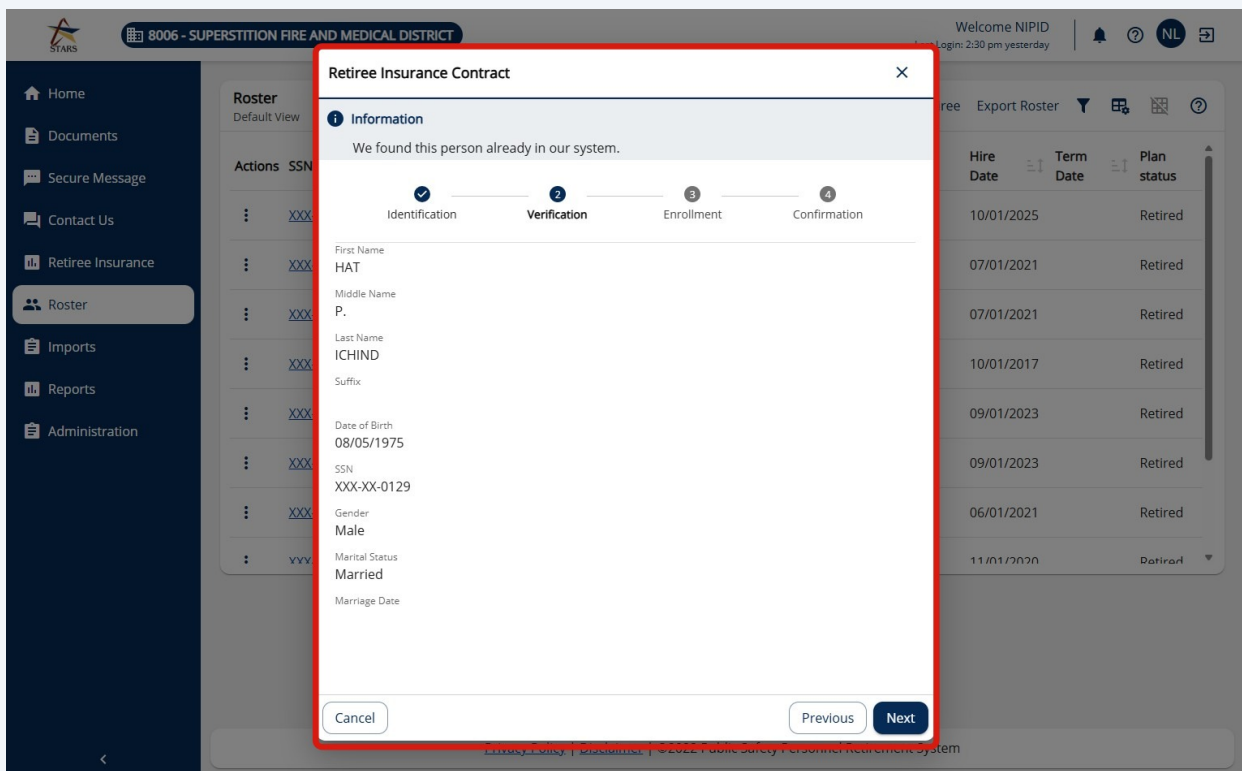
4

To add or find a Retiree to enter changes start by entering their Social Security number in the **SSN*** field.



5

With the Social Security number entered, STARS has located the retiree. The employer user will verify the information and select **next**.



6 The user will select the retiree's **Plan** and **Start Date**.

The screenshot shows a web application interface for managing retiree insurance contracts. A modal window titled "Retiree Insurance Contract" is open, displaying a progress bar with four steps: Identification, Verification, Enrollment (the current step), and Confirmation. The form fields are as follows:

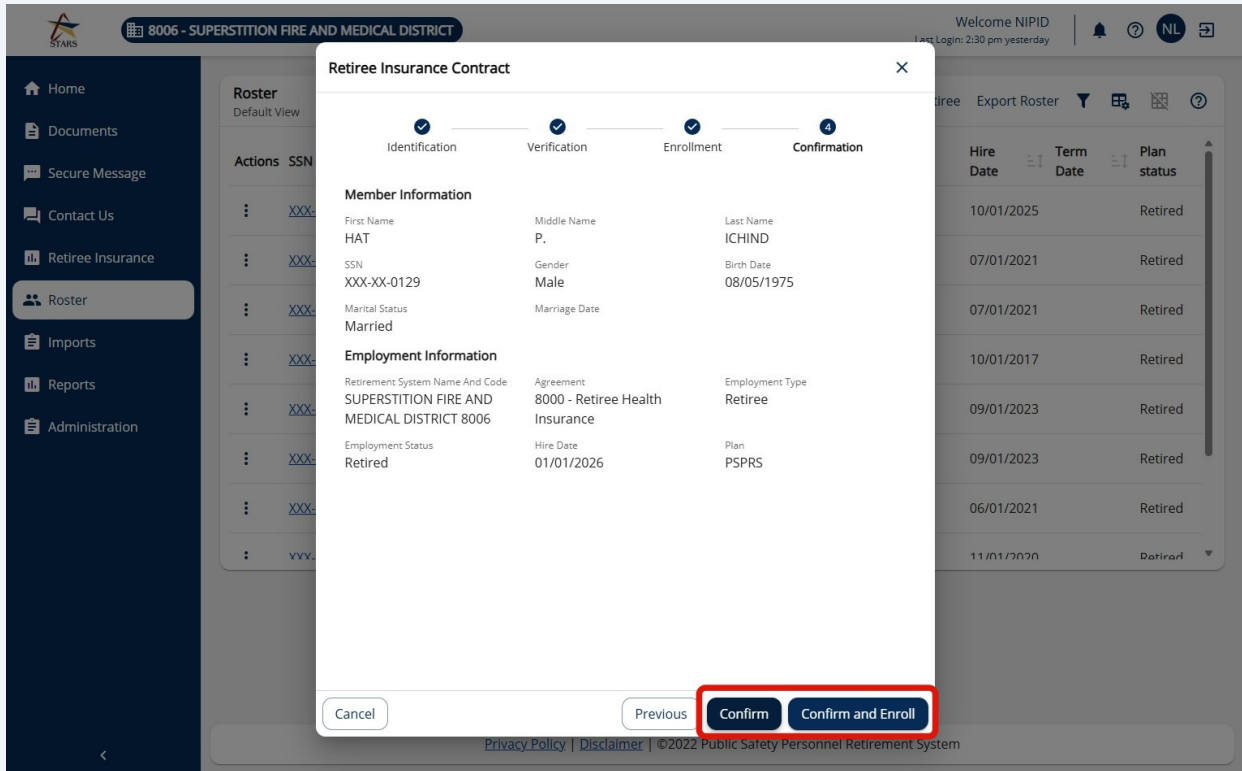
- Agreement: 8000 - Retiree Health Insurance
- Rate Category: Retiree
- Status Code: Retired
- Plan*: PSPRS
- Start Date: 01/01/2026

The "Plan*" and "Start Date" fields are highlighted with a red box. The background shows a "Roster" page with a table of retiree information:

Hire Date	Term Date	Plan status
10/01/2025		Retired
07/01/2021		Retired
07/01/2021		Retired
10/01/2017		Retired
09/01/2023		Retired
09/01/2023		Retired
06/01/2021		Retired
11/01/2020		Retired

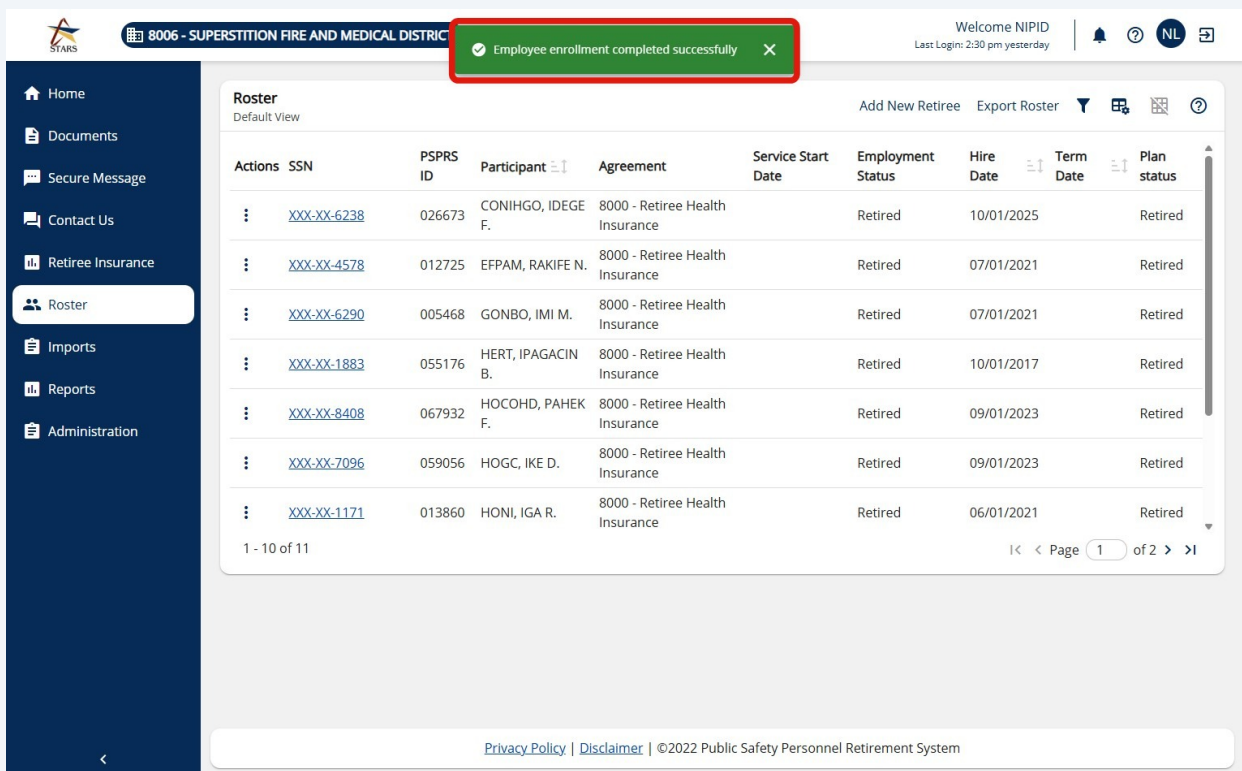
7

Users will select and click **Confirm** to enter a retiree or select and click **Confirm and Enroll** if ready to also enroll the retiree.



8

STARS will confirm the retiree's enrollment via message in the prominent **green text box**.



9

Users will click the **three-dot-menu** (Snowman) and select **new enrollment** to continue.

8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT

Welcome NIPID
Last Login: 2:30 pm yesterday

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

Roster
Default View
Add New Retiree Export Roster

Actions	SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Hire Date	Term Date	Plan status
⋮	XXX-XX-1883	055176	HERT, IPAGACIN B.	8000 - Retiree Health Insurance		Retired	10/01/2017		Retired
⋮	XXX-XX-8408	067932	HOCOHD, PAHEK F.	8000 - Retiree Health Insurance		Retired	09/01/2023		Retired
⋮	XXX-XX-7096	059056	HOGC, IKE D.	8000 - Retiree Health Insurance		Retired	09/01/2023		Retired
⋮	XXX-XX-1171	013860	HONI, IGA R.	8000 - Retiree Health Insurance		Retired	06/01/2021		Retired
⋮	XXX-XX-0129	072789	ICHIND, HAT P.	8000 - Retiree Health Insurance		Retired	01/01/2026		Retired
⋮	XXX-XX-3879	008797	PISGIH, IREBECEDE F.	8000 - Retiree Health Insurance		Retired	01/01/2022		Retired
⋮		072386	NALN, HER B.	8000 - Retiree Health Insurance		Retired	11/01/2020		Retired

1 - 10 of 11

Page 1 of 2

Privacy Policy | Disclaimer | ©2022 Public Safety Personnel Retirement System

10

Employer users will select **new coverage** and review the retiree's dependents (if any) and click **Continue**.

Health Insurance Enrollment

Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	

Select Event
To begin your enrollment, please select an event.

New Coverage

Continue

Member Info Edit

Full Name	SSN	DOB/Sex
ICHIND, HAT P.	XXX-XX-0129	08/05/1975 • Male • Married

Dependents Add Dependent

GARES FEDCIRF (Spouse)
05/16/1973 • XXX-XX-3372 • Unknown • Married
Edit

DIPEFE NOSBAD (Child)
11/10/2003 • XXX-XX-3341 • Male • Unknown
Edit

FEDES CISAP (Child)
08/22/2005 • XXX-XX-0301 • Unknown • Unknown
Edit

CAREHID DEHGEB5 (Child)
Edit

Cancel Next

Progress: Step 1/5

- 1 Select Event
- 2 Select Policies
- 3 Coverage Selection View
- 4 Disclosure
- 5 Confirm Enrollment

11

Users will enter the retiree Coverage Effective Date in the **Event Details** field and click **Next**.

Health Insurance Enrollment

Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	New Coverage

Select Event Edit
New Coverage

Event Details
Please enter the date of the qualifying event under Event Date section. PSPRS does not prorate premiums or application of Premium Subsidy benefits, so effective date of coverage will be the 1st of the month following qualifying event date and is displayed below under Coverage Effective Date.

Event Date*
01/01/2026 📅

Coverage Effective Date
02/01/2026

Member Info Edit

Full Name	SSN	DOB/Sex
ICHIND, HAT P.	XXX-XX-0129	08/05/1975 • Male • Married

Dependents Add Dependent

GARES FEDCIRF (Spouse)
05/16/1973 • XXX-XX-3372 • Unknown • Married
Edit

DIPEFE NOSBAD (Child)
11/10/2003 • XXX-XX-3341 • Male • Unknown
Edit

Cancel **Next**

Progress: Step 1/5

- 1 Select Event
- 2 Select Policies
- 3 Coverage Selection View
- 4 Disclosure
- 5 Confirm Enrollment

12

Users will select the policies to add or modify and click **next**.

Health Insurance Enrollment



Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	New Coverage

Select policies to enroll into, or select existing policies to modify.
If you would like to update a coverage or enroll into a new product, please select the corresponding tile.

DENTAL ✔

Not Currently Enrolled

MEDICAL ✔

Not Currently Enrolled

Progress: Step 2/5

- ✔ Select Event
- 2 Select Policies**
- 3 Coverage Selection View
- 4 Disclosure
- 5 Confirm Enrollment

Cancel

Previous

Next

13

The **Error** notice in this example advises that member is already enrolled in coverage but the user will click **next**.

Health Insurance Enrollment ✕

Error
Member is already enrolled with this Product Type, cannot proceed.

Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	New Coverage

Select policies to enroll into, or select existing policies to modify.
If you would like to update a coverage or enroll into a new product, please select the corresponding tile.

DENTAL ✓
Not Currently Enrolled

MEDICAL ✓
Not Currently Enrolled

Progress: Step 2/5

- 1 Select Event
- 2 **Select Policies**
- 3 Coverage Selection View
- 4 Disclosure
- 5 Confirm Enrollment

Cancel Previous **Next**

14

In this example, the **Medical** policy is selected.

Health Insurance Enrollment ✕

Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	New Coverage

Select policies to enroll into, or select existing policies to modify.
If you would like to update a coverage or enroll into a new product, please select the corresponding tile.

DENTAL ✓
Not Currently Enrolled

MEDICAL ✓
Not Currently Enrolled

Progress: Step 2/5

- 1 Select Event
- 2 **Select Policies**
- 3 Coverage Selection View
- 4 Disclosure
- 5 Confirm Enrollment

Cancel Previous **Next**

15 Users will select the appropriate coverage **Tier** for the retiree and click **continue**.

Health Insurance Enrollment ✕

Member Name	SSN	PSPRS ID	Retirement System	Event
ICHIND, HAT P.	XXX-XX-0129	072789	SUPERSTITION FIRE AND MEDICAL DISTRICT	New Coverage

Currently Processing: Medical

On this step you will be selecting the plan you are electing to enroll in as well as the level of coverage for the plan (i.e. single Vs. family). Once you have made your selections, please click Continue button.

Plan [Edit](#)
Medical
Coverage Effective Date: 02/01/2026

Tier

- Single
- Family (Single + 1)
- Family (Single + 2 or More)
- 1 w/ Medicare 1 without
- 1 w/ Medicare 2+ without
- 2 w/ Medicare 1 without
- 2 w/ Medicare 2+ without

Progress: Step 3/5

- Select Event
- Select Policies
- Coverage Selection View: 1/1
- Medical**
- Disclosure
- Confirm Enrollment

[Continue](#)

[Cancel](#)[Previous](#) [Next](#)

16

Users will complete the coverage questions and click **continue**.

Health Insurance Enrollment ✕

Currently Processing: Medical

On this step you will be selecting the plan you are electing to enroll in as well as the level of coverage for the plan (i.e. single Vs. family). Once you have made your selections, please click Continue button.

Plan [Edit](#)
Medical
Coverage Effective Date: 02/01/2026

Tier [Edit](#)
Family (Single + 2 or More)

Coverage questions
Below, you will need to enter/update premium amount for the coverage, identify plan type (Retiree, COBRA or RTW-Active Employee coverage) under Plan Group and whether premiums should be deducted from retiree's pension payment.

Benefit Premium *
\$975.50
This parameter will be used for non-ASRS plans and will be used to calculate the premiums.

Plan Group
RETIREE
This parameter will be used to track the Plan Group for each Member.

No Deduct
Yes

[Continue](#)

Progress: Step 3/5

- ✓ Select Event
- ✓ Select Policies
- 3 Coverage Selection View: 1/1
 - **Medical**
 - 4 Disclosure
 - 5 Confirm Enrollment

[Cancel](#) [Previous](#) [Next](#)



Tip! The **No Deduct** field lets employers notify PSPRS if the insurance premiums should be deducted from the retiree's pension or if the health insurance subsidy needs to be applied. Choose Yes to apply the subsidy or No to do a pension deduction

17

Employer users will review information and Coverage and Cost Summary. Users will click **previous** to change information or **save and continue**.

Health Insurance Enrollment

Member Name ICHIND, HAT P.	SSN XXX-XX-0129	PSPRS ID 072789	Retirement System SUPERSTITION FIRE AND MEDICAL DISTRICT	Event New Coverage
-------------------------------	--------------------	--------------------	---	-----------------------

Currently Processing: Medical

On this step you will be selecting the plan you are electing to enroll in as well as the level of coverage for the plan (i.e. single Vs. family). Once you have made your selections, please click Continue button.

Plan Edit

Medical

Coverage Effective Date: 02/01/2026

Tier Edit

Family (Single + 2 or More)

Coverage questions Edit

Coverage questions answered.

Covered persons

Please identify those dependents who will be covered under this plan by checking the box next to each noted dependent below.

Name	Relation	Age
<input checked="" type="checkbox"/> CISAP, FEDES A.	Child	20
<input checked="" type="checkbox"/> DEHGEB, CAREHID F.	Child	16
<input checked="" type="checkbox"/> ICHIND, HAT P.	Insured	50
<input checked="" type="checkbox"/> NOSBAD, DIPEFE S.	Child	22
<input checked="" type="checkbox"/> FEDCIR, GARES R.	Spouse	52

Progress: Step 3/5

- Select Event
- Select Policies
- 3** Coverage Selection View: 1/1
 - Medical
 - Disclosure
- 4 Disclosure
- 5 Confirm Enrollment

Coverage & Cost Summary

Medical

Cost information (Monthly)

- Total Premium: \$975.50
- EE Premium Deduction: \$0.00
- Employer Amount: \$0.00

Cancel

Previous

Save and Continue

18

Users will confirm and click **Finish Enrollment**.

Health Insurance Enrollment

correct, please click Finish Enrollment.

Please Note: Once enrollment is confirmed, the information will be submitted to PSPRS for review and if there are questions, PSPRS staff will reach out for further information. If these changes are submitted by the 10th of the month of the Coverage Effective Date, changes will be reflective in that month's pension payroll processing. Otherwise, the change request will be processed in the following month. If you have any questions, please contact PSPRS at (602) 255-5575.

Member Info

Participant ICHIND, HAT P.	PSPRS ID 072789	SSN XXX-XX-0129
Gender Male	Date of Birth 08/05/1975	Marital Status Married

Enrolled Plan Details

Medical

Coverage Effective Date 02/01/2026	Plan Medical	Group Policy # 61765	Tier Family (Single + 2 or More)
---------------------------------------	-----------------	-------------------------	-------------------------------------

Coverage & Cost Summary

Medical

Cost information

- Total Premium: \$975.50
- EE Premium Deduction: \$0.00
- Employer Amount: \$0.00

Cancel

Previous

Finish Enrollment

19

Users can view the added retiree information through the **Roster** tab.

The screenshot displays a web application interface for the '8006 - SUPERSTITION FIRE AND MEDICAL DISTRICT'. The top right corner shows a user greeting: 'Welcome NIPID' and 'Last Login: 2:30 pm yesterday'. A sidebar on the left contains navigation links: Home, Documents, Secure Message, Contact Us, Retiree Insurance, Roster (highlighted), Imports, Reports, and Administration. The main content area is titled 'Roster' and includes options for 'Add New Retiree' and 'Export Roster'. Below this is a table with the following columns: Actions, SSN, PSPRS ID, Participant, Agreement, Service Start Date, Employment Status, Hire Date, and Term Date. The table lists seven retired employees with their respective details. At the bottom, it shows '1 - 10 of 11' and a pagination control for 'Page 1'.

Actions	SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Hire Date	Term Date
:	XXX-XX-1883	055176	HERT, IPAGACIN B.	8000 - Retiree Health Insurance		Retired	10/01/2017	
:	XXX-XX-8408	067932	HOCOHD, PAHEK F.	8000 - Retiree Health Insurance		Retired	09/01/2023	
:	XXX-XX-7096	059056	HOGC, IKE D.	8000 - Retiree Health Insurance		Retired	09/01/2023	
:	XXX-XX-1171	013860	HONI, IGA R.	8000 - Retiree Health Insurance		Retired	06/01/2021	
:	XXX-XX-0129	072789	ICHIND, HAT P.	8000 - Retiree Health Insurance		Retired	01/01/2026	
:	XXX-XX-1411	072386	NALN, HER B.	8000 - Retiree Health Insurance		Retired	11/01/2020	
:	XXX-XX-3879	008797	PISGIH, IREBECED F.	8000 - Retiree Health Insurance		Retired	01/01/2022	