

STARS Employer Training

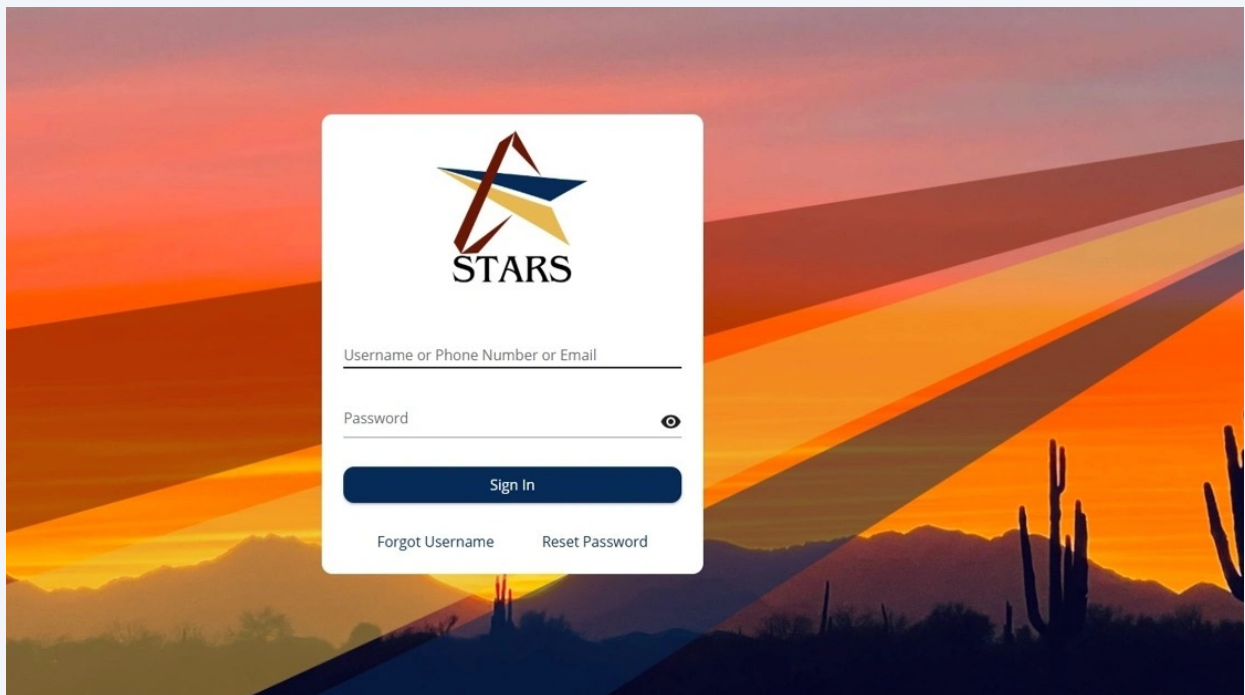
Local Boards Self-Service



Local Board Self-Service

This guide demonstrates the process of uploading local board minutes and updating user access within the system. Local board users will learn how to navigate to the correct sections, upload necessary documents and manage user permissions effectively. This guide also shows local board users how to perform pension estimates for retiring members.

- 1 Local board users will enter their **Username** and **Password** and click **Sign in**.



i **Tip!** Local board system id begins with the 9000 series.

2

Local board administrators and authorized users will land on the **Home** page after logging into STARS.

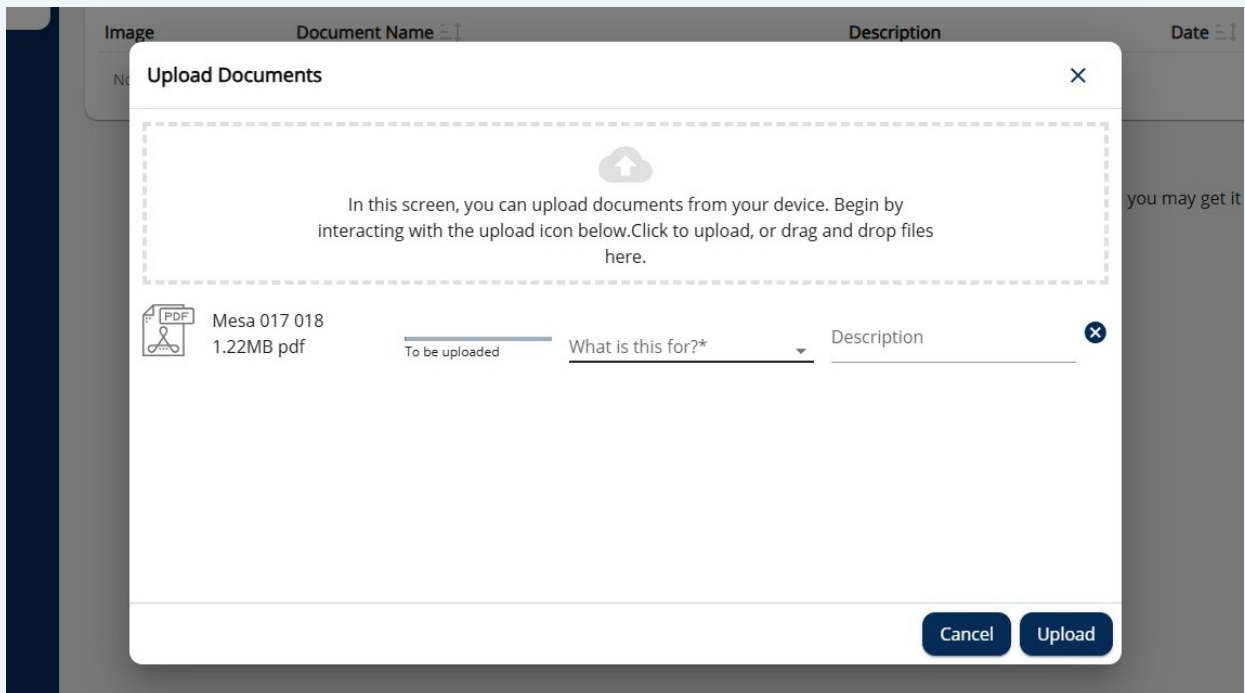
The screenshot shows the STARS Home page for the Wickenburg Fire Department. The top navigation bar includes the STARS logo, the department name "9217 - WICKENBURG FIRE DEPARTMENT", and a user profile for "JAYVAUGZZ" with a last login of "2:04 pm yesterday". A left sidebar contains menu items: Home, Documents, Secure Message, Administration, Sessions, Local Board Info, and Contact Us. The main content area features three sections: "Shortcuts" with links for "User Profile" and "Help and Support"; "News" with a message "No News currently to display."; and "Faqs" with expandable categories: All, Life Events, Password Help, Processing, and Service Credits. A copyright notice "©2022 Public Safety Personnel Retirement System" is visible at the bottom.

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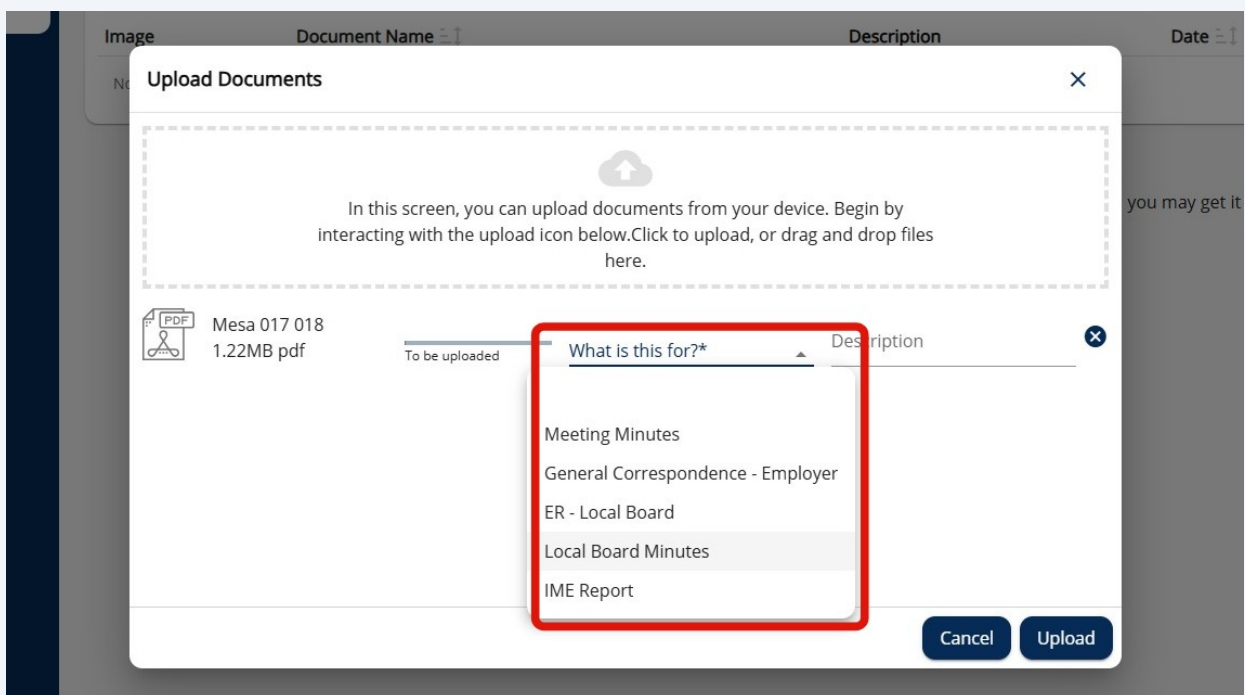
Users will select the **Documents** tab and use the **Upload Documents** feature to upload local board related information such as local board minutes.

The screenshot shows the STARS Documents page for the Wickenburg Fire Department. The top navigation bar is identical to the previous screenshot. The left sidebar now has "Documents" selected. The main content area displays the "Documents" section with an "Upload Document" button highlighted in a red box. Below the button is a table with columns for "Image", "Document Name", "Description", and "Date". The table is currently empty, with the text "No documents available for local board" below it. A note at the bottom states: "You will need the Adobe Acrobat Reader software to view or print the forms. If you do not already have this FREE software, you may get it by [clicking here](#)." A copyright notice "©2022 Public Safety Personnel Retirement System" is visible at the bottom.

4 Users can use the **Upload** or **drag and drop** feature to upload documents.

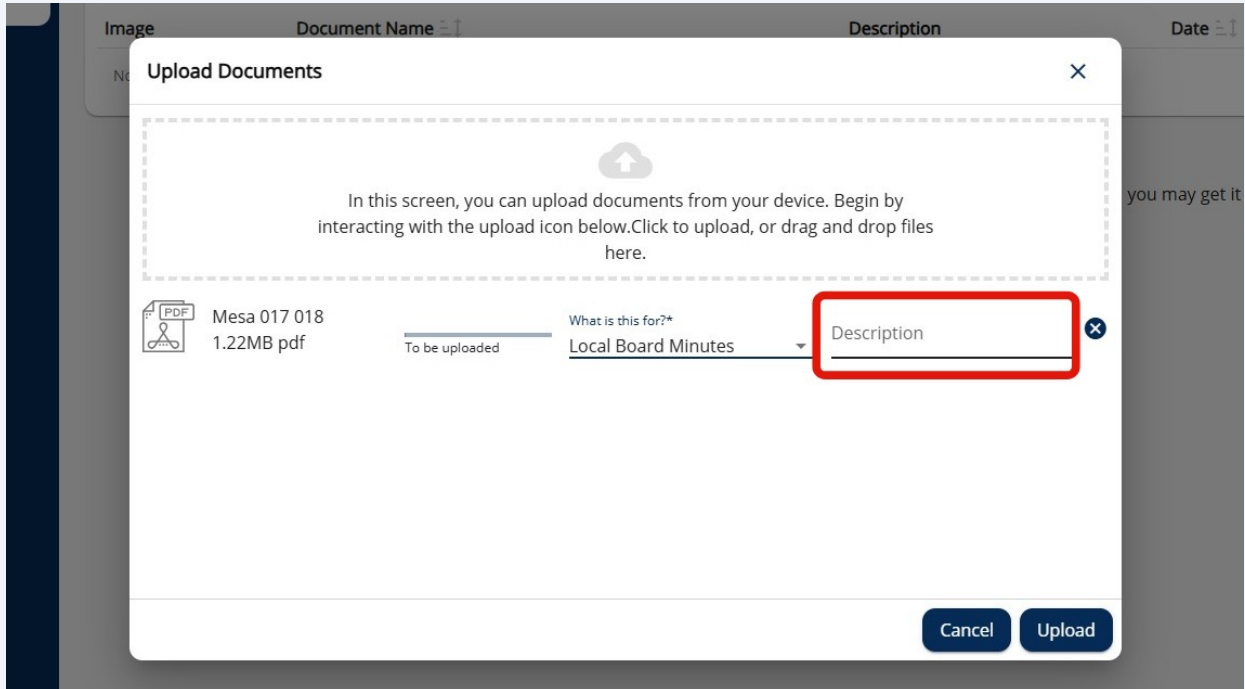


5 Users will select the appropriate document type through the **What is this for?** drop-down menu.



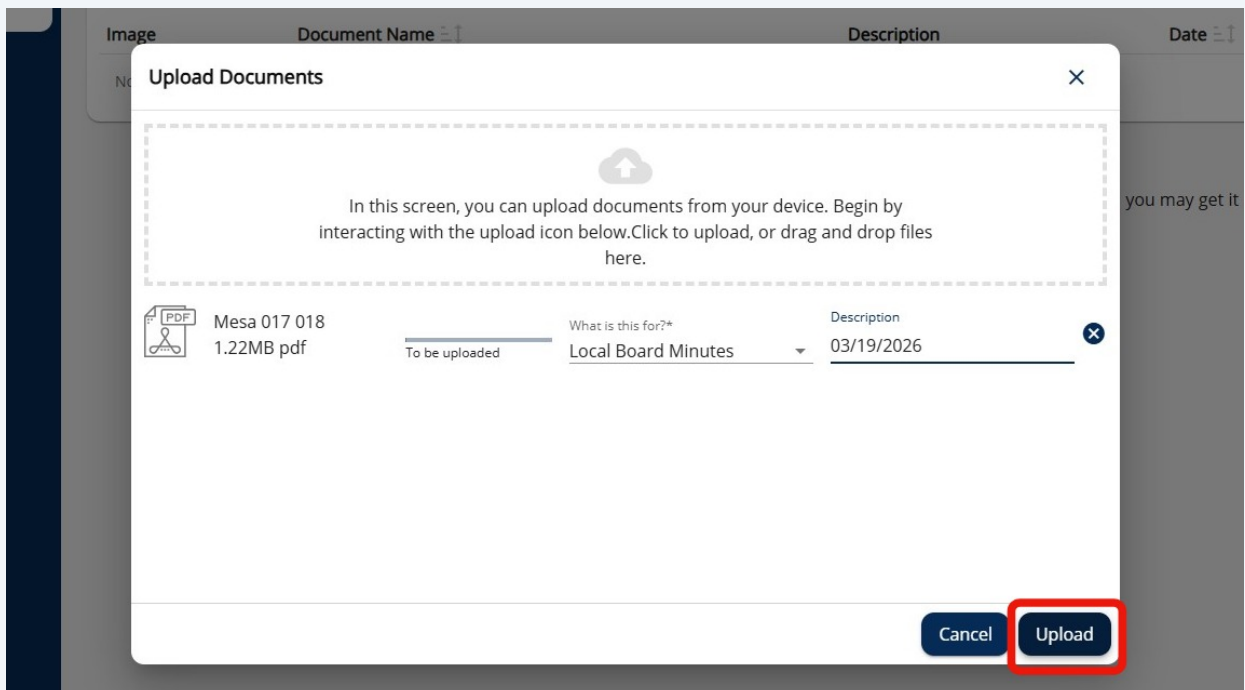
6

Users will click **Description** to name and describe the file to be imported. Employers can use their discretion on descriptions and can include dates or other information.

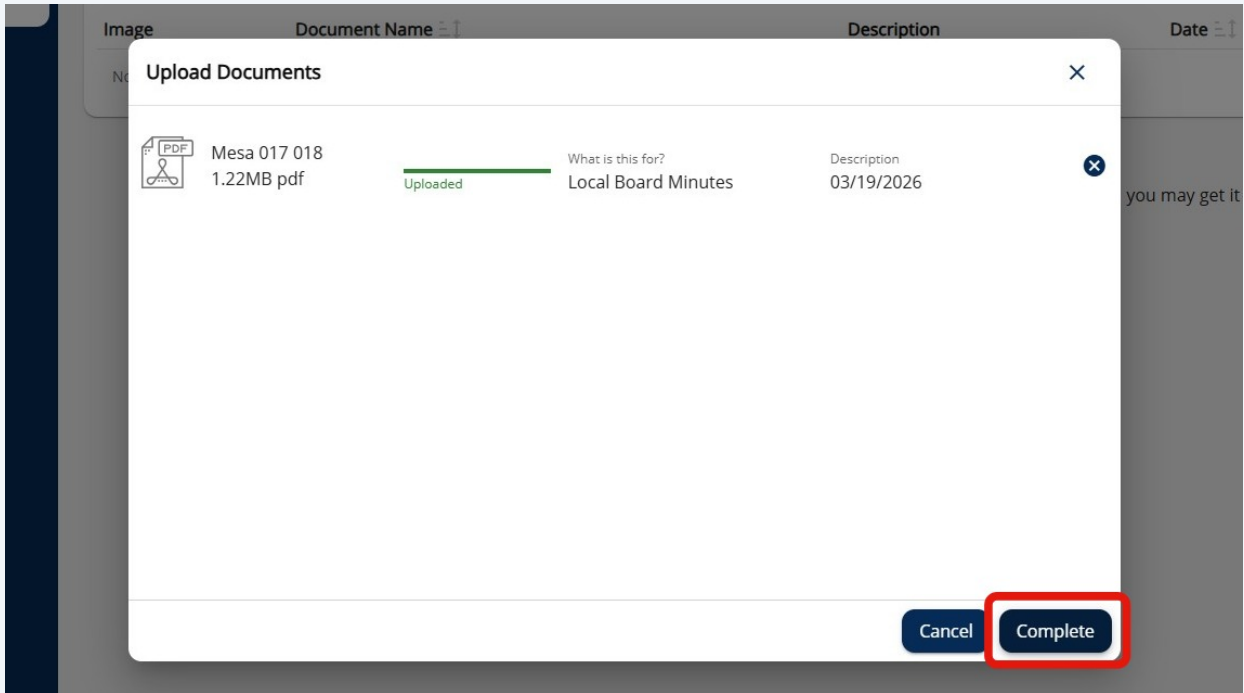


7

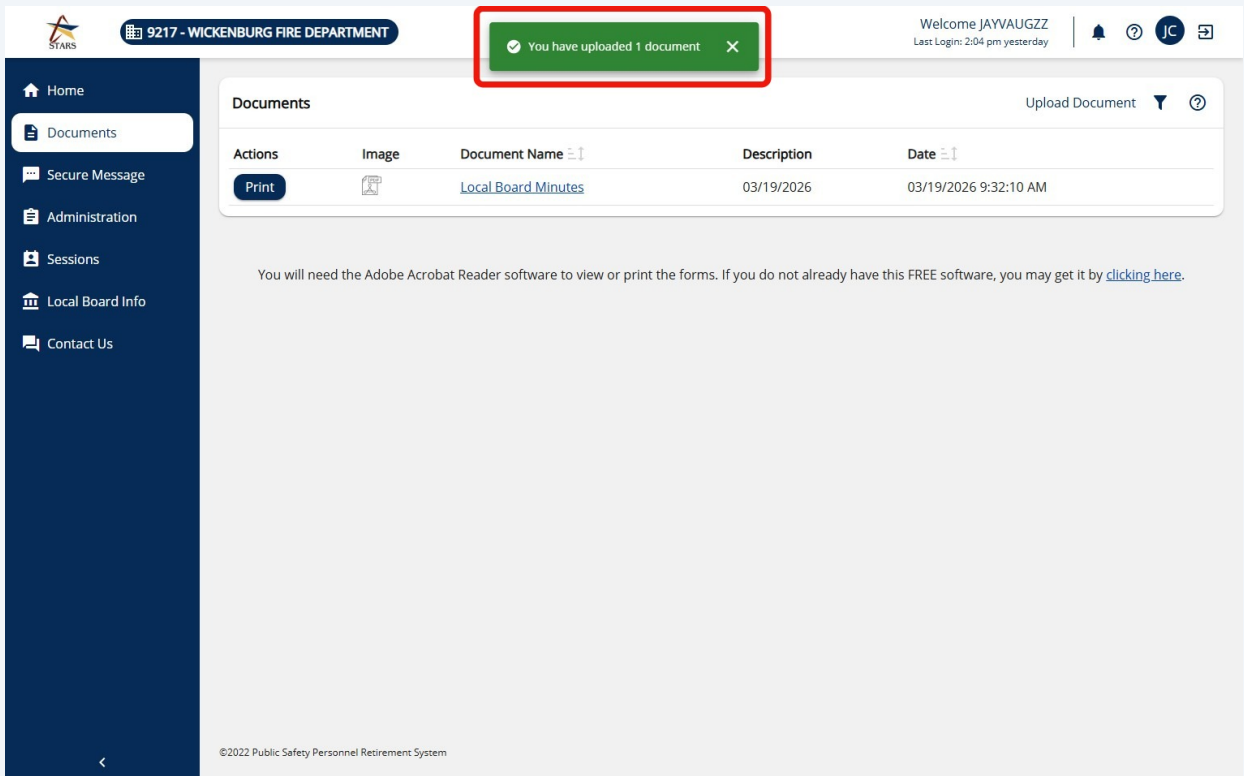
With files designated by type and described, users will click **Upload**.



8 Users will click **Complete**.

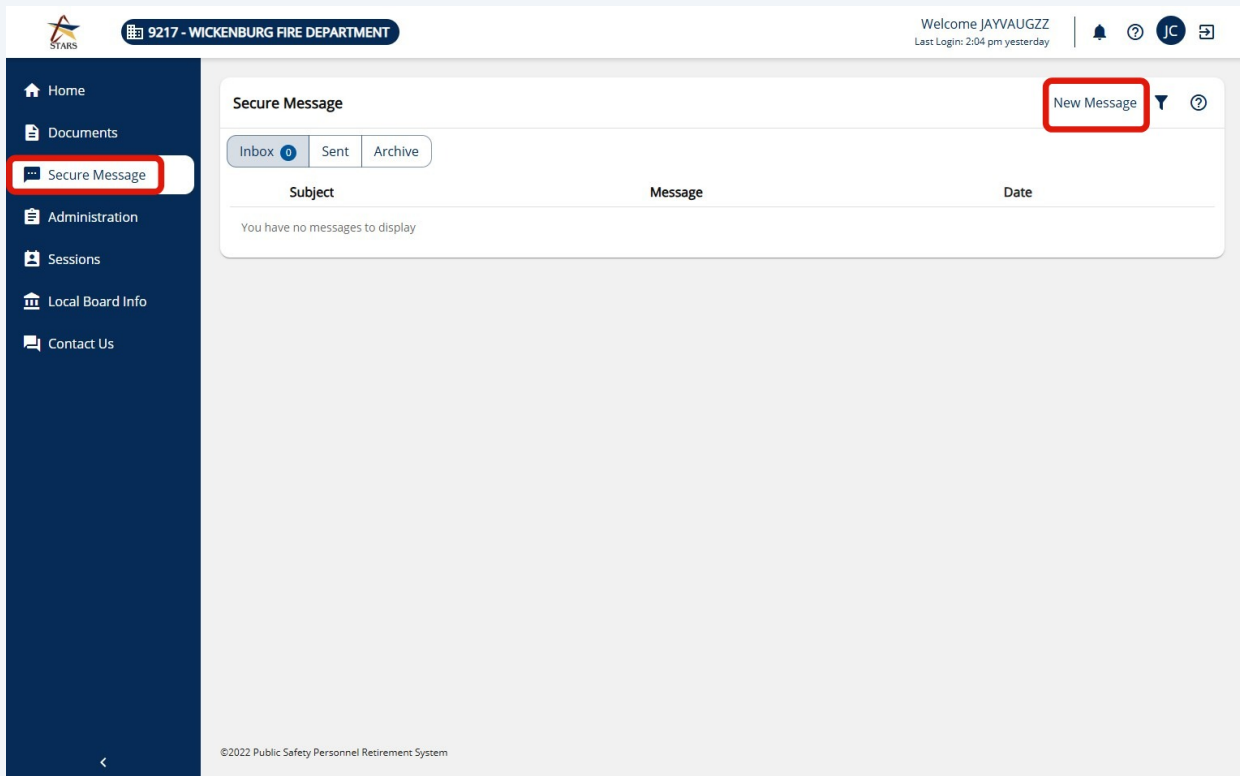


9 Successful file uploads are confirmed by the prominent **green text box**.



10

The **Secure Message** tab and feature is used by STARS users – both administrators and staff – to communicate with PSPRS about pension administration. This function replaces the need to contact PSPRS by email or phone and offers a streamlined service should employers and local boards have difficulty performing tasks through STARS. This function allows users to send secure messages to PSPRS and PSPRS to reply . To use the **Secure Message** function click **New Message** in the upper right corner.



11

The **Administration** tab is for and accessible only to individuals appointed by their local board to serve the highest administrative role in STARS. Administrators assign new local board users and roles and access levels related to local board administration. This page also lists the current staff members who have access to the local board self-service portal, and has the **filter** function (the funnel icon) to allow for detailed searches. The upper right part of the screen enables administrators to add new local board users by selecting **Add Local Board User**. Providing staff access is a two-step process requiring use of the **Local Board Info** and **Administration** tabs.

The screenshot displays the STARS Administration interface for the Wickenburg Fire Department. The top navigation bar includes the STARS logo, the department name "9217 - WICKENBURG FIRE DEPARTMENT", and a user profile for "JAYVAUGZZ" with a last login of "2:04 pm yesterday". The left sidebar contains navigation options: Home, Documents, Secure Message, Administration (highlighted with a red box), Sessions, Local Board Info, and Contact Us. The main content area is titled "Local Board Users" and features an "Add Local Board User" button (highlighted with a red box) and a filter icon. Below this, three user cards are displayed:

| User ID | User Name | Status | Registered | Email | Action |
|---------|------------------|--------|------------|------------------------------|----------------------------------|
| DC | DESZZ CHARBONNZZ | ACTIVE | Yes | DESZZ.CHARBONNZZ@majesco.com | Update User Access (highlighted) |
| JC | JAYVAUGZZ CARMZZ | ACTIVE | Yes | JAYVAUGZZ.CARMZZ@majesco.com | Update User Access |
| TS | TYLAZZ SUTTZZ | ACTIVE | Yes | TYLAZZ.SUTTZZ@majesco.com | Update User Access |

At the bottom of the page, there is a copyright notice: "©2022 Public Safety Personnel Retirement System".

12

The **Sessions** tab will be used by PSPRS to notify local board of upcoming training sessions. Attendees will be able to enroll via this area and administrators can enroll staff to attend training.

The screenshot shows a web application interface for the Wickenburg Fire Department. At the top left is the STARS logo and the department name '9217 - WICKENBURG FIRE DEPARTMENT'. At the top right, it says 'Welcome JAYVAUGZZ' with a last login time of '2:04 pm yesterday' and user profile icons. A dark blue sidebar on the left contains navigation links: Home, Documents, Secure Message, Administration, Sessions (highlighted), Local Board Info, and Contact Us. The main content area has two sections: 'Upcoming Sessions' and 'Attendees'. Both sections have a table header with columns for Session, Topic, Start Date Time, Available Seats, Registration Required, Meeting Type, Meeting URL, and Meeting Password. Below each header, a message states 'There are no upcoming sessions available for registration.' and 'There are no attendees available for upcoming sessions.' respectively. At the bottom left of the main area is a back arrow, and at the bottom center is the copyright notice '©2022 Public Safety Personnel Retirement System'.

13

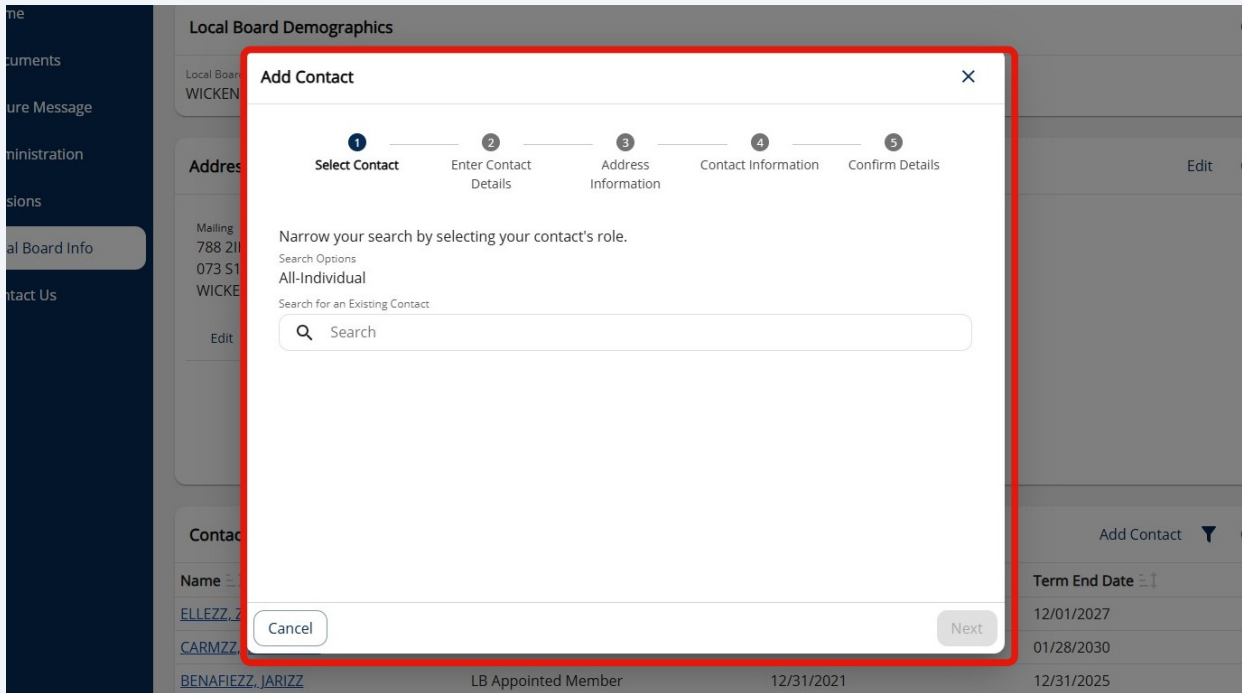
The **Local Board Info** hosts information related to carrying out PSPRS-related administrative tasks. This tab contains the local board system identification number and local board members, secretary and legal counsel. Please note that STARS contacts must be authorized through the **Administration** tab functions to gain system access. The **Local Board Info** tab appears as follows when opened:

The screenshot shows the STARS interface for the Wickenburg Fire Department. The top navigation bar includes the STARS logo, the department name '9217 - WICKENBURG FIRE DEPARTMENT', and a user profile for 'JAYVAUGZZ' with a last login of '2:04 pm yesterday'. A left-hand sidebar contains navigation options: Home, Documents, Secure Message, Administration, Sessions, Local Board Info (highlighted), and Contact Us. The main content area is divided into three sections: 'Local Board Demographics', 'Addresses', and 'Contact Info'. The 'Local Board Demographics' section shows the Local Board Name as 'WICKENBURG FIRE DEPARTMENT', the SYS ID as '9217', and the Plan Group as 'PSPRS'. The 'Addresses' section lists a mailing address: '788 2IH28K0KPR2K44H STREET, 073 5131787MPVBO76T5 STREET, WICKENBURG, AZ 85390'. The 'Contact Info' section shows contact preferences, including a work phone number 'US - (888) 888-8888', a fax number 'US - (888) 888-8888', and a work email 'testemail@vitechinc.com'. Below these sections is a 'Contacts' table with columns for Name, Role, Term Start Date, and Term End Date. The table lists five members: ELLEZZ, ZAIZZ (LB Elected Member, 12/01/2025 to 12/01/2027), CARMZZ, JAYVAUGZZ (LB Elected Member, 01/28/2026 to 01/28/2030), BENAFIEZZ, JARIZZ (LB Appointed Member, 12/31/2021 to 12/31/2025), CHARBONNZZ, DESZZ (LB Elected Member, 01/28/2026 to 01/28/2030), and SUITZZ, TYLAZZ (LB Elected Member, 01/28/2026 to 01/28/2030).

| Name | Role | Term Start Date | Term End Date |
|-----------------------------------|---------------------|-----------------|---------------|
| ELLEZZ, ZAIZZ | LB Elected Member | 12/01/2025 | 12/01/2027 |
| CARMZZ, JAYVAUGZZ | LB Elected Member | 01/28/2026 | 01/28/2030 |
| BENAFIEZZ, JARIZZ | LB Appointed Member | 12/31/2021 | 12/31/2025 |
| CHARBONNZZ, DESZZ | LB Elected Member | 01/28/2026 | 01/28/2030 |
| SUITZZ, TYLAZZ | LB Elected Member | 01/28/2026 | 01/28/2030 |

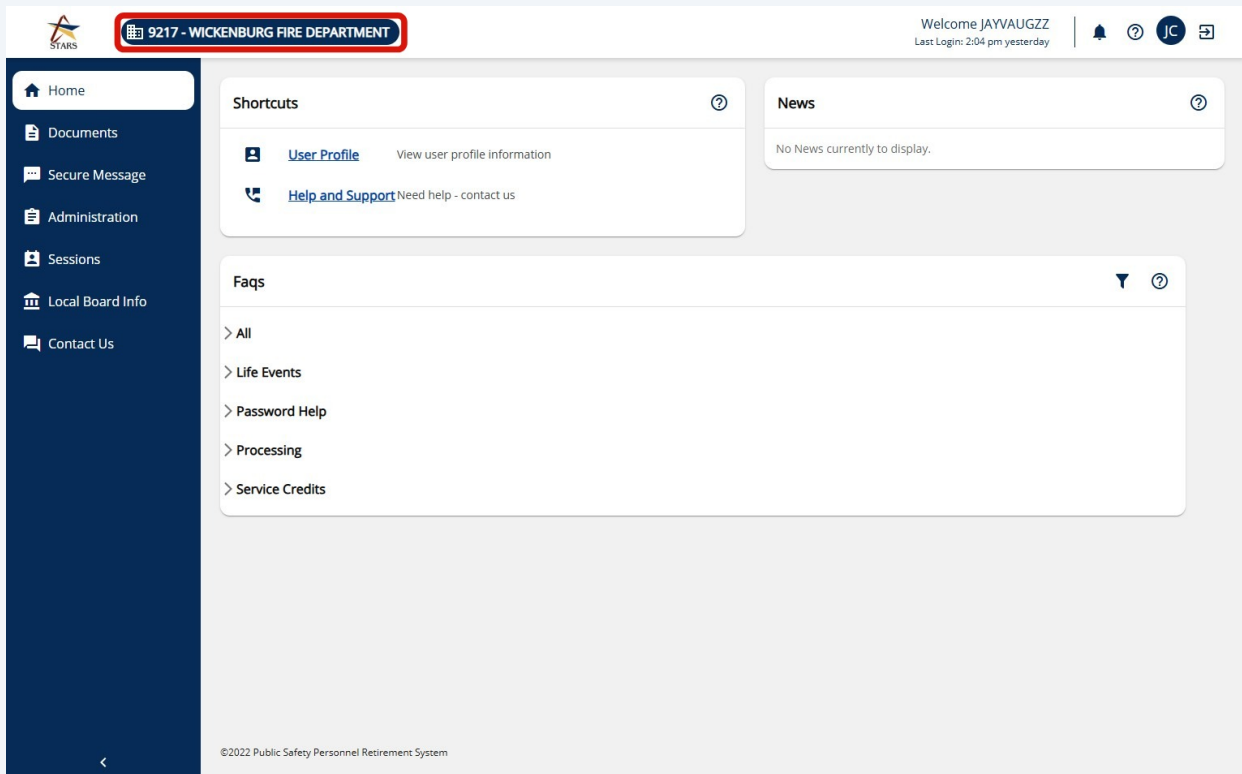
14

Users will click the **Add Contact** tool from the **Local Board Info** page to follow the steps through the "Wizard" to add a local board contact. This completes the process of adding a new contact.



15

To perform pension estimates for members, local board users will click on the **list of employers** from the **Home** page.



16

The local board user will click the **employer sys id** and review the message regarding estimates.

List of Employers

Sort: Role (Descending) X Sort: Code (Descending) X

| SYS ID | Name | Roles | Employer Group Code |
|----------------------|----------------------------|-------------|---------------------|
| 9217 | WICKENBURG FIRE DEPARTMENT | Local Board | PSPRS |
| 0217 | WICKENBURG FIRE DEPARTMENT | Employer | PSPRS |

To process an Estimate for member, Click on SYS ID with Roles = Employer and that will display the Roster widget. Click on specific Member SSN to navigate to the drill-down and click on Pension Estimate tab to process an estimate.

17

The local board user will click the **SSN** of the appropriate member to continue.

STARS 0217 - WICKENBURG FIRE DEPARTMENT Welcome JAVAUZZZ Last Login: 2:39 pm yesterday

Roster Export Roster

| SSN | PSPRS ID | Participant | Employment Status | Tier | Election Type | DC Rate | Service Start Date | Hire Date | Term Date | Position | Employed with another Employer | Plan Status |
|-----------------------------|----------|----------------------|-------------------|--------|---------------|---------|--------------------|------------|------------|----------|--------------------------------|-------------|
| XXX-XX-4872 | 129905 | ELLEZZ, UMIZZ | Hired | Tier 3 | DB | | 10/07/2022 | 07/09/2022 | | | No | Active |
| XXX-XX-6723 | 133213 | EZZ, TARZZ | Hired | Tier 3 | DB | | 09/11/2023 | 09/11/2023 | | | No | Active |
| XXX-XX-7465 | 085437 | GILZZ, BONZZ B | Entered DROP | Tier 1 | DB | | 07/22/2006 | 07/22/2006 | | | No | DROP |
| XXX-XX-4722 | 122980 | GRESSEZZ, ZAEZZ | Hired | Tier 3 | DB | | 06/23/2023 | 06/23/2023 | | | No | Active |
| XXX-XX-4722 | 122980 | GRESSEZZ, ZAEZZ | Quit/Terminated | Tier 3 | DB | | 01/13/2021 | 10/15/2020 | 06/05/2023 | | No | Active |
| XXX-XX-7755 | 084464 | GRUNZZ, KHALZZ RHUZZ | Hired | Tier 1 | DB | | 08/04/2007 | 08/04/2007 | | | No | Active |
| XXX-XX-3261 | 140798 | HADISZZ, TUSCAZZ | Hired | Tier 3 | DB | | 02/10/2025 | 11/12/2024 | | | No | Active |
| XXX-XX-4841 | 046764 | HALALIZZ, RASHEZZ | Quit/Terminated | Tier 1 | DB | | 08/04/2007 | 08/04/2007 | 03/06/2011 | | Yes | Active |
| XXX-XX-3856 | 084836 | HARTZZ, ADKISZZ | Hired | Tier 2 | DB | | 04/26/2014 | 04/26/2014 | | | No | Active |
| XXX-XX-8544 | 135938 | HEPKZZ, CAIRISTIOZZ | Hired | Tier 3 | DB | | 12/10/2023 | 09/11/2023 | | | No | Active |

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18 The local board user will click **Pension Estimates**.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome JAYVAUGZZ
Last Login: 2:39 pm yesterday

Roster / Employee Details

Employee Details **Pension Estimates** Request

Member Info

| | | |
|-----------------|-------------|-------------------------------|
| Full Name | SSN | DOB/Gender/Marital Status |
| GRESSEZZ, ZAEZZ | XXX-XX-4722 | 07/13/1995 • Female • Unknown |

Membership Detail

| | | |
|--------------------|---------------|---------------------------|
| PSPRS ID | Election Type | Plan |
| 122980 | DB | PSPRS |
| Hire Date | Term Date | Position |
| 10/15/2020 | 06/05/2023 | |
| Service Start Date | Tier | Current Employment Status |
| 01/13/2021 | Tier 3 | Quit/Terminated |
| DC Rate | Member Bek Id | |

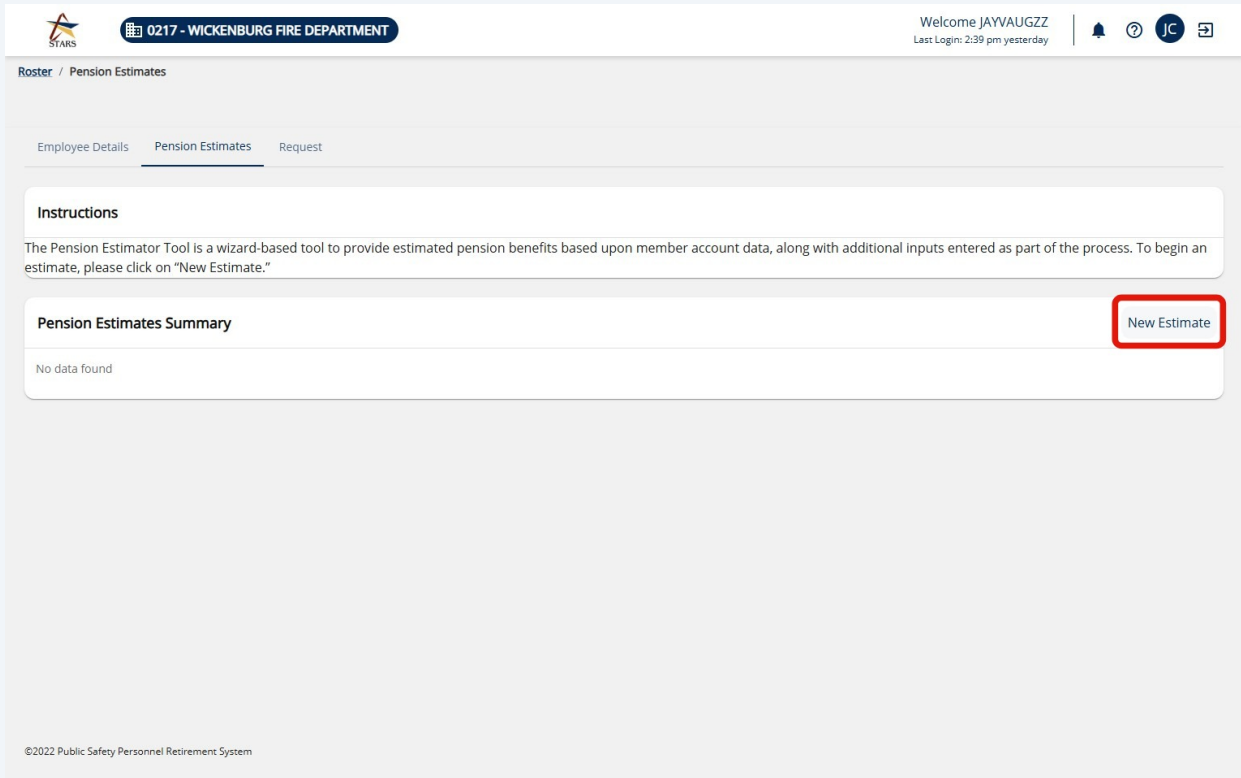
Credited Service

| | |
|------------------|-------|
| Credited Service | 5.136 |
|------------------|-------|

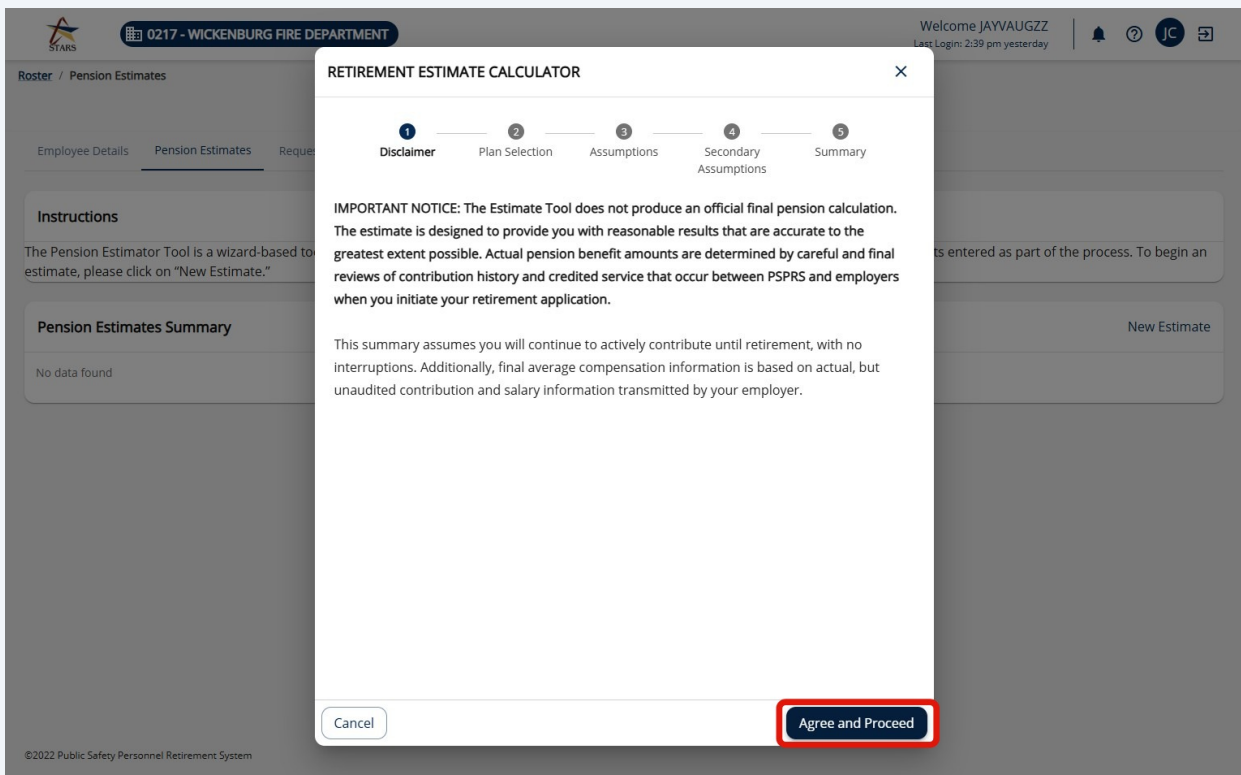
Member Employment Details

| Effective Date | Rate Category | Employment Status |
|----------------|---------------|-------------------|
|----------------|---------------|-------------------|

19 The local board user will click the **New Estimate** feature.

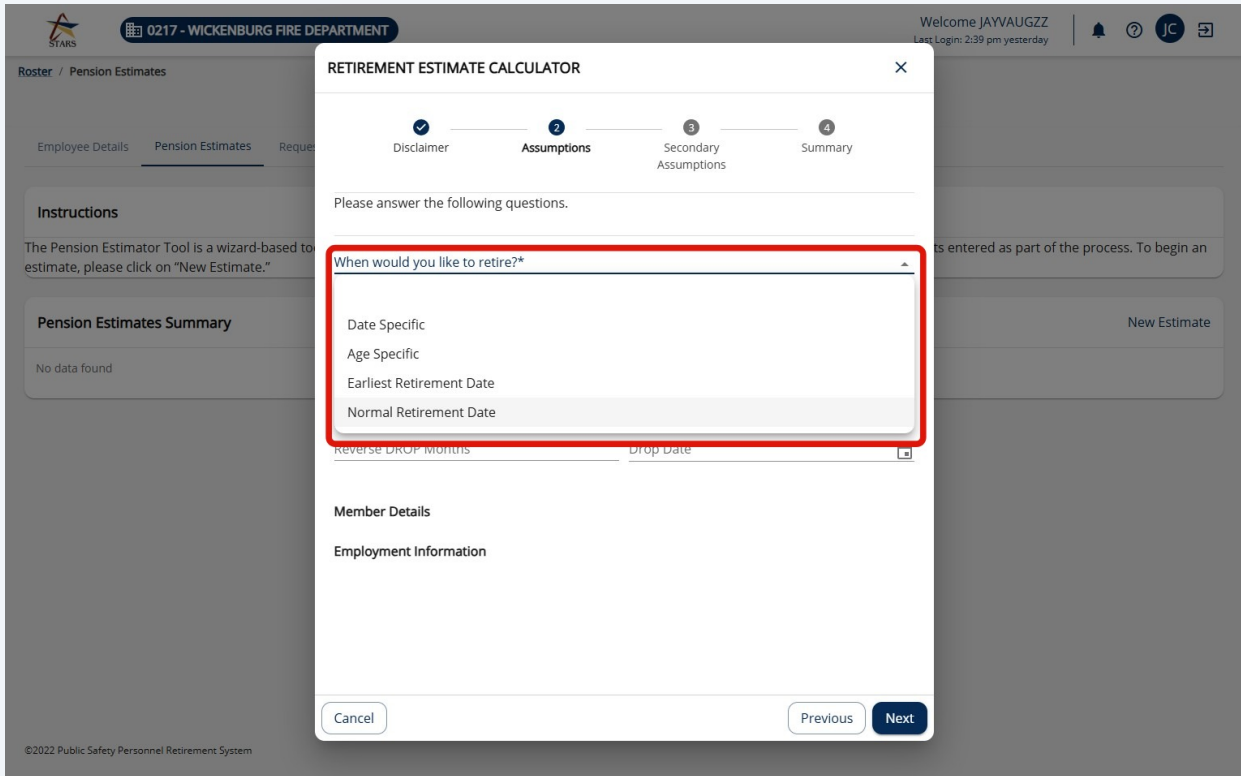


20 The user will click **Agree and Proceed**.



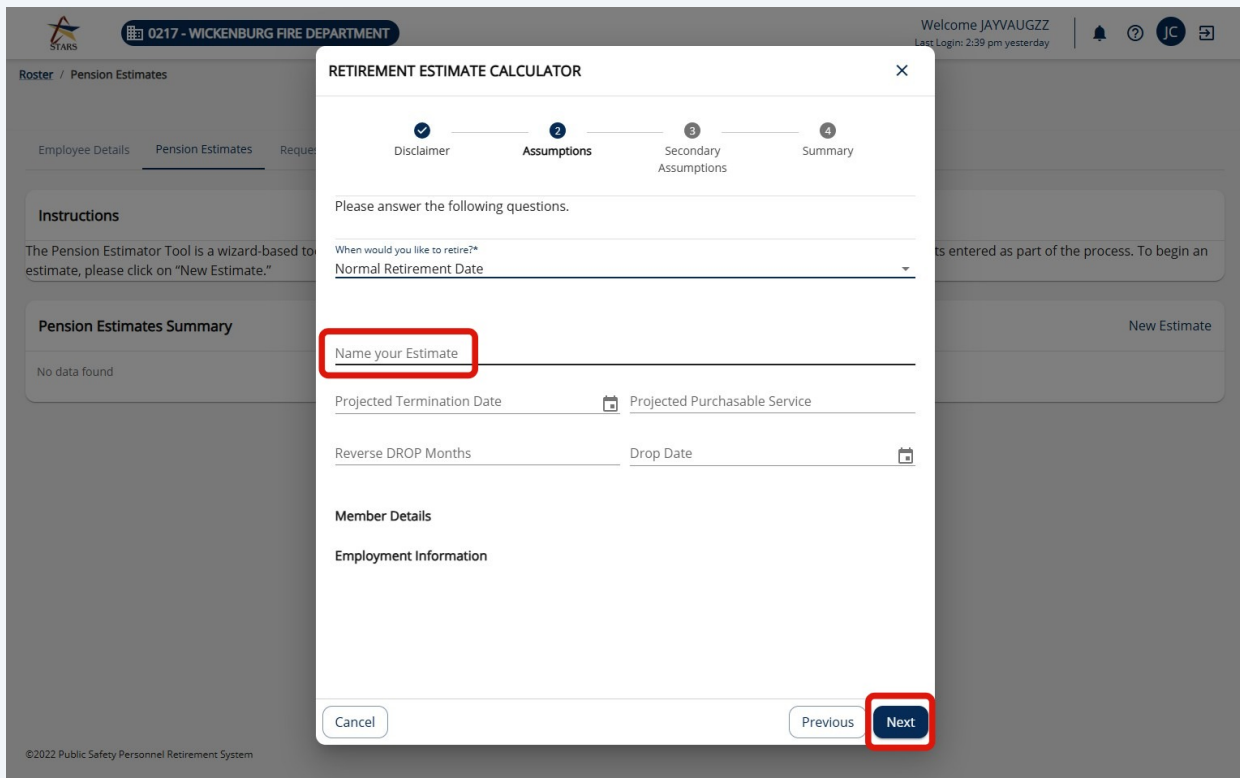
21

The local board user will click the retirement option under the **When would you like to retire?** drop-down menu.



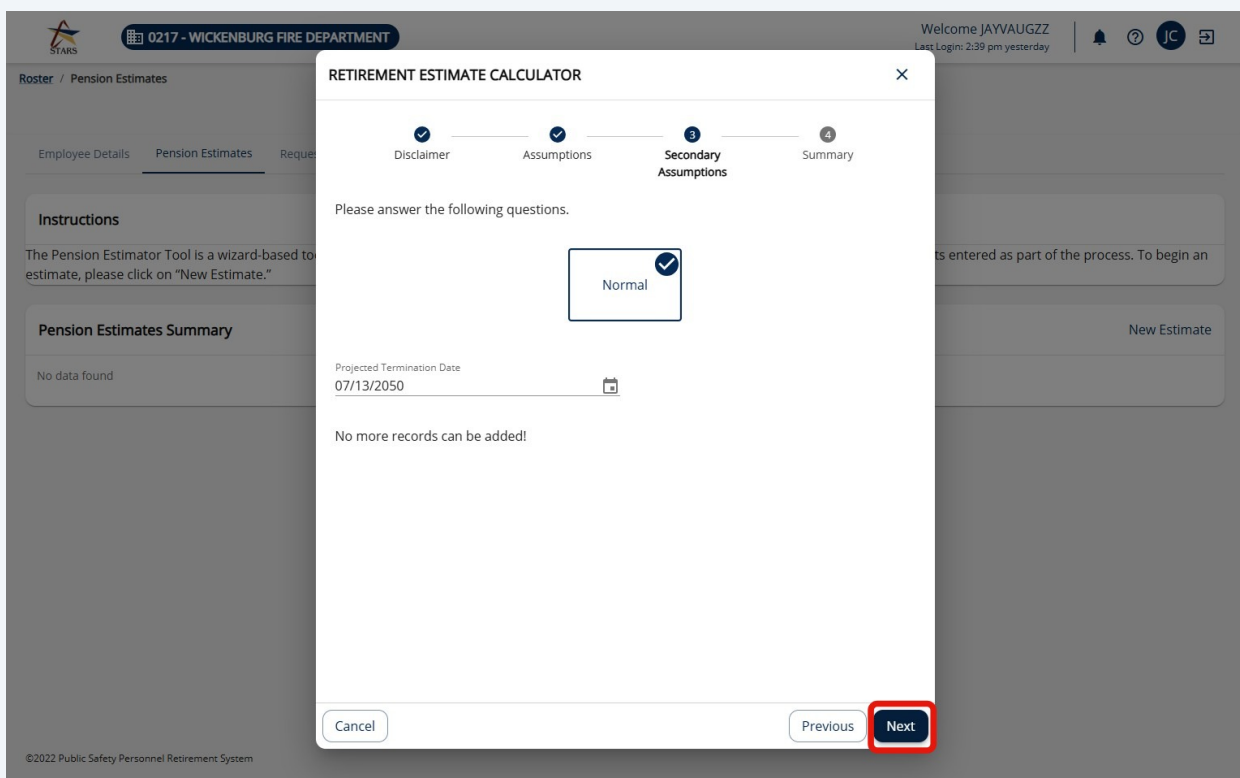
22

The local board user will give a title to the estimate through the **Name your Estimate** field and click **next**.



23

Users will review and select **next**.



24

Users will review the estimate and click **Confirm**.

The screenshot shows a web application interface for a pension estimator. A modal window titled "RETIREMENT ESTIMATE CALCULATOR" is open, displaying "Step 4 of 4: Summary". The background shows a sidebar with "Roster / Pension Estimates" and a main content area with "Instructions" and "Pension Estimates Summary".

| Field | Value |
|----------------------------------|------------|
| Plan | PSPRS |
| Tier | Tier 3 |
| Termination Date | 07/13/2050 |
| Age as of effective date | 55.001 |
| Plan Service | 29.451 |
| Purchased/Transferred Service | 0.000 |
| Total Service | 29.451 |
| Non Credited Service | 0.000 |
| Credited Service | 29.451 |
| Effective Retirement Date | 08/01/2050 |
| Options Summary | |
| Estimate Normal | |
| Normal Retirement Annuity amount | \$5,304.99 |

At the bottom of the dialog, there are three buttons: "Cancel", "Previous", and "Confirm". The "Confirm" button is highlighted with a red box.

25

The estimate has been saved successfully as confirmed by the **prominent green text box**.

STARS 0217 - WICKENBURG FIRE DEPARTMENT

Welcome JAYVAUGZZ
Last Login: 2:39 pm yesterday

Roster / Pension Estimates

Employee Details Pension Estimates Request

Instructions

The Pension Estimator Tool is a wizard-based tool to provide estimated pension benefits based upon member account data, along with additional inputs entered as part of the process. To begin an estimate, please click on "New Estimate."

Pension Estimates Summary

| Estimate Id | Calc Date | Application Type | Estimate Name | New Estimate |
|-------------|------------|------------------|-----------------|--------------|
| 109078 | 03/20/2026 | DROP | Estimate Normal | |

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