STARS Employer Training

Prepaying Credits

STARS

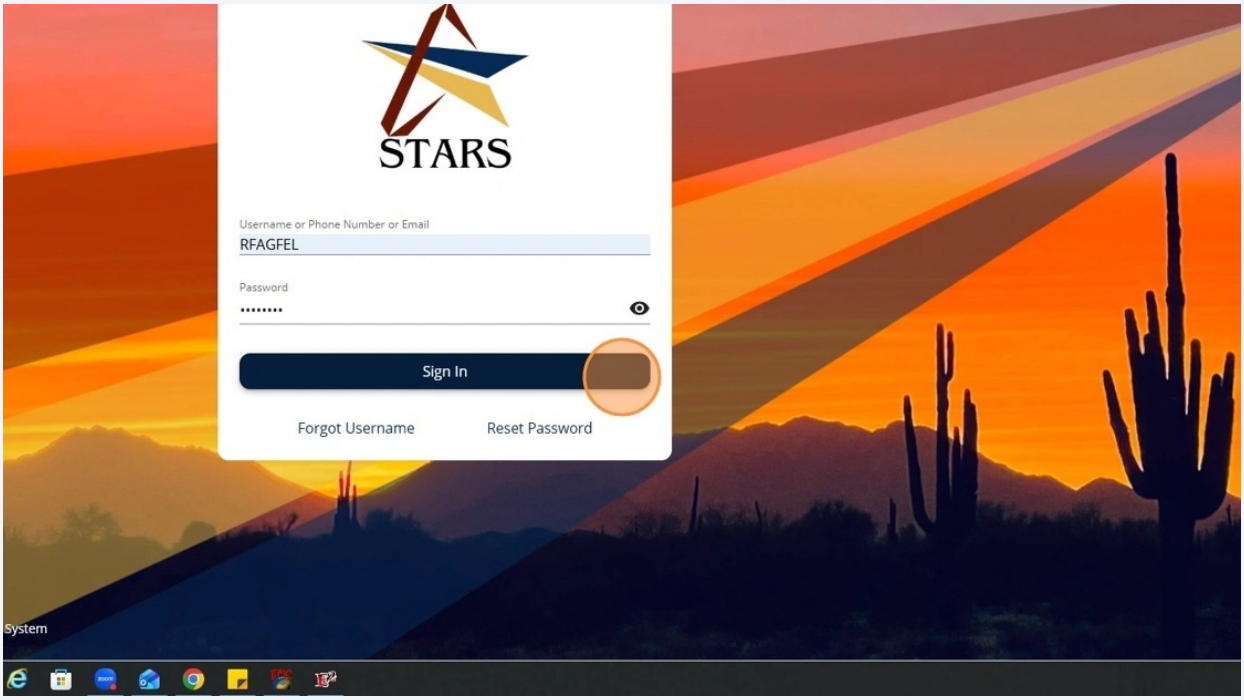
PSPRS

Serving Those Who Serve Others

Prepaying Credits

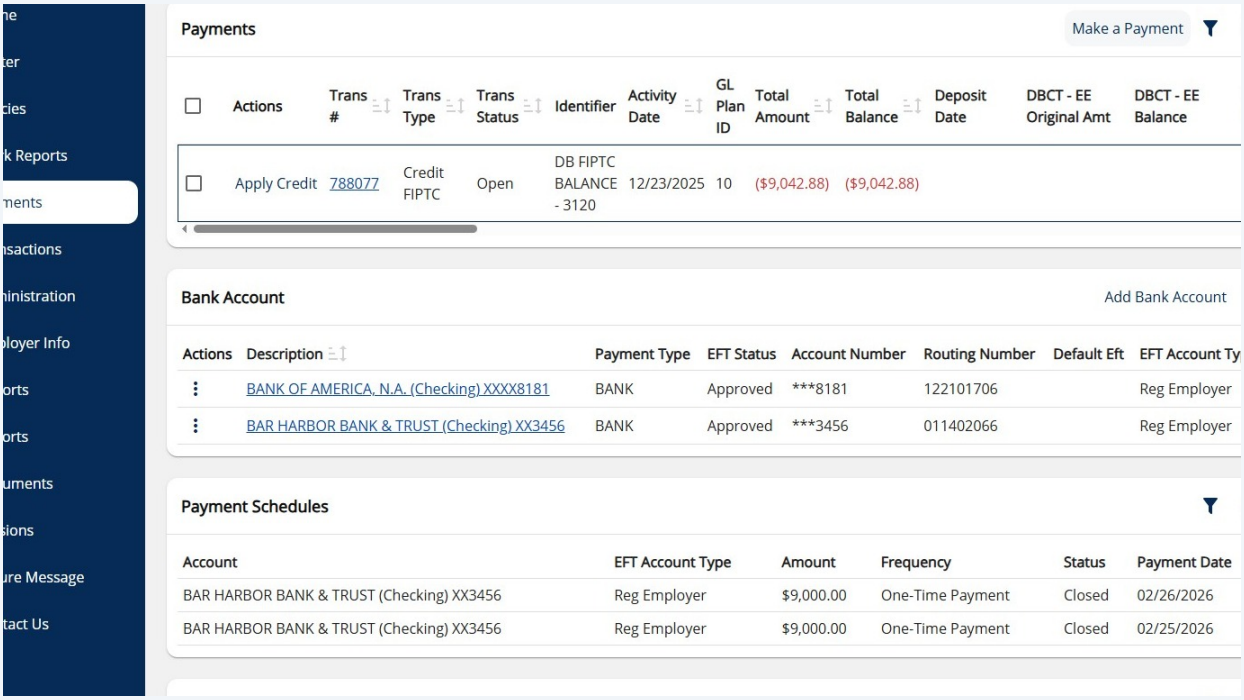
This guide provides a straightforward process for transferring funds to a prepaid credit account, ensuring employers can easily manage payments. It outlines each step clearly, from logging in to confirming transactions to ensure that users can efficiently fund their prepaid credits and streamline invoice payments. This guide is a supplement to the STARS

1 Enter **Username** and **Password** to login to STARS.



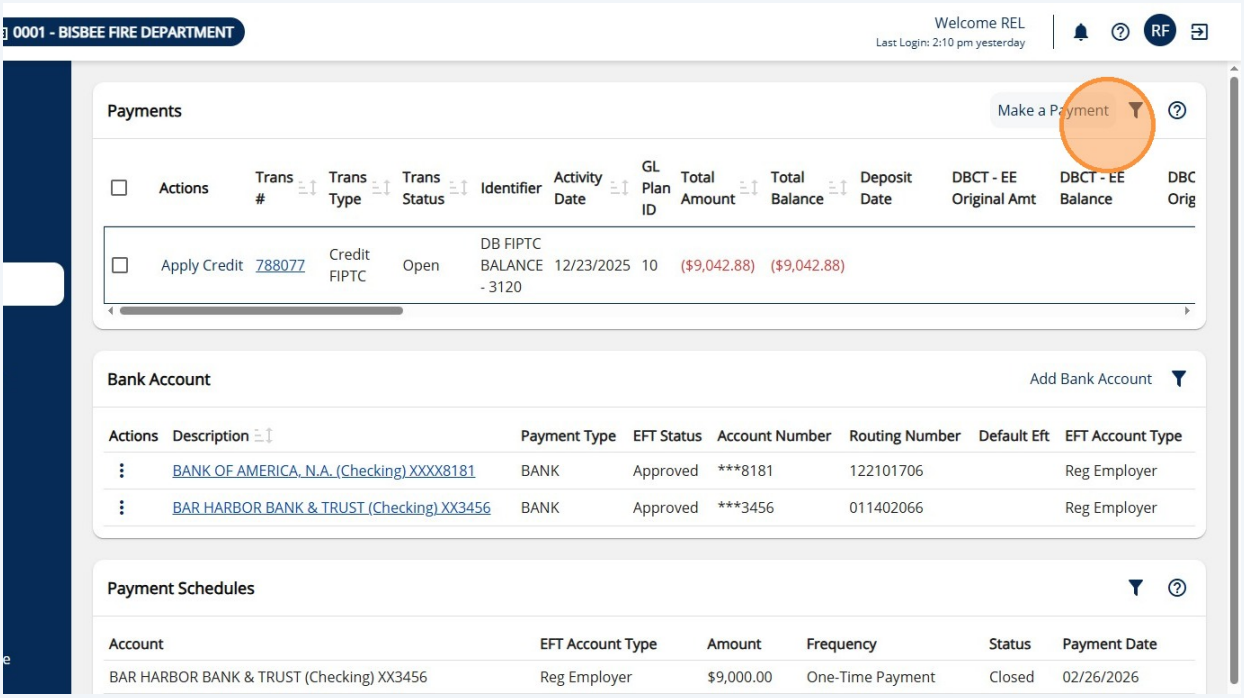
2

From the **Home** page, employers will click on the **Payments** tab in the left navigation pane.

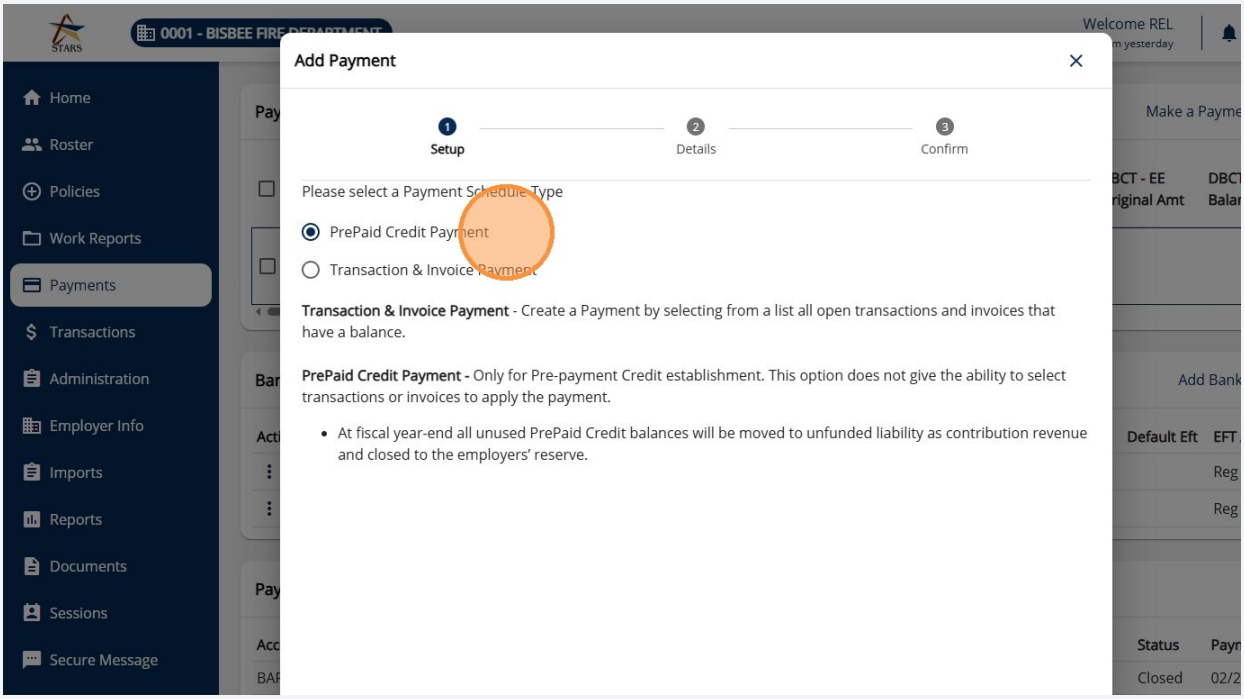


3

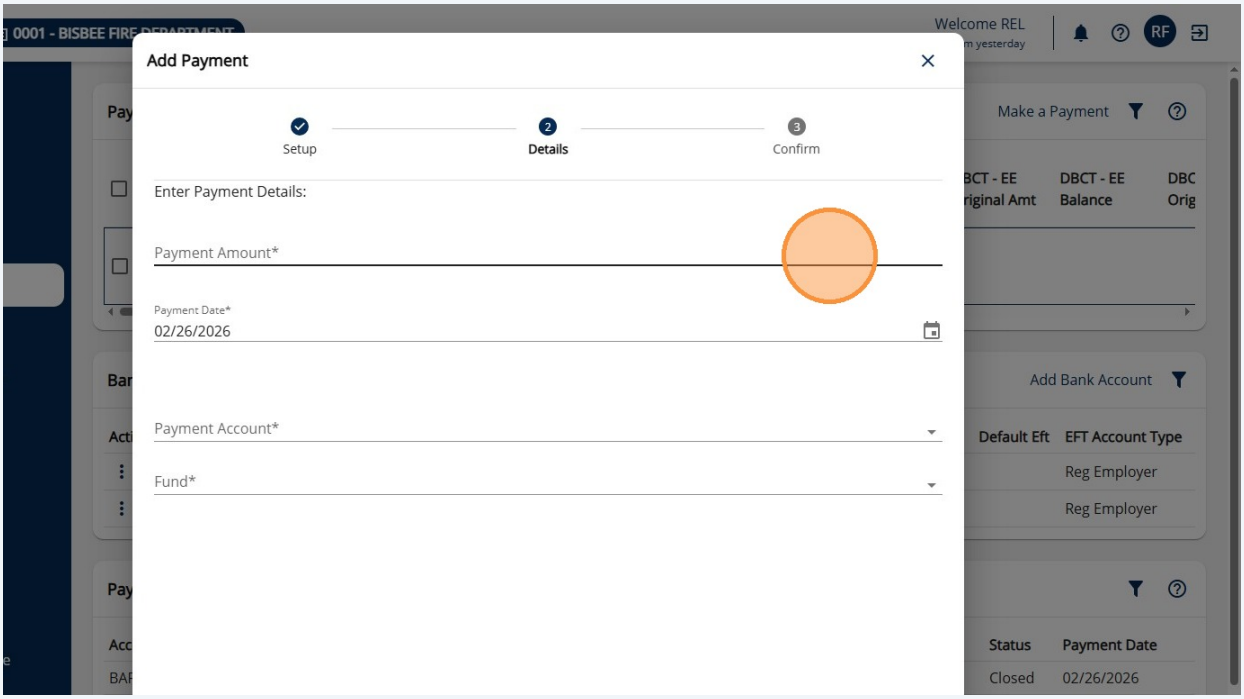
Users will click **Make a Payment** to start the process of funding a prepaid credit.



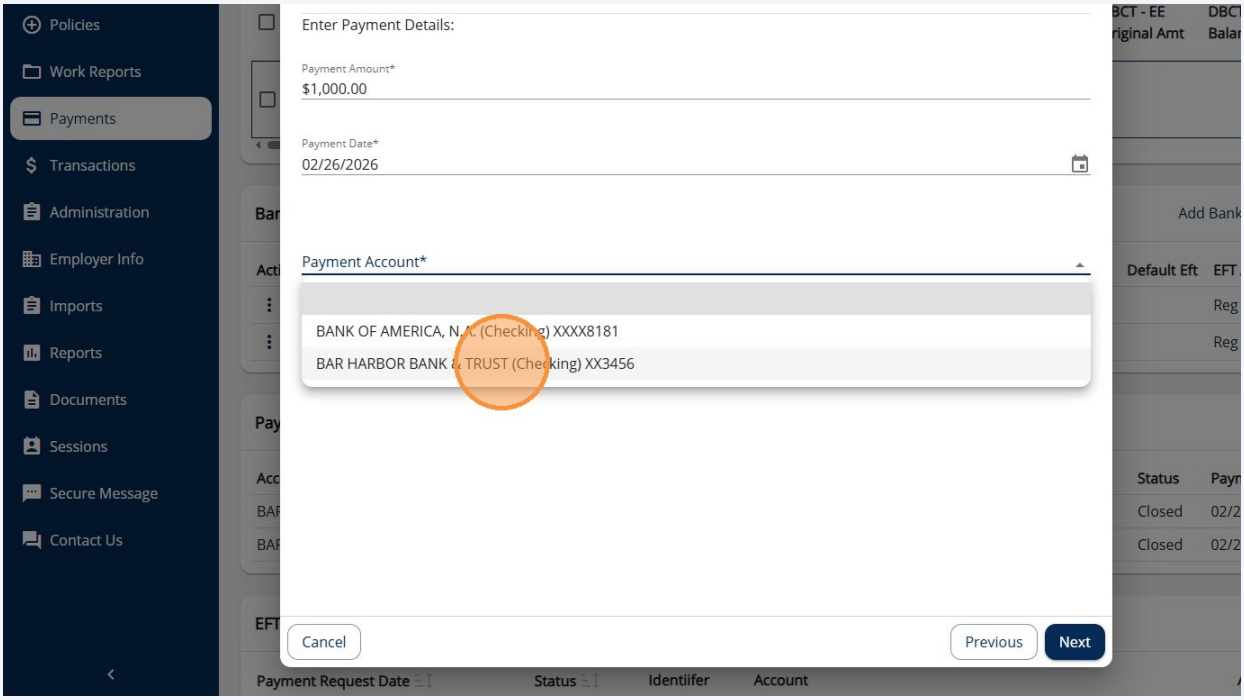
4 Users will select **PrePaid Credit Payment** and continue by clicking **next**.



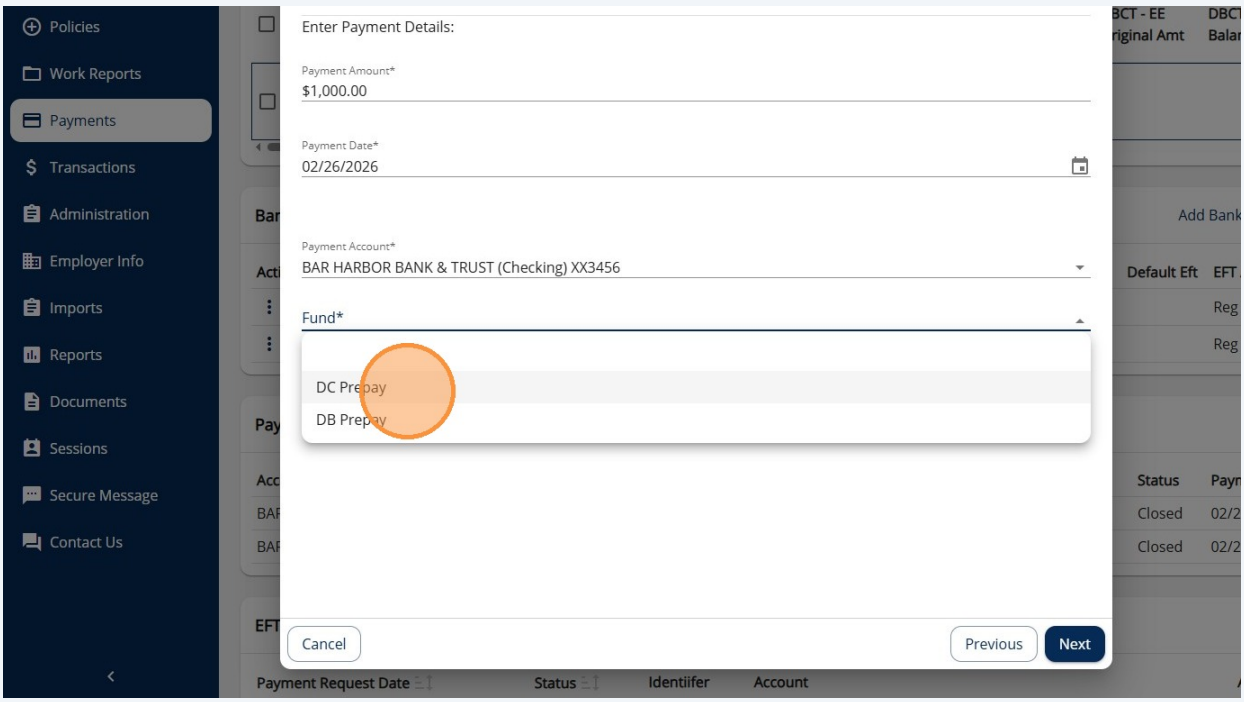
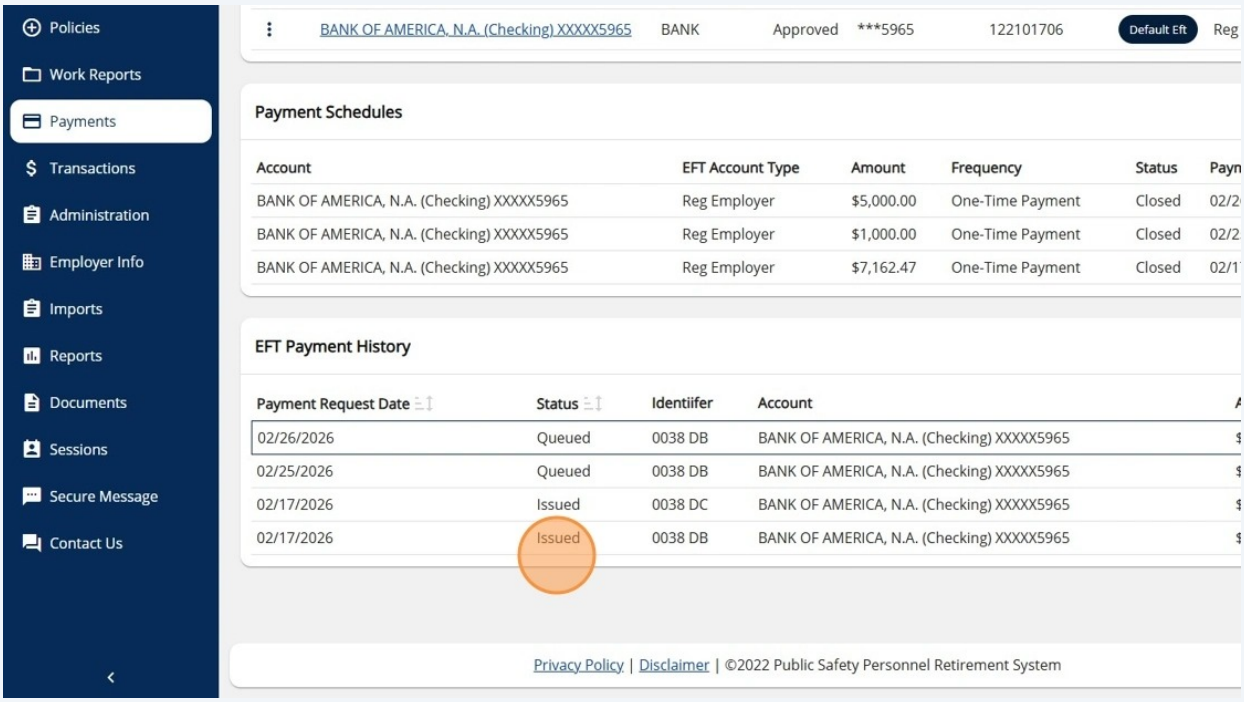
5 Users will enter the amount they seek to have available as a credit to pay invoices in the **Payment Amount** field.



6 Users click **Payment Account** to select the employer bank account to be used to transfer funds to PSPRS.



7 Employers will use the **Fund** drop-down menu to select to make prepayments to **DC Prepay** (Defined Contribution) or **DB Prepay** (Defined Benefit). Click **next** when completed and click **confirm** after reviewing the information for accuracy to complete this process.



8 To view the status of prepaid credit payments, users can scroll down to view **EFT Payment History**. Payments will remain in **Queued** status until the PSPRS bank receives the funds. The status will change to **Issued** once PSPRS has received the funds.