

PERA STARS SYSTEM EMPLOYER AUTHENTICATION PROCESS

Colorado PERA has improved the security, authentication, and authorization of PERA's Secure Transfer and Reporting System (STARS). Your account will use PERA's Multifactor Authentication (MFA). The following steps will help you with the new MFA log-in process.

FIRST TIME LOGGING IN WITH MFA

The first time you log in to your account, you will need to change your password and add a security question and answer. This is a one-time process and you will not be required to change your password again. Once you have logged in, you may change your password or update your security question by selecting "Update Profile" under the "Maintenance" drop-down menu.

STEP 1: ACCOUNT ACTIVATION EMAIL

You will receive an email with a link to activate your account from the "Employer Login" page.

The account activation email will expire 30 days from when it was received.

The email will be sent from no-reply@copera.org so please make sure to add that email address to your valid senders list or mark it as "not junk" if it arrives in your junk folder.

- ▶ If you experience difficulties activating your account, please contact your Employer Representative (ER) or call the Employer Relations team at 303-863-3724. (You can also find your Employer Representative on PERA's website via the Employer Login page.)

Colorado PERA Account Migration

Click on the link below to migrate your account.

[ACTIVATE ACCOUNT](#)

This link will expire in 30 days.

Contact information:

For Employer issues: If you experience difficulties with your account, please contact your Employer Representative (ER) or call the Employer Relations team line at (303) 863-3724 during normal business hours. You may look-up your ER by selecting your Agency at <https://www.copera.org/agency/inquiry/GeneralInformation.jsp>.

The email will come from no-reply@copera.org. Please make sure that you add that email to your valid email senders list or mark it as "not junk" if it arrives in your junk folder.

For Vendor issues: If you experience difficulties with your account, please contact your Vendor Representative at PERA or call the main PERA line at 1-800-759-7372 during normal business hours and request to speak with your Vendor Representative.

(Continued on next page)

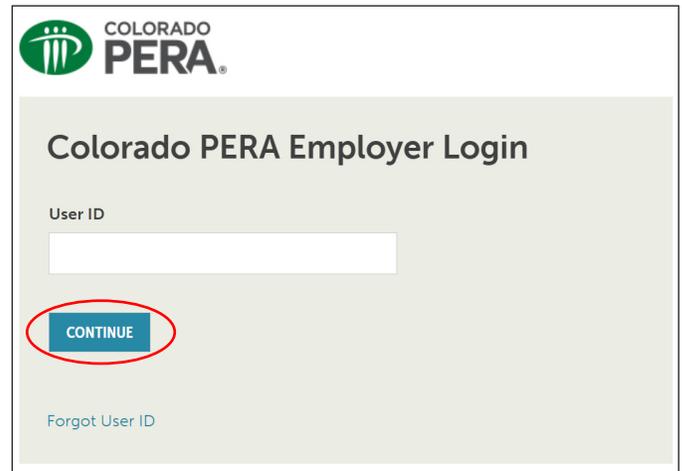


STEP 2: LOG IN FROM ACTIVATION EMAIL

Click on "Activate Account" within the email. This link will take you to the "Employer Login" screen.

Enter your User ID and click "Continue."

Note: If you forgot your User ID, click "Forgot User ID" at the bottom of the "Employer Login" box for assistance.



STEP 3: VERIFY YOUR ACCOUNT ACCESS

After you have entered your User ID, you will be asked to verify your account.

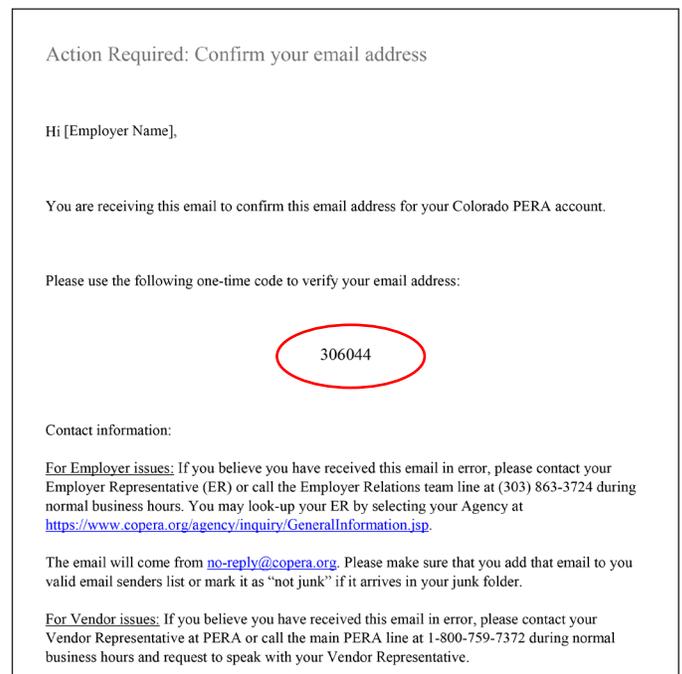
Confirm the email address displayed is accurate and click "Send Me The Code."



STEP 4: CONFIRM YOUR EMAIL ACCOUNT

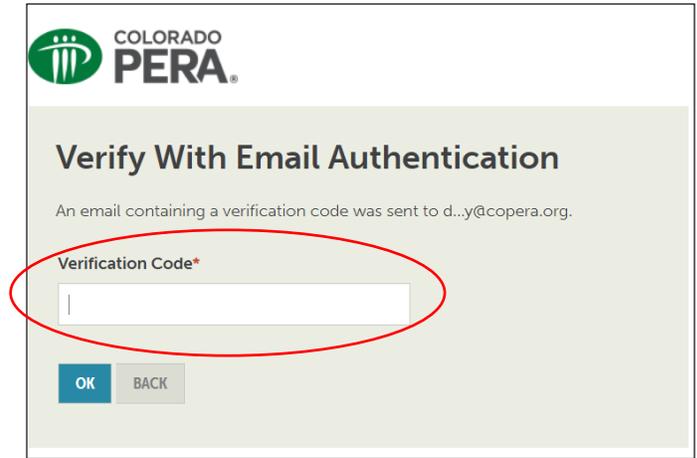
Check your email inbox for an email from PERA with an authorization code. If you do not see the email, be sure to check your junk folder. (This email will also be sent from no-reply@copera.org. If you have not already, please make sure to add it to your valid senders list or mark it as "not junk" if it arrives in your junk folder.)

You will see a six-digit MFA code within the email. This is the code you will use to authenticate your login request.



STEP 5: ENTER VERIFICATION CODE

Copy the code and paste it into the "Verification Code" box and click "OK."



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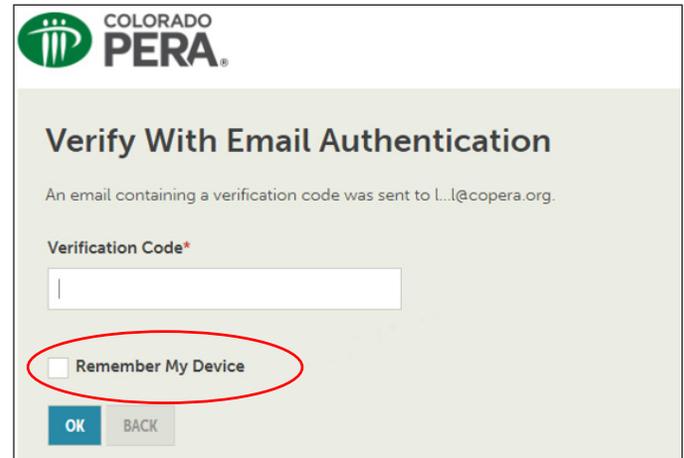
Verify With Email Authentication

An email containing a verification code was sent to d...y@copera.org.

Verification Code*

OK BACK

Note: The next time you log in after your account is set up, your "Verify With Email Authentication" screen will have a "Remember My Device" check box. If you check that box, you will not get another MFA challenge code for the following 16 hours, as long as you log in from the same device.



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Verify With Email Authentication

An email containing a verification code was sent to l...l@copera.org.

Verification Code*

Remember My Device

OK BACK

STEP 6: SET UP SECURITY QUESTION

Setting up your security question is a one-time step. The answer to your security question will be used if you choose to change your password in the future. Use the drop-down to select a question from the list, enter your answer, and click "Continue."

Note: Your answer cannot contain any part of the question or you will receive an error message and need to re-enter your answer.



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Please select a security question:*

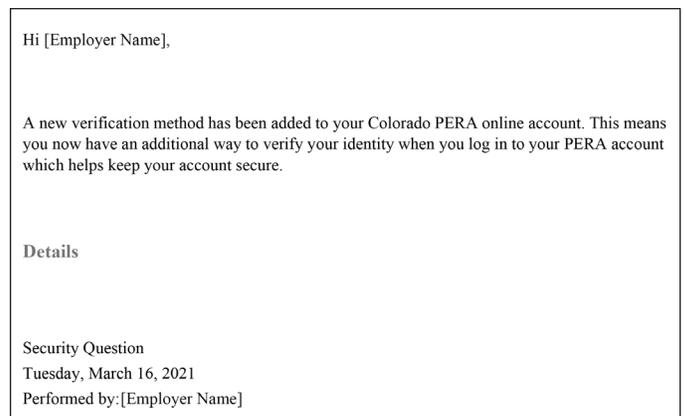
What is the food you least liked as a child?

Answer:*

Show

CONTINUE SIGN-OUT

Once you have received the email confirming your security question (as shown at the right), you have been enrolled in the MFA process.



Hi [Employer Name],

A new verification method has been added to your Colorado PERA online account. This means you now have an additional way to verify your identity when you log in to your PERA account which helps keep your account secure.

Details

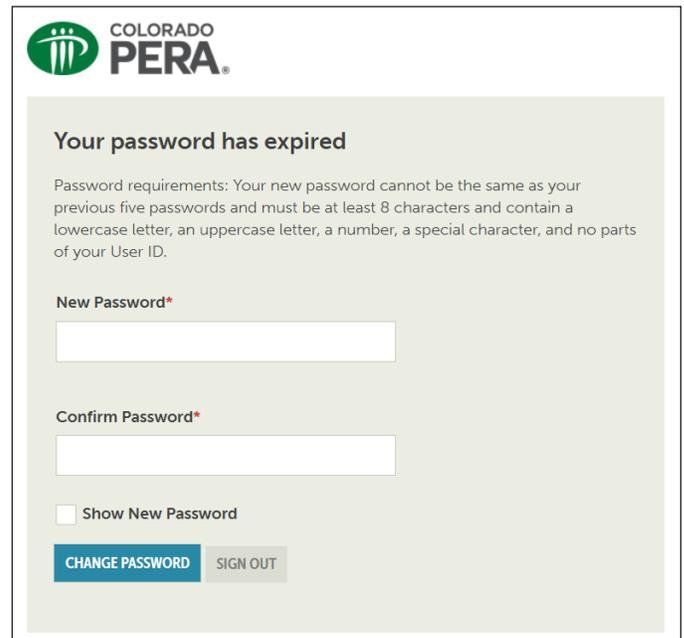
Security Question
Tuesday, March 16, 2021
Performed by:[Employer Name]

STEP 7: RESET YOUR PASSWORD

Once you have set up your account access, you will see the option to change your password.

Enter a new password, then confirm your password by typing the same one under "Confirm Password," and click "Change Password."

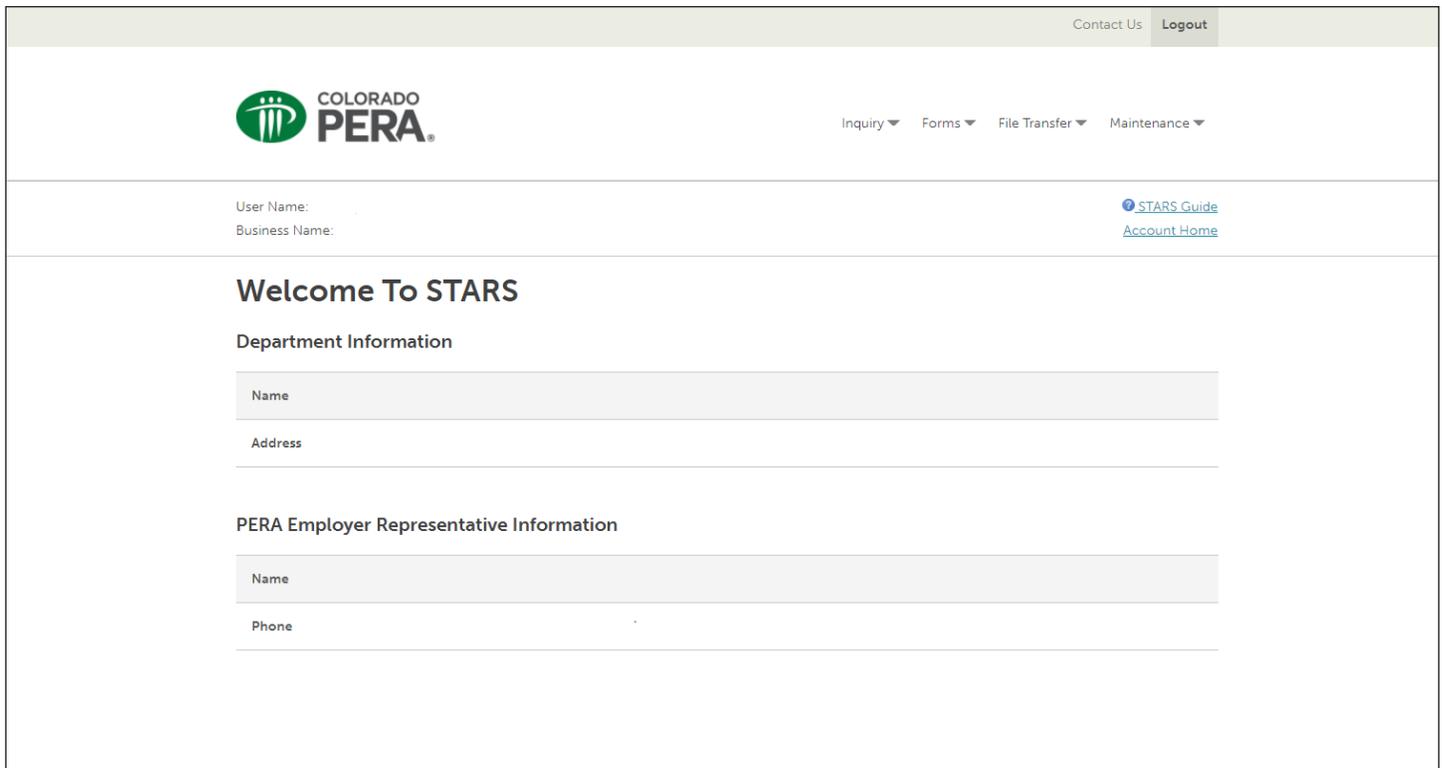
Note: Please follow the password rules defined on the password screen or you will receive an error message.



The screenshot shows the Colorado PERA password reset interface. At the top left is the Colorado PERA logo. The main heading is "Your password has expired". Below this, the password requirements are listed: "Your new password cannot be the same as your previous five passwords and must be at least 8 characters and contain a lowercase letter, an uppercase letter, a number, a special character, and no parts of your User ID." There are two input fields: "New Password*" and "Confirm Password*", both currently empty. Below the fields is a checkbox labeled "Show New Password" which is unchecked. At the bottom, there are two buttons: "CHANGE PASSWORD" in a blue box and "SIGN OUT" in a grey box.

WELCOME TO STARS

Once the account activation has been complete, you are logged into the STARS system. Subsequent log-ins will result in your receiving the email with the MFA code to use in the log-in process. As stated on page 3, you will only receive the MFA code once per day if you check the "Remember My Device" box on the "Verify With Email Authentication" screen.



The screenshot shows the STARS system welcome page. At the top right, there are links for "Contact Us" and "Logout". The Colorado PERA logo is on the left, and a navigation menu with "Inquiry", "Forms", "File Transfer", and "Maintenance" is on the right. Below the logo, there are input fields for "User Name:" and "Business Name:". To the right of these fields are links for "STARS Guide" and "Account Home". The main heading is "Welcome To STARS". Underneath, there are two sections: "Department Information" with input fields for "Name" and "Address", and "PERA Employer Representative Information" with input fields for "Name" and "Phone".