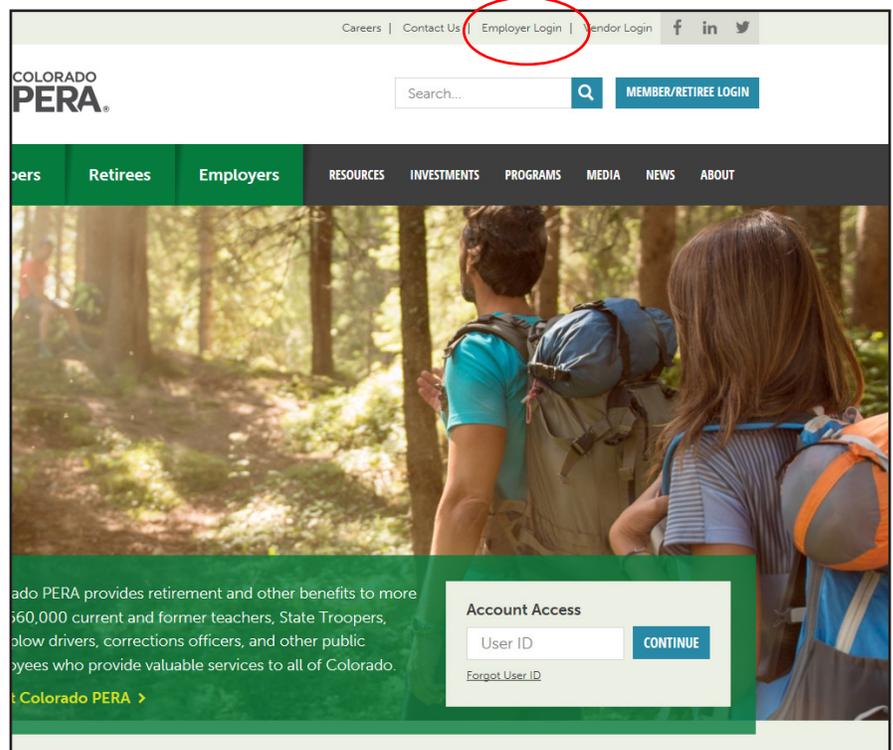# Using STARS for
ORP VERIFICATION

The following information describes how to sign into your employer account and use Colorado PERA's Secure Transmission And Reporting System (STARS) to submit ORP Verification requests. If you have questions or need additional assistance, please contact your Employer Representative.
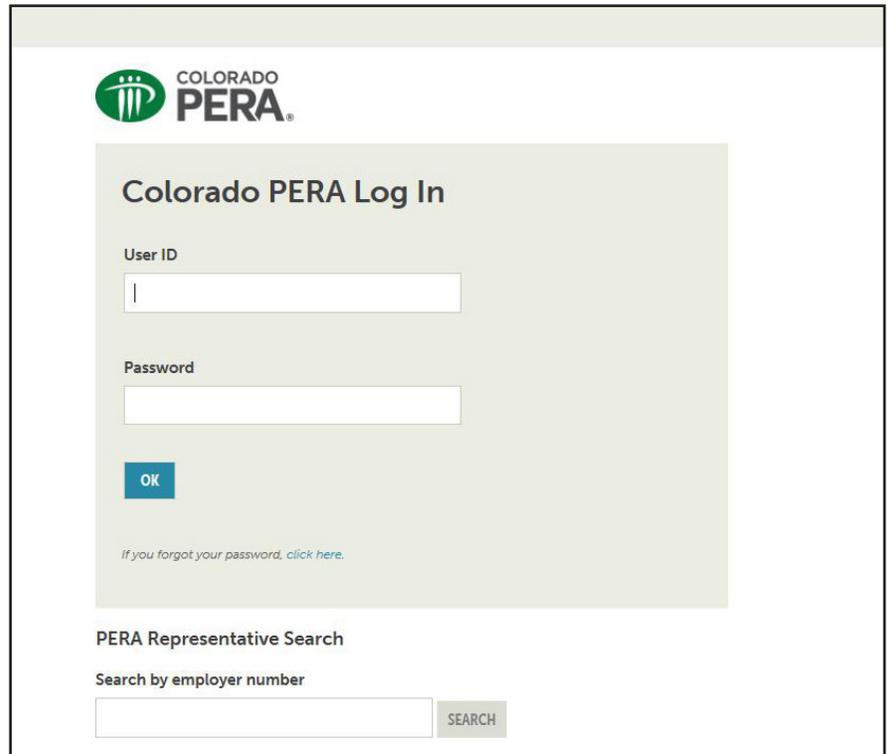
GETTING STARTED

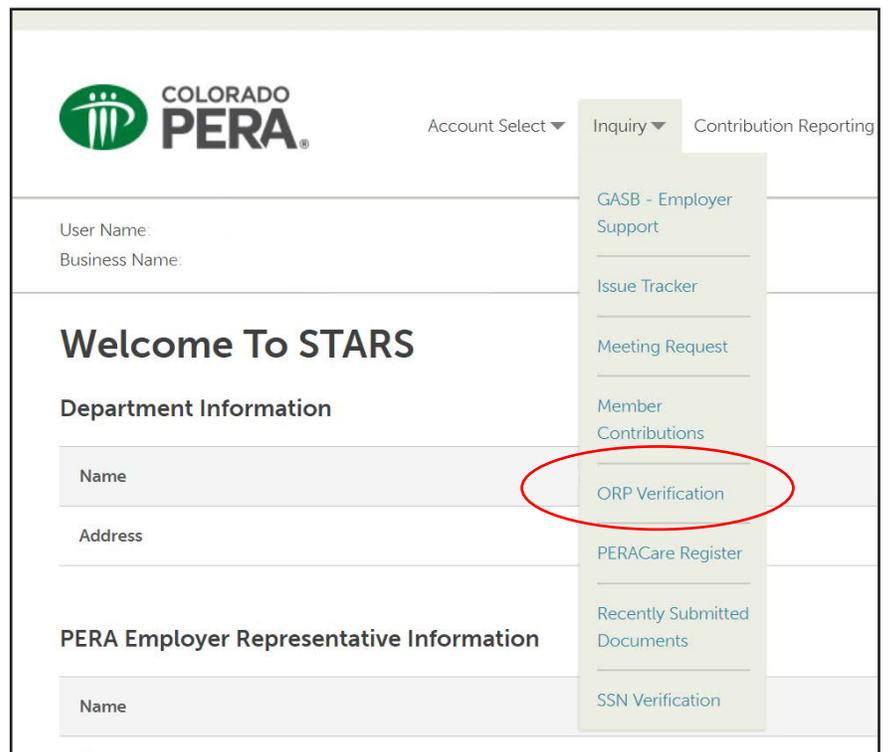1. Go to PERA's website at www.copera.org. Click on "Employer Login" on the top of the screen.

2. Log in with your User ID and password.

ORP VERIFICATION

3. Select the "Inquiry" drop-down menu, then select "ORP Verification."

4. Click "Choose File" to select the file you want to upload. Choose whether you would like a PDF or Excel report generated. Once you have selected the file and report type, click "Upload."

User Name:
Business Name:

ORP Verification File Upload

File upload allows you to upload a file to Colorado PERA. First, browse for the file you wish to uploa
Note: The uploaded file cannot exceed 4 MB in size.

Uploaded File Name

Choose File | No file chosen

Generated Report Type
- ⦿ PDF
- ◯ Excel

UPLOAD

▶ To submit ORP Verifications to STARS, use a document in the .txt file extension. Notepad is commonly used.

5. After uploading, you will see the "Confirmation" screen. The report will then populate in a new browser window. See the example on page 4.

COLORADO PERA.

Account Select ▼   Inquiry ▼   Contribution Reporting ▼   Forms ▼

User Name:
Business Name:

Confirmation

PERA has processed your ORP Verification file upload. A PDF report was generated.

RESPONSES ON REPORT

Listed below the example are the potential responses under each column and what the responses indicate.

SSN	Employee Type	12 Mos Service	Election Made	Election	Election Date
###-##-####	Member	Yes	Yes	PERA	02/12/2018
###-##-####	Member	Call compliance team to verify	No		
###-##-####	Retiree - 7/2018				
###-##-####	Member	Yes	Yes	ORP	02/28/2017
###-##-####	Member	Yes	Yes	PERA	01/22/2018
###-##-####	Refunded Member		Yes	ORP	06/28/1994
###-##-####	Unknown		No		
###-##-####	Refunded Member		No		
###-##-####	Refunded Member		Yes	PERA	09/26/2017
###-##-####	DC Plan Participant		No		
###-##-####	DC Plan Participant		No		

1. EMPLOYEE TYPE
» **DC Plan Participant**—The employee is a participant in the PERA Defined Contribution (DC) Plan and is not eligible to choose PERA.
» **Member**—The employee is a past or present member.
» **Refunded Member**—The employee is a former PERA member who refunded their previous account. *Note:* A refunded member may have made a valid election in the past and this will be reflected on the report as in the example above.
» **Retiree**—The employee is a PERA retiree.
» **Suspended Retiree**—The employee is a retiree who chose to suspend their monthly benefit to return to work for a PERA employer.
» **Unknown**—The employee is a new member.

2. 12 MOS SERVICE
» **[Blank]**—The member does not have 12 months of service credit and must participate in the ORP.
» **Call compliance team to verify**—The member's service credit cannot be determined using STARS so you must contact PERA's Compliance Team at 303-863-3737 for verification.

» **Yes**—The member has 12 months of service credit and may choose PERA if a prior election has not been made.

3. ELECTION MADE
» **Yes**—The member made a prior election. (The election made will be listed in the next column.)
» **No**—The member has not made a prior election.

4. ELECTION
» **PERA**—The member has previously chosen PERA and must continue in PERA.
» **ORP**—The employee has previously chosen the ORP and must continue in the ORP.

5. ELECTION DATE
The date the previous election was made, if applicable. If the date is on or after January 1, 2006, the Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED) are required for this employee.