



State of Oklahoma

Firefighters Pension Secure Website Instructions

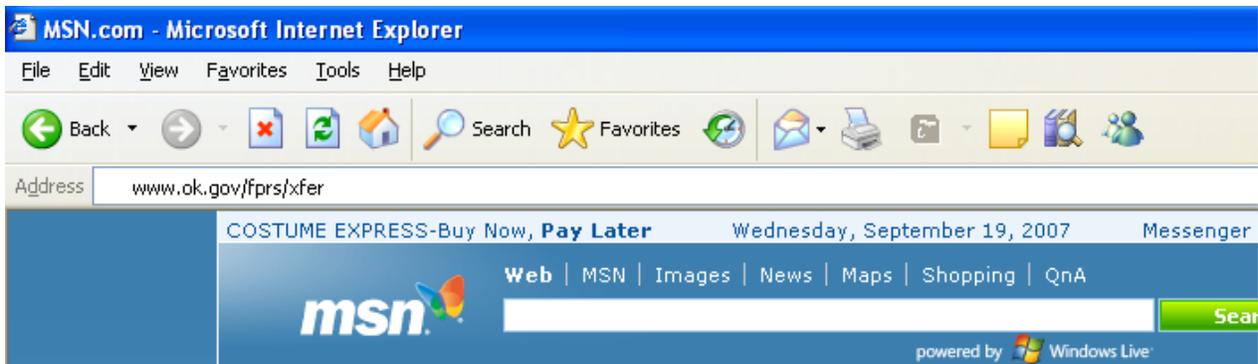
www.ok.gov/fprs/xfer

Purpose:

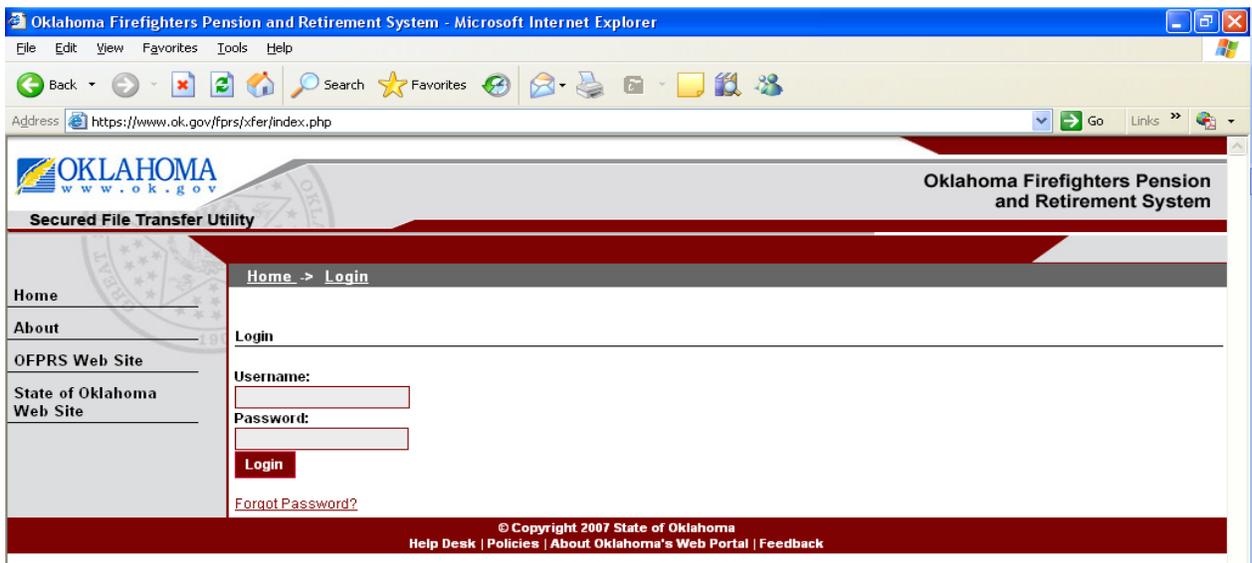
This web site is to facilitate secure communications via the Oklahoma Firefighters Pension and Retirement System (the System) and the member municipalities. These communications will mainly consist of electronic payroll files that were previously sent via the postal system and any other sensitive correspondence that may be needed.

Instructions:

- A. Logging into the web site
 1. Open up Internet Explorer, or whichever internet browser you commonly use.
 2. Click in the address bar and type in the following:
 - a. www.ok.gov/fprs/xfer
 - b. Press Enter

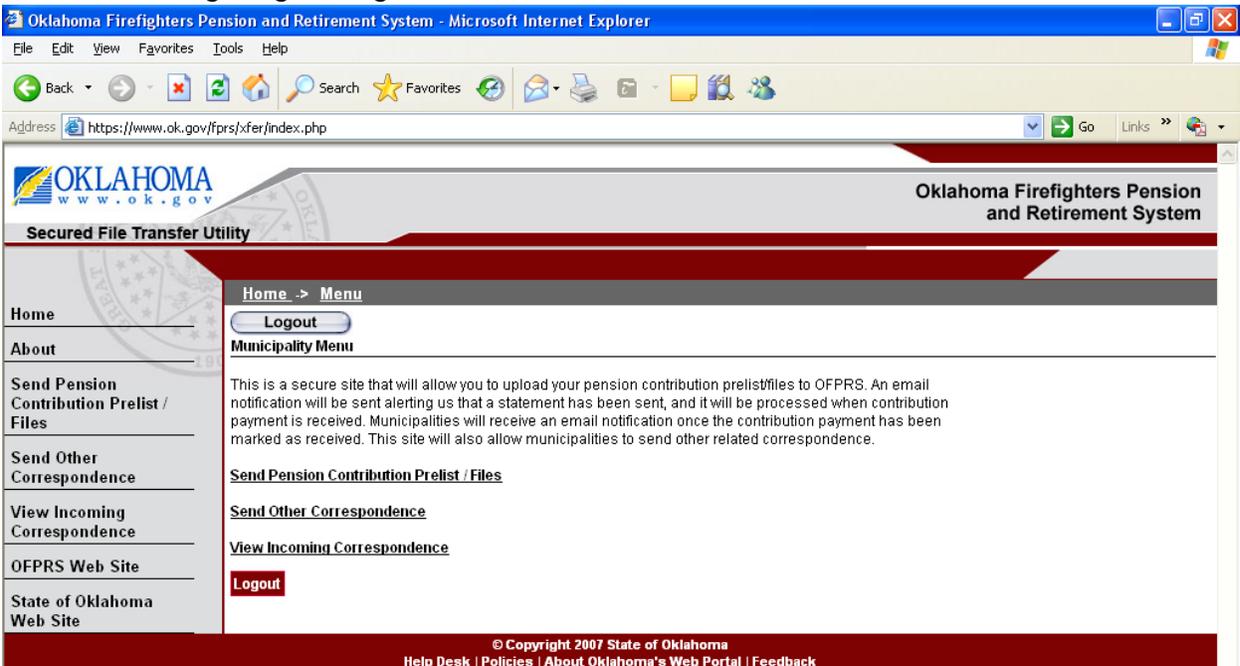


3. The login page will appear



4. Enter your Username, which will be your city's name in all lower case with no spaces. For example:
 - a. Sand Springs would be sandsprings
 - b. Elk City would be elkcity
 - c. Sapulpa would be sapulpa
5. Enter your Password, which will be provided to you by the System.
 - a. If you do not know your password, contact Duane at the Pension System.
6. Press enter or click the Login button

B. Navigating through the web site



1. On the left hand side there are links to each of the functions of the Secure Web Site
 - a. Home: This will return you to this screen no matter what screen you have gone to.
 - b. About: This will take you to the System's non-secure informational web site. **This will cause you to leave the secure web site.**
 - c. Send Pension Contribution Prelist/Files: This is where you will go to send the contribution prelist file to the System.
 - d. Send Other Correspondence: This will allow you to send a secure email to the System
 - e. View Incoming Correspondence: This will allow you to view any correspondence that the System has sent to you.
 - f. OFPRS Web Site: This will take you to the System's non-secure informational web site. **This will cause you to leave the secure web site.**
 - g. State of Oklahoma Web Site: This will take you to the State of Oklahoma's web site.
 - h. Logout: This will log you out of the secure web site.

C. Sending Contribution Prelist Files

1. Click on the Send Pension Contribution Prelist/Files link
2. This page will appear:

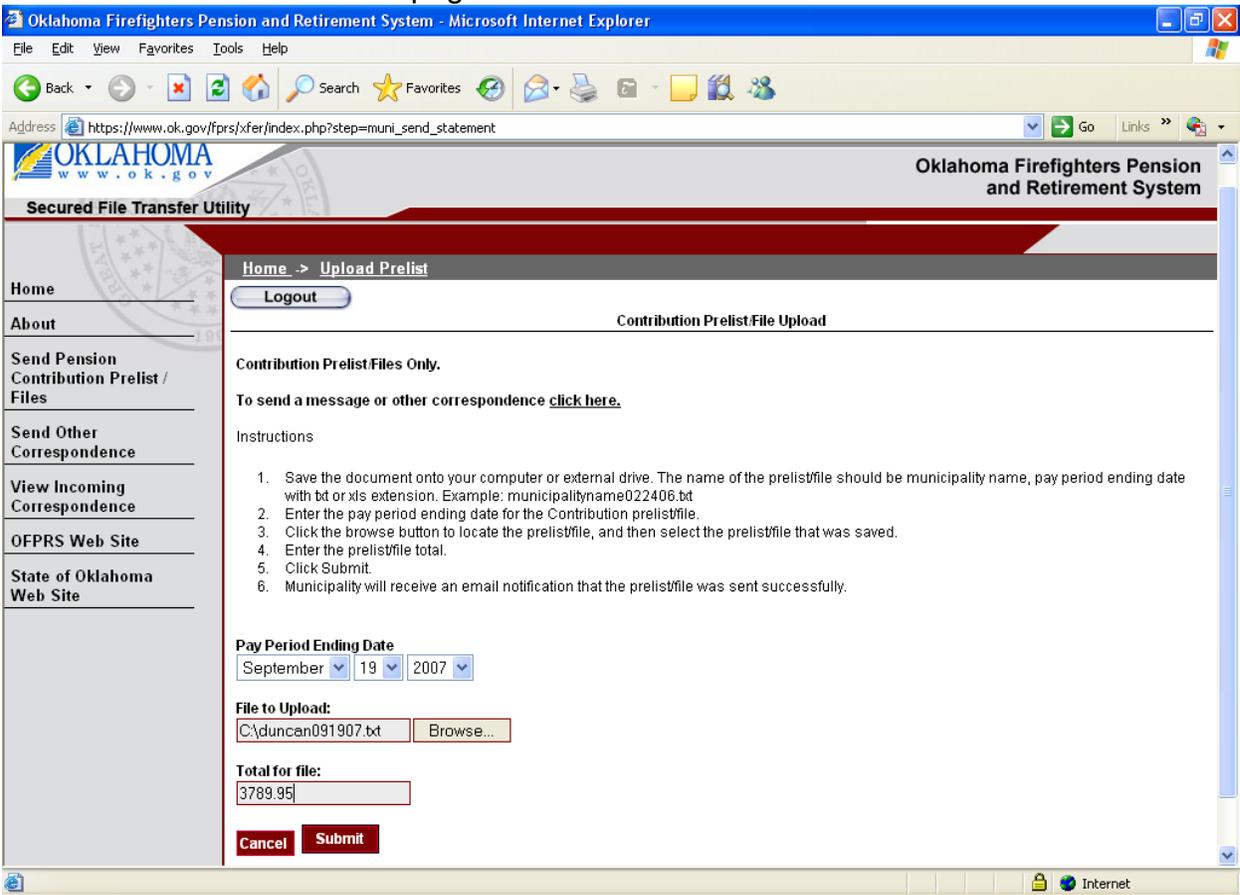
The screenshot shows a Microsoft Internet Explorer browser window displaying the Oklahoma Firefighters Pension and Retirement System website. The address bar shows the URL: https://www.ok.gov/fprs/xfer/index.php?step=muni_send_statement. The page title is "Oklahoma Firefighters Pension and Retirement System". The main content area is titled "Secured File Transfer Utility" and "Contribution Prelist File Upload". A navigation menu on the left includes links for Home, About, Send Pension Contribution Prelist / Files, Send Other Correspondence, View Incoming Correspondence, OFPRS Web Site, and State of Oklahoma Web Site. The main content area contains a "Logout" button, a "Contribution Prelist File Upload" heading, and instructions for uploading prelist files. The instructions are as follows:

1. Save the document onto your computer or external drive. The name of the prelistfile should be municipality name, pay period ending date with txt or xls extension. Example: municipalityname022406.txt
2. Enter the pay period ending date for the Contribution prelistfile.
3. Click the browse button to locate the prelistfile, and then select the prelistfile that was saved.
4. Enter the prelistfile total.
5. Click Submit.
6. Municipality will receive an email notification that the prelistfile was sent successfully.

Below the instructions, there is a "Pay Period Ending Date" section with a dropdown menu set to "September", a text input field containing "19", and another dropdown menu set to "2007". Below this is a "File to Upload:" section with a text input field and a "Browse..." button. Below that is a "Total for file:" section with a text input field. At the bottom of the form are "Cancel" and "Submit" buttons.

3. Follow the Instructions on the screen.

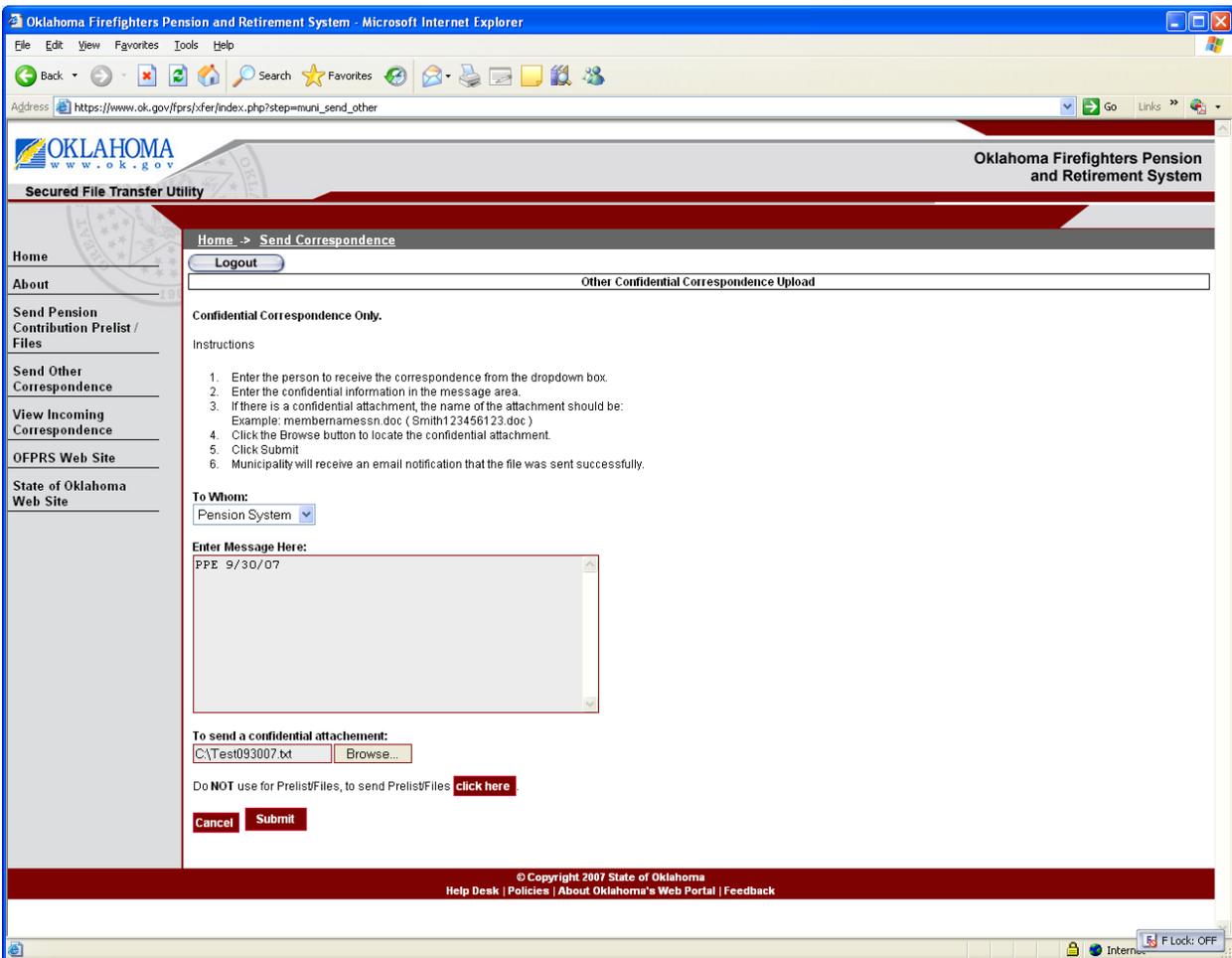
4. Your filled in page should look like similar to this:



5. Click submit
6. You should receive an email verifying that you sent the prelist, If you do not receive an email, we may not have your current email address. Please contact the pension system and we will update your email address.

D. Upload the scanned or saved Firefighter's Prelist Invoice (This is the document that is normally sent with the check and disk, please either scan the document or send the saved file that you previously used to print the document. We can only accept files that can be opened by Notepad, Word, Excel or Adobe.)(If you have another file type, please call Duane at the Pension System to see if we can accept it.)

1. Click on Send Other Correspondence
2. Click on the down arrow for To Whom:
 - i. Select Pension System
3. Enter the Pay Period Ending Date in the Message area
4. Click Browse and select your scanned/saved prelist file
 - i. Your screen should look similar to this:



5. Click Submit
6. **LOGOUT**
7. **Mail the check WITHOUT the Firefighters Prelist Invoice or Disk**
8. You should receive an email verifying that you sent the prelist, If you do not receive an email, we may not have your current email address. Please contact the pension system and we will update your email address.