



Illinois Department of Insurance

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B u l l e t i n B u l l e t i n

Bulletin

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TO : Downstate and Suburban Police and Firefighter Public Pension Funds

FROM : Illinois Department of Insurance, Public Pension Division

DATE : November 26, 2014

RE : Pension Annual Statement System upgrade

The Department of Insurance will be upgrading the Pension Annual Statement System (PASS) effective December 15, 2014. While the data collected in the annual statement process remains largely unchanged, end users will notice some changes in navigational controls and data entry formats.

Here are some important facts about the PASS upgrade:

- Users will use their existing credentials to log in to the PASS system at <https://insurance2.illinois.gov/applications/pension/default.aspx>.
- The major navigational change is that data entry links are now located at the top of the page instead of along the side of the page. This allows more horizontal content area on the web pages within the site. Data entry categories have not changed.
- The process for entering participant data on Schedule P has been streamlined. Member addresses are no longer required. All required data elements for a participant are now located on one page instead of in sub-category tabs. Social Security Numbers (SSNs) are partially masked.
- There is now a "Cancel" button on the schedule web pages if you choose not to save data to the database.
- Data validations have been enhanced. Validation rules that must be satisfied for a particular schedule are displayed.
- The functionality of the financial and interrogatory pages is primarily the same as before.
- This upgrade modernizes underlying programming code and will allow the Department greater flexibility to incorporate future enhancements to the PASS system.
- When using Internet Explorer 9 or higher as the internet browser, it is recommended that the setting for compatibility view be turned off.

For a more detailed description of changes to the PASS system, an overview document can be accessed from the Public Pension Division website at the following address:

<https://insurance2.illinois.gov/applications/pension/PublicDocuments/PASSUpgradeOverview.pdf>

If you have any questions regarding the PASS system upgrade, please contact the Public Pension Division of the Department of Insurance at (800) 207-6958.