

BVFF PRBTS Volunteer Reporting System – Municipality Portal

TRAINING MANUAL



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I. Municipality Portal Access

Access to Online Portal

There are two ways to get access to the online portal.

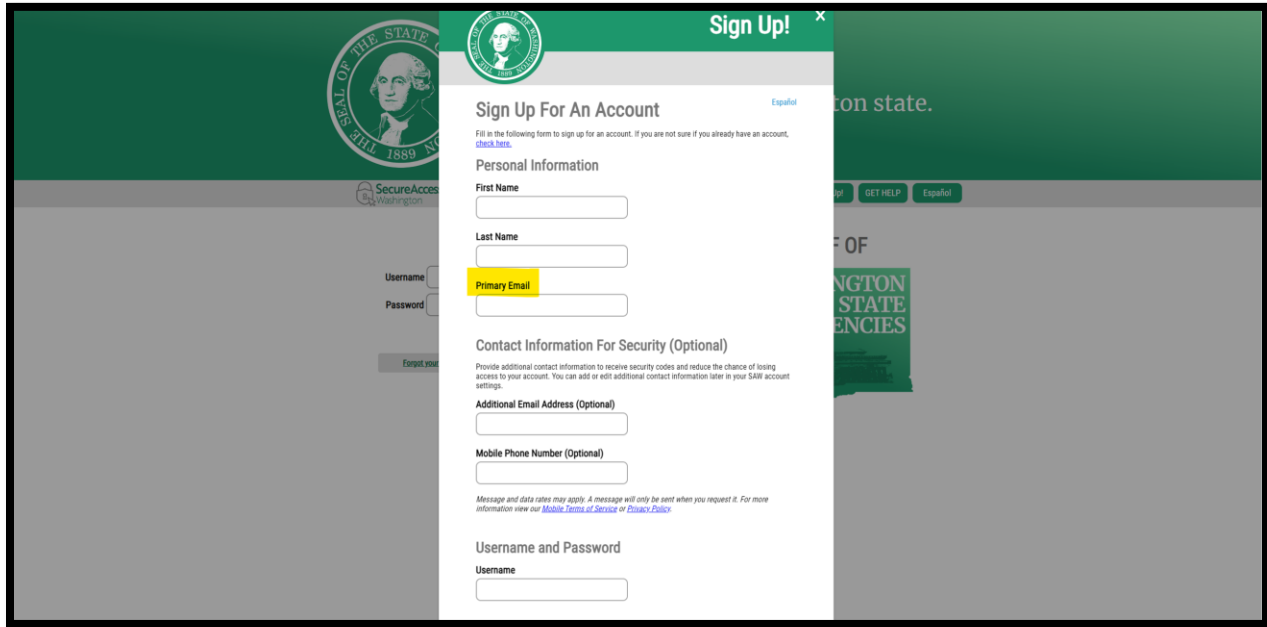
A) Requesting access to BVFF service on SAW

If you do not have a SAW account, please follow steps below to register for SAW account. If you are already registered, please go to “5”.

1. Open the home page to SAW. Click **Sign Up**.



2. Enter your information. Note: A link will be sent to your **Primary Email** after this page is completed. Kindly check the spelling of the email address upon the completion of this page.



Sign Up!

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

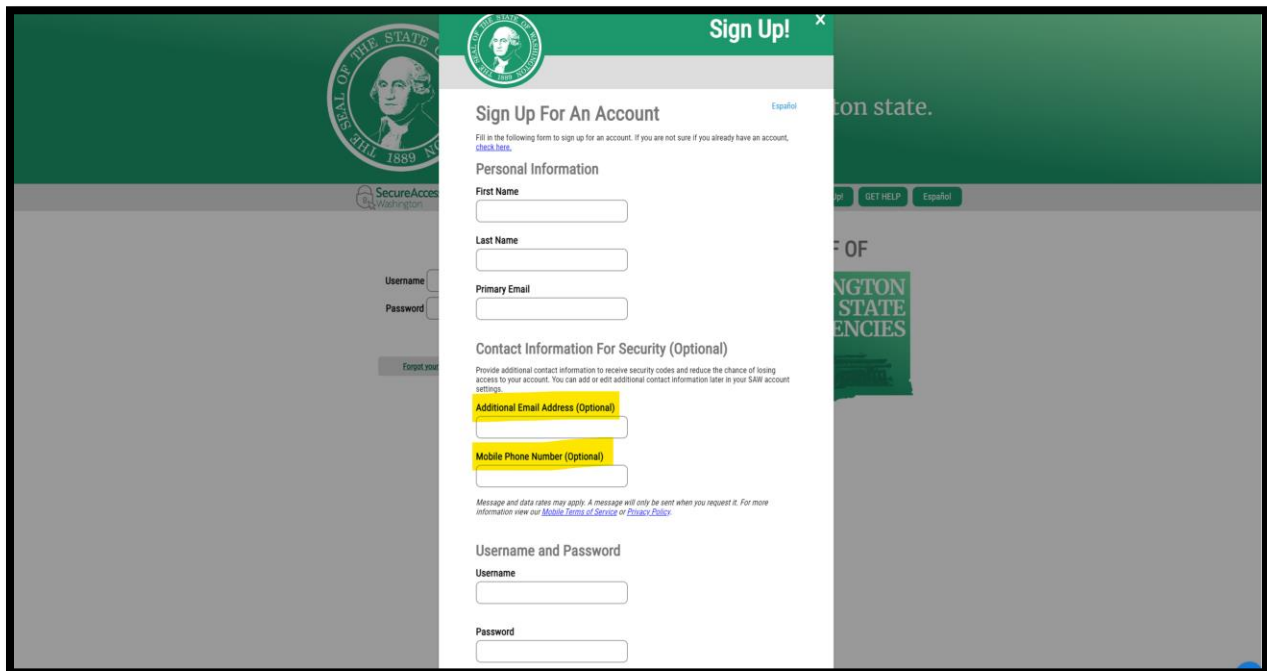
Message and data rates may apply. A message will only be sent when you request it. For more information view our [Mobile Terms of Service](#) or [Privacy Policy](#).

Username and Password

Username

Password

3. Enter a preferred method to receive the multi-factor 6-digit codes during Login. Note: If this is left blank, the code can be sent to the Primary Email address you entered above. You can modify this later in your SAW account.



Sign Up!

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

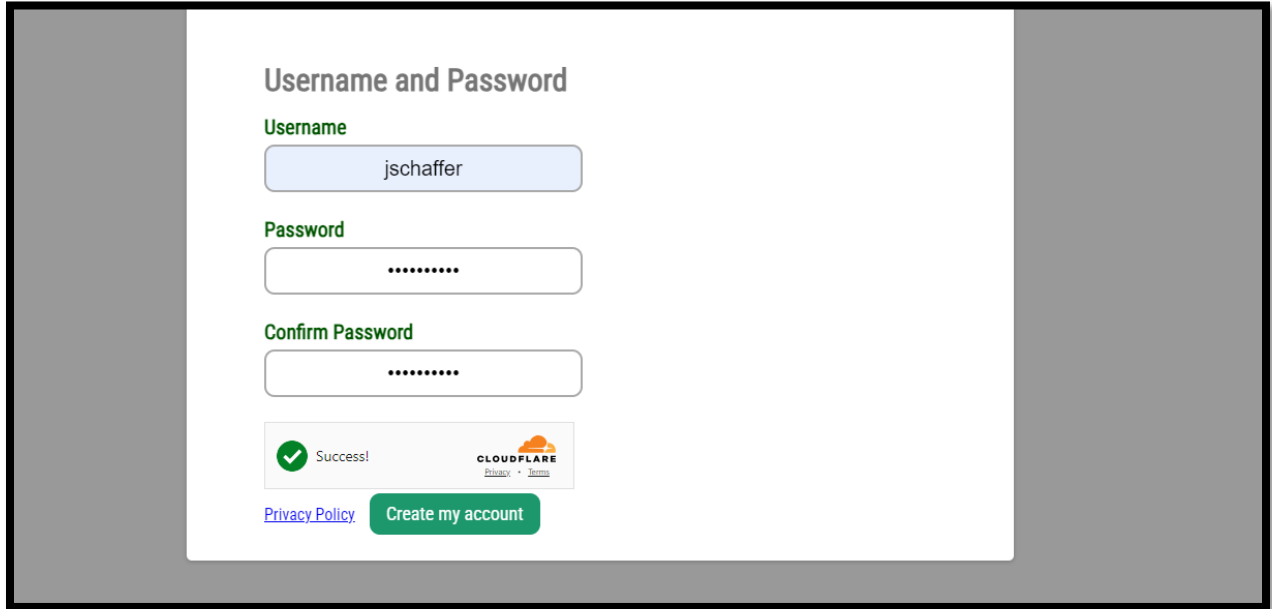
Message and data rates may apply. A message will only be sent when you request it. For more information view our [Mobile Terms of Service](#) or [Privacy Policy](#).

Username and Password

Username

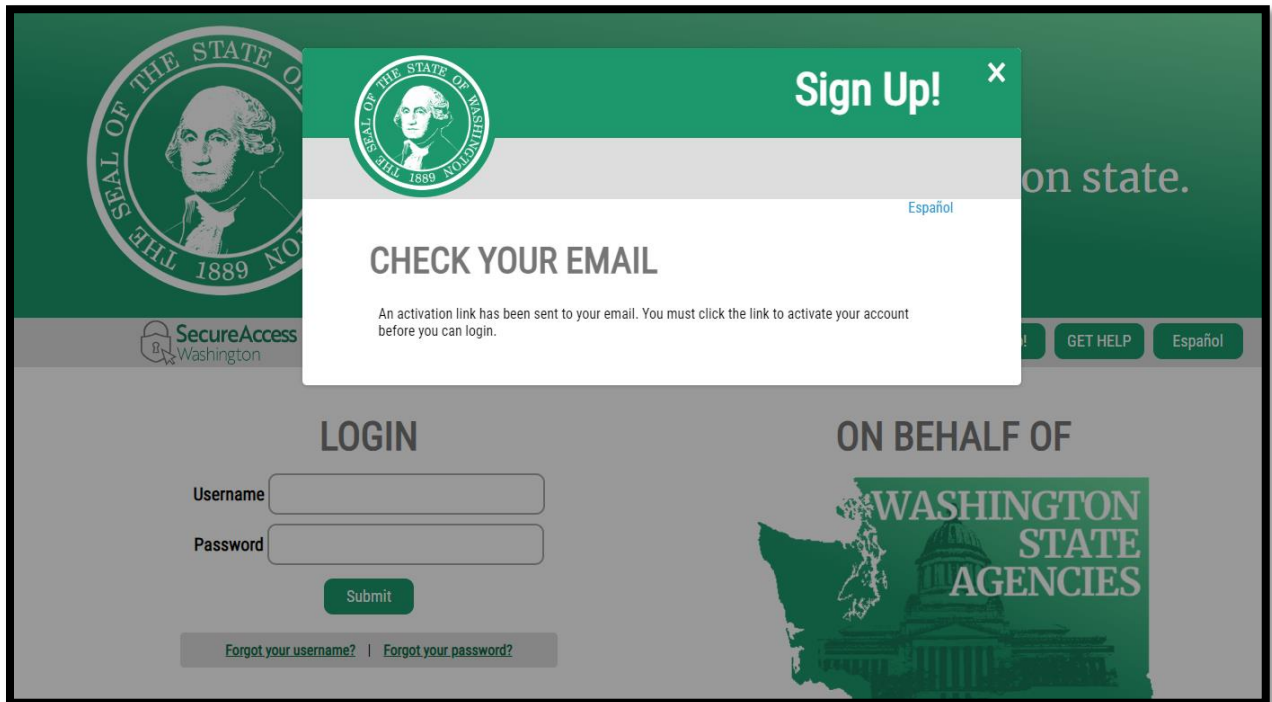
Password

4. Username and Password will be your login credentials to SAW. Click **Create my Account** when ready.



The screenshot shows a registration form titled "Username and Password". It contains three input fields: "Username" with the value "jschaffer", "Password" (masked with dots), and "Confirm Password" (also masked with dots). Below the fields is a green checkmark icon and the text "Success!". To the right of the success message is the Cloudflare logo and links for "Privacy" and "Terms". At the bottom left is a link for "Privacy Policy" and at the bottom right is a green button labeled "Create my account".

5. A popup box will appear. Follow the instructions and go to the inbox of your **Primary Email**. Look for an email from SecureAccessWashington.



The screenshot shows the SecureAccess Washington login page. A green "Sign Up!" popup box is overlaid on the page. The popup has a close button (X) in the top right corner and the text "CHECK YOUR EMAIL". Below this text, it says "An activation link has been sent to your email. You must click the link to activate your account before you can login." There is a link for "Español" in the top right corner of the popup. The background page shows the "LOGIN" section with "Username" and "Password" input fields and a "Submit" button. Below the login fields are links for "Forgot your username?" and "Forgot your password?". The page also features the Washington State seal and the text "ON BEHALF OF WASHINGTON STATE AGENCIES".

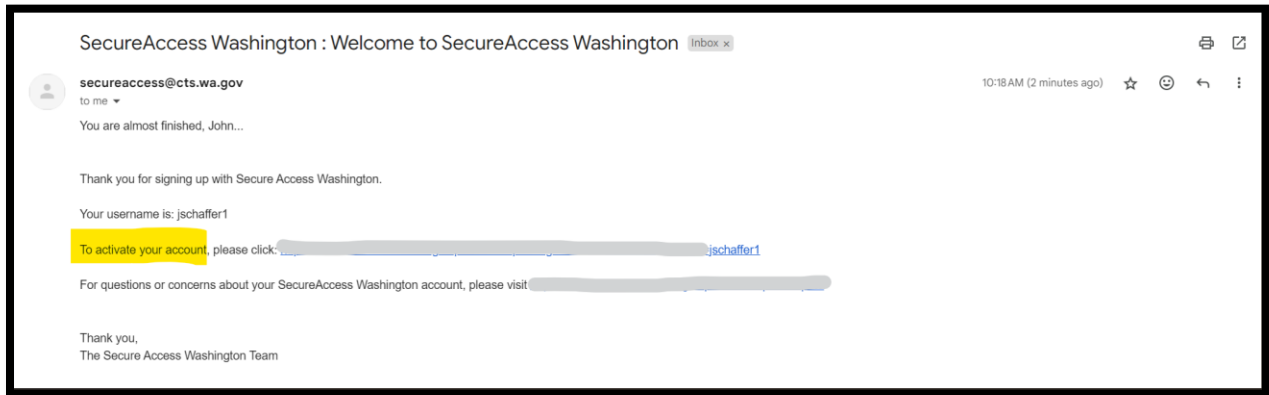


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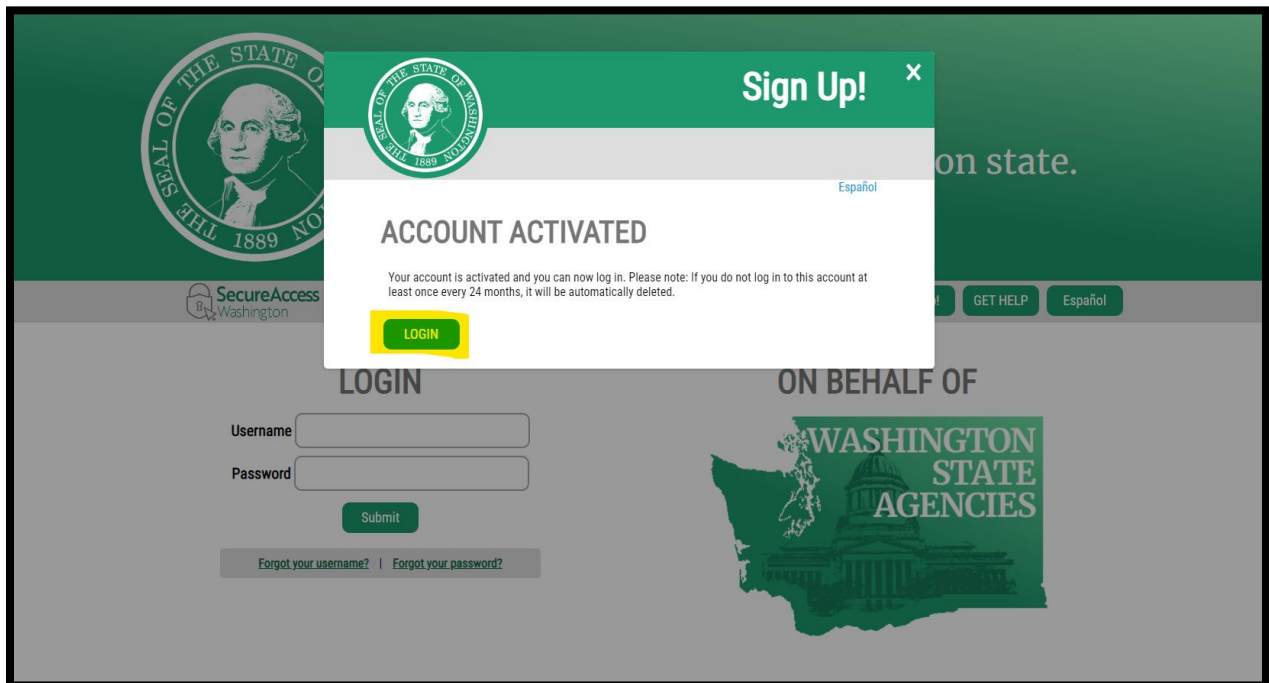
- Open the email with the subject line below. If it's not in your inbox, refresh your email page and check your Junk, Spam, All Mail etc.



- Click the link to activate your account.



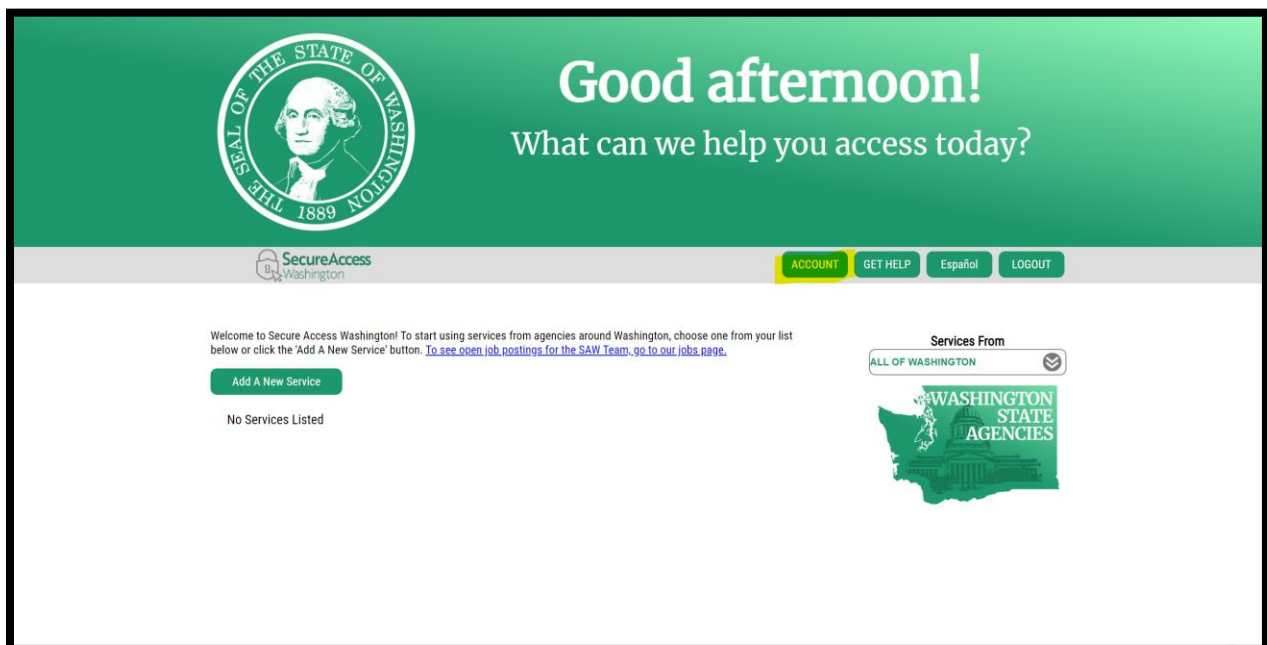
- The link will open SAW in a New Window. Your account has now been activated. Click **Login** to proceed.



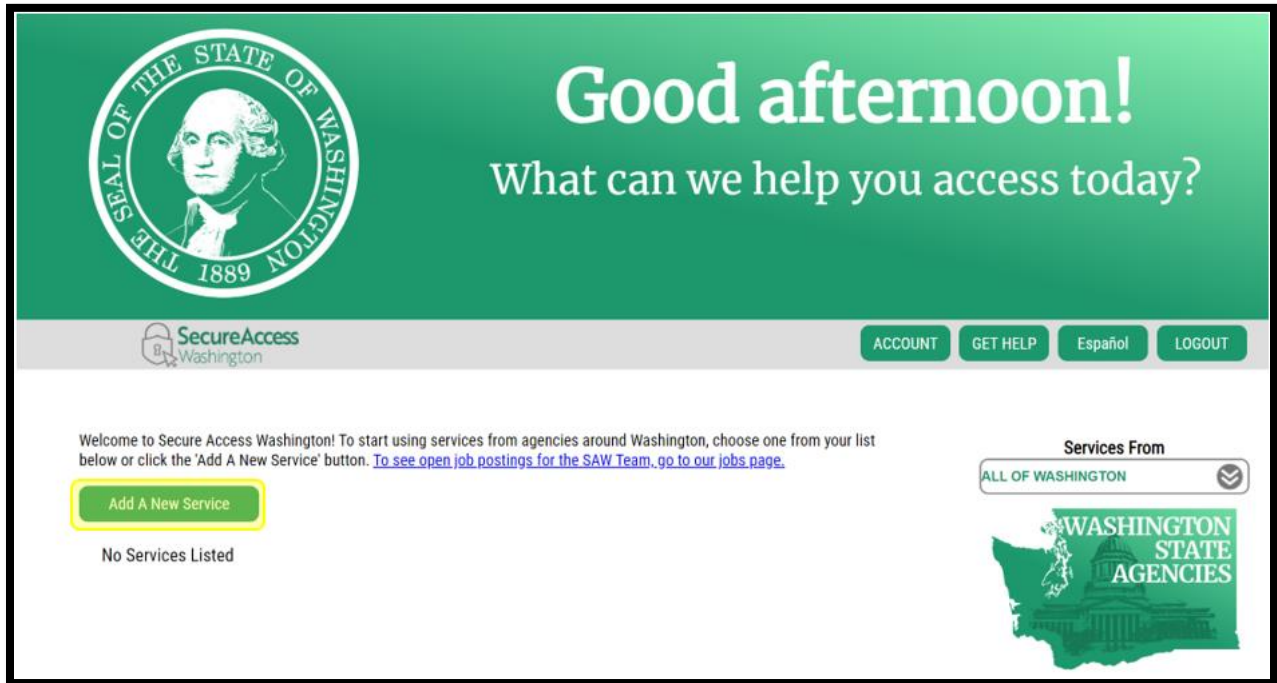
9. Enter your Username and Password. Click **Submit** to login.



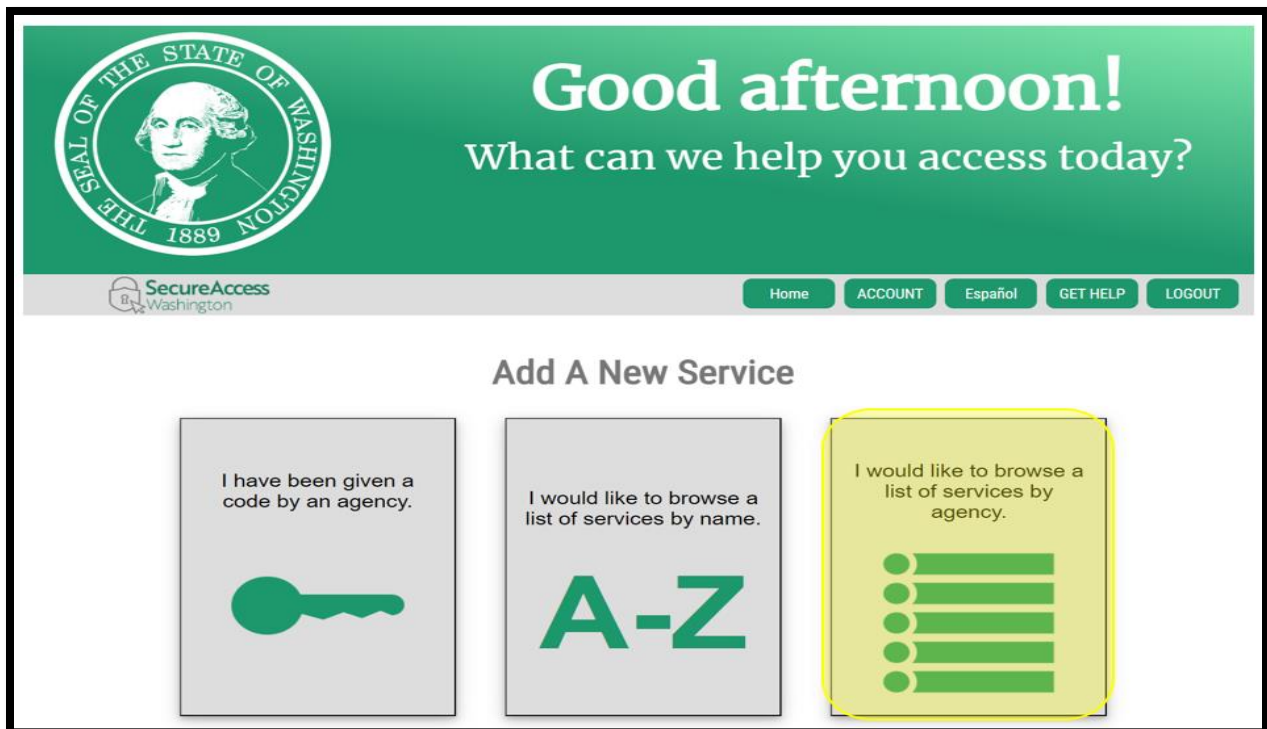
10. The following screen will open. This is the Home Screen of your SAW account. Click Account to manage account preferences such as Password and MFA.



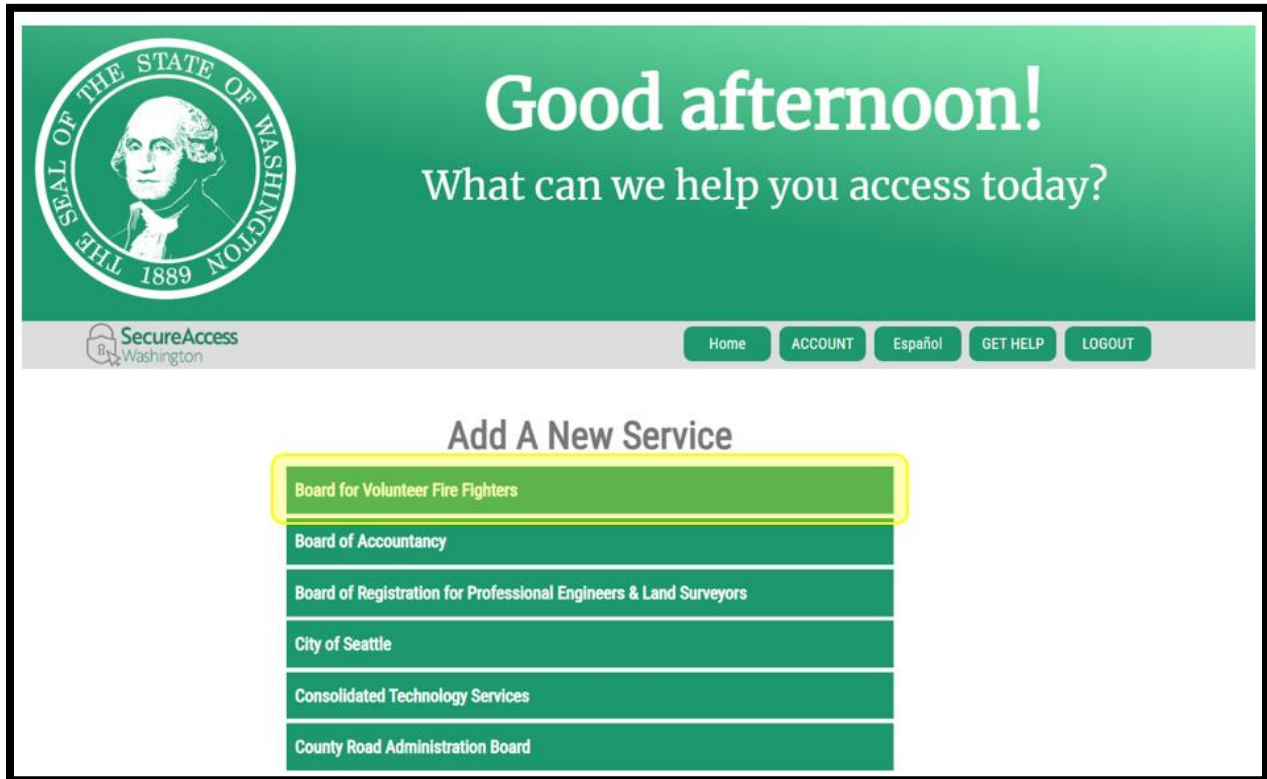
11. Click on “Add a New Service” to initiate the process of requesting access.



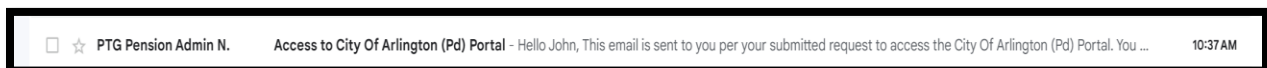
12. Click on the highlighted field “I would like to browse a list of services by agency.”



13. Select 'Board of Volunteer Fire Fighters' from the list and click on 'Apply' on the next page.

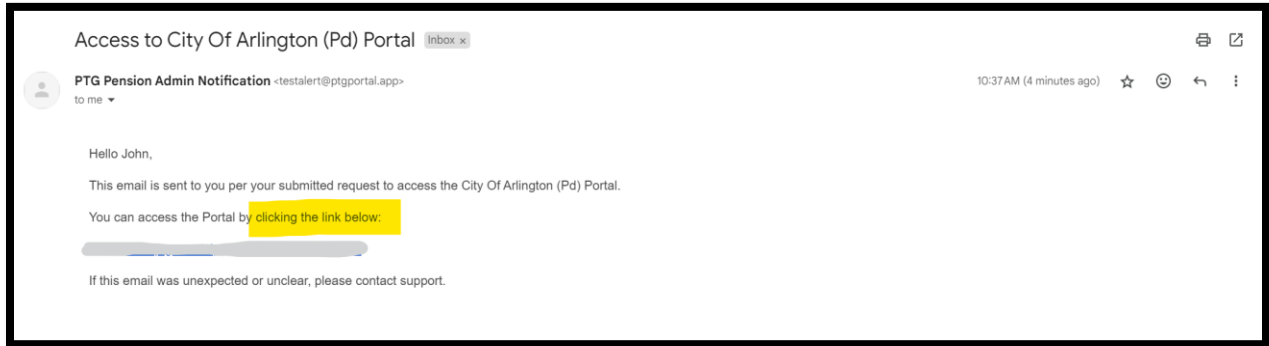


14. Please fill in your details and click 'Submit'. This request will go to BVFF. BVFF Administrators will connect your registered SAW account to PensionProPlus. When this is completed on their end, you will receive an email from PTG to your **Primary Email** address. The email will contain the following subject line. If you do not see it, check Spam, Junk, All Main, etc.



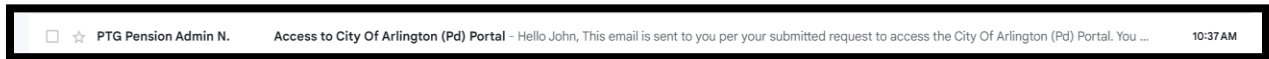
Once approved, you will see BVFF as a service on your SAW account.

15. Open the email message. Click the link to access the Portal in PensionProPlus. **Save this link for future logins to PensionProPlus.**

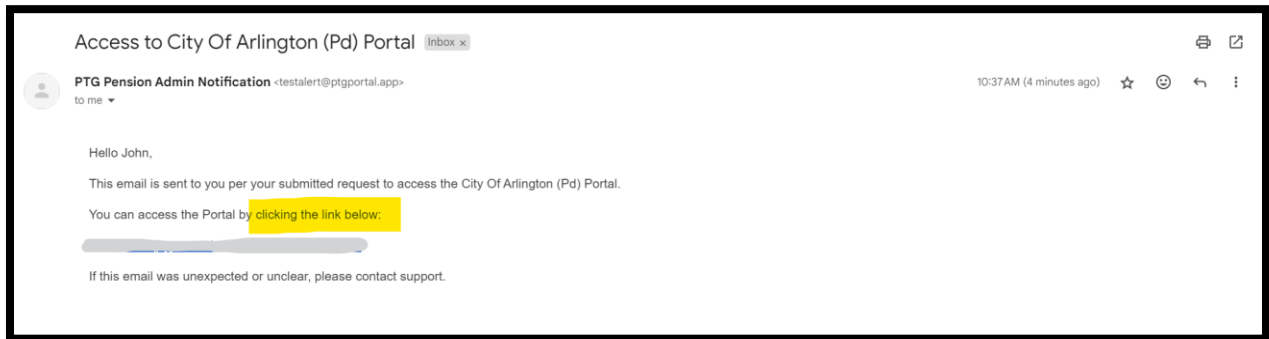


B) Requesting Access to Portal service by email to BVFF

16. You can also send an email to BVFF to register your email as an administrator for your municipality. BVFF Administrators will connect your registered SAW account to PensionProPlus. When this is completed on their end, you will receive an email from PTG to your **Primary Email** address. The email will contain the following subject line. If you do not see it, check Spam, Junk, All Main, etc.



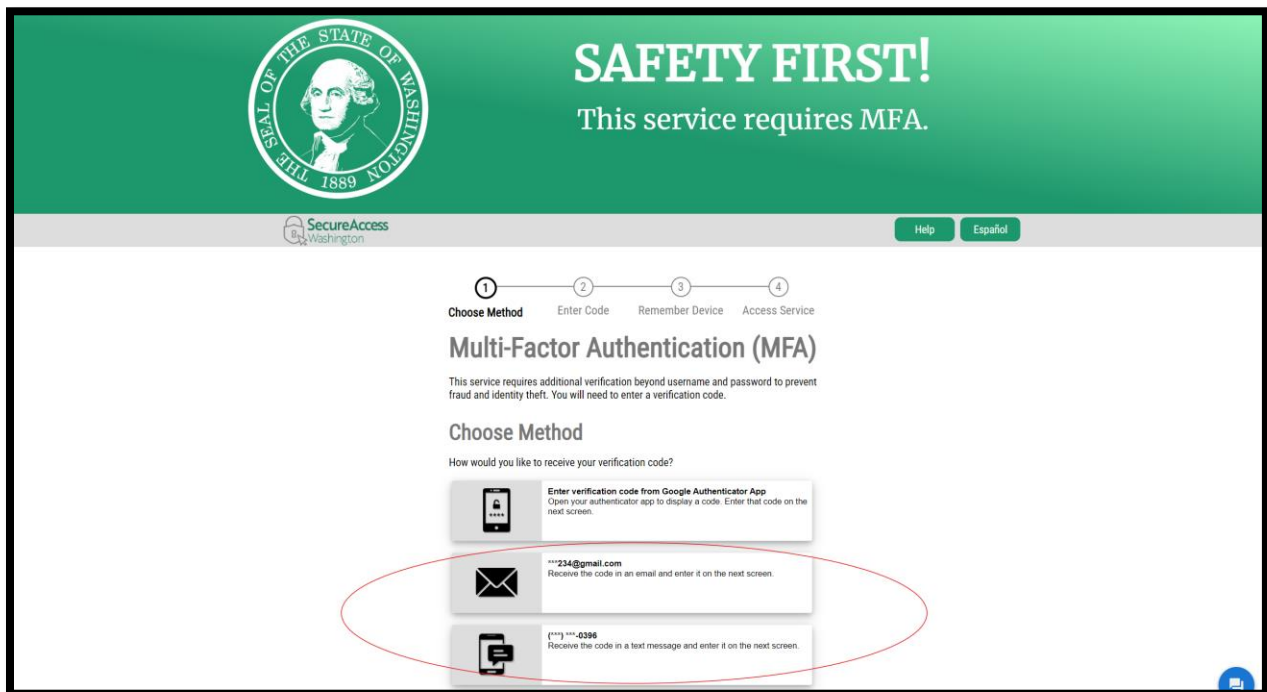
17. Open the email message. Click the link to access the Portal in PensionProPlus. **Save this link for future logins to PensionProPlus.**



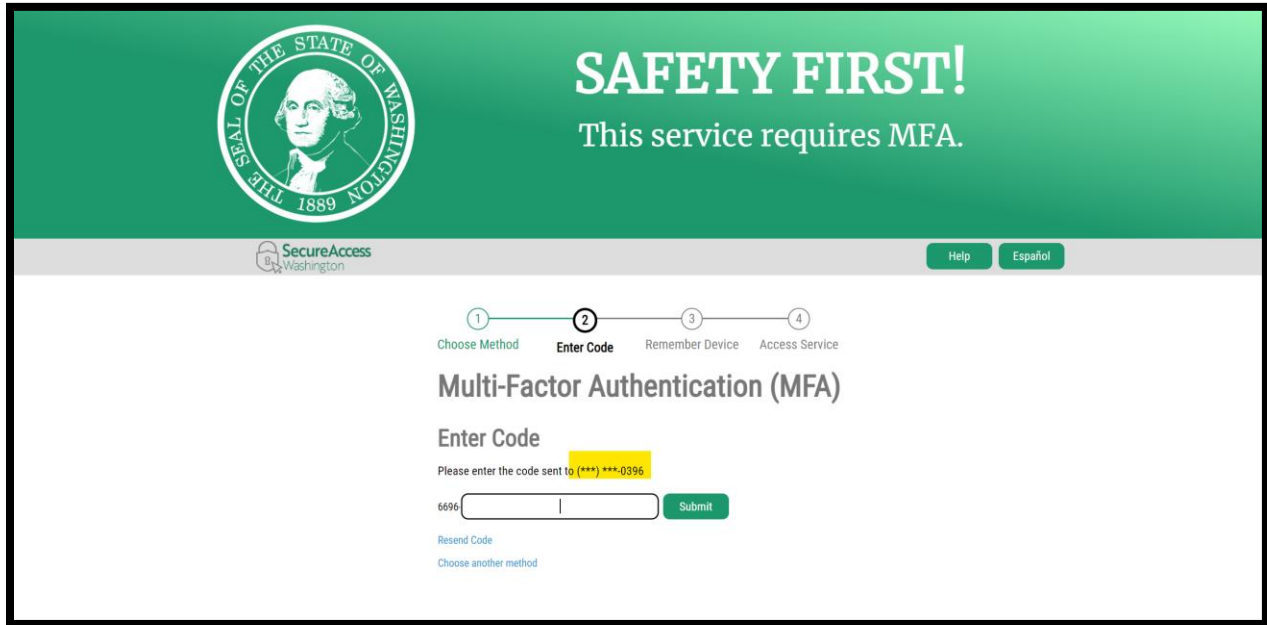
18. IF you are not already signed into SAW, the link will direct you to the SAW Home Screen. Sign In with your SAW credentials and the system will redirect you to the Portal in PensionProPlus.



19. Select the method to receive the 6-digit verification code. In this example, the account holder registered with a Primary Email ending in 234@gmail and then entered a phone number ending 0396. Return to **Step 1: Register your SAW Account** for more information.

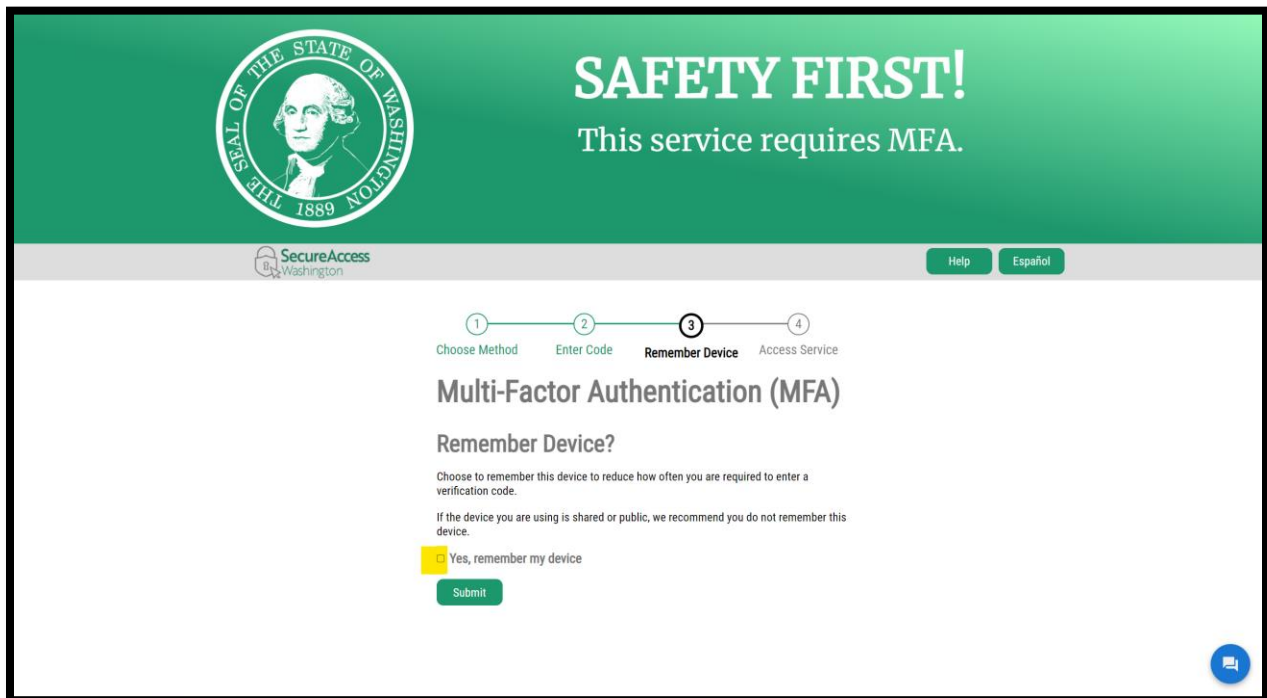


20. The user in this example selected the phone number method. They will receive a text message to this number containing a 6-digit code. Enter the code and click **Submit**.



The screenshot shows the 'Enter Code' step of the Multi-Factor Authentication (MFA) process. At the top left is the Seal of the State of Washington. The main heading reads 'SAFETY FIRST! This service requires MFA.' Below this is the 'SecureAccess Washington' logo and 'Help' and 'Español' buttons. A progress bar shows four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The 'Multi-Factor Authentication (MFA)' title is followed by 'Enter Code'. A message states 'Please enter the code sent to (***)-0396'. A text input field contains '6696' and a 'Submit' button is to its right. Below the input field are links for 'Resend Code' and 'Choose another method'.

21. Check the box to “remember my device”. This will bypass the MFA step for future logins. Click **Submit** when ready to proceed.

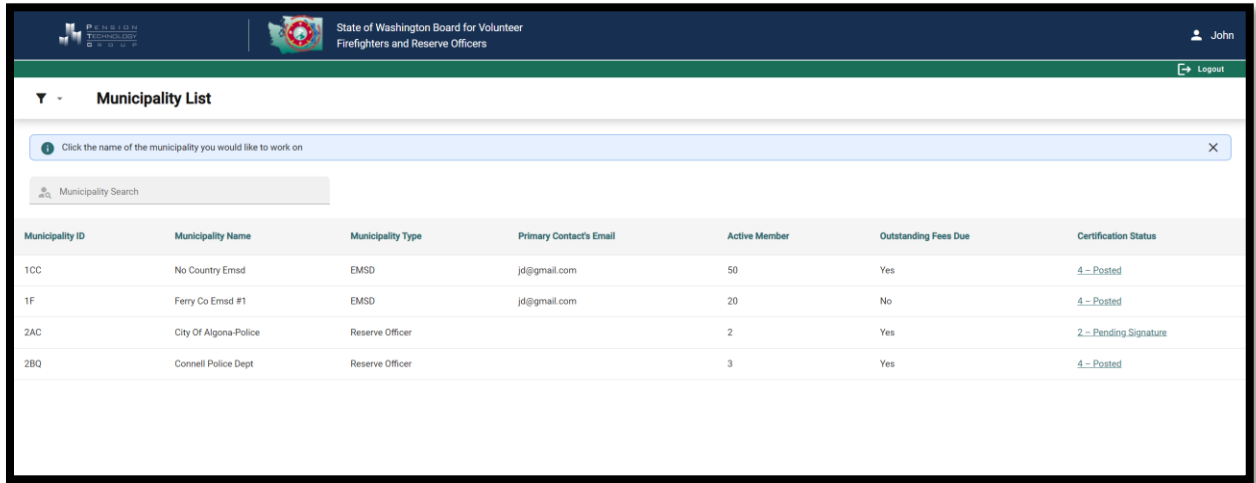


The screenshot shows the 'Remember Device' step of the Multi-Factor Authentication (MFA) process. It features the same header and progress bar as the previous screenshot, with step 3, 'Remember Device', highlighted. The heading is 'Multi-Factor Authentication (MFA)' followed by 'Remember Device?'. The text explains: 'Choose to remember this device to reduce how often you are required to enter a verification code. If the device you are using is shared or public, we recommend you do not remember this device.' A checkbox labeled 'Yes, remember my device' is checked. A 'Submit' button is located below the checkbox. A chat icon is visible in the bottom right corner.

II. Municipality Profile Maintenance

To View Municipality List

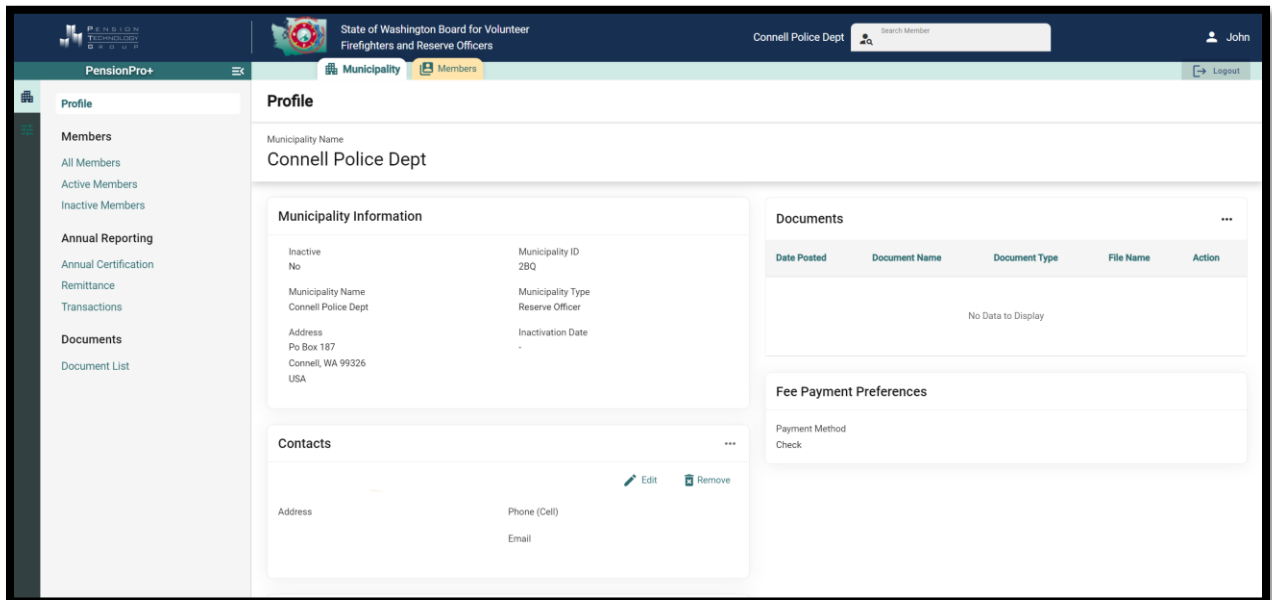
1. If the user is registered to multiple municipalities, the system will open the Municipality List as the system's landing page.



The screenshot shows the 'Municipality List' page. At the top, there is a search bar with the text 'Click the name of the municipality you would like to work on'. Below the search bar is a table with the following columns: Municipality ID, Municipality Name, Municipality Type, Primary Contact's Email, Active Member, Outstanding Fees Due, and Certification Status.

Municipality ID	Municipality Name	Municipality Type	Primary Contact's Email	Active Member	Outstanding Fees Due	Certification Status
1CC	No Country Emsd	EMSD	jd@gmail.com	50	Yes	4 - Posted
1F	Ferry Co Emsd #1	EMSD	jd@gmail.com	20	No	4 - Posted
2AC	City Of Algona-Police	Reserve Officer		2	Yes	2 - Pending Signature
2BQ	Connell Police Dept	Reserve Officer		3	Yes	4 - Posted

2. If the user is registered to only 1 municipality, the system will open their Municipality Profile as the system's landing page.



The screenshot shows the 'Profile' page for the 'Connell Police Dept' municipality. The page is divided into several sections: Municipality Information, Documents, Fee Payment Preferences, and Contacts.

Municipality Information:

Inactive	No	Municipality ID	2BQ
Municipality Name	Connell Police Dept	Municipality Type	Reserve Officer
Address	Po Box 187 Connell, WA 99326 USA	Inactivation Date	-

Documents:

Date Posted	Document Name	Document Type	File Name	Action
No Data to Display				

Fee Payment Preferences:

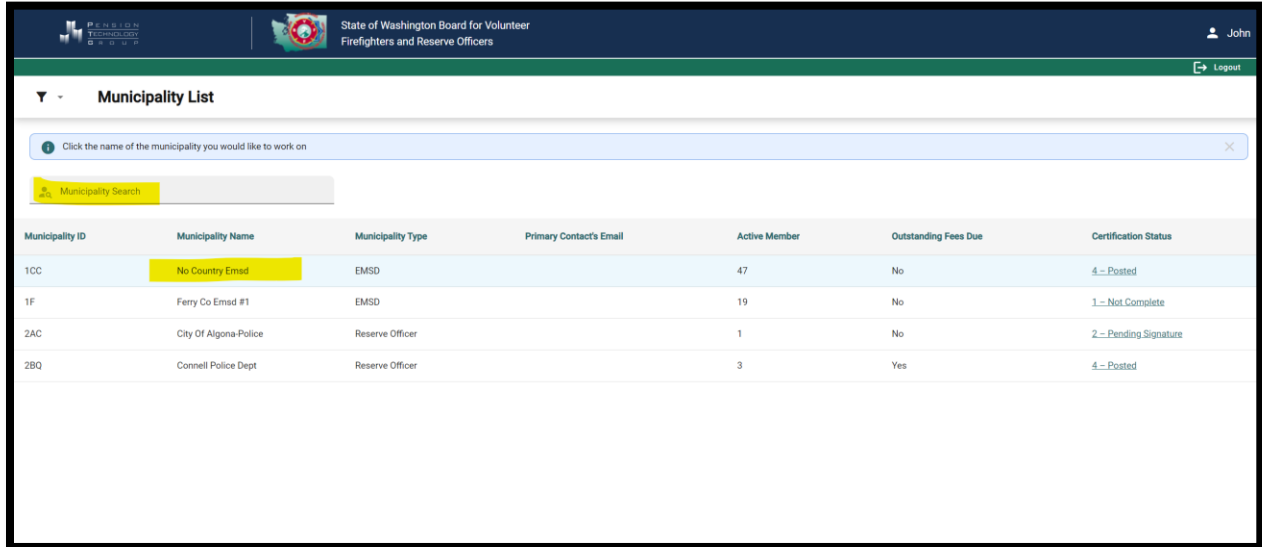
Payment Method: Check

Contacts:

Address	Phone (Cell)	Email

To View Municipality Profile

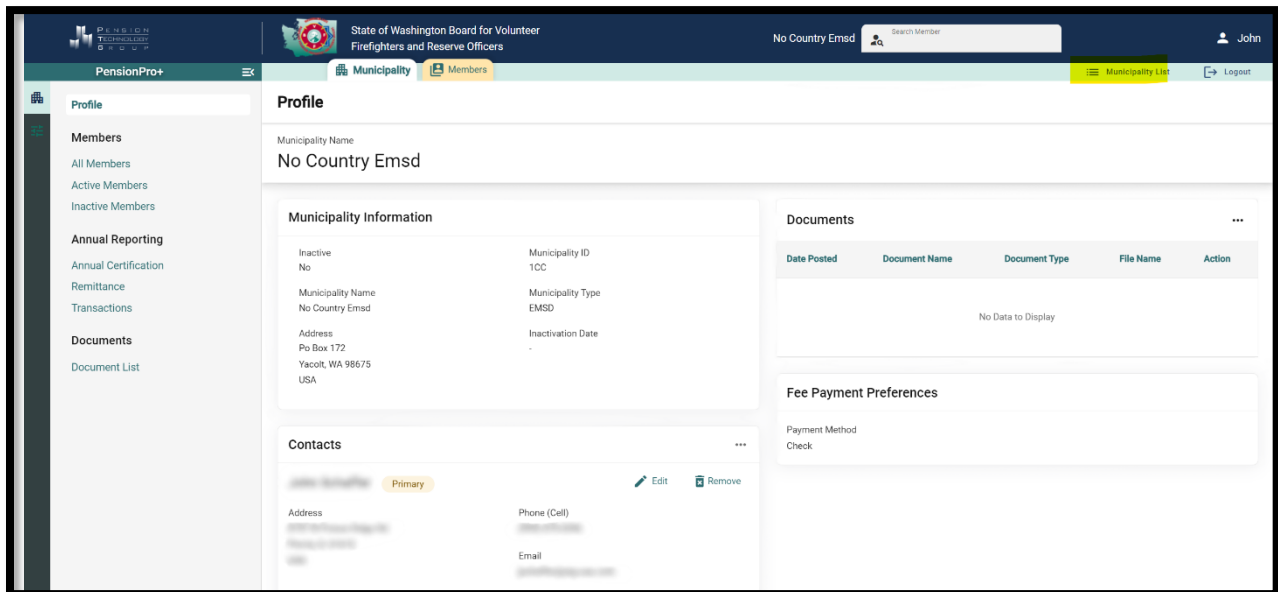
1. To open a Municipality, click on a municipality from the list or enter the name into the Municipality Search Bar.



The screenshot shows the 'Municipality List' page. At the top, there is a search bar with the placeholder text 'Click the name of the municipality you would like to work on'. Below the search bar is a table with the following columns: Municipality ID, Municipality Name, Municipality Type, Primary Contact's Email, Active Member, Outstanding Fees Due, and Certification Status.

Municipality ID	Municipality Name	Municipality Type	Primary Contact's Email	Active Member	Outstanding Fees Due	Certification Status
1CC	No Country Emsd	EMSD		47	No	4 - Posted
1F	Ferry Co Emsd #1	EMSD		19	No	1 - Not Complete
2AC	City Of Algona-Police	Reserve Officer		1	No	2 - Pending Signature
2BQ	Connell Police Dept	Reserve Officer		3	Yes	4 - Posted

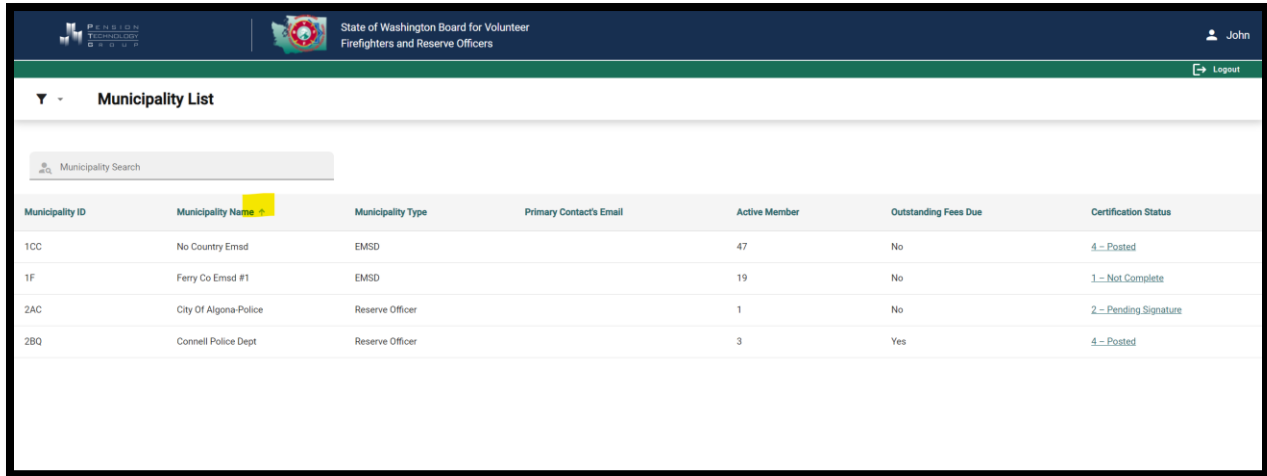
2. To return to the Municipality List, click the highlighted tab in the top right.



The screenshot shows the 'Profile' page for the municipality 'No Country Emsd'. The page is divided into several sections:

- Profile:** Municipality Name: No Country Emsd
- Municipality Information:**
 - Inactive: No
 - Municipality ID: 1CC
 - Municipality Name: No Country Emsd
 - Municipality Type: EMSD
 - Address: Po Box 172, Yacolt, WA 98675, USA
 - Inactivation Date: -
- Contacts:**
 - Primary Contact: [Name]
 - Address: [Address]
 - Phone (Cell): [Phone]
 - Email: [Email]
- Documents:**
 - Table with columns: Date Posted, Document Name, Document Type, File Name, Action.
 - Message: No Data to Display
- Fee Payment Preferences:**
 - Payment Method: Check

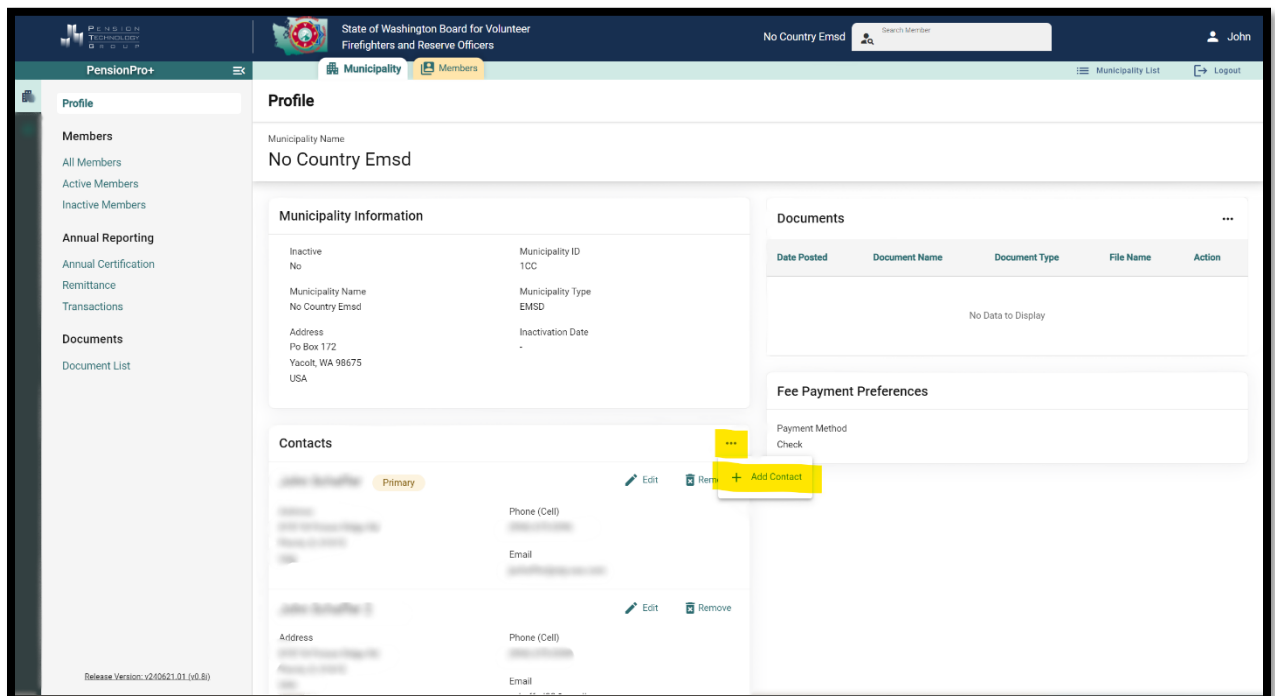
3. Additionally, users can click on the header column to change the sorting order to descending or ascending.



Municipality ID	Municipality Name	Municipality Type	Primary Contact's Email	Active Member	Outstanding Fees Due	Certification Status
1CC	No Country Emsd	EMSD		47	No	4 - Posted
1F	Ferry Co Emsd #1	EMSD		19	No	1 - Not Complete
2AC	City Of Algona-Police	Reserve Officer		1	No	2 - Pending Signature
2BQ	Connell Police Dept	Reserve Officer		3	Yes	4 - Posted

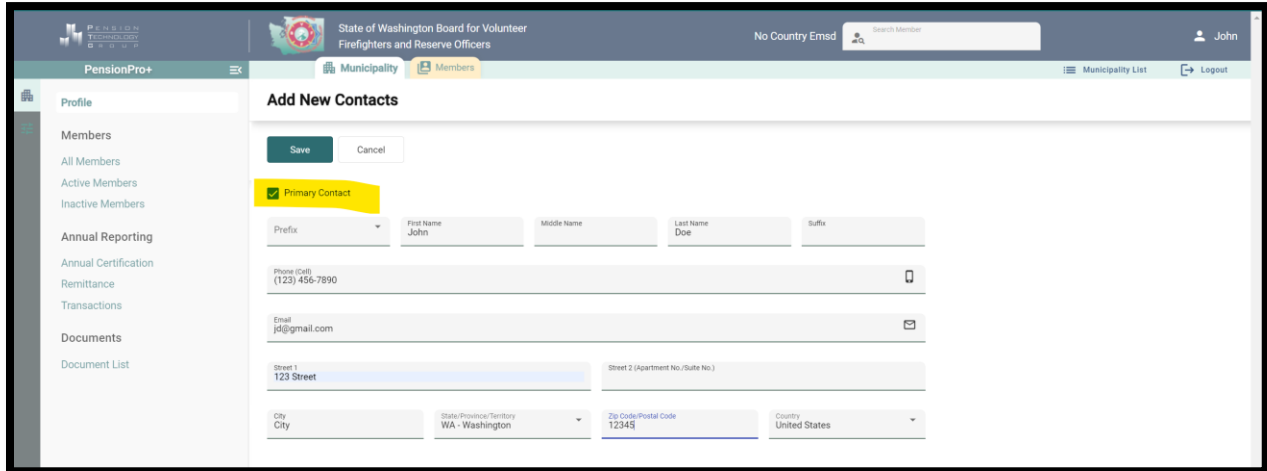
To Add Municipality Contact

1. Select **Add Contact** from the Actions list in the Contacts section of the Municipality Profile screen.



The screenshot shows the 'Municipality Profile' for 'No Country Emsd'. The 'Contacts' section is visible, and a yellow callout box highlights the '+ Add Contact' button. The 'Municipality Information' section shows details like Municipality ID (1CC), Municipality Type (EMSD), and Address (Po Box 172, Yacolt, WA 98675, USA). The 'Documents' section is empty, and the 'Fee Payment Preferences' section shows a payment method of 'Check'.

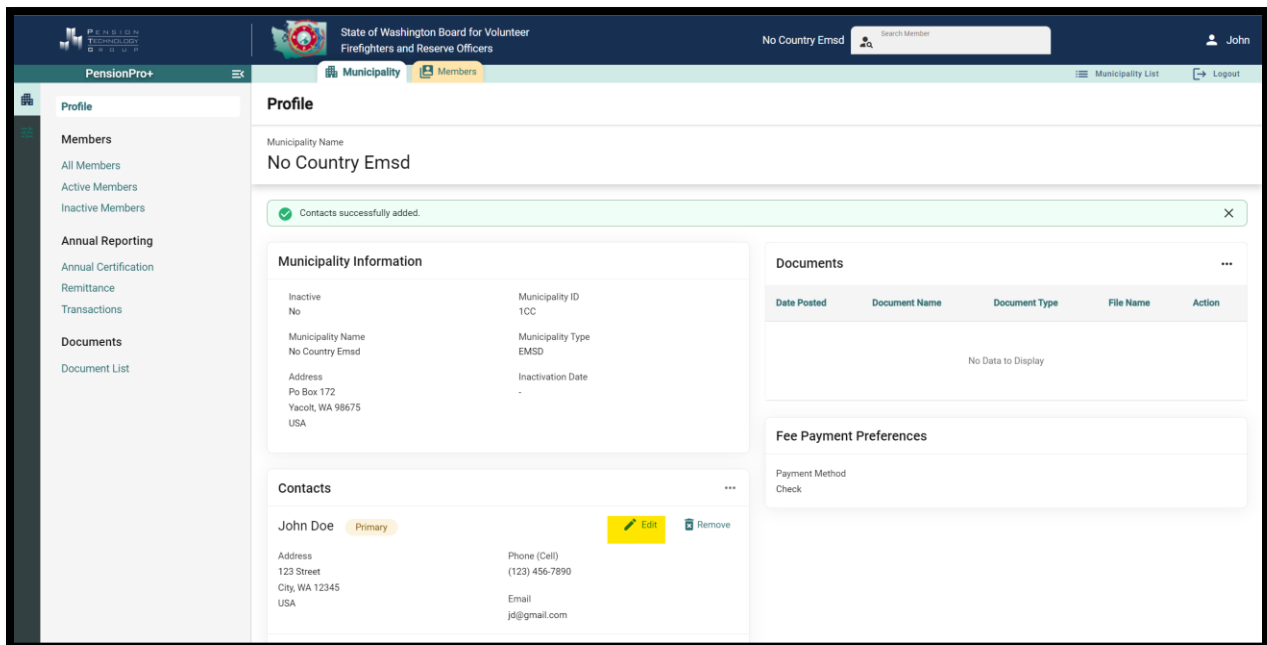
- Fill in the required information. Click **Save** to save changes or **Cancel** to discard them. (If the contact is marked as the **Primary Contact**, the system will replace the current primary contact with the newly added primary contact to ensure that each municipality has only one primary contact.)



The screenshot shows the 'Add New Contacts' form in the PensionProPlus system. The form includes fields for Prefix, First Name (John), Middle Name, Last Name (Doe), and Suffix. It also has fields for Phone (Cell) (123) 456-7890, Email (jd@gmail.com), Street 1 (123 Street), Street 2 (Apartment No./Suite No.), City, State/Province/Territory (WA - Washington), Zip Code/Postal Code (12345), and Country (United States). There are 'Save' and 'Cancel' buttons at the top. A 'Primary Contact' checkbox is checked and highlighted in yellow.

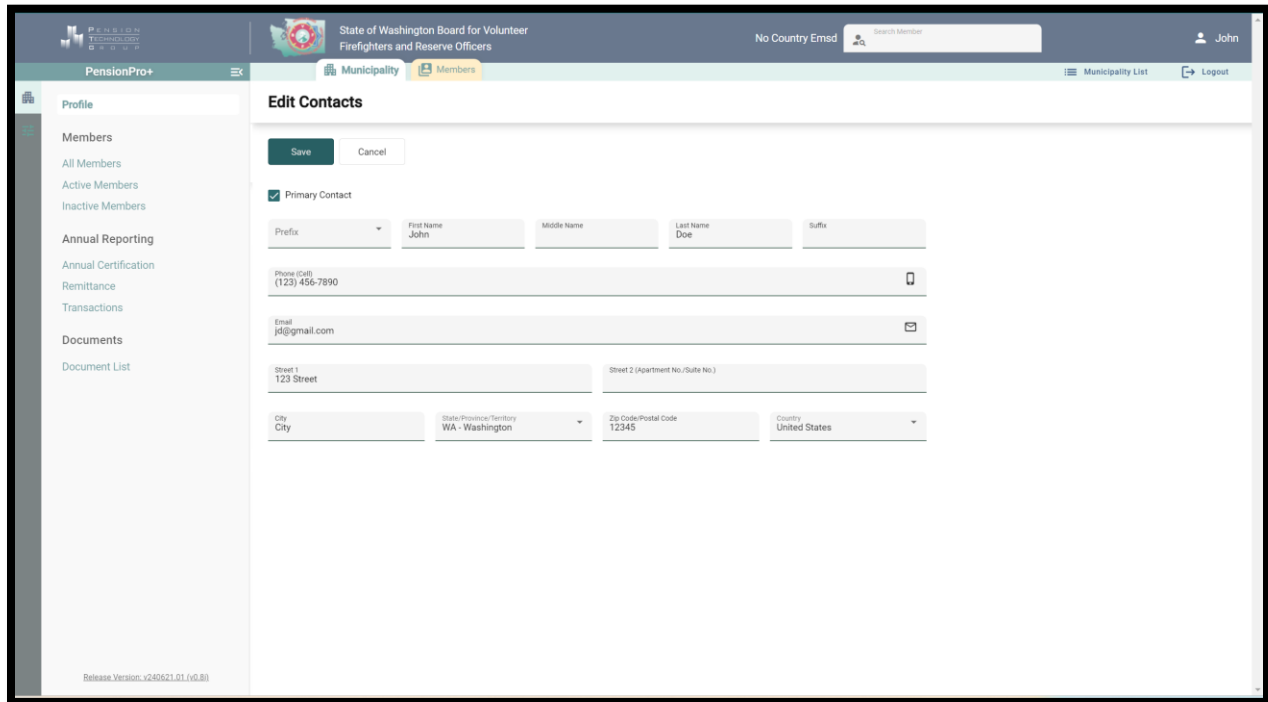
To Edit Municipality Contacts

- Click the **Edit** button of the targeted contact record in the **Contacts** section of the **Profile** screen.



The screenshot shows the 'Profile' screen for the 'No Country Emsd' municipality. The 'Contacts' section is visible, showing a contact record for 'John Doe' with a 'Primary' tag and an 'Edit' button highlighted in yellow. The contact details include Address (123 Street, City, WA 12345, USA), Phone (Cell) (123) 456-7890, and Email (jd@gmail.com). A green notification bar at the top indicates 'Contacts successfully added.' The 'Municipality Information' section shows details like Municipality ID (1CC), Municipality Name (No Country Emsd), and Address (Po Box 172, Yacolt, WA 98675, USA). The 'Documents' section is empty, and the 'Fee Payment Preferences' section shows a payment method of 'Check'.

2. Enter the information. Click **Save** to save changes or **Cancel** to discard them.

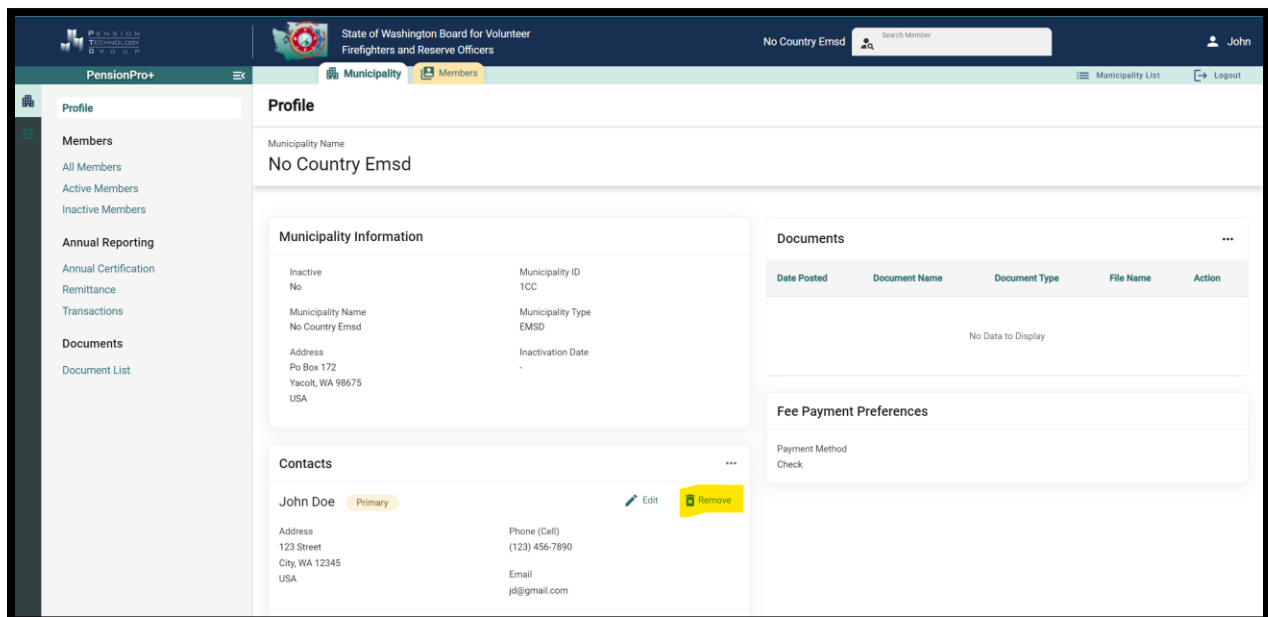


The screenshot shows the 'Edit Contacts' form for a municipality. The form includes a 'Save' button and a 'Cancel' button. Below these are several input fields for contact information:

- Primary Contact
- Prefix: [Dropdown]
- First Name: John
- Middle Name: [Empty]
- Last Name: Doe
- Suffix: [Empty]
- Phone (Call): (123) 456-7890
- Email: jd@gmail.com
- Street 1: 123 Street
- Street 2 (Apartment No./Suite No.): [Empty]
- City: City
- State/Province/Territory: WA - Washington
- Zip Code/Postal Code: 12345
- Country: United States

Release Version: v240621.01 (v6.8)

3. **Remove** an existing municipality contact by clicking **Remove** at the targeted contact record in the **Contacts** section of the **Profile** screen.



The screenshot shows the 'Profile' screen for a municipality named 'No Country Emsd'. The 'Contacts' section is highlighted, showing a list of contacts. The contact 'John Doe' is selected, and the 'Remove' button is visible.

Municipality Information

Inactive	Municipality ID
No	1CC
Municipality Name	Municipality Type
No Country Emsd	EMSD
Address	Inactivation Date
Po Box 172 Yacolt, WA 98675 USA	-

Contacts

John Doe	Primary	Edit	Remove
Address	Phone (Call)		
123 Street	(123) 456-7890		
City, WA 12345	Email		
USA	jd@gmail.com		

Documents

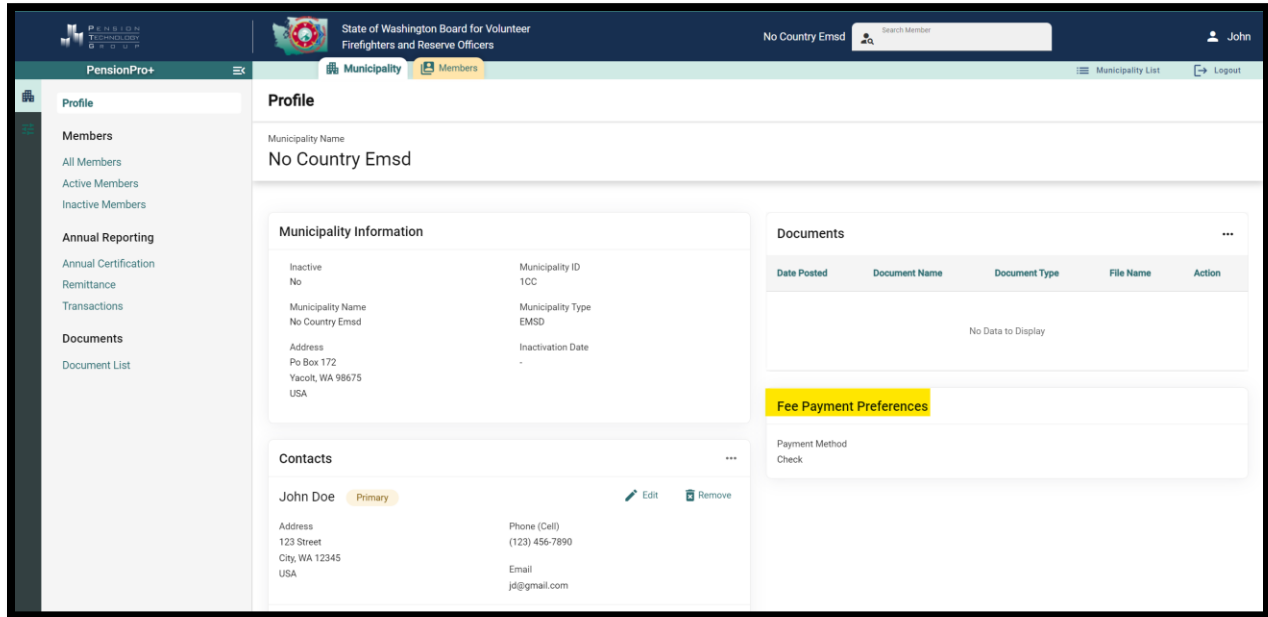
Date Posted	Document Name	Document Type	File Name	Action
No Data to Display				

Fee Payment Preferences

Payment Method: Check

To Edit Fee Payment Preferences.

1. This functionality is pending due to a delayed implementation of electronic payments. The Payment Method is set to **Check** until then.



The screenshot shows the 'Profile' page for the Municipality 'No Country Emsd'. The 'Fee Payment Preferences' section is highlighted in yellow and shows the 'Payment Method' set to 'Check'.

Municipality Information	
Inactive: No	Municipality ID: TCC
Municipality Name: No Country Emsd	Municipality Type: EMSO
Address: Po Box 172, Yacolt, WA 98675, USA	Inactivation Date: -

Contacts	
John Doe (Primary) Address: 123 Street, City, WA 12345, USA	Phone (Cell): (123) 456-7890 Email: jd@gmail.com

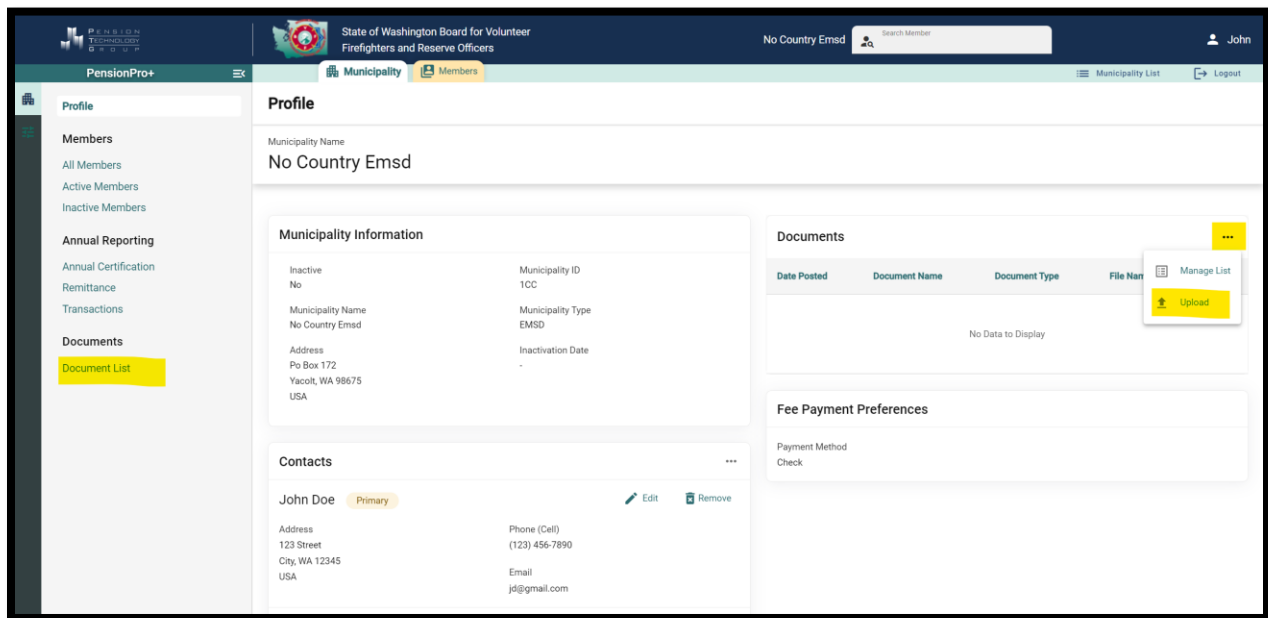
Documents				
Date Posted	Document Name	Document Type	File Name	Action
No Data to Display				

Fee Payment Preferences

Payment Method: Check

To Upload Municipality Documents

1. Either select **Upload** from the actions list in the Documents section on the Profile screen OR choose **Document List** from the left menu and click Upload.



The screenshot shows the 'Profile' page for the Municipality 'No Country Emsd'. The 'Document List' menu item in the left sidebar is highlighted in yellow. In the 'Documents' section, the 'Upload' button is also highlighted in yellow.

Municipality Information	
Inactive: No	Municipality ID: TCC
Municipality Name: No Country Emsd	Municipality Type: EMSO
Address: Po Box 172, Yacolt, WA 98675, USA	Inactivation Date: -

Contacts	
John Doe (Primary) Address: 123 Street, City, WA 12345, USA	Phone (Cell): (123) 456-7890 Email: jd@gmail.com

Documents				
Date Posted	Document Name	Document Type	File Name	Action
No Data to Display				

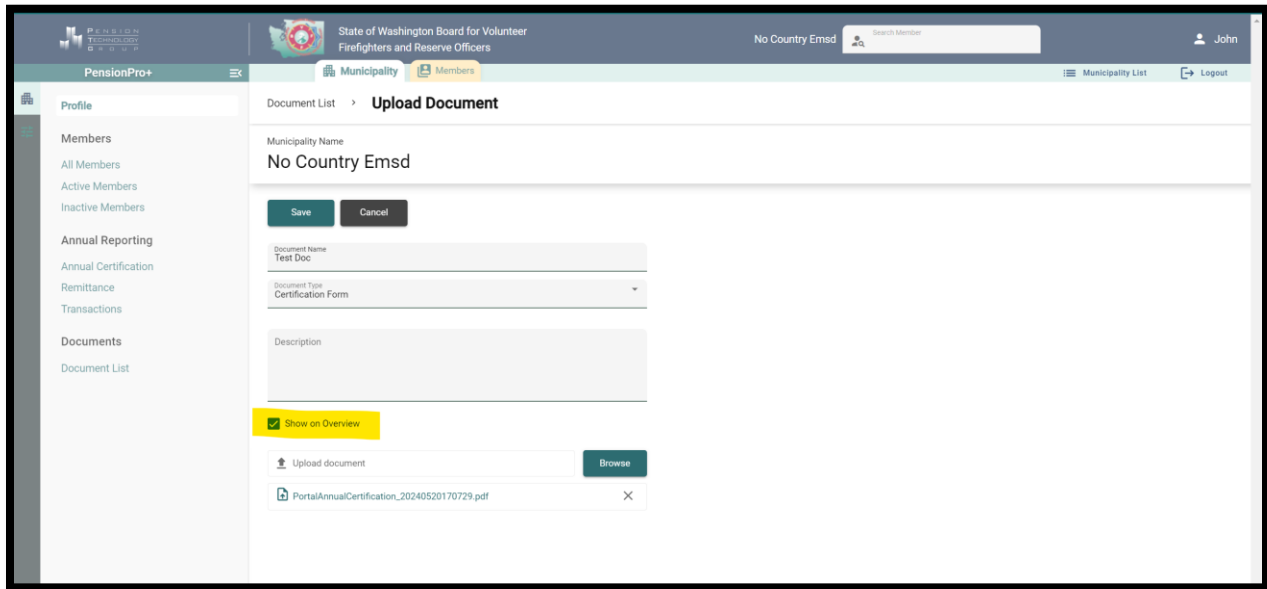
Document List (Left Menu)

Upload (Documents Section)

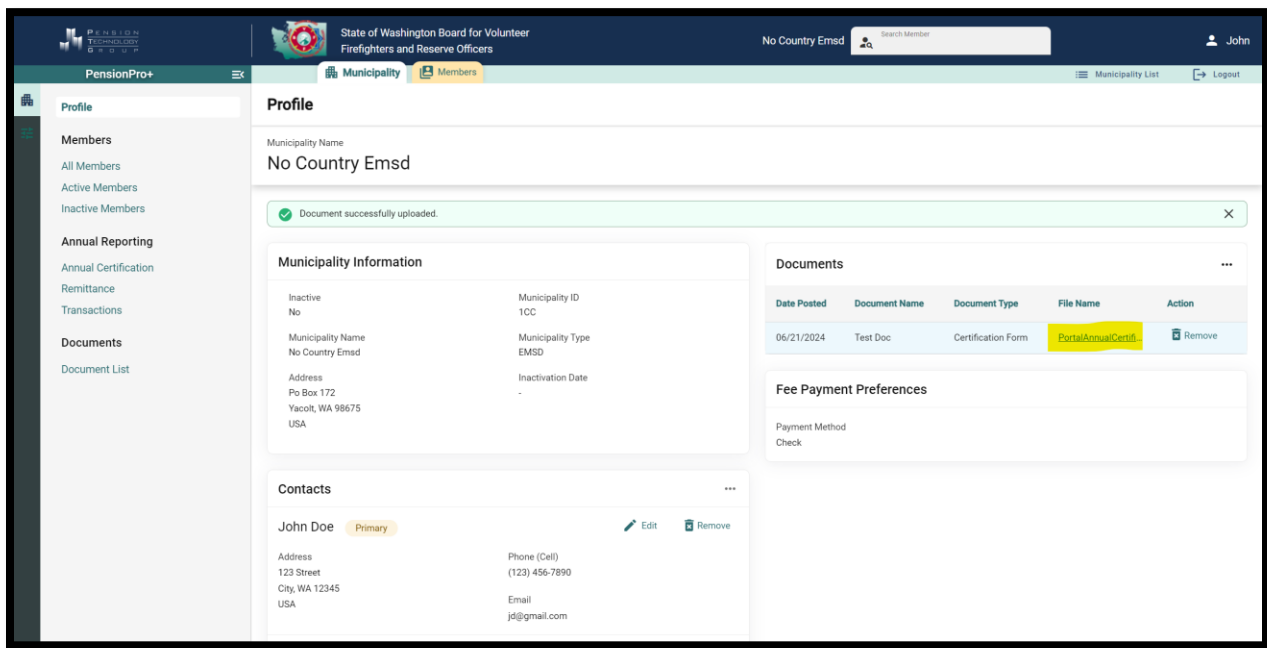
Fee Payment Preferences

Payment Method: Check

- Fill in the details related to the uploaded document. Click **Save** to add the new document or click **Cancel** to discard the changes. If users choose the option **Show on Overview**, the system will display the newly uploaded document at the top of the list in the Documents section on the Municipality Profile screen.

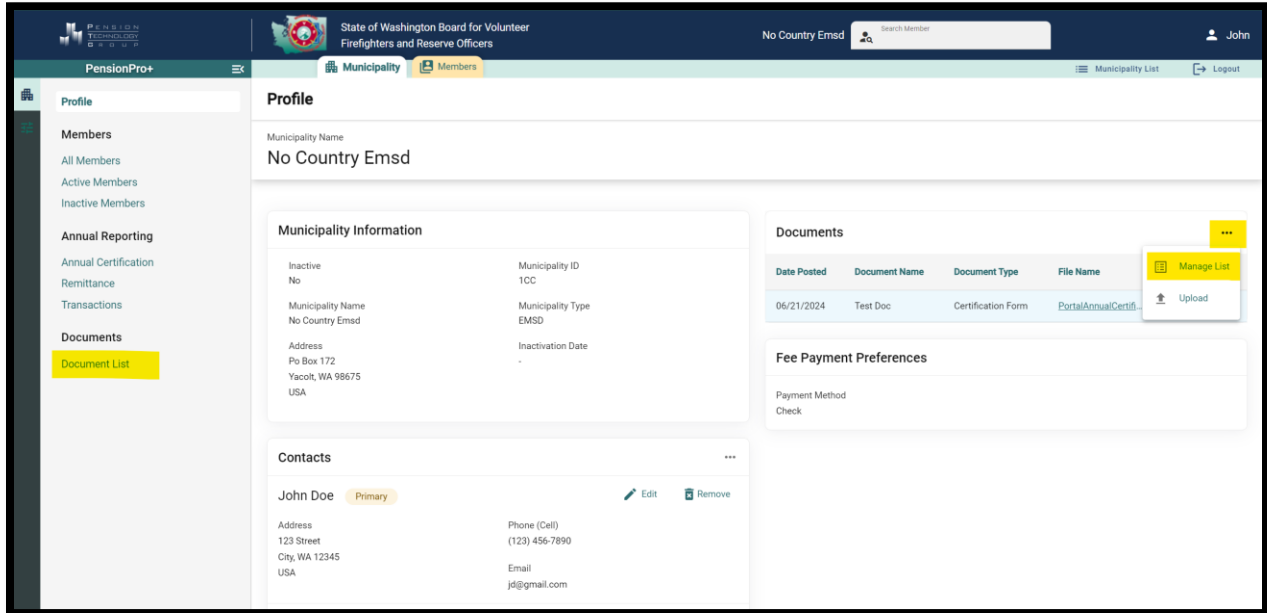


- Users can now click on the File Name to upload the document to their device.



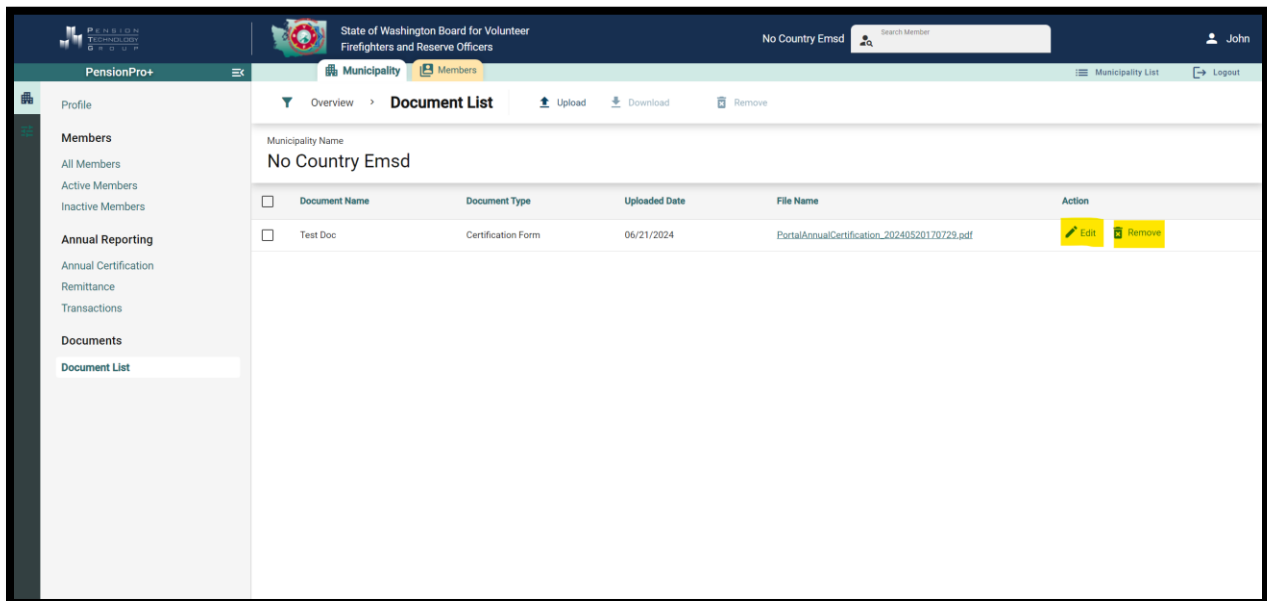
To View Municipality Document List

Either select **Manage List** from the actions list in the Documents section on the Profile screen OR choose **Document List** from the Documents tab in the left menu.



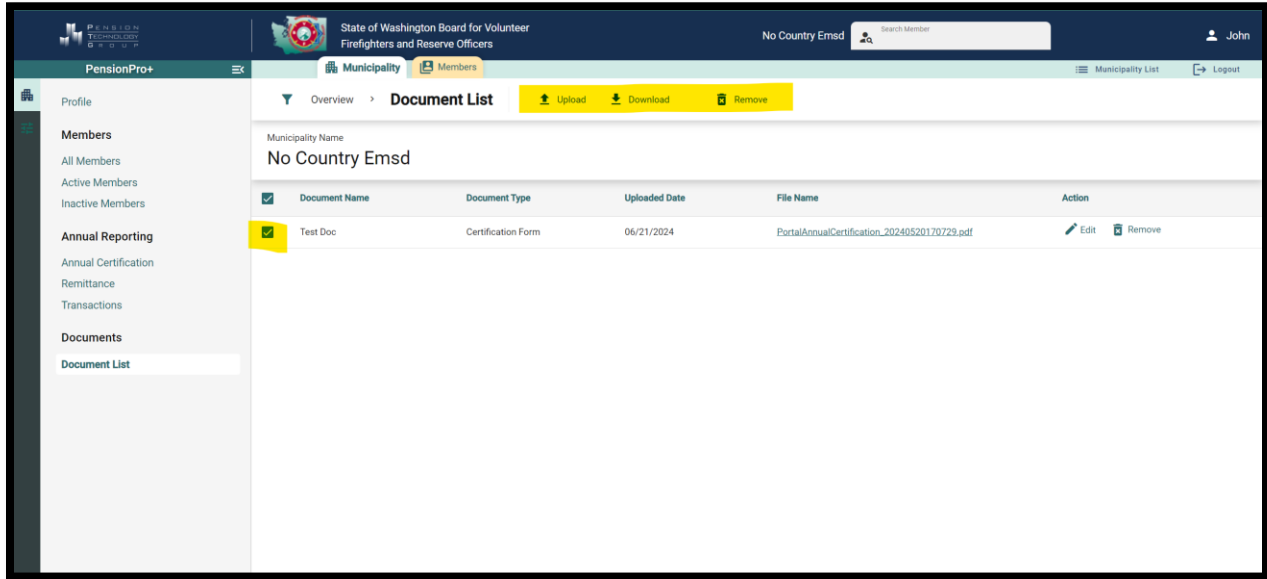
To Edit Municipality Documents

1. Click **Edit** to update the information related to a selected document in the list or Click **Remove** to delete the selected documents from the list.

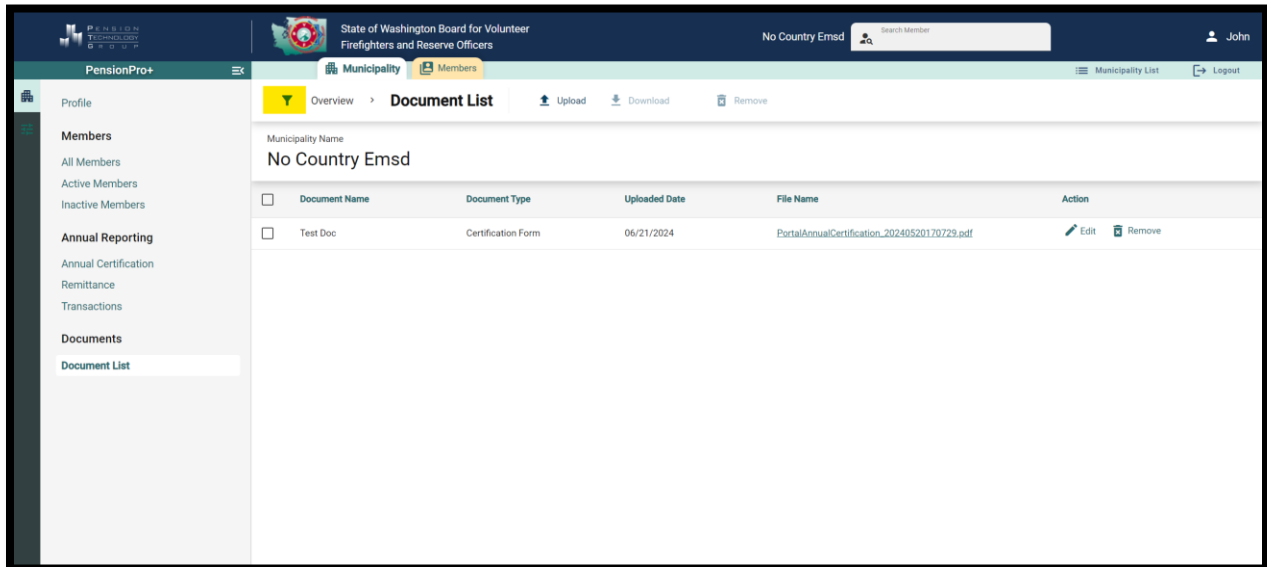


To Use Document List Functions

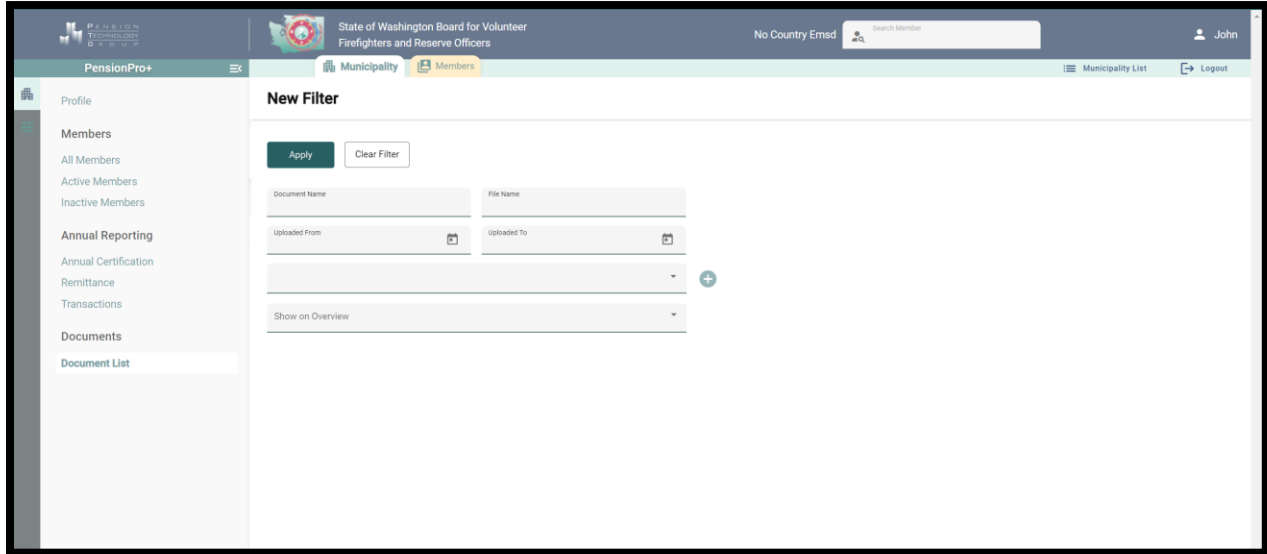
1. Users can select multiple documents by checking the box at the beginning of each row and click an option above to apply the action to checked files in bulk.



2. Additionally, users can click the Filter icon at the top of the header of the Document List screen to filter the document list as needed for easy searching.



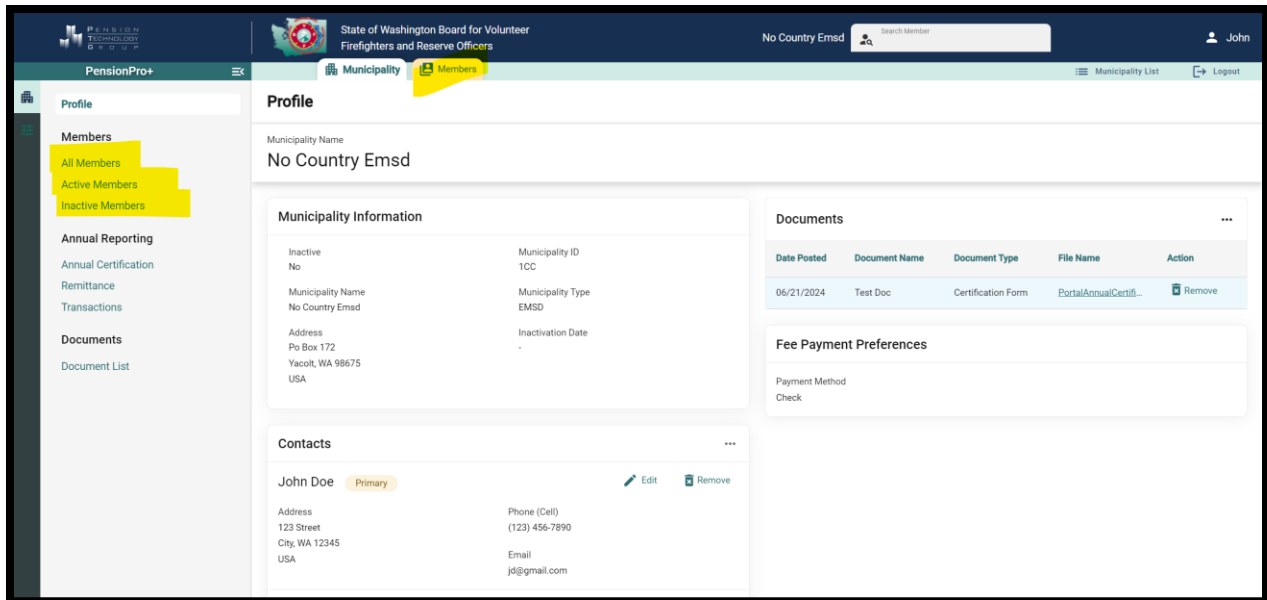
3. Enter the information and click Apply.



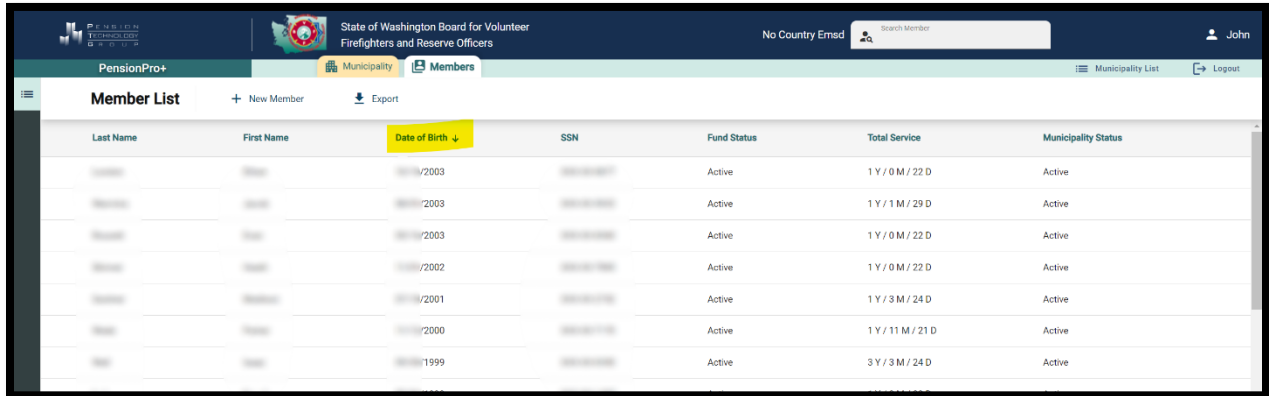
III. Member Profile Maintenance

To View the Member List

1. From the Municipality Profile, click either the **Members** tab in the top header OR click any of the 3 Members screens names in the left menu which serve as a predefined filter. Clicking “Active Members” will open a list of Active Members only.



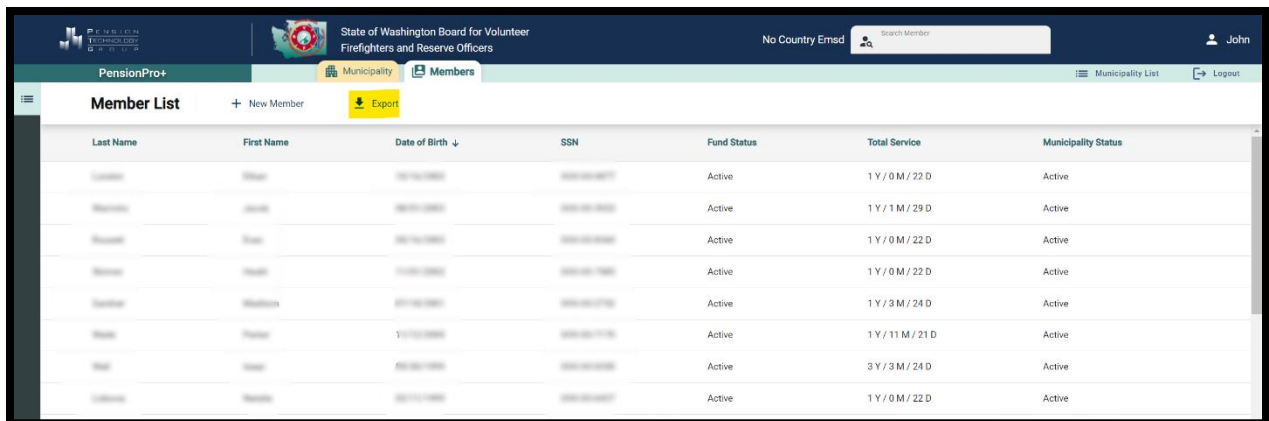
- When viewing the member list, users can click on the header column to change the sorting order to descending or ascending.



Last Name	First Name	Date of Birth ↓	SSN	Fund Status	Total Service	Municipality Status
.../2003	...	Active	1 Y / 0 M / 22 D	Active
.../2003	...	Active	1 Y / 1 M / 29 D	Active
.../2003	...	Active	1 Y / 0 M / 22 D	Active
.../2002	...	Active	1 Y / 0 M / 22 D	Active
.../2001	...	Active	1 Y / 3 M / 24 D	Active
.../2000	...	Active	1 Y / 11 M / 21 D	Active
.../1999	...	Active	3 Y / 3 M / 24 D	Active

To Export Member List

Click **Export** in the header section of the Member List screen. The system will automatically download an Excel file with all the current columns of the current participant list view to the user's device.

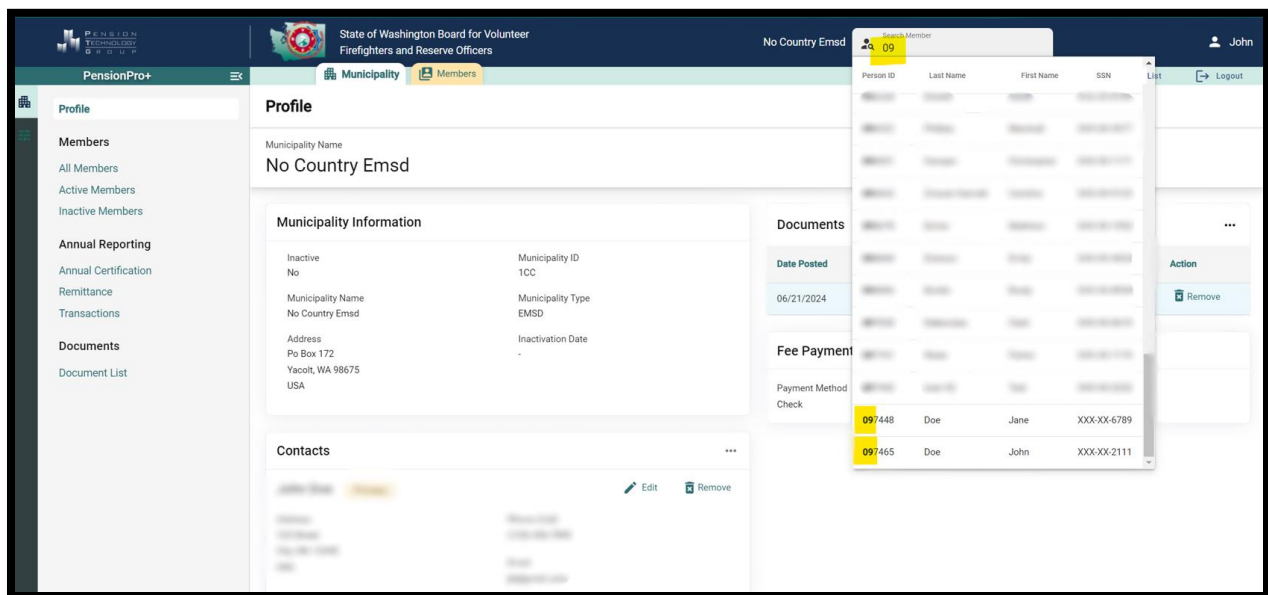


Last Name	First Name	Date of Birth ↓	SSN	Fund Status	Total Service	Municipality Status
.../2003	...	Active	1 Y / 0 M / 22 D	Active
.../2003	...	Active	1 Y / 1 M / 29 D	Active
.../2003	...	Active	1 Y / 0 M / 22 D	Active
.../2002	...	Active	1 Y / 0 M / 22 D	Active
.../2001	...	Active	1 Y / 3 M / 24 D	Active
.../2000	...	Active	1 Y / 11 M / 21 D	Active
.../1999	...	Active	3 Y / 3 M / 24 D	Active
.../2003	...	Active	1 Y / 0 M / 22 D	Active

To View Member Profiles

Using the Search Bar

1. Use the **Search Bar** by entering any partial portion and at least 2 digits of any of the following search criteria: **Person ID, First Name, Last Name, Full SSN, or last 4 SSN**. Based on the search criteria entered by users, the system will display a list of matching members. Users can click to select a member from the list of results to view their profile.
2. Note: When partial search criteria are entered, the results list may be very large and additional search criteria should be entered to narrow down the search list.



The screenshot displays the PensionProPlus interface for the State of Washington Board for Volunteer Firefighters and Reserve Officers. The main content area shows the profile for 'No Country Emsd'. A search results overlay is visible, showing a table of members:

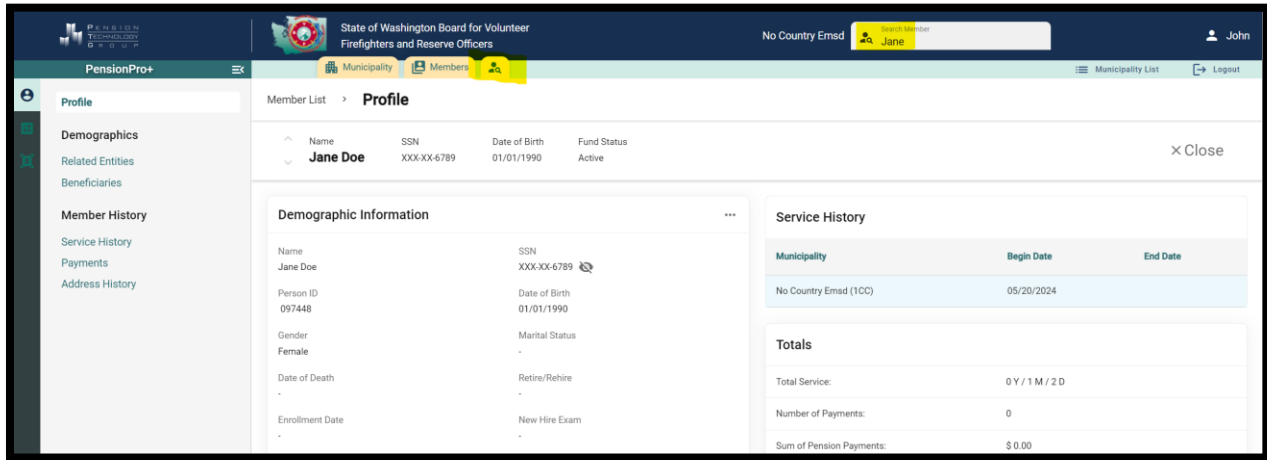
Person ID	Last Name	First Name	SSN
097448	Doe	Jane	XXX-XX-6789
097465	Doe	John	XXX-XX-2111

The interface also includes a left sidebar with navigation options like 'Profile', 'Members', 'Annual Reporting', and 'Documents'. The main profile area contains 'Municipality Information' and 'Contacts'.

Using the Search Tabs

1. Select a member from the Search Bar Result list. After selecting, the system will display the

Search tab.

State of Washington Board for Volunteer Firefighters and Reserve Officers

No Country Emsd

Search Member: Jane

John

Municipality Members

Municipality List Logout

Member List > Profile

Name	SSN	Date of Birth	Fund Status
Jane Doe	XXX-XX-6789	01/01/1990	Active

Demographic Information

Name	Jane Doe	SSN	XXX-XX-6789
Person ID	097448	Date of Birth	01/01/1990
Gender	Female	Marital Status	-
Date of Death	-	Retire/Rehire	-
Enrollment Date	-	New Hire Exam	-

Service History

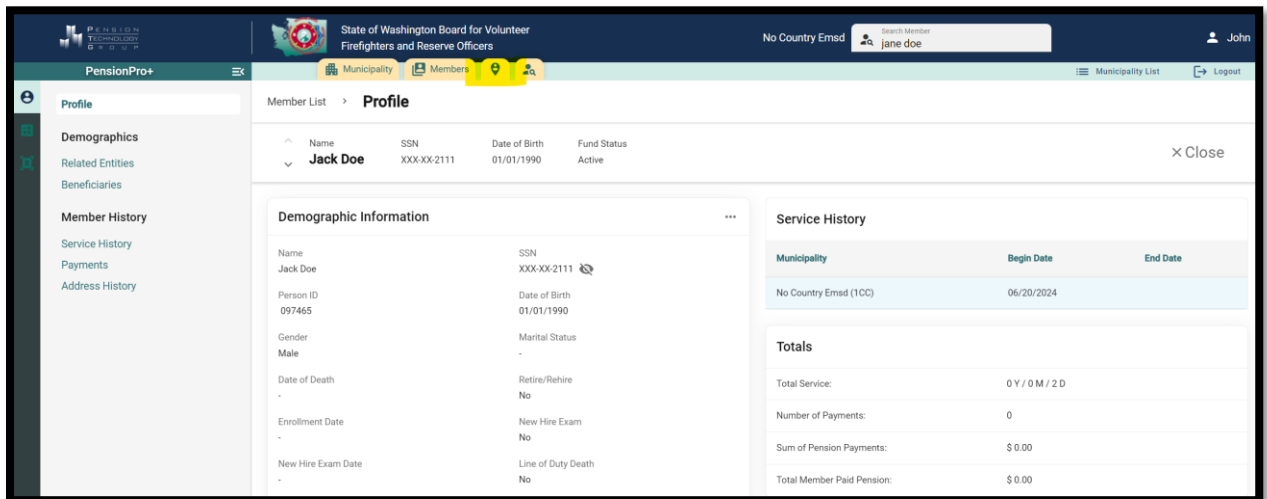
Municipality	Begin Date	End Date
No Country Emsd (ICC)	05/20/2024	

Totals

Total Service:	0 Y / 1 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00

2. Or Select a member from the Member List screen and the system will display the **Individual**

tab

State of Washington Board for Volunteer Firefighters and Reserve Officers

No Country Emsd

Search Member: jane doe

John

Municipality Members

Municipality List Logout

Member List > Profile

Name	SSN	Date of Birth	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	Active

Demographic Information

Name	Jack Doe	SSN	XXX-XX-2111
Person ID	097465	Date of Birth	01/01/1990
Gender	Male	Marital Status	-
Date of Death	-	Retire/Rehire	No
Enrollment Date	-	New Hire Exam	No
New Hire Exam Date	-	Line of Duty Death	No

Service History

Municipality	Begin Date	End Date
No Country Emsd (ICC)	06/20/2024	

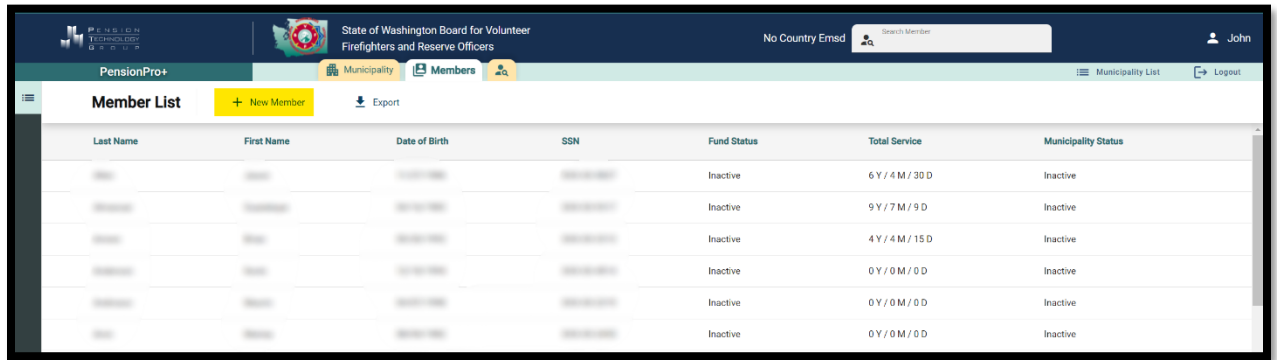
Totals

Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

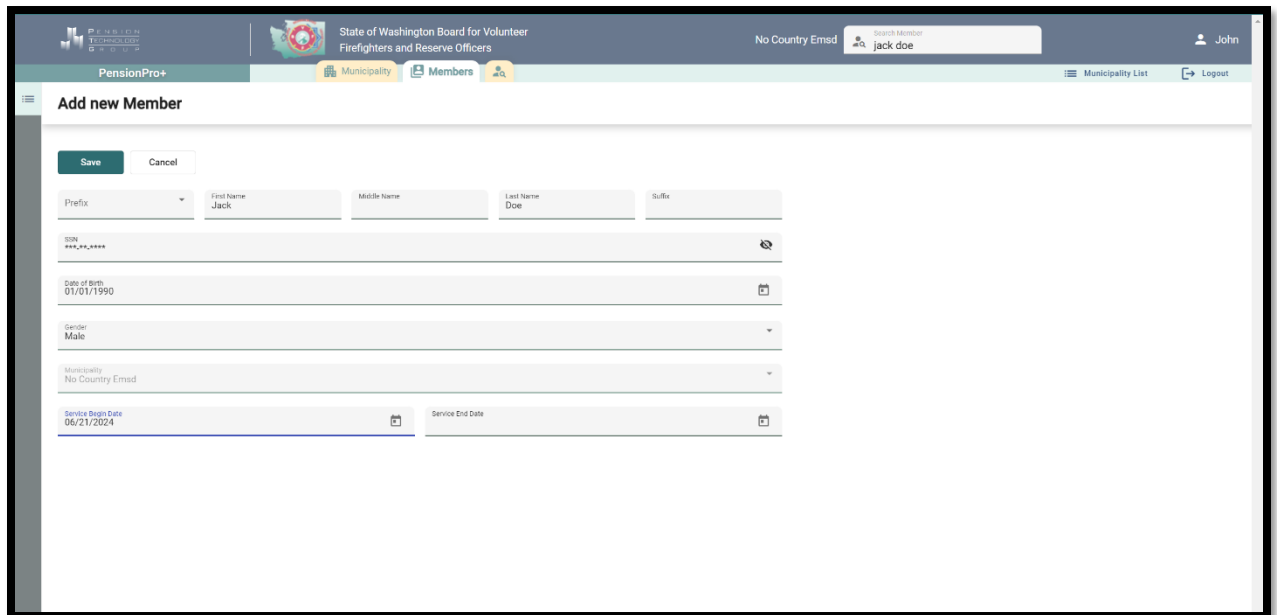
The user can now switch between the 2 open profiles by clicking these tabs.

To Add New Members

1. Click the New Member button in the header section of the Member List screen.



2. Fill in all the required fields. Click **Save** to add the member or click **Cancel** if you do not want to add them.



Add new Member

Save Cancel

Prefix: [dropdown] First Name: Jack Middle Name: Last Name: Doe Suffix: [dropdown]

SSN: [masked]

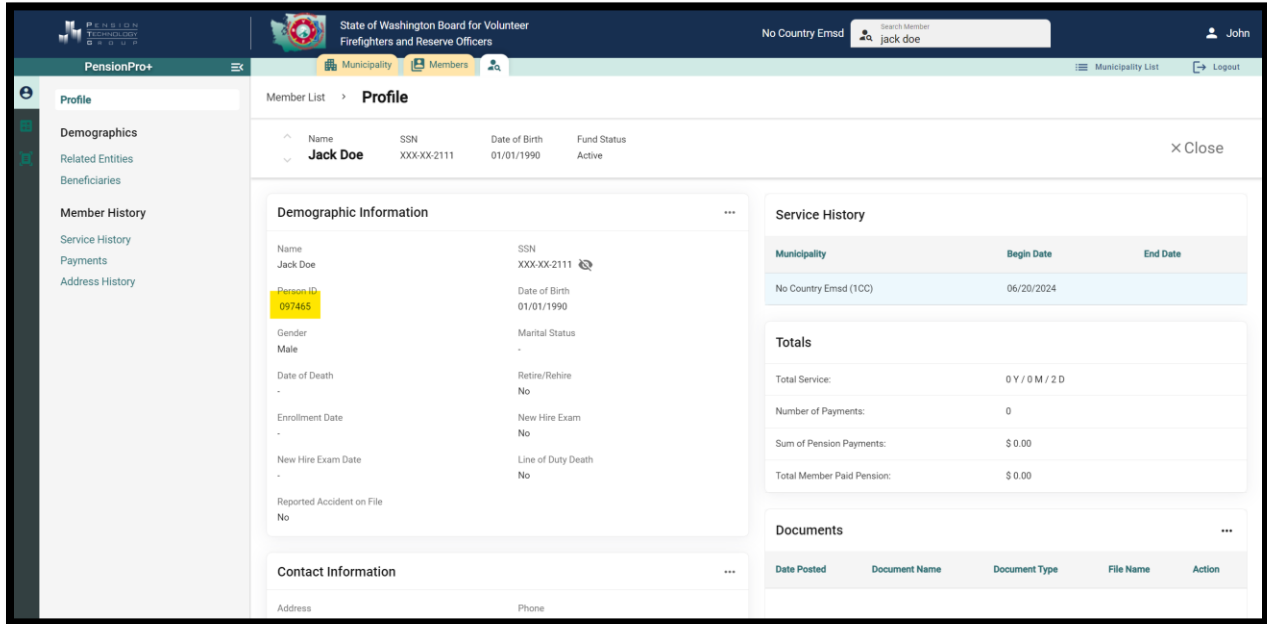
Date of Birth: 07/01/1990

Gender: Male

Municipality: No Country Emsd

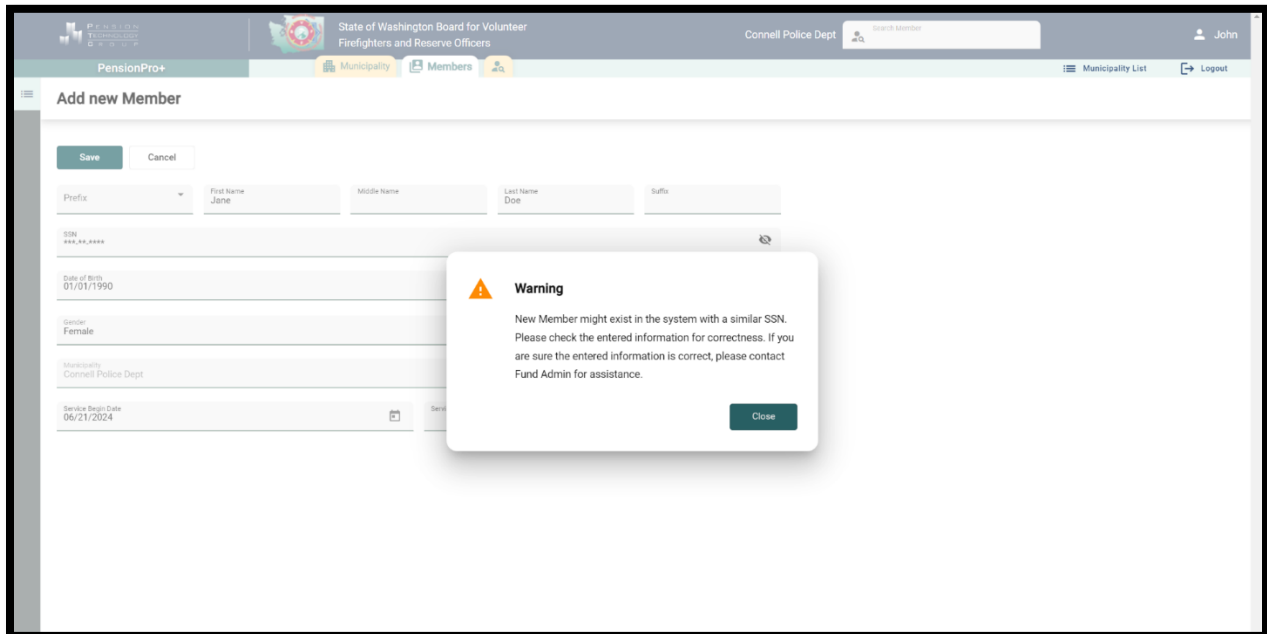
Service Begin Date: 06/21/2024 Service End Date: [dropdown]

- After successfully adding a new member, the system will display the Profile screen of the newly added member. The system will automatically generate a **Person ID** for the newly added member and set their Fund Status to Active.

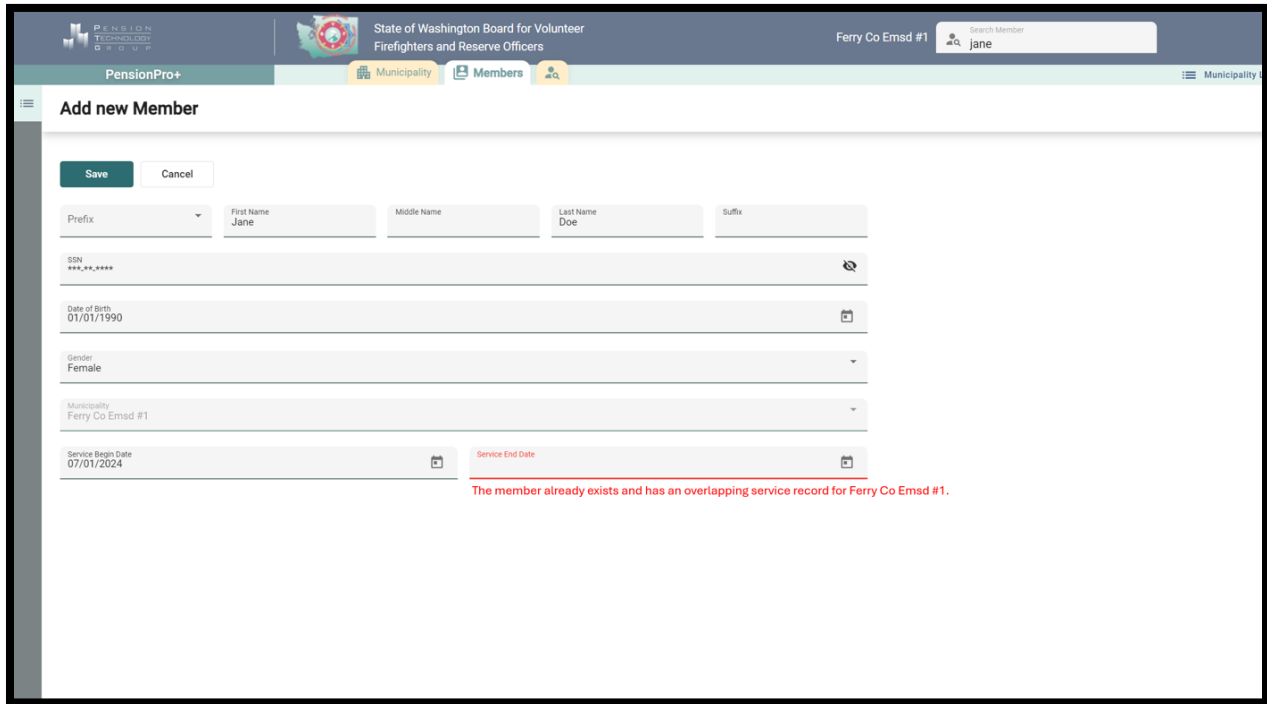


'Already Existing' Members

- If the data entered CLOSLEY matches the data of an existing member in a different municipality, the following pop-up box will notify the user instructing them to contact BVFF Administrators.



2. Additionally, if the data being entered EXACTLY matches the data of an existing member, the system will notify the user of a service overlap in the municipality.



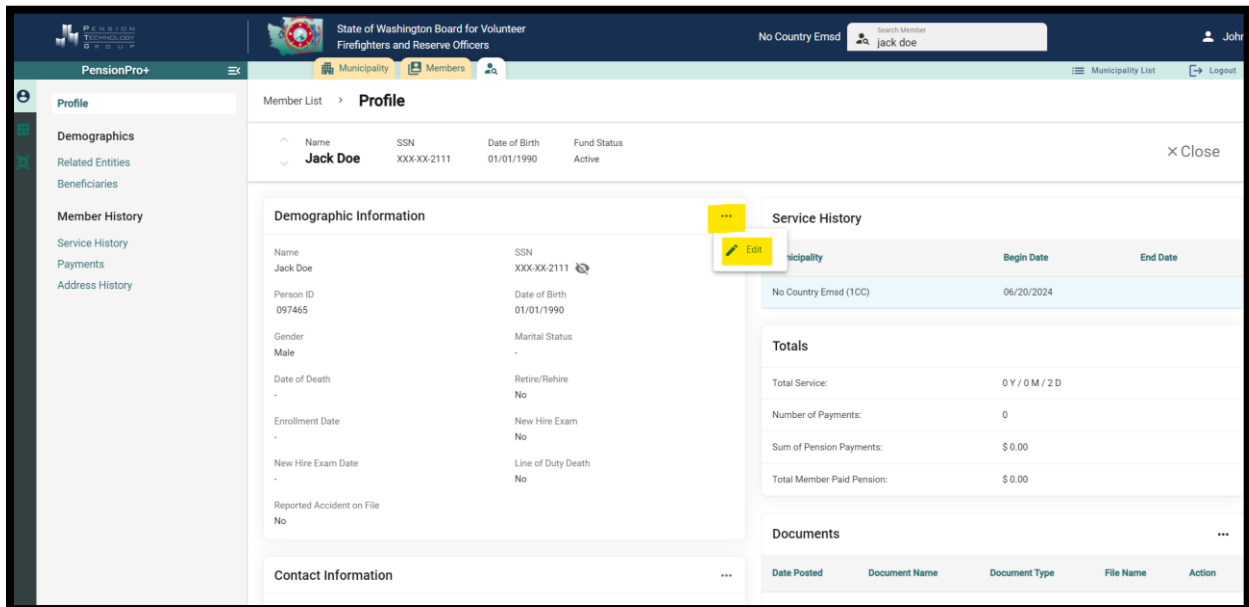
The screenshot shows the 'Add new Member' form in the PensionPro+ system. The form fields are as follows:

- Prefix: (Dropdown)
- First Name: Jane
- Middle Name: (Empty)
- Last Name: Doe
- Suffix: (Empty)
- SSN: ***-**-****
- Date of Birth: 01/01/1990
- Gender: Female
- Municipality: Ferry Co Emsd #1
- Service Begin Date: 07/01/2024
- Service End Date: (Empty)

A red error message is displayed below the form: "The member already exists and has an overlapping service record for Ferry Co Emsd #1."

To Edit Demographic Information

1. At the Profile screen, select **Edit** from the actions list in the Demographic Information section.

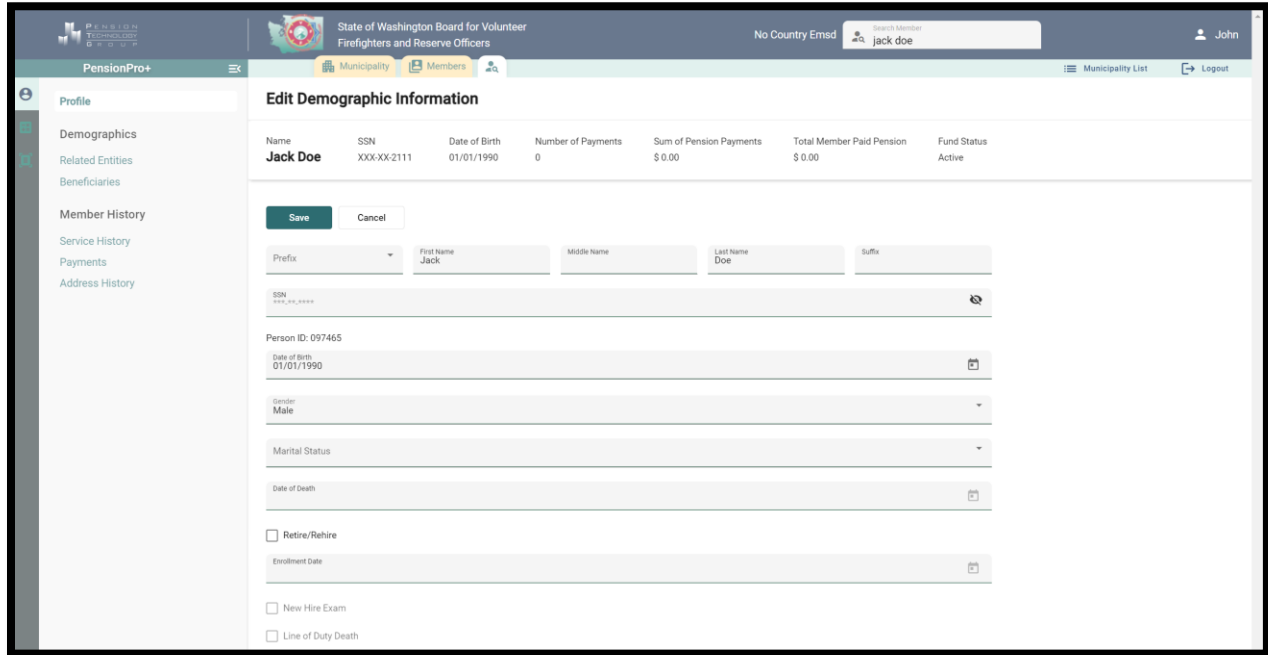


The screenshot shows the 'Profile' screen for a member named Jack Doe. The 'Demographic Information' section is highlighted, and the 'Edit' button is visible. The 'Service History' section shows a record for 'No Country Emsd (1CC)' with a 'Begin Date' of 06/20/2024. The 'Totals' section shows the following information:

Totals	
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

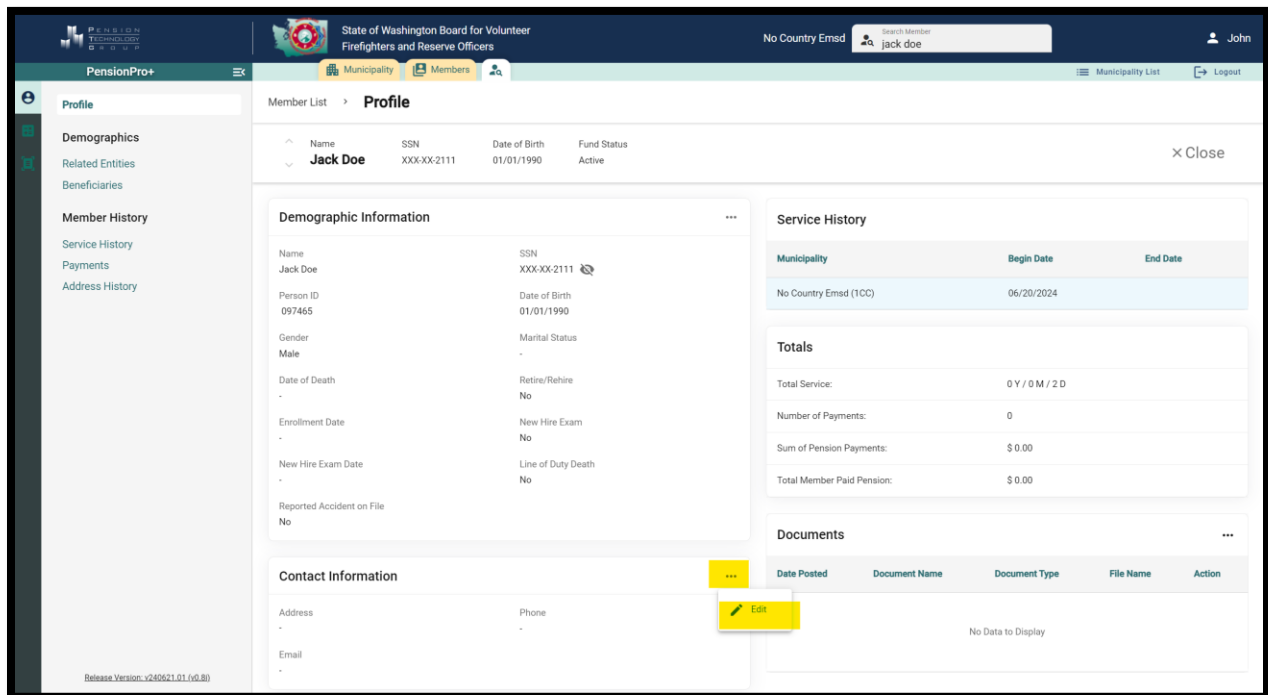
The 'Documents' section is also visible, showing a table with columns: Date Posted, Document Name, Document Type, File Name, and Action.

2. After editing, click Save to save changes or click Cancel to discard any modifications.

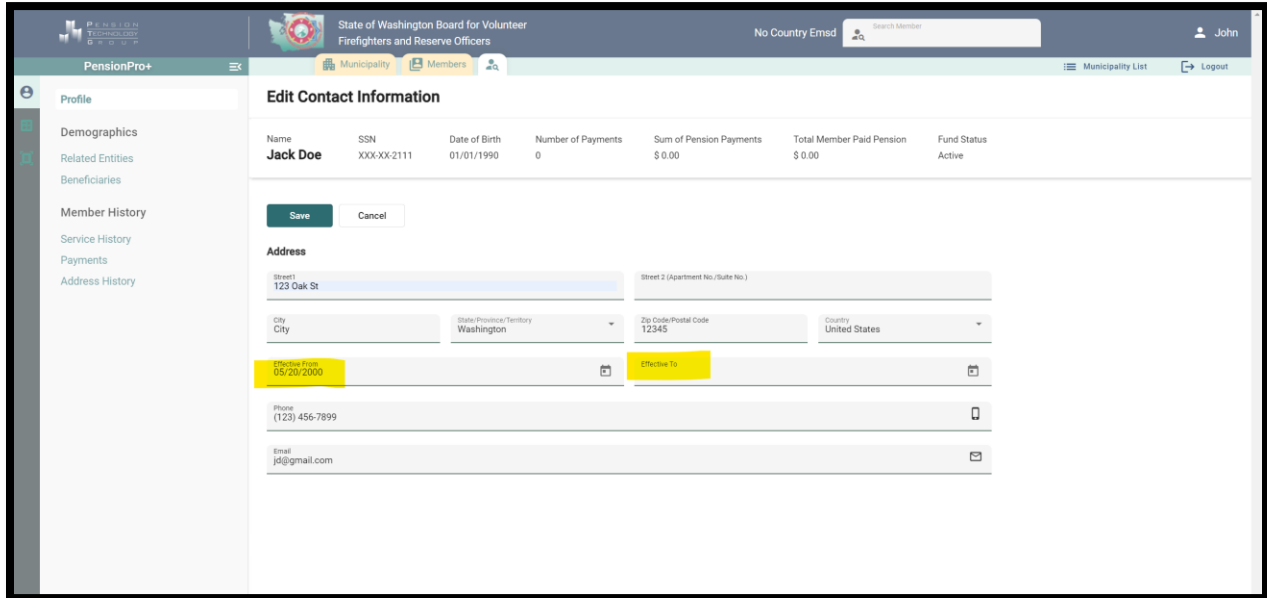


To Edit Member Contact Information

1. Click **Edit** from the actions list in the Contact Information section. After editing, click Save to save changes or click Cancel to discard any modifications.



- Users can set an effective period for a contact address using the **Effective from** and **Effective To** fields. Users can view the effective status of the current address when editing.



Edit Contact Information

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Buttons: Save, Cancel

Address

Street: 123 Oak St | Street 2 (Apartment No./Suite No.):

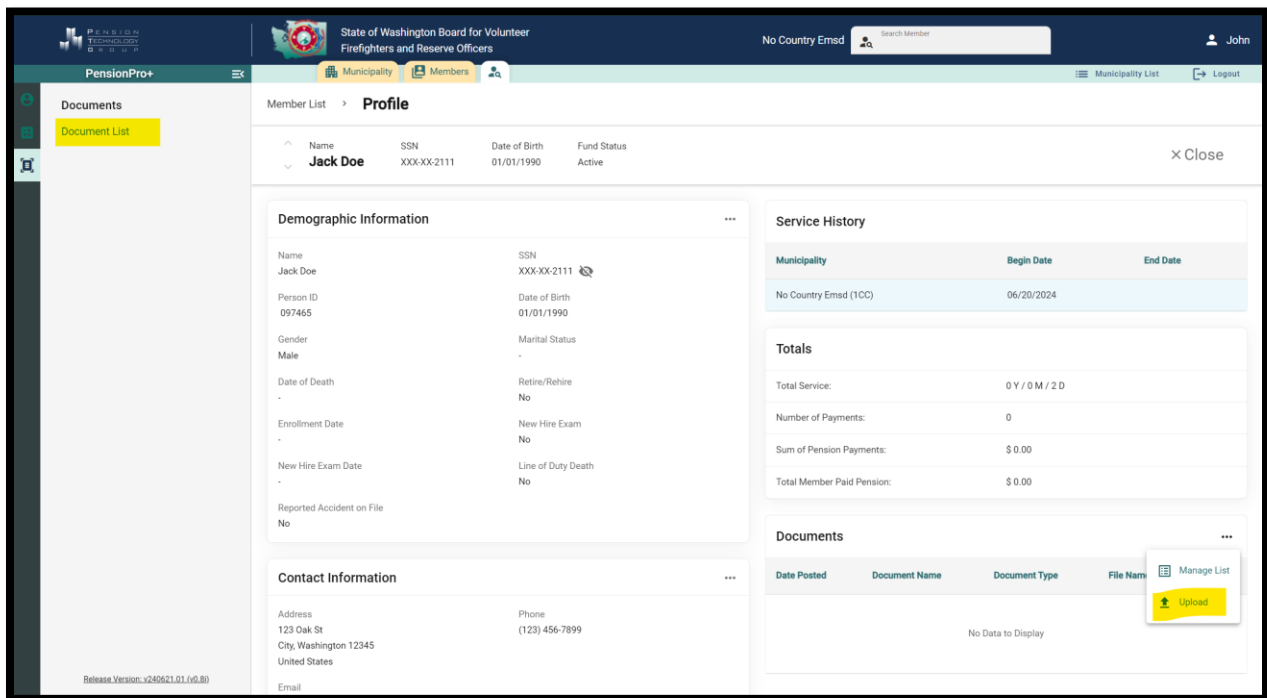
City: City | State/Province/Territory: Washington | Zip Code/Postal Code: 12345 | Country: United States

Effective from: 05/20/2000 | Effective To:

Phone: (123) 456-7899 | Email: jd@gmail.com

To Upload Member Documents

- Either select **Upload** from the Actions list in the Documents section on the Profile screen OR open **Document List** from the Documents tab in the left menu and click Upload on the Document List screen.



Document List

Name	SSN	Date of Birth	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	Active

Demographic Information:

Name	Jack Doe	SSN	XXX-XX-2111
Person ID	097465	Date of Birth	01/01/1990
Gender	Male	Marital Status	-
Date of Death	-	Retire/Rehire	No
Enrollment Date	-	New Hire Exam	No
New Hire Exam Date	-	Line of Duty Death	No
Reported Accident on File	No		

Service History:

Municipality	Begin Date	End Date
No Country Emsd (1CC)	06/20/2024	

Totals:

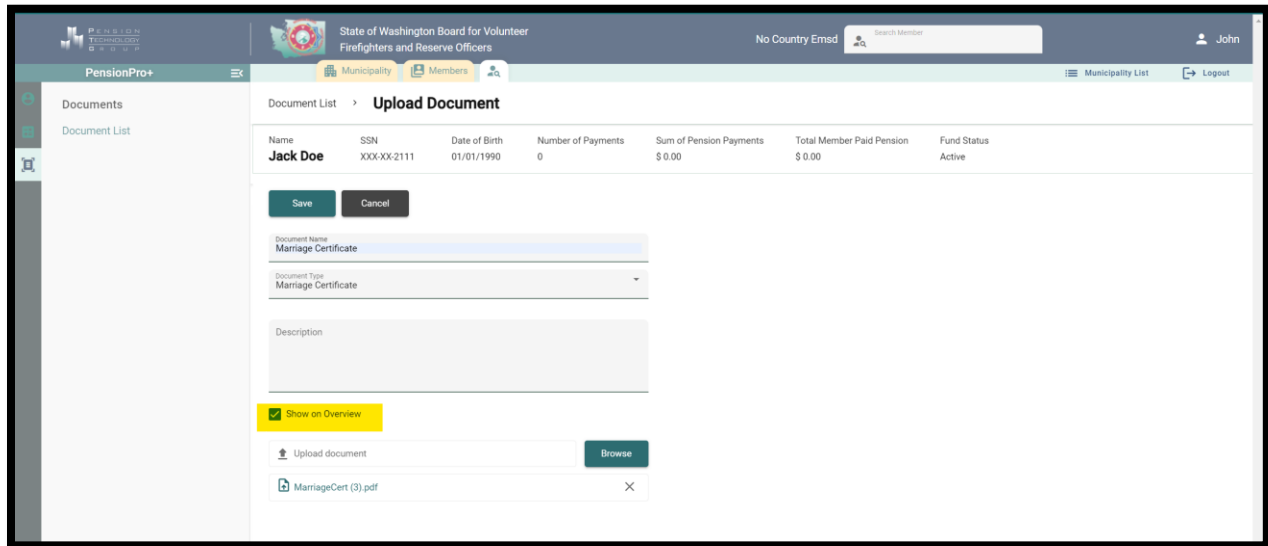
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

Documents:

Date Posted	Document Name	Document Type	File Name
No Data to Display			

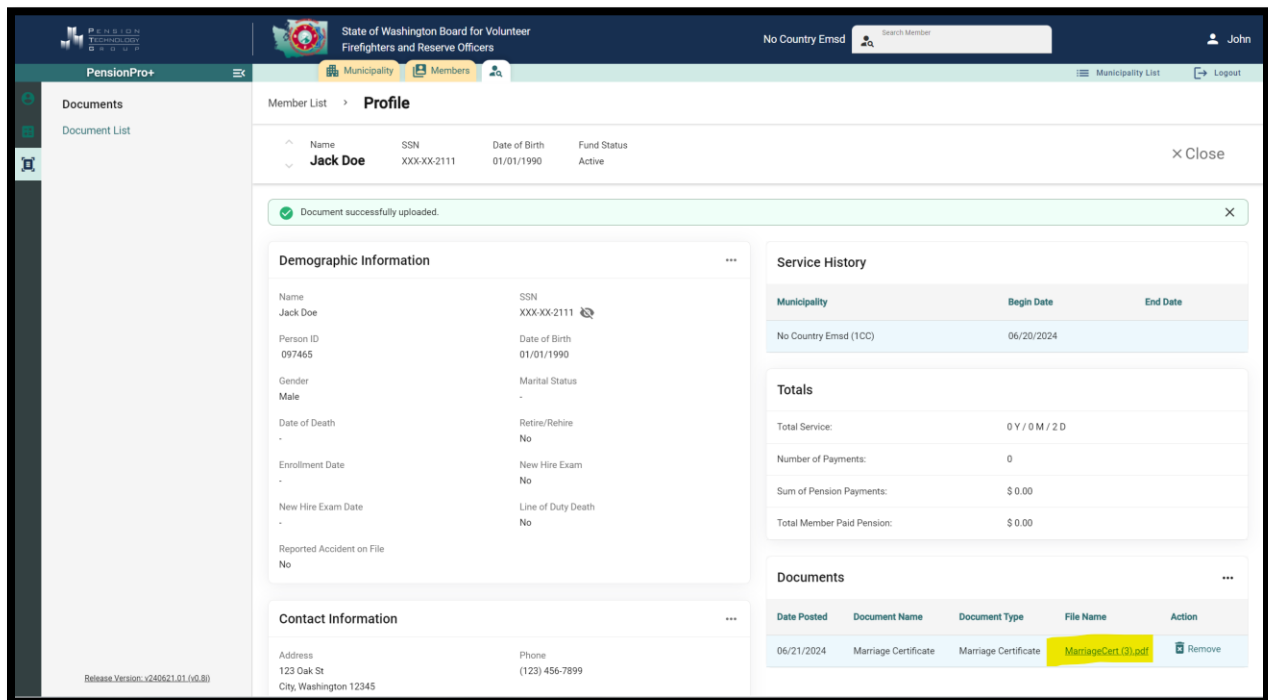
Buttons: Upload

- Fill in the details related to the uploaded document. Click **Save** to add the new document or click Cancel to discard the changes. If users choose the option **Show on Overview**, after successfully saving, the system will display the newly uploaded document at the top of the list in the Documents section on the Member's Profile screen.



The screenshot shows the 'Upload Document' form for member Jack Doe. The form includes fields for Document Name (Marriage Certificate), Document Type (Marriage Certificate), and Description. A 'Show on Overview' checkbox is checked. Below the form is an 'Upload document' section with a 'Browse' button and a file list containing 'MarriageCert (3).pdf'.

- Users can now click on the File Name to download the document to their device.

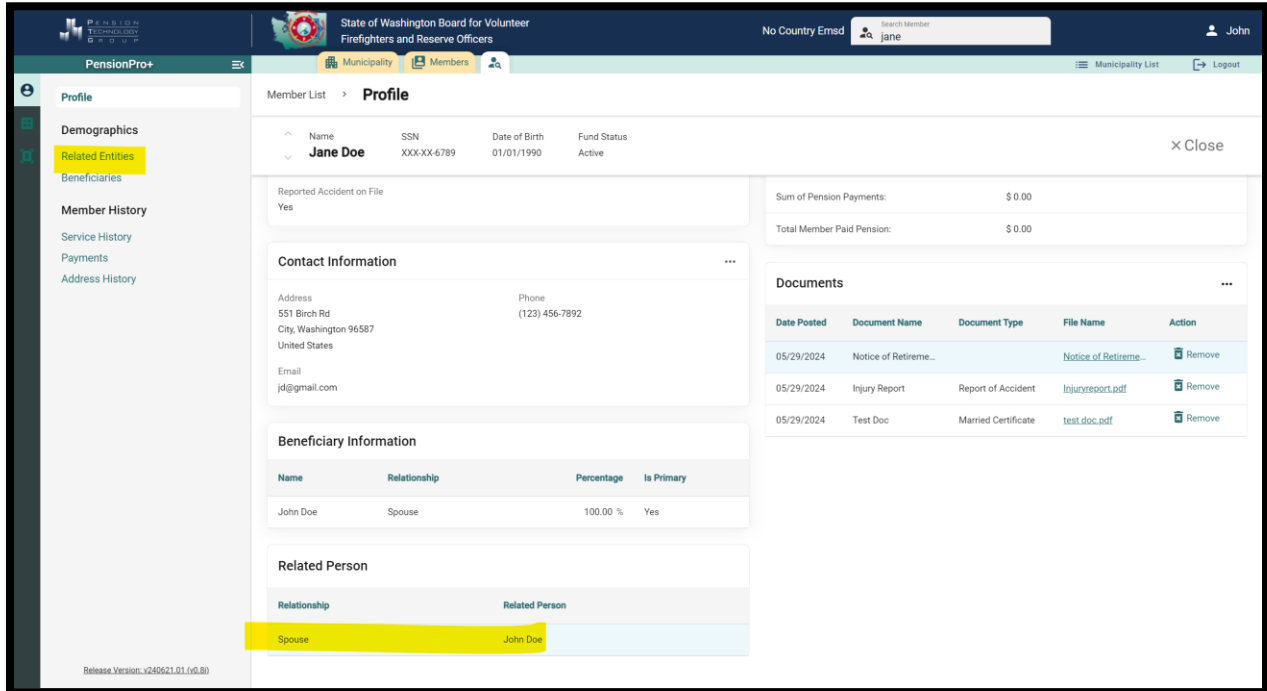


The screenshot shows the Member Profile page for Jack Doe. A green notification bar at the top states 'Document successfully uploaded.' The profile is divided into sections: Demographic Information, Service History, Totals, and Documents. The Documents section at the bottom lists the uploaded file 'MarriageCert (3).pdf' with a download icon and a 'Remove' button.

Date Posted	Document Name	Document Type	File Name	Action
06/21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

To View Related Entities

Either click the on a record from the **Related Person** card on the Member Profile OR click the **Related Entities** screen label from the left menu.

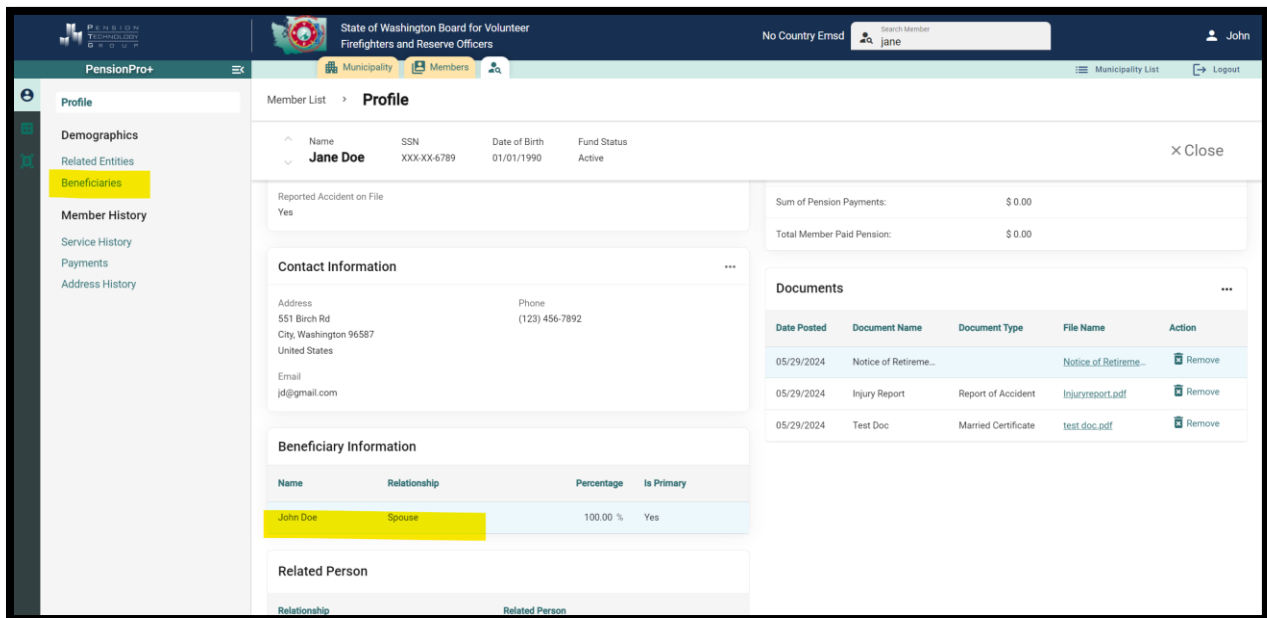


The screenshot shows the 'Profile' page for Jane Doe. The left-hand navigation menu has 'Related Entities' highlighted in yellow. The main content area displays various tabs: Demographics, Contact Information, Beneficiary Information, and Related Person. The 'Related Person' section shows a table with one entry: Spouse, John Doe.

Name	Relationship	Percentage	Is Primary
John Doe	Spouse	100.00 %	Yes

To View Beneficiaries

Either click on a record from the **Beneficiary Information** card on the Member Profile OR click the **Beneficiaries** screen label on the left menu.

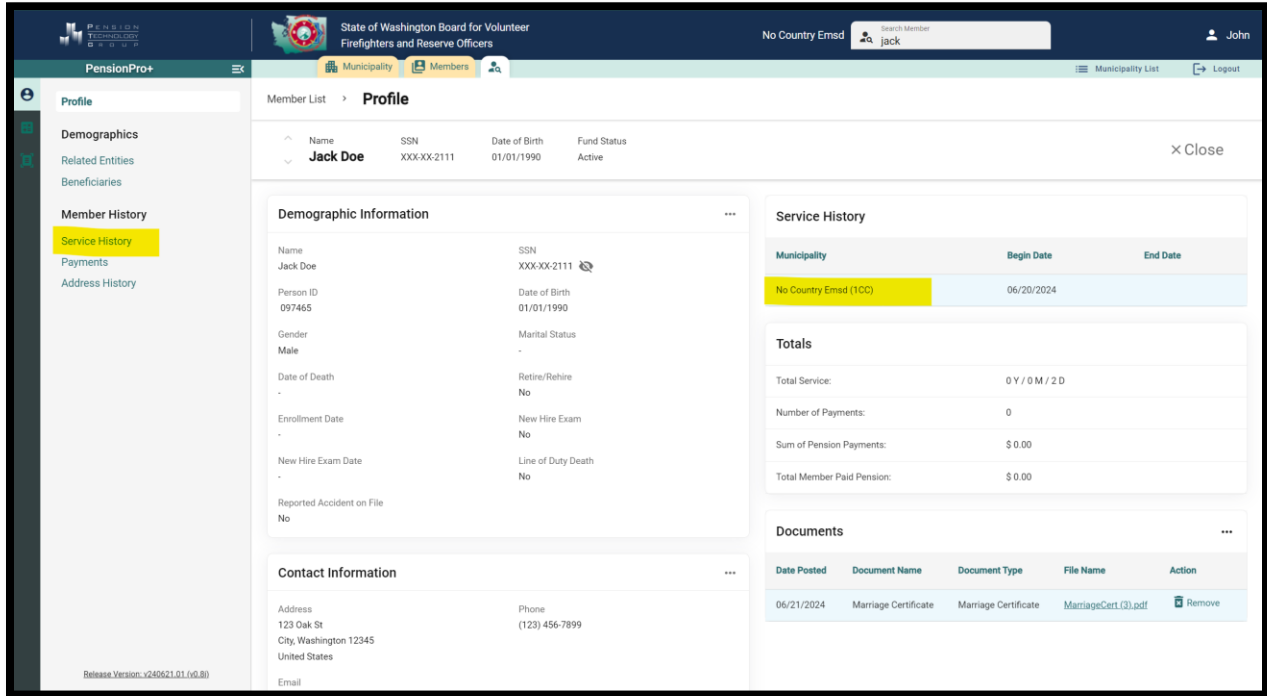


The screenshot shows the 'Profile' page for Jane Doe. The left-hand navigation menu has 'Beneficiaries' highlighted in yellow. The main content area displays various tabs: Demographics, Contact Information, Beneficiary Information, and Related Person. The 'Beneficiary Information' section shows a table with one entry: John Doe, Spouse.

Name	Relationship	Percentage	Is Primary
John Doe	Spouse	100.00 %	Yes

To View Service History

1. At the Member Profile screen, select a service period from the Service History card OR click Service History on the left menu.



Member Profile: Jack Doe

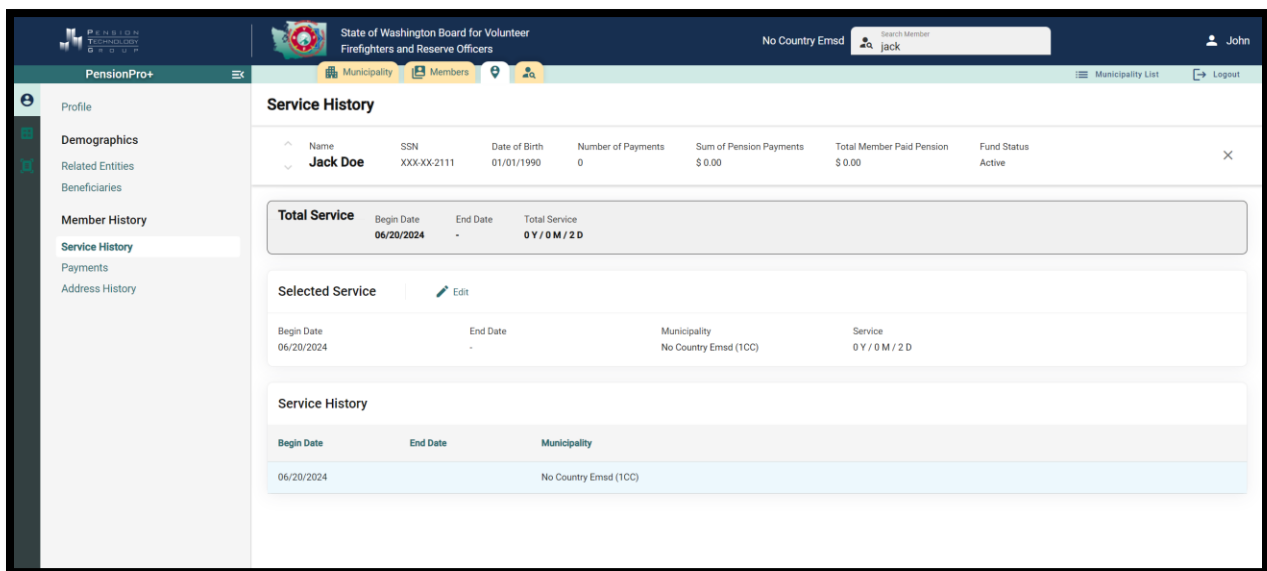
Demographic Information	
Name	Jack Doe
SSN	XXX-XX-2111
Date of Birth	01/01/1990
Person ID	097465
Gender	Male
Date of Death	-
Enrollment Date	-
New Hire Exam Date	-
Reported Accident on File	No

Service History	
Municipality	Begin Date
No Country Emsd (1CC)	06/20/2024

Totals	
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

Documents				
Date Posted	Document Name	Document Type	File Name	Action
06/21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

2. Click on a service period from the Service History section and the system will display details of the selected service period on the Selected Service card.



Service History

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

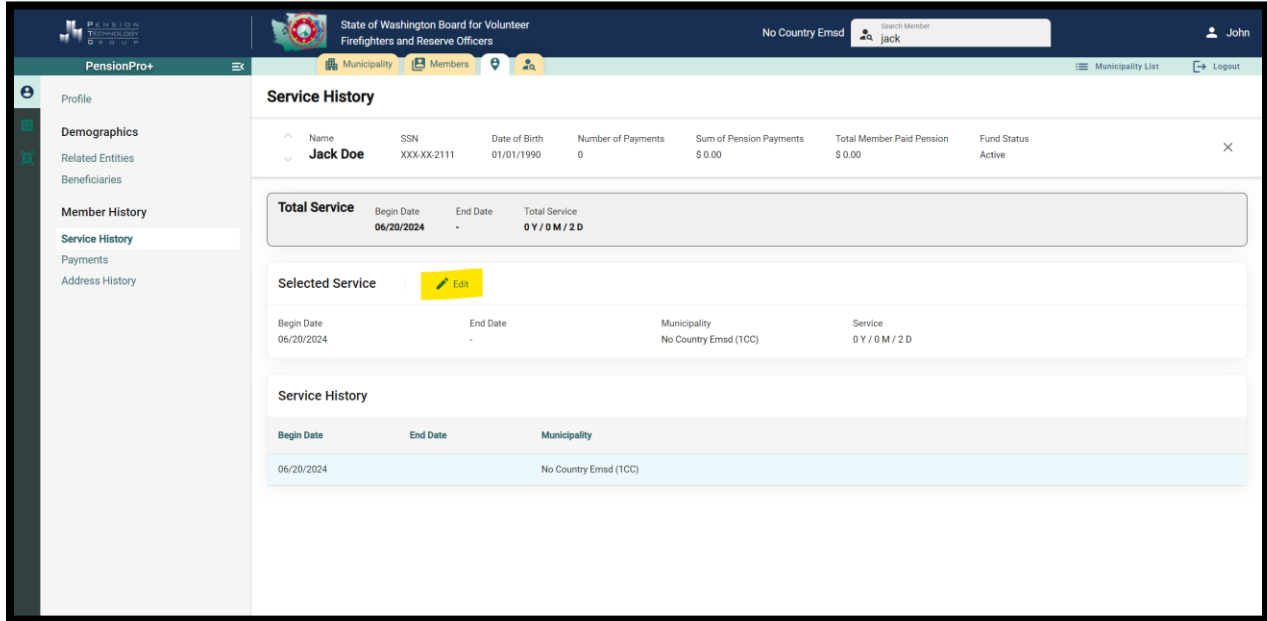
Total Service	Begin Date	End Date	Total Service
	06/20/2024	-	0 Y / 0 M / 2 D

Selected Service	
Begin Date	06/20/2024
End Date	-
Municipality	No Country Emsd (1CC)
Service	0 Y / 0 M / 2 D

Service History		
Begin Date	End Date	Municipality
06/20/2024	-	No Country Emsd (1CC)

To Edit Service History

1. Click **Edit** on the selected service period.



State of Washington Board for Volunteer Firefighters and Reserve Officers

No Country Emsd

Search Member: jack

John

Municipality Members

Municipality List Logout

Service History

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Total Service

Begin Date	End Date	Total Service
06/20/2024	-	0 Y / 0 M / 2 D

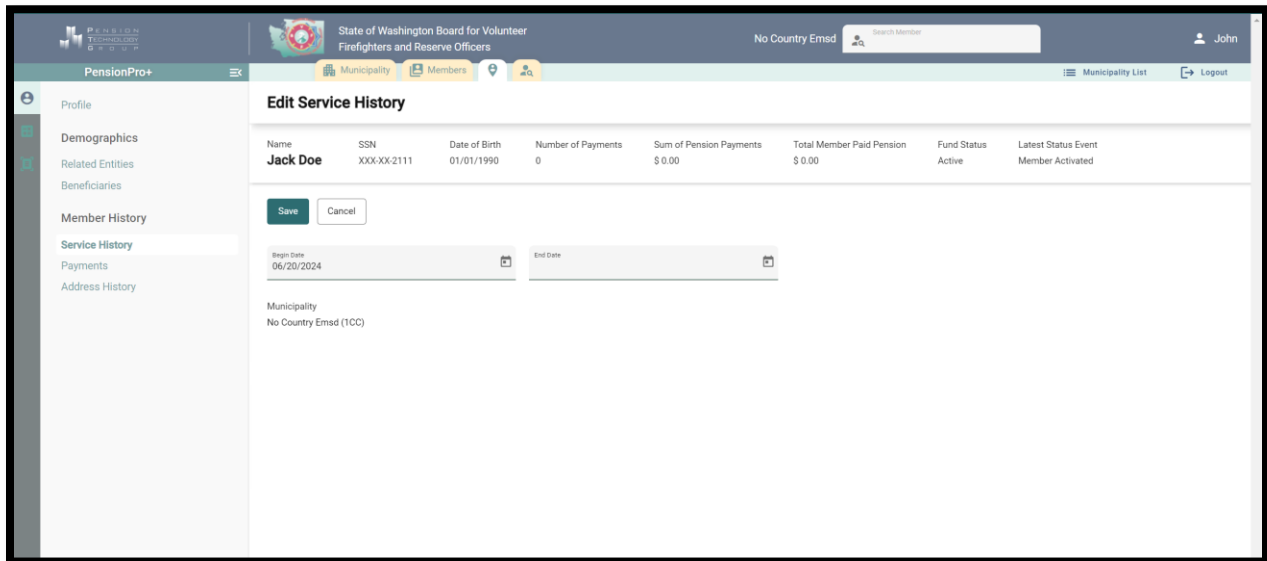
Selected Service Edit

Begin Date	End Date	Municipality	Service
06/20/2024	-	No Country Emsd (1CC)	0 Y / 0 M / 2 D

Service History

Begin Date	End Date	Municipality
06/20/2024	-	No Country Emsd (1CC)

2. Modify the **Begin Date**, add the **End Date** or modify. Click **Save** to confirm or **Cancel** to undo.



State of Washington Board for Volunteer Firefighters and Reserve Officers

No Country Emsd

Search Member

John

Municipality Members

Municipality List Logout

Edit Service History

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status	Latest Status Event
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active	Member Activated

Save Cancel

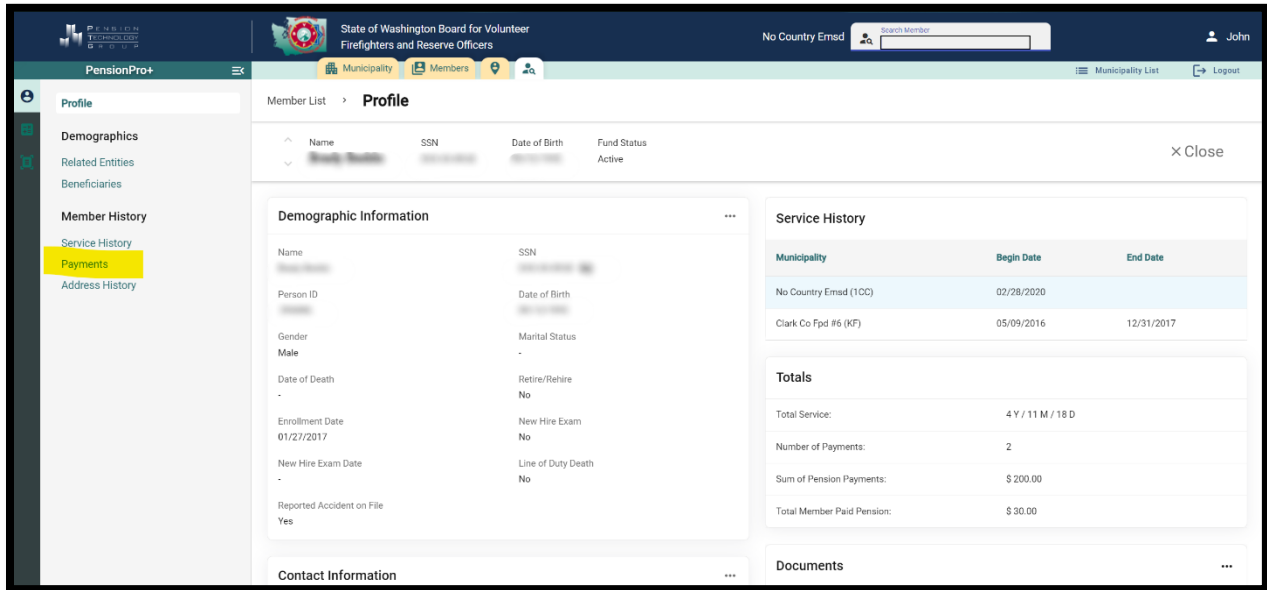
Begin Date: 06/20/2024

End Date:

Municipality: No Country Emsd (1CC)

To View Payments

1. At the Member profile screen, select **Payments** from the left menu.



The screenshot shows the 'Profile' page for a member. The left navigation menu has 'Payments' highlighted. The main content area is divided into several sections:

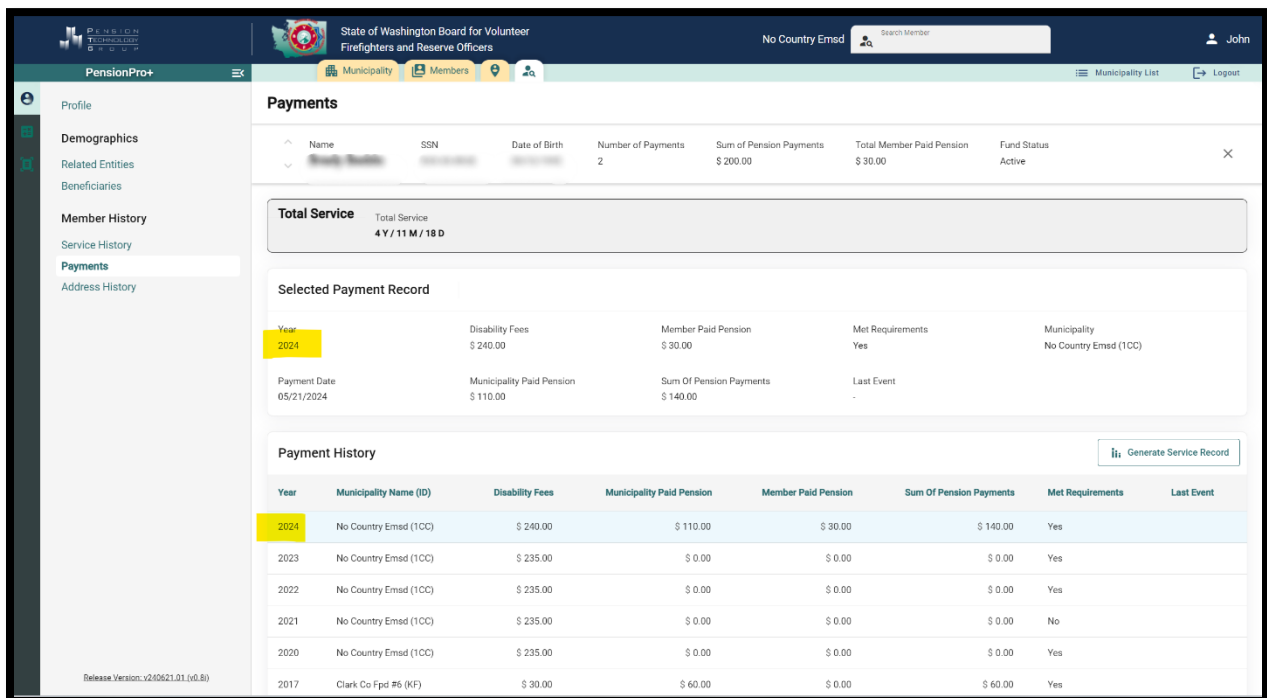
- Demographic Information:**

Name	SSN
Person ID	Date of Birth
Gender: Male	Marital Status
Date of Death	Retire/Rehire
Enrollment Date: 01/27/2017	New Hire Exam
New Hire Exam Date	Line of Duty Death
Reported Accident on File	
- Service History:**

Municipality	Begin Date	End Date
No Country Emsd (1CC)	02/28/2020	
Clark Co Fpd #6 (KF)	05/09/2016	12/31/2017
- Totals:**

Total Service:	4 Y / 11 M / 18 D
Number of Payments:	2
Sum of Pension Payments:	\$ 200.00
Total Member Paid Pension:	\$ 30.00

2. Select an individual record from the Payment History list and the information will be displayed above in the Selected Payment Record section.



The screenshot shows the 'Payments' page. The left navigation menu has 'Payments' highlighted. The main content area includes:

- Summary:**

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
			2	\$ 200.00	\$ 30.00	Active
- Total Service:**

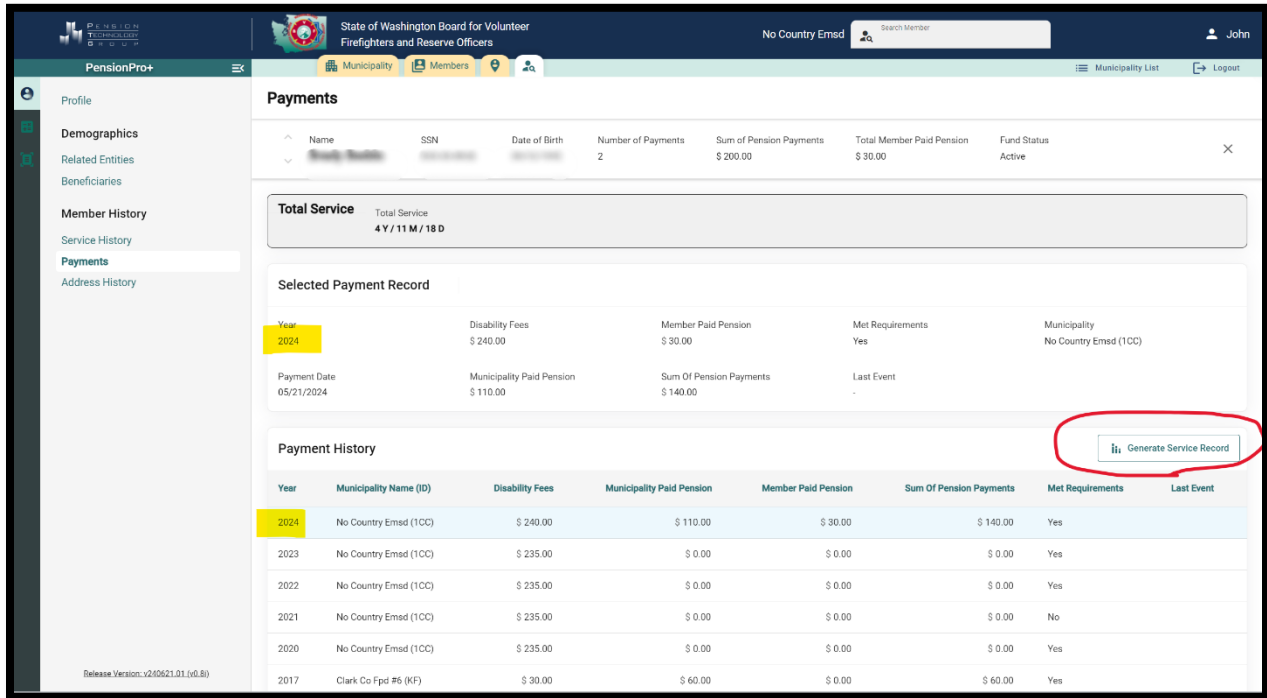
Total Service	4 Y / 11 M / 18 D
---------------	-------------------
- Selected Payment Record:**

Year: 2024	Disability Fees: \$ 240.00	Member Paid Pension: \$ 30.00	Met Requirements: Yes	Municipality: No Country Emsd (1CC)
Payment Date: 05/21/2024	Municipality Paid Pension: \$ 110.00	Sum Of Pension Payments: \$ 140.00	Last Event:	
- Payment History:**

Year	Municipality Name (ID)	Disability Fees	Municipality Paid Pension	Member Paid Pension	Sum Of Pension Payments	Met Requirements	Last Event
2024	No Country Emsd (1CC)	\$ 240.00	\$ 110.00	\$ 30.00	\$ 140.00	Yes	
2023	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2022	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2021	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	No	
2020	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2017	Clark Co Fpd #6 (KF)	\$ 30.00	\$ 60.00	\$ 0.00	\$ 60.00	Yes	

To Generate Service Record

1. Click **Generate Service Record** and the system will upload the record to the user's device.



Payments

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Brady Beddo	[REDACTED]	[REDACTED]	2	\$ 200.00	\$ 30.00	Active

Total Service
Total Service: 4 Y / 11 M / 18 D

Selected Payment Record

Year	Disability Fees	Member Paid Pension	Met Requirements	Municipality
2024	\$ 240.00	\$ 30.00	Yes	No Country Emsd (1CC)

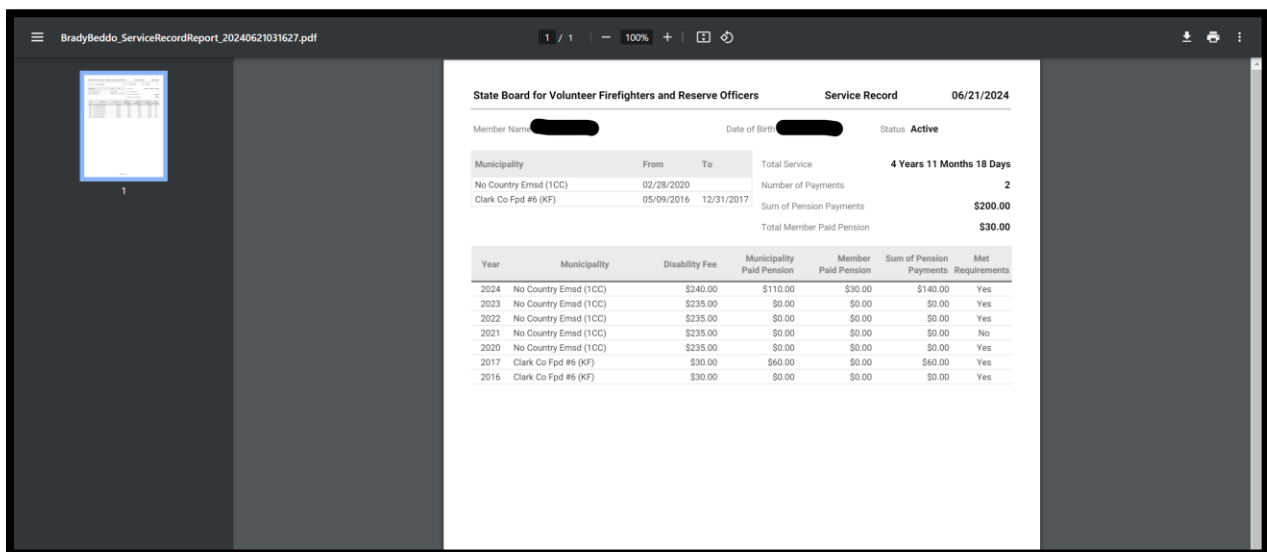
Payment Date: 05/21/2024
Municipality Paid Pension: \$ 110.00
Sum Of Pension Payments: \$ 140.00
Last Event: .

Payment History

Year	Municipality Name (ID)	Disability Fees	Municipality Paid Pension	Member Paid Pension	Sum Of Pension Payments	Met Requirements	Last Event
2024	No Country Emsd (1CC)	\$ 240.00	\$ 110.00	\$ 30.00	\$ 140.00	Yes	
2023	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2022	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2021	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	No	
2020	No Country Emsd (1CC)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	
2017	Clark Co Fpd #6 (KF)	\$ 30.00	\$ 60.00	\$ 0.00	\$ 60.00	Yes	

Release Version: v240621.01 (v0.8)

2. Opening the pdf will display the record.



BradyBeddo_ServiceRecordReport_20240621031627.pdf

1 / 1 | 100% | [Icons]

State Board for Volunteer Firefighters and Reserve Officers **Service Record** 06/21/2024

Member Name: [REDACTED] Date of Birth: [REDACTED] Status: **Active**

Municipality: [REDACTED] From: [REDACTED] To: [REDACTED] Total Service: **4 Years 11 Months 18 Days**

No Country Emsd (1CC) 02/28/2020 Number of Payments: **2**

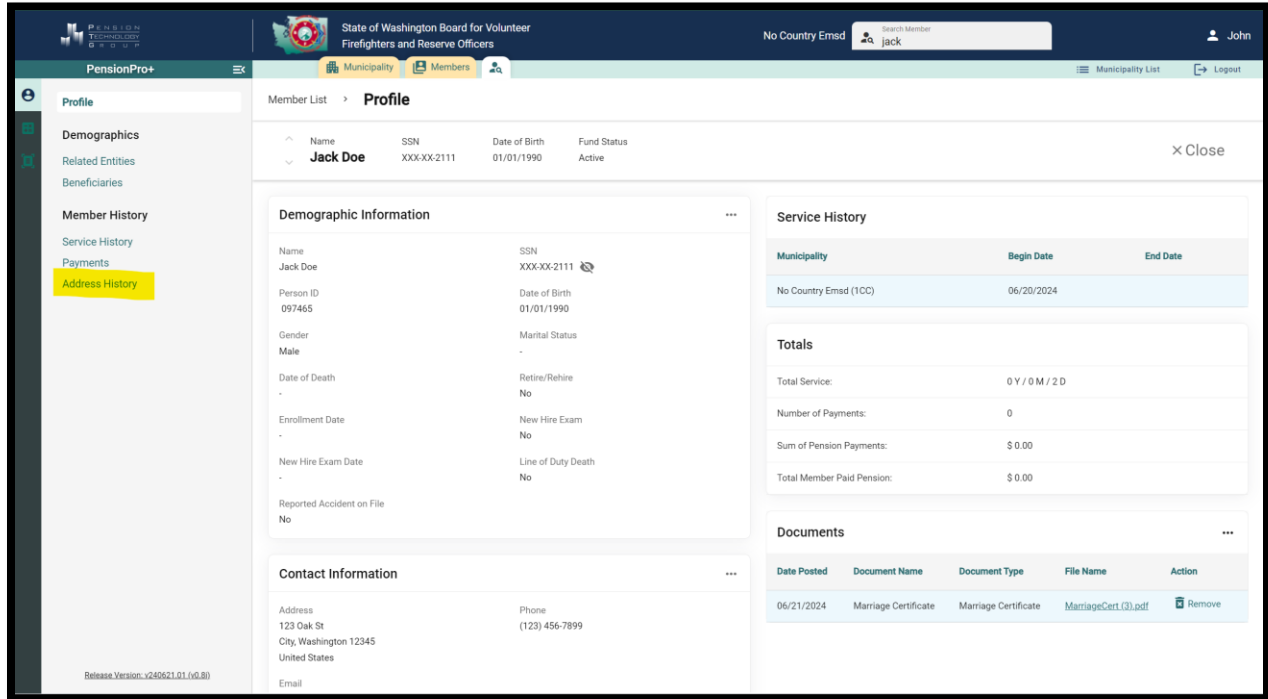
Clark Co Fpd #6 (KF) 05/09/2016 12/31/2017 Sum of Pension Payments: **\$200.00**

Total Member Paid Pension: **\$30.00**

Year	Municipality	Disability Fee	Municipality Paid Pension	Member Paid Pension	Sum of Pension Payments	Met Requirements
2024	No Country Emsd (1CC)	\$240.00	\$110.00	\$30.00	\$140.00	Yes
2023	No Country Emsd (1CC)	\$235.00	\$0.00	\$0.00	\$0.00	Yes
2022	No Country Emsd (1CC)	\$235.00	\$0.00	\$0.00	\$0.00	Yes
2021	No Country Emsd (1CC)	\$235.00	\$0.00	\$0.00	\$0.00	No
2020	No Country Emsd (1CC)	\$235.00	\$0.00	\$0.00	\$0.00	Yes
2017	Clark Co Fpd #6 (KF)	\$30.00	\$60.00	\$0.00	\$60.00	Yes
2016	Clark Co Fpd #6 (KF)	\$30.00	\$0.00	\$0.00	\$0.00	Yes

To View Address History

1. At the member profile screen, Select **Address History** on the left menu.



The screenshot shows the member profile for Jack Doe. The left sidebar menu has 'Address History' highlighted in yellow. The main content area shows demographic information, service history, and contact information.

Demographic Information	
Name	Jack Doe
SSN	XXX-XX-2111
Person ID	097465
Gender	Male
Date of Death	-
Enrollment Date	-
New Hire Exam Date	-
Reported Accident on File	No

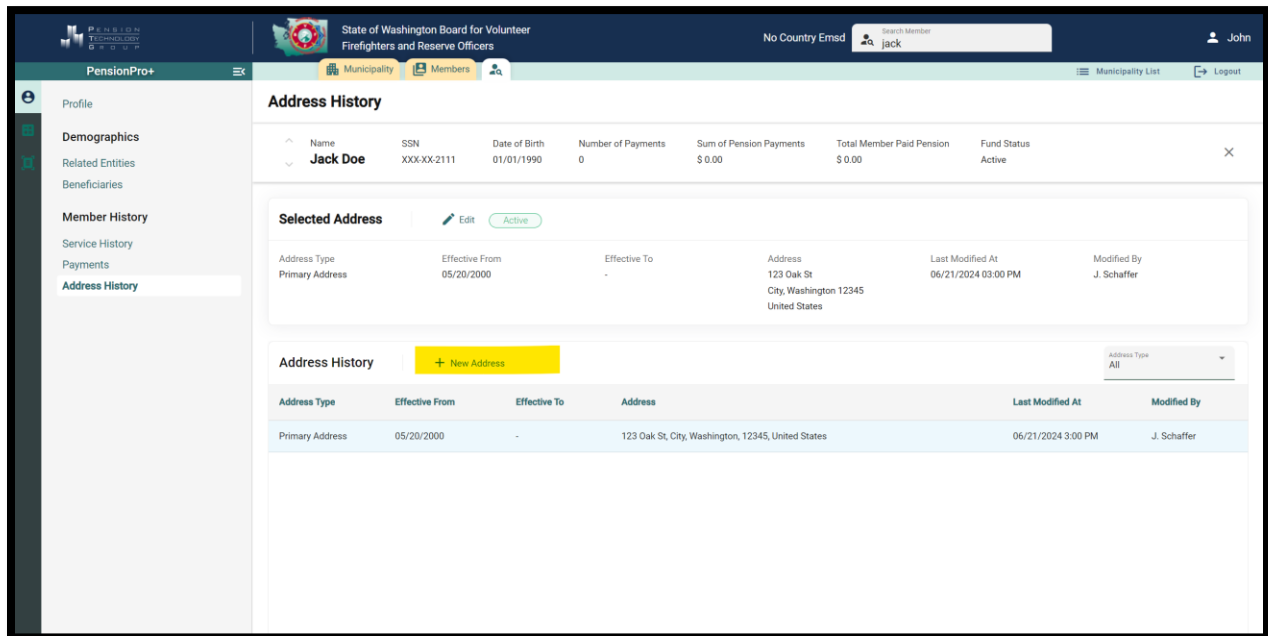
Service History		
Municipality	Begin Date	End Date
No Country Emsd (1CC)	06/20/2024	

Totals	
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

Documents				
Date Posted	Document Name	Document Type	File Name	Action
06/21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

To Add New Address

1. Click **+ New Address** on the Address History card when viewing the Address History screen.



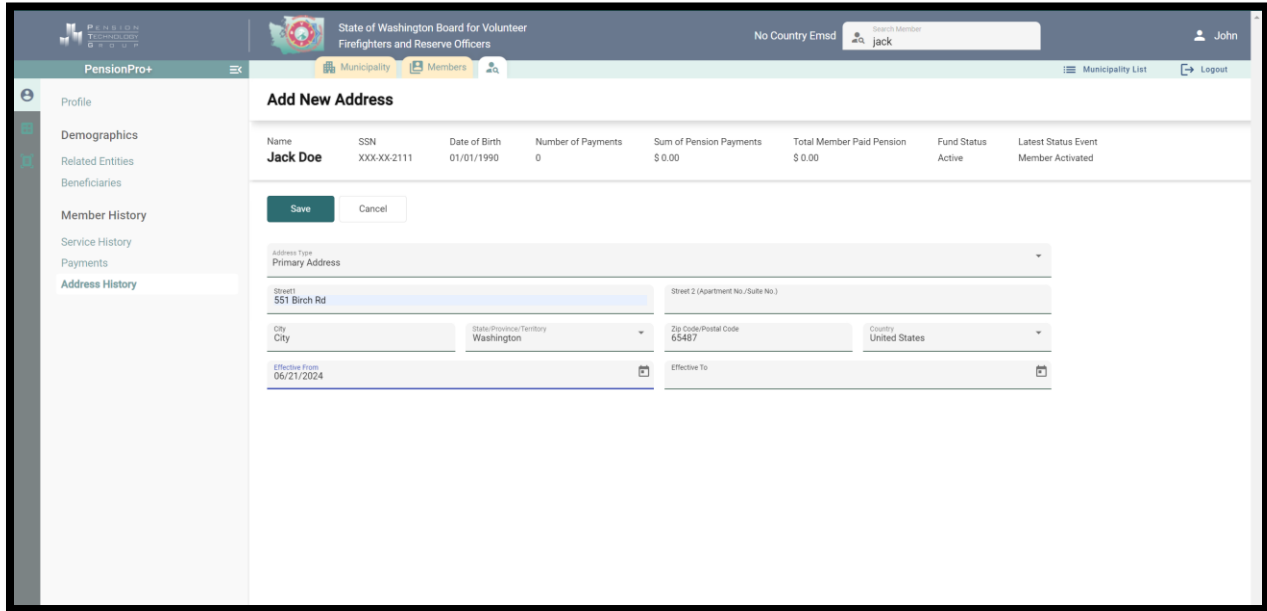
The screenshot shows the 'Address History' screen for Jack Doe. The '+ New Address' button is highlighted in yellow. The screen displays a table of address history with one entry.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Selected Address					
Address Type	Effective From	Effective To	Address	Last Modified At	Modified By
Primary Address	05/20/2000	-	123 Oak St City, Washington 12345 United States	06/21/2024 03:00 PM	J. Schaffer

Address History					
Address Type	Effective From	Effective To	Address	Last Modified At	Modified By
Primary Address	05/20/2000	-	123 Oak St, City, Washington, 12345, United States	06/21/2024 3:00 PM	J. Schaffer

2. Fill in the required information. Click **Save** to save changes or **Cancel** to discard them.



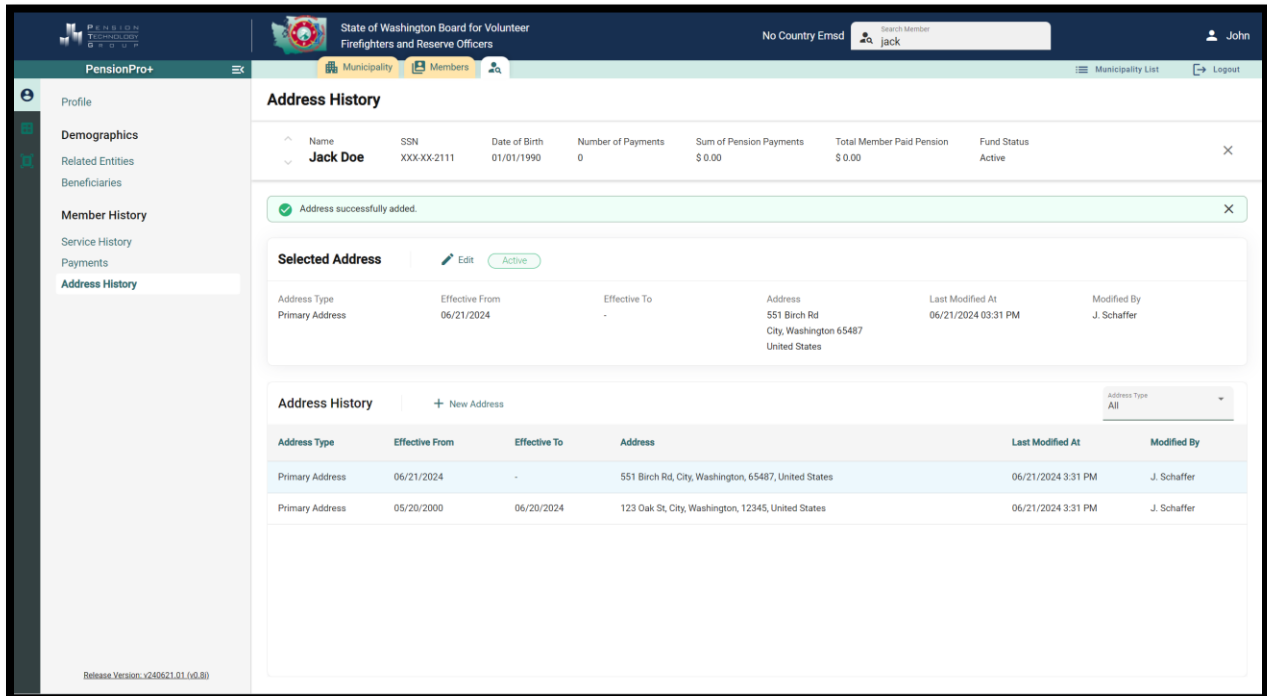
The screenshot shows the 'Add New Address' form for member Jack Doe. The form includes a summary table at the top with the following data:

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status	Latest Status Event
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active	Member Activated

Below the summary table are 'Save' and 'Cancel' buttons. The form fields include:

- Address Type: Primary Address
- Street: 551 Birch Rd
- Street 2 (Apartment No./Suite No.):
- City: City
- State/Province/Territory: Washington
- Zip Code/Postal Code: 65487
- Country: United States
- Effective From: 06/21/2024
- Effective To:

3. The newly added address will also be shown on the Address History card in the Address History screen, ordered by the latest effective period. In cases where multiple addresses share the same effective period, the system will prioritize displaying the Primary Address ahead of the POW Address.



The screenshot shows the 'Address History' screen for member Jack Doe. It includes a summary table at the top with the following data:

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

A green notification banner states: "Address successfully added." Below this is a 'Selected Address' card for the Primary Address:

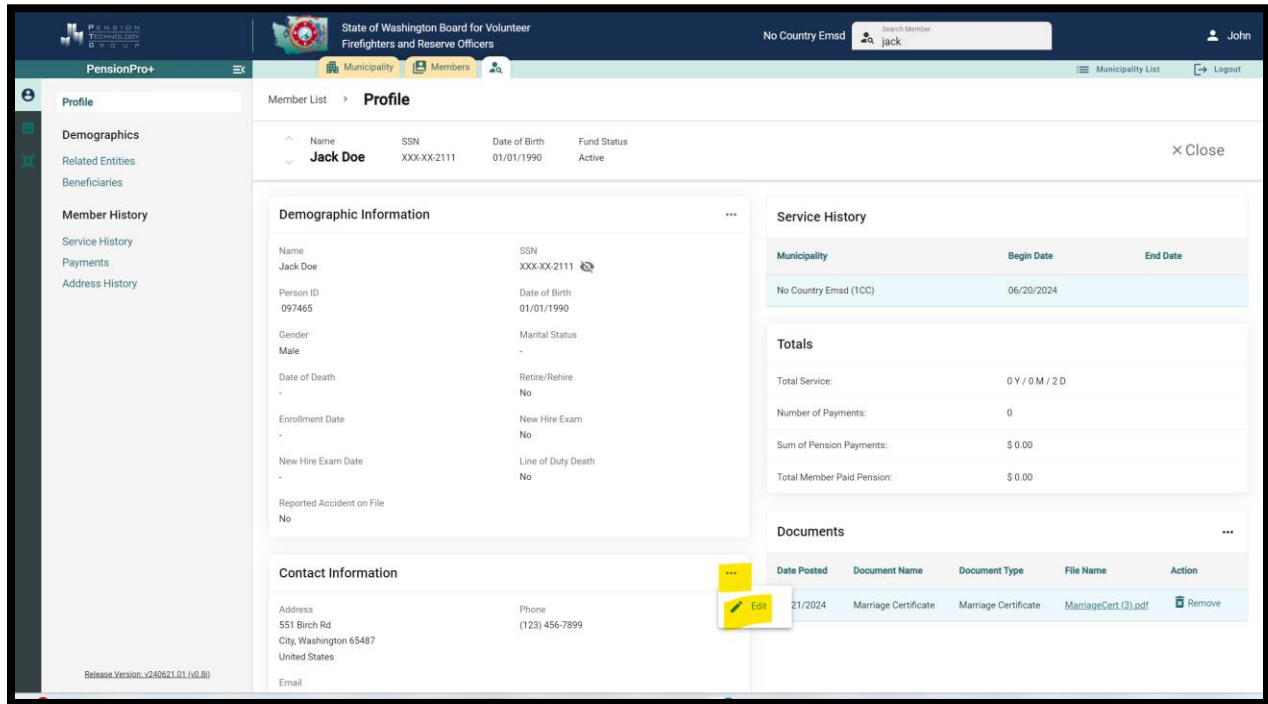
Address Type	Effective From	Effective To	Address	Last Modified At	Modified By
Primary Address	06/21/2024	-	551 Birch Rd, City, Washington, 65487, United States	06/21/2024 03:31 PM	J. Schaffer

The main 'Address History' table below shows a list of addresses:

Address Type	Effective From	Effective To	Address	Last Modified At	Modified By
Primary Address	06/21/2024	-	551 Birch Rd, City, Washington, 65487, United States	06/21/2024 3:31 PM	J. Schaffer
Primary Address	05/20/2000	06/20/2024	123 Oak St, City, Washington, 12345, United States	06/21/2024 3:31 PM	J. Schaffer

To Edit Address

1. Select **Edit** from the Actions list in the Contact Information section on the Profile screen.



The screenshot shows the 'Profile' page for 'Jack Doe'. The 'Contact Information' section is highlighted with a yellow box, and an 'Edit' button is visible next to it. The page displays various demographic and service history details.

Name	SSN	Date of Birth	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	Active

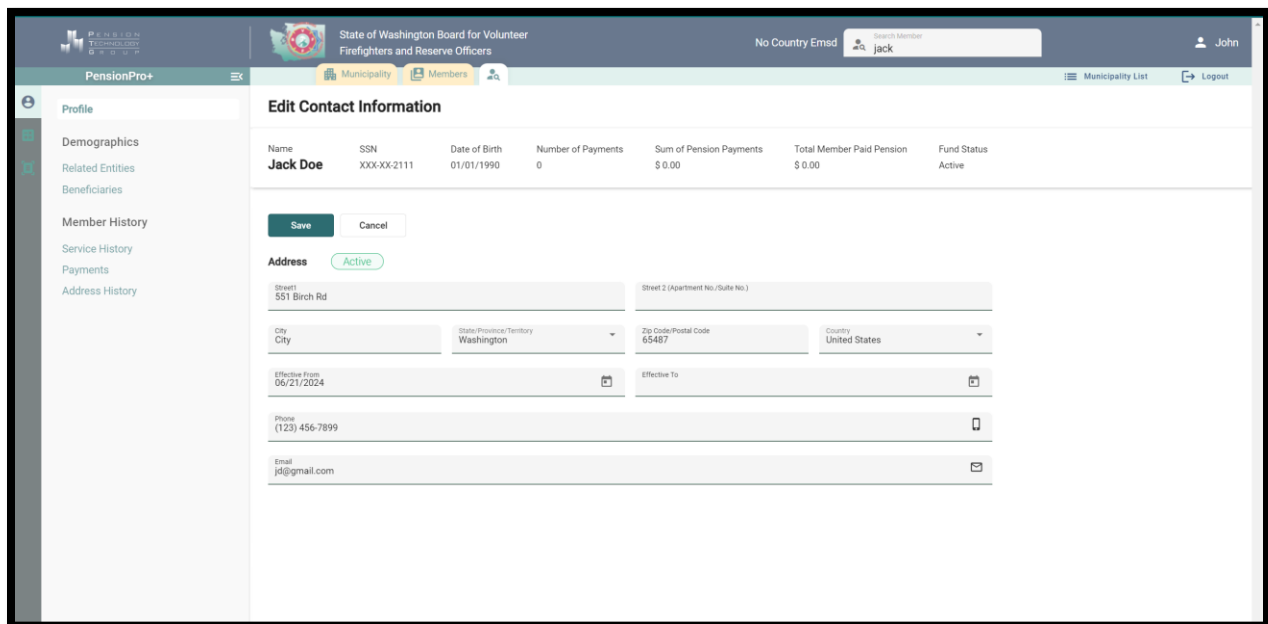
Demographic Information	
Name	Jack Doe
SSN	XXX-XX-2111
Person ID	097465
Date of Birth	01/01/1990
Gender	Male
Marital Status	-
Date of Death	-
Retire/Rehire	No
Enrollment Date	-
New Hire Exam	No
New Hire Exam Date	-
Line of Duty Death	No
Reported Accident on File	No

Municipality	Begin Date	End Date
No Country Emsd (1CC)	06/20/2024	

Totals	
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

Date Posted	Document Name	Document Type	File Name	Action
21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

2. Fill in the required information. Click **Save** to save changes or **Cancel** to discard them.



The screenshot shows the 'Edit Contact Information' page for 'Jack Doe'. The page includes a summary table and a form to update contact details.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Address Active

Street: 551 Birch Rd

City: Washington

State/Province/Territory: Washington

ZIP Code/Postal Code: 65487

Country: United States

Effective From: 06/21/2024

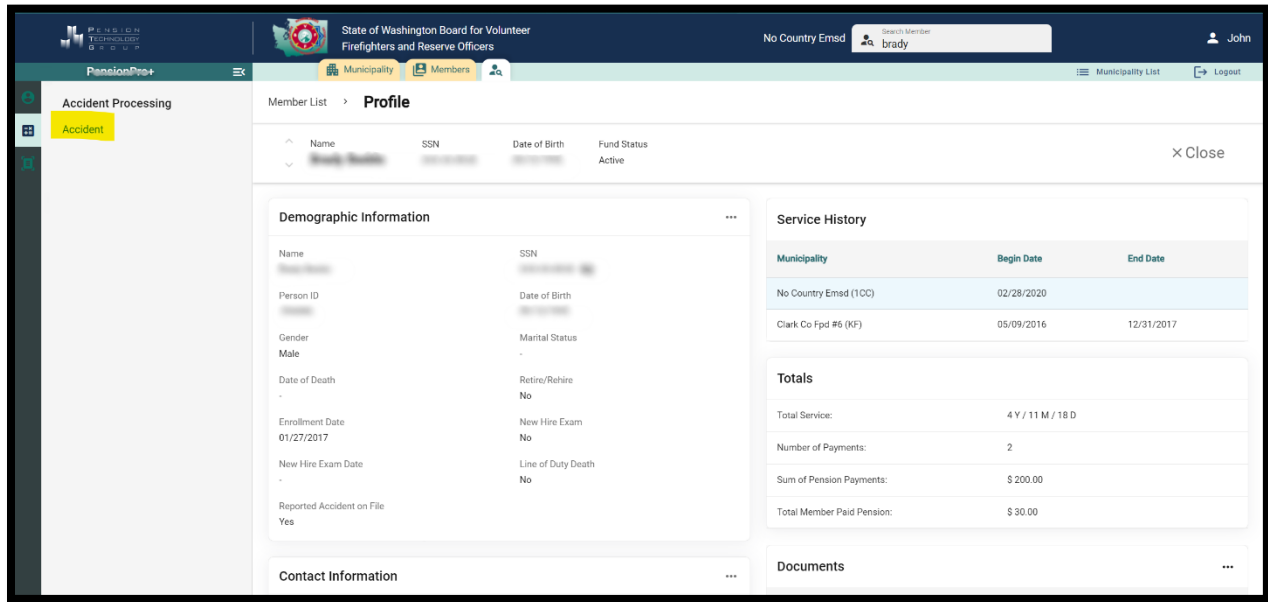
Effective To:

Phone: (123) 456-7899

Email: jd@gmail.com

To View Accident

1. From the Member Profile screen, click **Accident** from the Accident Processing tab on the left menu.

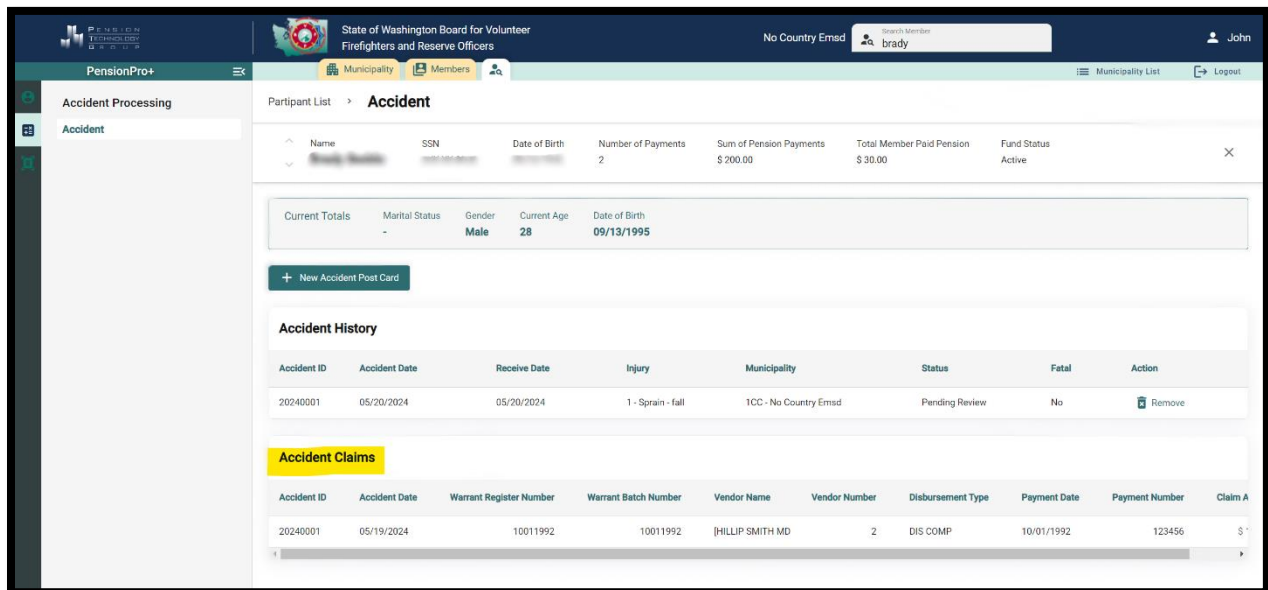


The screenshot shows the 'Profile' page for a member. The left sidebar has 'Accident Processing' selected, with 'Accident' highlighted. The main content area displays the member's profile with the following sections:

- Demographic Information:** Name, SSN, Date of Birth, Fund Status (Active), Gender (Male), Date of Death, Enrollment Date (01/27/2017), New Hire Exam Date, Reported Accident on File (Yes).
- Service History:** A table with columns: Municipality, Begin Date, End Date.

Municipality	Begin Date	End Date
No Country Emsd (1CC)	02/28/2020	
Clark Co Fpd #6 (RF)	05/09/2016	12/31/2017
- Totals:**
 - Total Service: 4 Y / 11 M / 18 D
 - Number of Payments: 2
 - Sum of Pension Payments: \$ 200.00
 - Total Member Paid Pension: \$ 30.00
- Documents:** A section for viewing documents related to the member.

2. Users can view all accident claims on the **Accident Claims** card on the Accident Overview screen of the selected member.



The screenshot shows the 'Accident' page for a member. The left sidebar has 'Accident Processing' selected, with 'Accident' highlighted. The main content area displays the member's accident overview with the following sections:

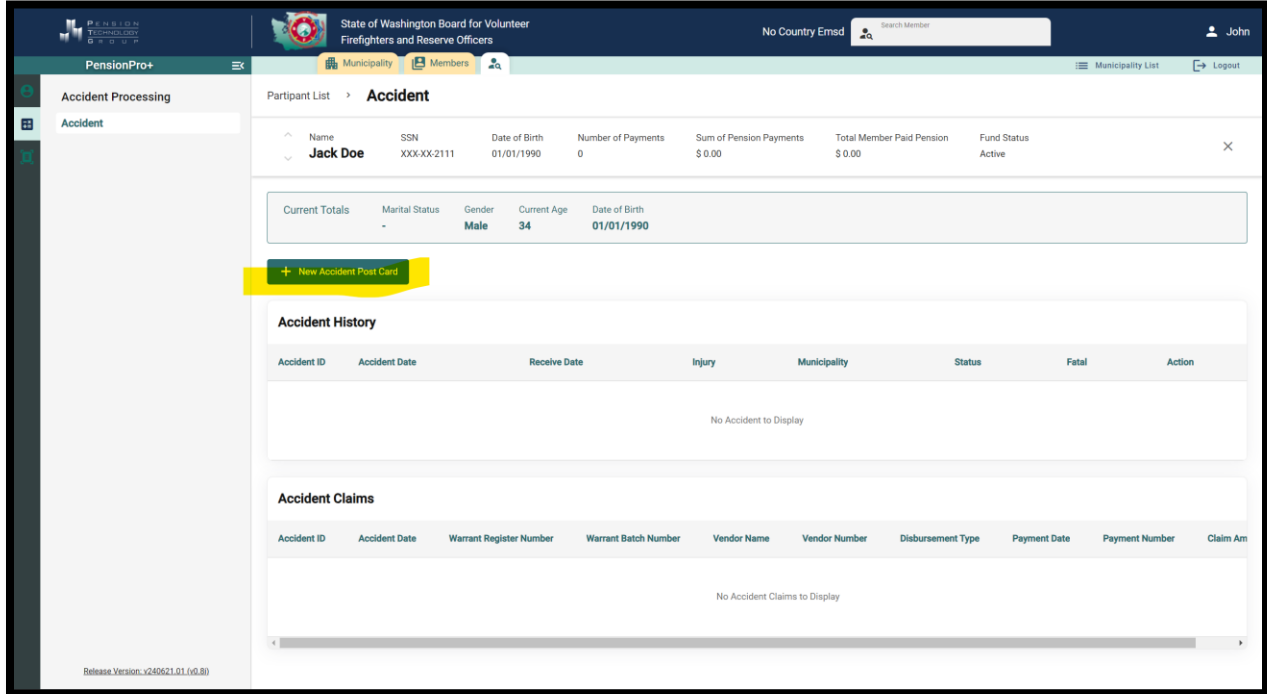
- Participant List:** A table with columns: Name, SSN, Date of Birth, Number of Payments (2), Sum of Pension Payments (\$ 200.00), Total Member Paid Pension (\$ 30.00), Fund Status (Active).
- Current Totals:** Marital Status (-), Gender (Male), Current Age (28), Date of Birth (09/13/1995).
- Accident History:** A table with columns: Accident ID, Accident Date, Receive Date, Injury, Municipality, Status, Fatal, Action.

Accident ID	Accident Date	Receive Date	Injury	Municipality	Status	Fatal	Action
20240001	05/20/2024	05/20/2024	1 - Sprain - fall	1CC - No Country Emsd	Pending Review	No	Remove
- Accident Claims:** A table with columns: Accident ID, Accident Date, Warrant Register Number, Warrant Batch Number, Vendor Name, Vendor Number, Disbursement Type, Payment Date, Payment Number, Claim A.

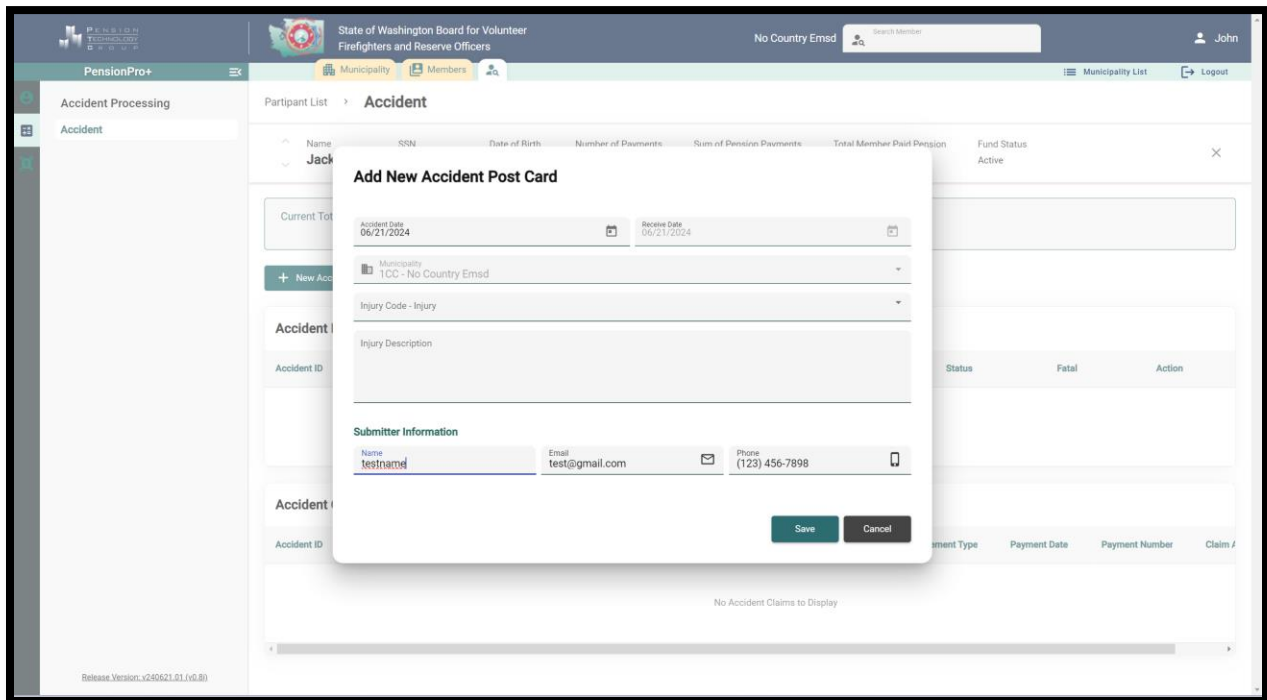
Accident ID	Accident Date	Warrant Register Number	Warrant Batch Number	Vendor Name	Vendor Number	Disbursement Type	Payment Date	Payment Number	Claim A
20240001	05/19/2024	10011992	10011992	HILLIP SMITH MD	2	DIS COMP	10/01/1992	123456	\$

To Add New Accident Post Card

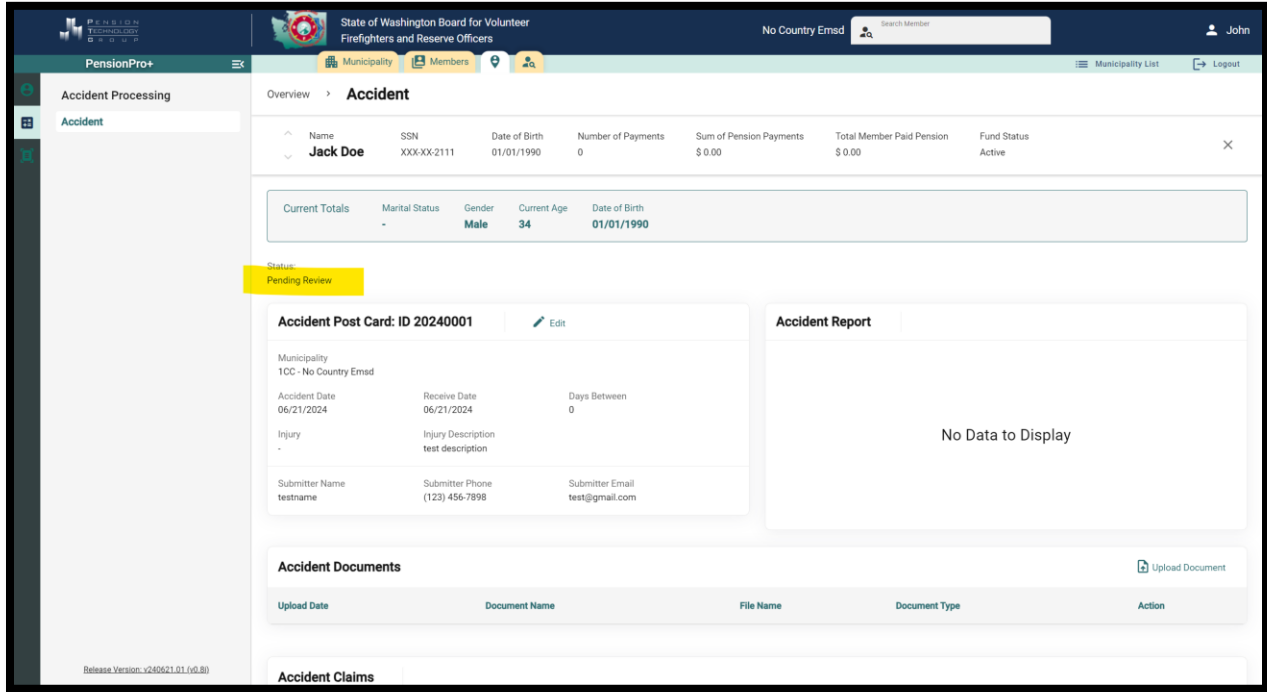
1. Click **+ New Accident Post Card** above Accident History.



2. Fill in the required information. Click **Save** to add the new accident post card or **Cancel** to discard the action.



3. The post card will be added to the Accident screen with the status: **Pending Review** from BVFF.



State of Washington Board for Volunteer Firefighters and Reserve Officers

Overview > **Accident**

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals Marital Status Gender Current Age Date of Birth
- Male 34 01/01/1990

Status: Pending Review

Accident Post Card: ID 20240001 Edit

Municipality: 1CC - No Country Emsd

Accident Date	Receive Date	Days Between
06/21/2024	06/21/2024	0

Injury: - Injury Description: test description

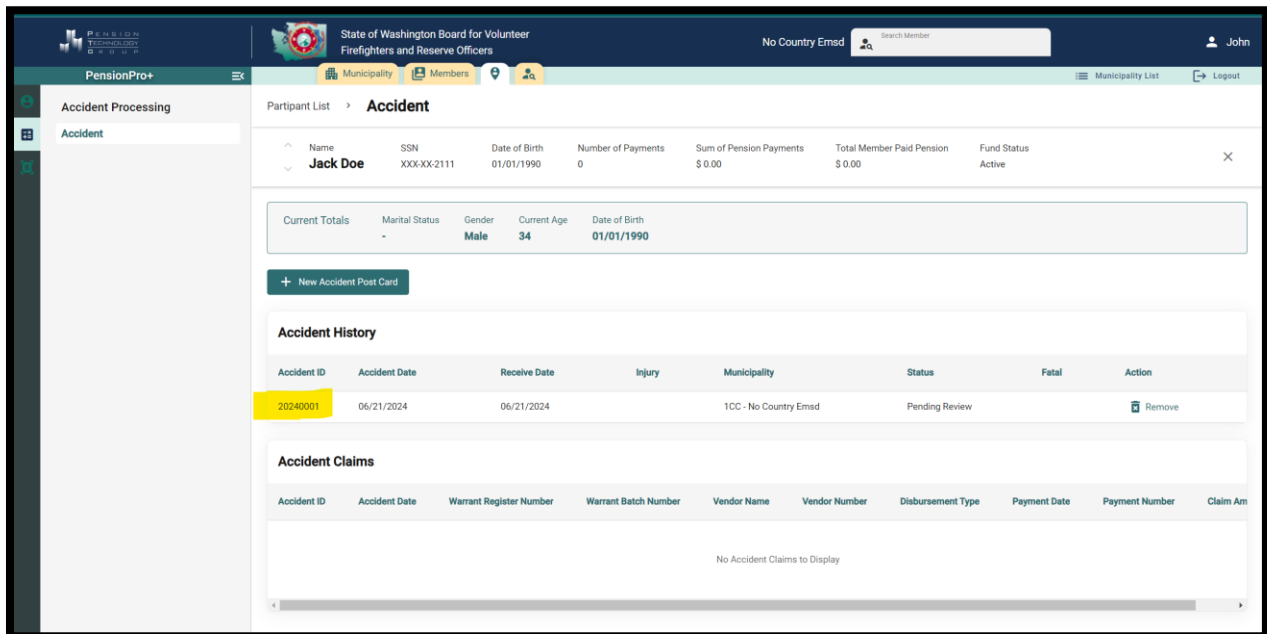
Submitter Name: testname Submitter Phone: (123) 456-7898 Submitter Email: test@gmail.com

Accident Documents Upload Document

Upload Date	Document Name	File Name	Document Type	Action
No Data to Display				

Release Version: v240621.01 (v0.8)

4. Additionally, the system will add the newly added record to the **Accident History** Section.



Participant List > **Accident**

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals Marital Status Gender Current Age Date of Birth
- Male 34 01/01/1990

+ New Accident Post Card

Accident History

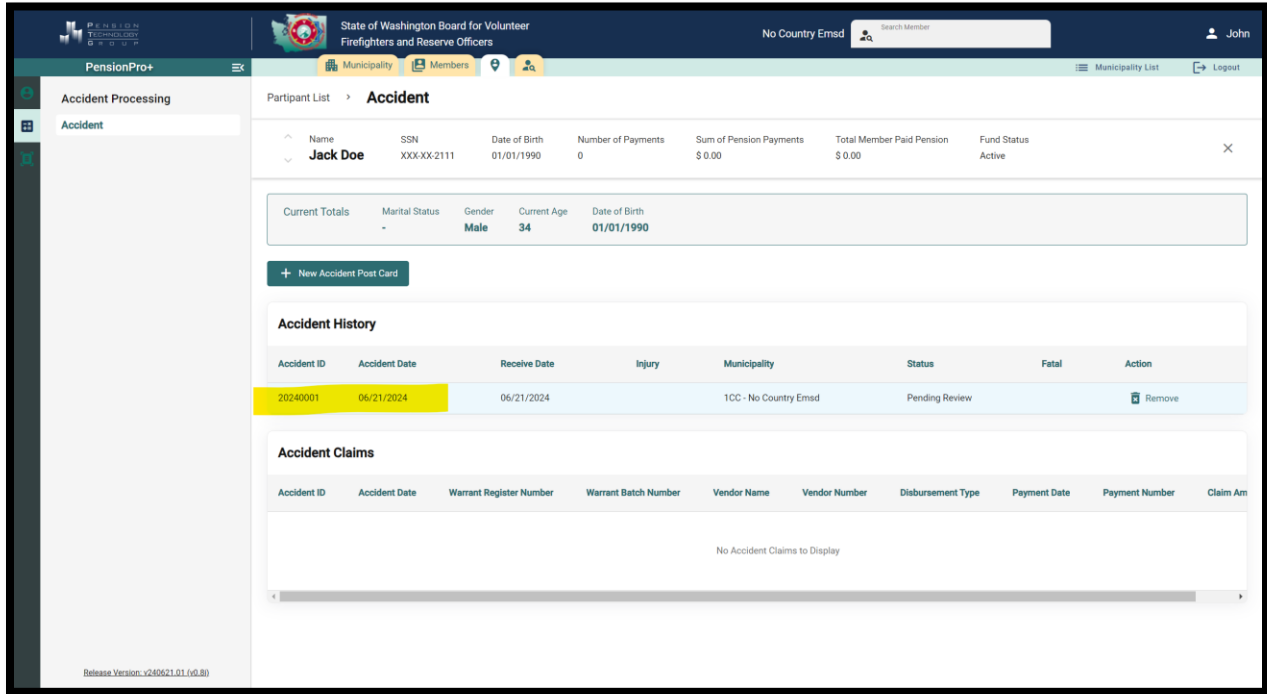
Accident ID	Accident Date	Receive Date	Injury	Municipality	Status	Fatal	Action
20240001	06/21/2024	06/21/2024		1CC - No Country Emsd	Pending Review		Remove

Accident Claims

Accident ID	Accident Date	Warrant Register Number	Warrant Batch Number	Vendor Name	Vendor Number	Disbursement Type	Payment Date	Payment Number	Claim Am
No Accident Claims to Display									

To Edit Accident Post Card

1. Select the accident record from the Accident History section.



Participant List > **Accident**

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals Marital Status Gender Current Age Date of Birth
- - Male 34 01/01/1990

[+ New Accident Post Card](#)

Accident History

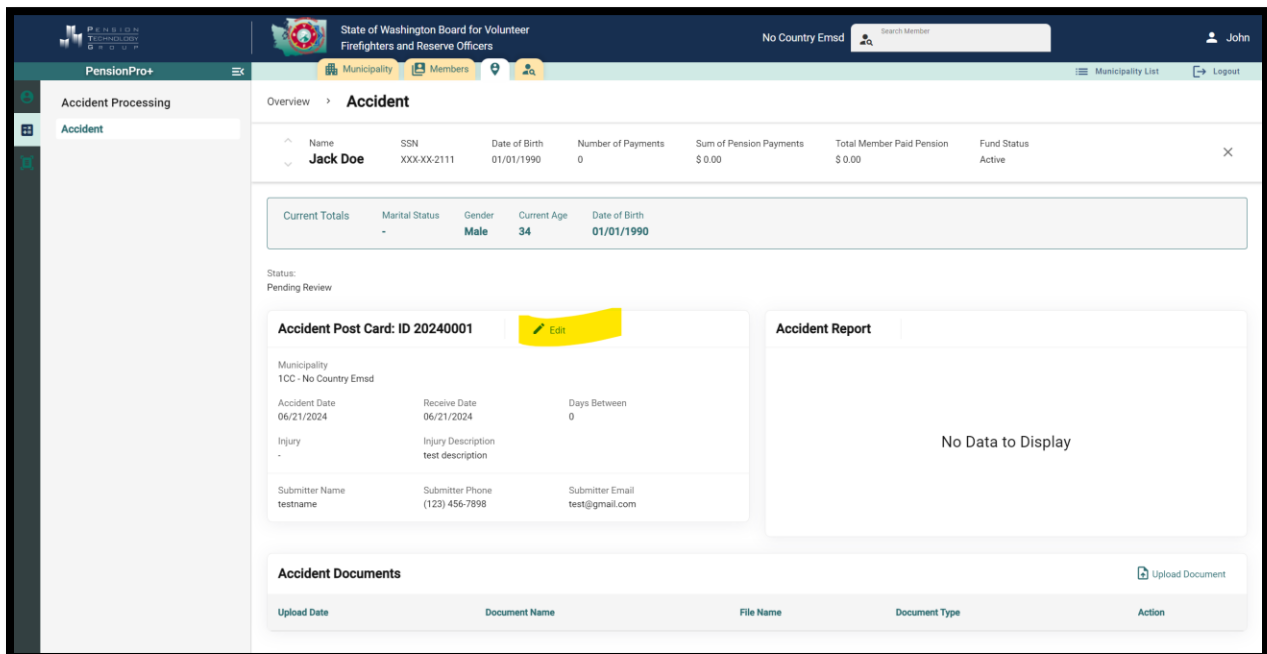
Accident ID	Accident Date	Receive Date	Injury	Municipality	Status	Fatal	Action
20240001	06/21/2024	06/21/2024	-	1CC - No Country Emsd	Pending Review		Remove

Accident Claims

Accident ID	Accident Date	Warrant Register Number	Warrant Batch Number	Vendor Name	Vendor Number	Disbursement Type	Payment Date	Payment Number	Claim Am
No Accident Claims to Display									

Release Version: v240621.01 (v0.8)

2. Click **Edit** on the Accident Post Card. Note: The Edit function is only available while the Status is Pending Review.



Overview > **Accident**

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals Marital Status Gender Current Age Date of Birth
- - Male 34 01/01/1990

Status:
Pending Review

Accident Post Card: ID 20240001 [Edit](#)

Municipality
1CC - No Country Emsd

Accident Date 06/21/2024	Receive Date 06/21/2024	Days Between 0
Injury -	Injury Description test description	

Submitter Name testname	Submitter Phone (123) 456-7898	Submitter Email test@gmail.com
----------------------------	-----------------------------------	-----------------------------------

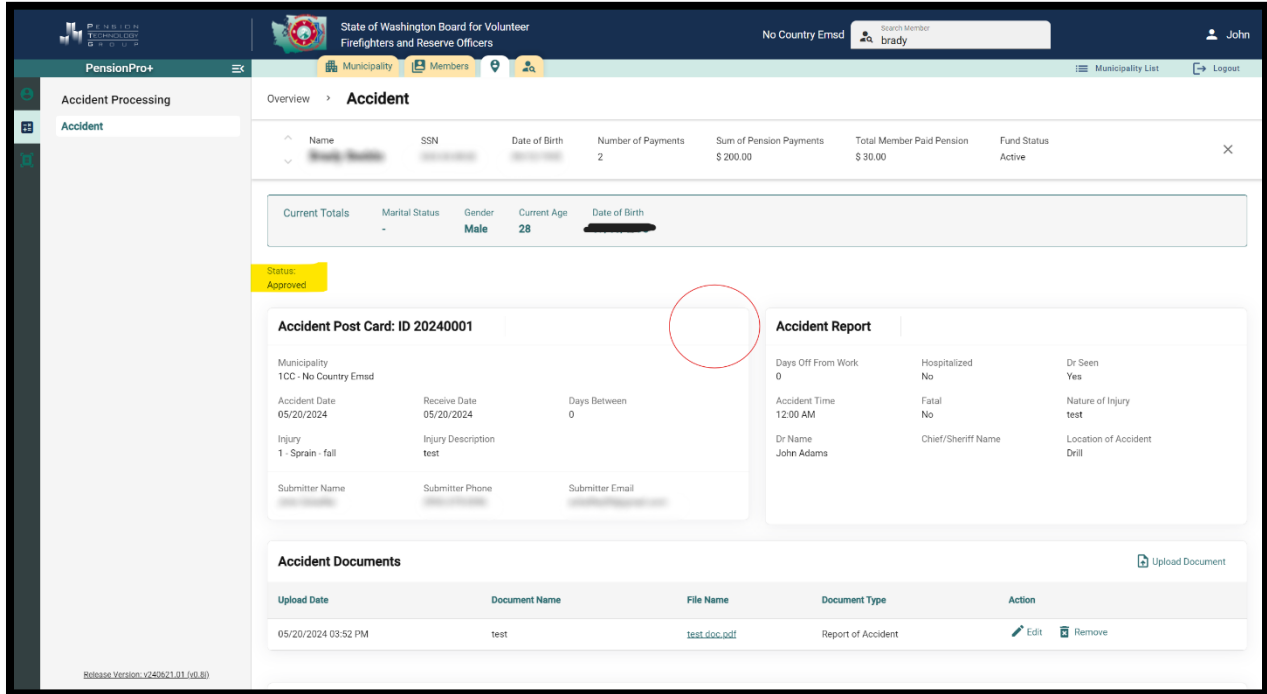
Accident Report

No Data to Display

Accident Documents [Upload Document](#)

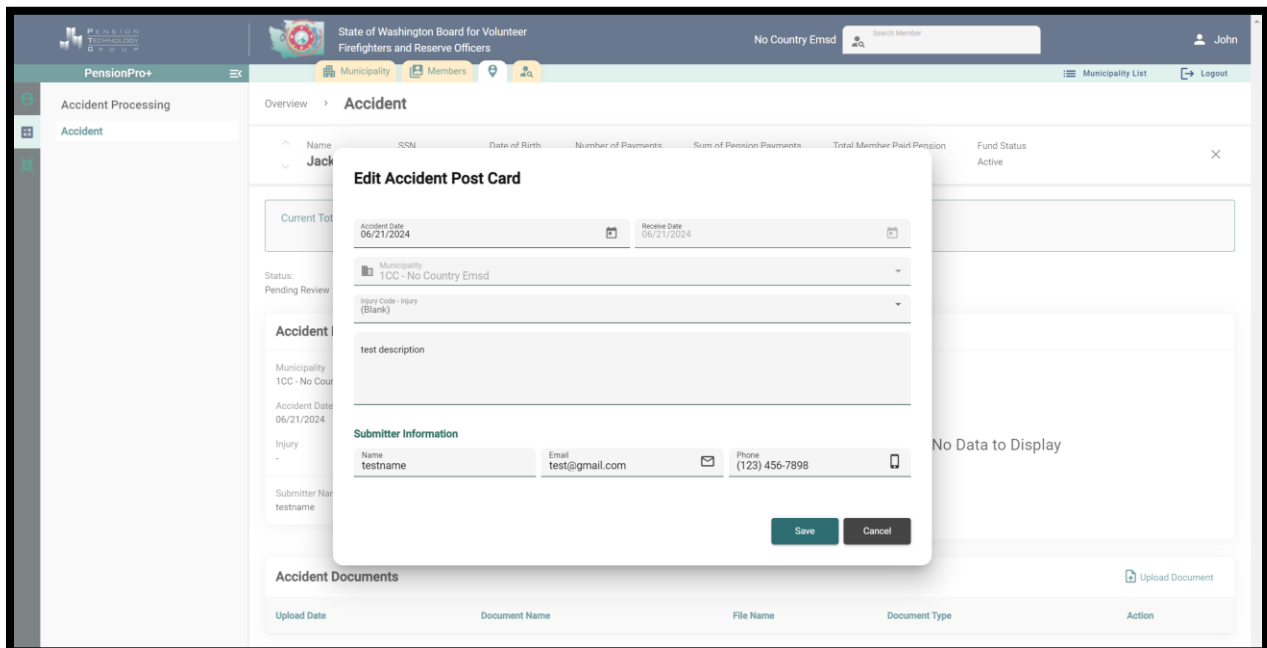
Upload Date	Document Name	File Name	Document Type	Action
-------------	---------------	-----------	---------------	--------

3. If the status is updated to Approved or Declined, the Edit function no longer appears.



The screenshot shows the 'Accident' record for 'Jack Brady' with a status of 'Approved'. The 'Accident Post Card' section shows details for ID 20240001, including Municipality (TCC - No Country Emsd), Accident Date (05/20/2024), and Injury (1 - Sprain - fall). The 'Accident Report' section shows 'Days Off From Work' as 0 and 'Hospitalized' as No. The 'Accident Documents' table lists a document named 'test' uploaded on 05/20/2024 at 03:52 PM. A red circle highlights the absence of an 'Edit' button for this document, indicating that the 'Edit' function is disabled when the status is 'Approved'.

4. Enter the Information and click **Save**. Or click **Cancel**.



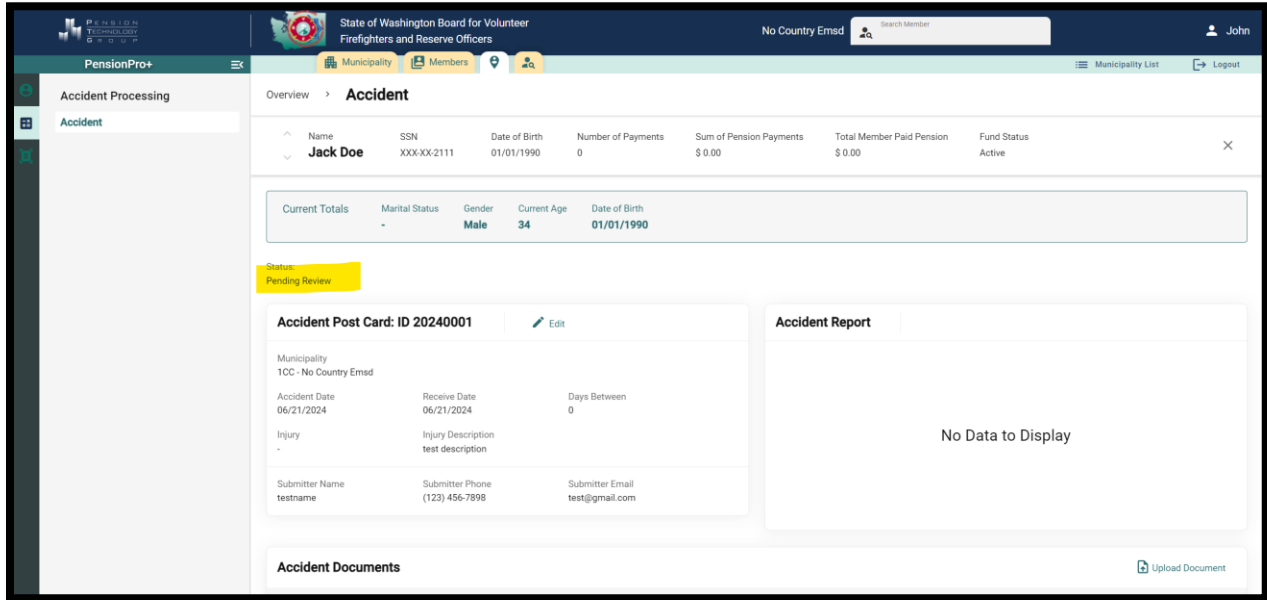
The screenshot shows the 'Edit Accident Post Card' modal form. The form contains the following fields:

- Accident Date: 06/21/2024
- Receive Date: 06/21/2024
- Municipality: TCC - No Country Emsd
- Injury Code: Injury (Blank)
- Injury description: test description
- Submitter Information:
 - Name: testname
 - Email: test@gmail.com
 - Phone: (123) 456-7898

 The modal has 'Save' and 'Cancel' buttons at the bottom. The background shows the 'Accident' record for 'Jack Brady' with a status of 'Pending Review' and a 'No Data to Display' message in the 'Accident Documents' section.

To View Accident Report/Claims

1. Accident Report/Claims are filled out by BVFF admins. The system will automatically update these sections with the details when completed. Status will be Pending Review until then.



The screenshot shows the 'Accident' overview page for a member named Jack Doe. The status is 'Pending Review'. The Accident Post Card ID is 20240001. The accident date is 06/21/2024, and the injury description is 'test description'. The submitter is 'testname' with email 'test@gmail.com'.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals	Marital Status	Gender	Current Age	Date of Birth
-	-	Male	34	01/01/1990

Status: Pending Review

Accident Post Card: ID 20240001

Municipality: 10C - No Country Emsd

Accident Date	Receive Date	Days Between
06/21/2024	06/21/2024	0

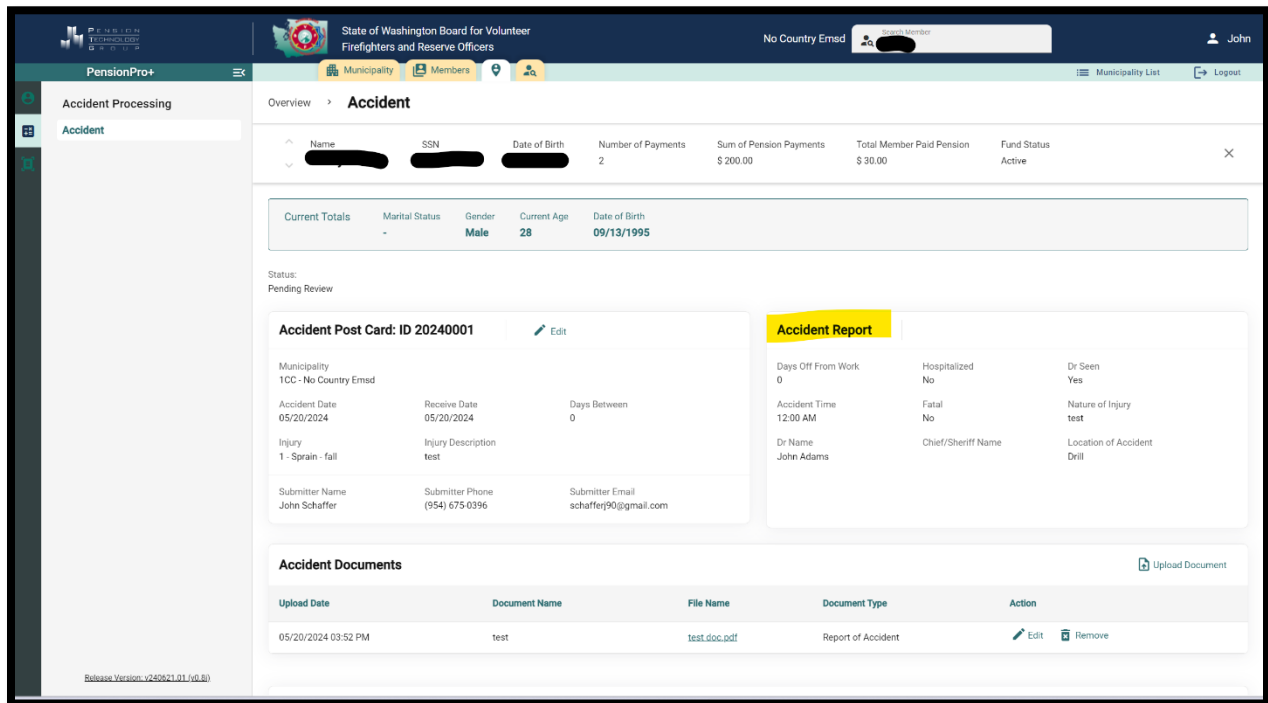
Injury	Injury Description
-	test description

Submitter Name	Submitter Phone	Submitter Email
testname	(123) 456-7898	test@gmail.com

Accident Documents

Upload Document

2. BVFF Admins have completed their review and updated the system on their end in this example



The screenshot shows the 'Accident' overview page for a member with redacted information. The status is 'Pending Review'. The Accident Post Card ID is 20240001. The accident date is 05/20/2024, and the injury description is '1 - Sprain - fall'. The submitter is 'John Schaffer' with email 'schaffer90@gmail.com'. An accident report document has been uploaded.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
[REDACTED]	[REDACTED]	[REDACTED]	2	\$ 200.00	\$ 30.00	Active

Current Totals	Marital Status	Gender	Current Age	Date of Birth
-	-	Male	28	09/13/1995

Status: Pending Review

Accident Post Card: ID 20240001

Municipality: 10C - No Country Emsd

Accident Date	Receive Date	Days Between
05/20/2024	05/20/2024	0

Injury	Injury Description
1 - Sprain - fall	test

Submitter Name	Submitter Phone	Submitter Email
John Schaffer	(954) 675-0396	schaffer90@gmail.com

Accident Report

Days Off From Work	Hospitalized	Dr Seen
0	No	Yes

Accident Time	Fatal	Nature of Injury
12:00 AM	No	test

Dr Name	Chief/Sheriff Name	Location of Accident
John Adams		Drill

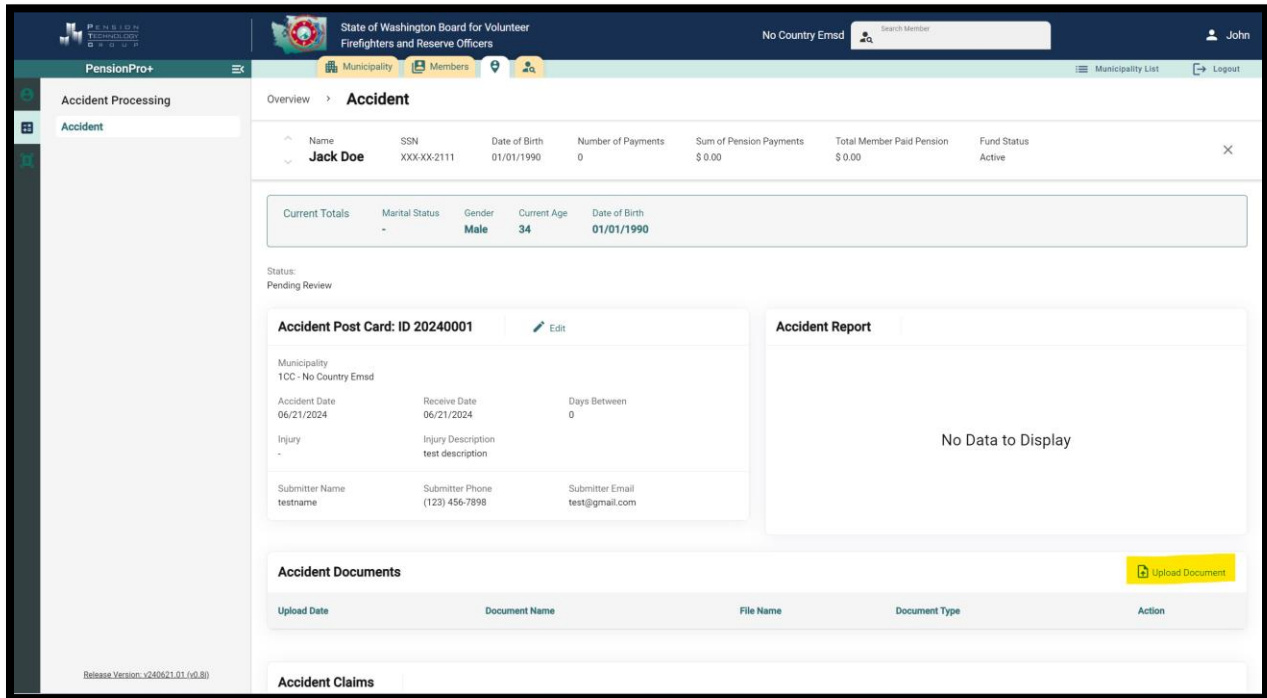
Accident Documents

Upload Date	Document Name	File Name	Document Type	Action
05/20/2024 03:52 PM	test	test.doc.pdf	Report of Accident	Edit Remove

Release Version: v240621.01 (v0.8)

To Upload Accident Documents

1. Click **Upload Document** on the Accident Document section.



The screenshot shows the 'Accident' overview page for member Jack Doe. The page includes a table with member details, a section for 'Accident Post Card' (ID 20240001), and an 'Accident Report' section. The 'Accident Documents' section is highlighted with a yellow 'Upload Document' button.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Current Totals	Marital Status	Gender	Current Age	Date of Birth
-	-	Male	34	01/01/1990

Accident Post Card: ID 20240001

Accident Date	Receive Date	Days Between
06/21/2024	06/21/2024	0

Injury: test description

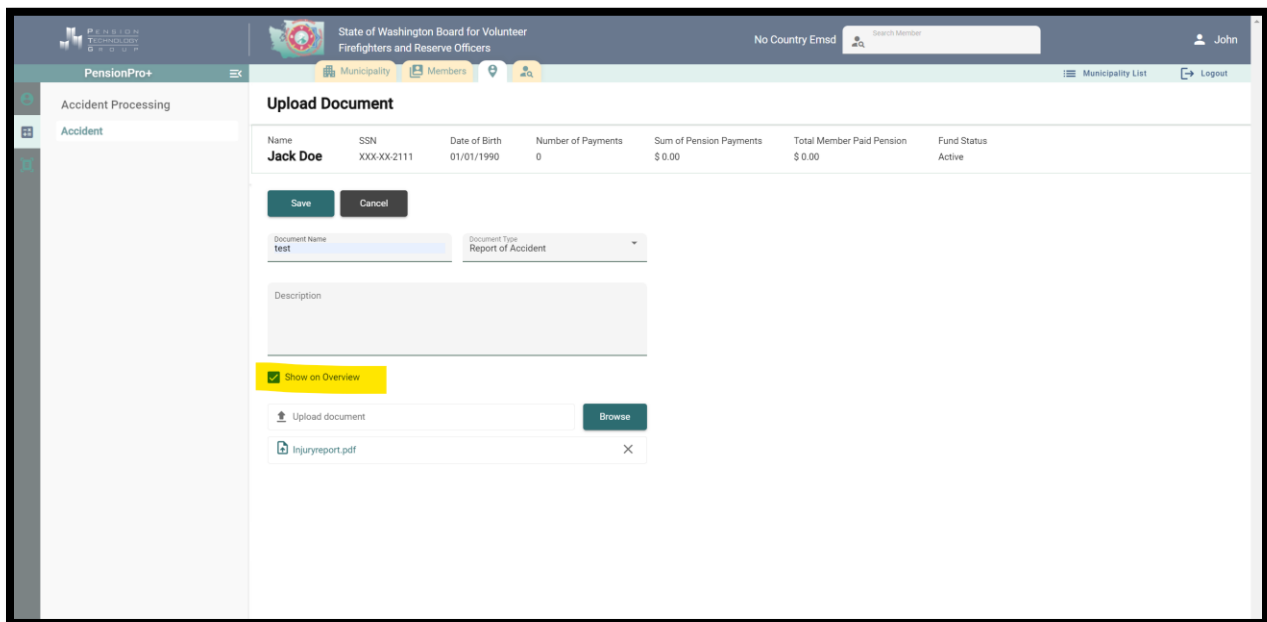
Submitter Name: testname
Submitter Phone: (123) 456-7898
Submitter Email: test@gmail.com

Accident Documents

Upload Date	Document Name	File Name	Document Type	Action

Upload Document

2. Enter the information. Browse and Upload the target document. **Check the box** to show this document on the Overview screen of the member's profile.



The screenshot shows the 'Upload Document' form for member Jack Doe. The form includes fields for Document Name, Document Type, and Description. The 'Show on Overview' checkbox is checked and highlighted in yellow. A file named 'Injuryreport.pdf' is shown in the upload area.

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Document Name: test
Document Type: Report of Accident

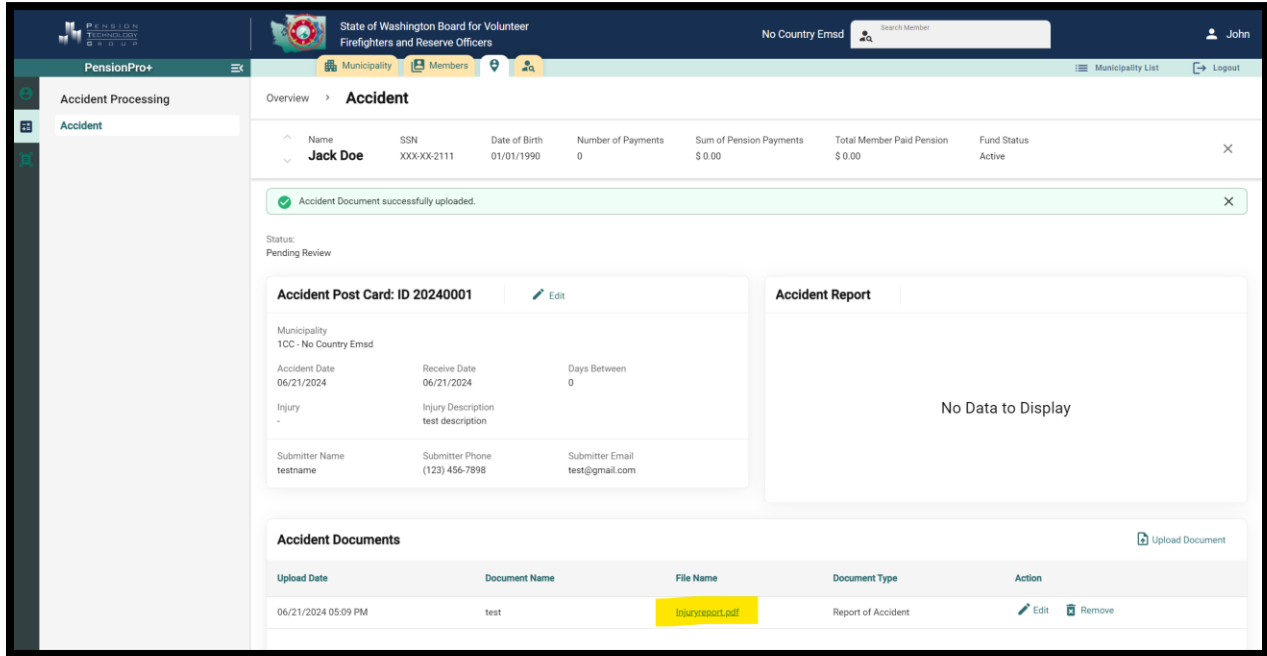
Description:

Show on Overview

Upload document: Injuryreport.pdf

3. The document will then be displayed in 3 places.

1. Accident Documents Card on the **Accident** screen.



Accident

Overview > Accident

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Accident Document successfully uploaded.

Status: Pending Review

Accident Post Card: ID 20240001 [Edit](#)

Municipality: 1CC - No Country Emsd

Field	Value
Accident Date	06/21/2024
Receive Date	06/21/2024
Days Between	0
Injury	-
Injury Description	test description
Submitter Name	testname
Submitter Phone	(123) 456-7898
Submitter Email	test@gmail.com

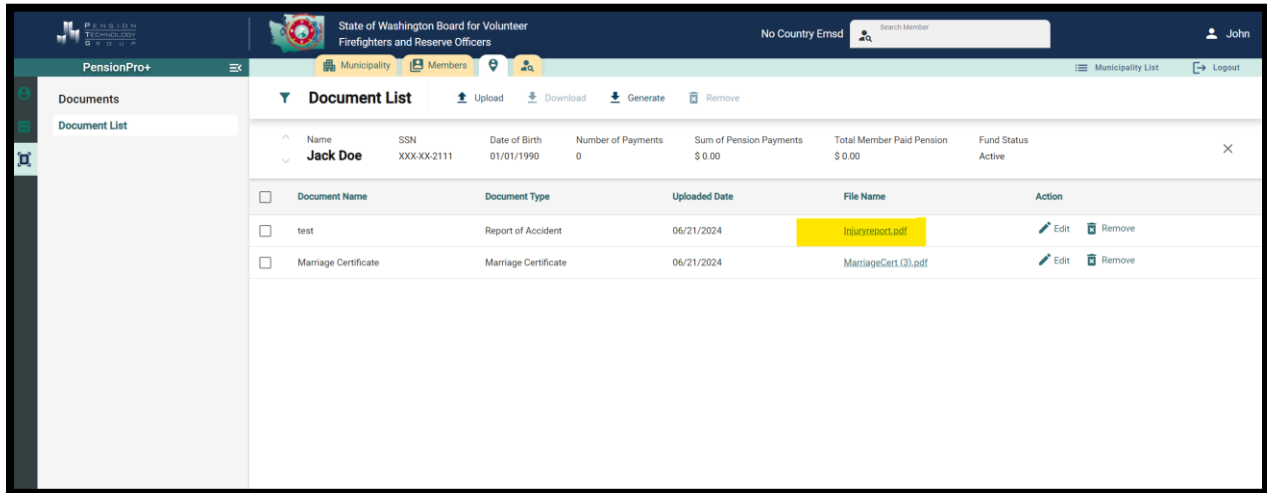
Accident Report

No Data to Display

Accident Documents [Upload Document](#)

Upload Date	Document Name	File Name	Document Type	Action
06/21/2024 05:09 PM	test	injuryreport.pdf	Report of Accident	Edit Remove

2. The **Document List** screen.

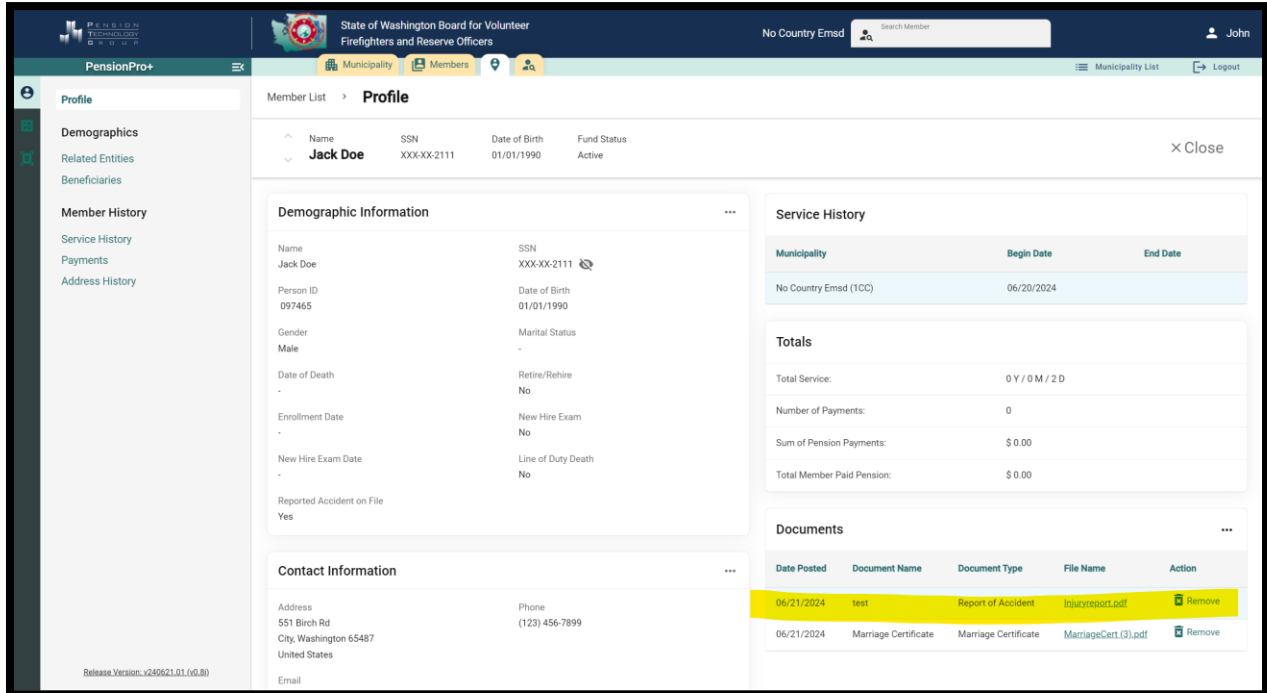


Document List [Upload](#) [Download](#) [Generate](#) [Remove](#)

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
Jack Doe	XXX-XX-2111	01/01/1990	0	\$ 0.00	\$ 0.00	Active

Document Name	Document Type	Uploaded Date	File Name	Action
<input type="checkbox"/> test	Report of Accident	06/21/2024	injuryreport.pdf	Edit Remove
<input type="checkbox"/> Marriage Certificate	Marriage Certificate	06/21/2024	MarriageCert.(3).pdf	Edit Remove

- Profile** screen Documents card. You can download the document by clicking the link located under the File Name header on all three screens.



Profile

Member List > Profile

Name: Jack Doe, SSN: XXX-XX-2111, Date of Birth: 01/01/1990, Fund Status: Active

Demographic Information

Name	Jack Doe	SSN	XXX-XX-2111
Person ID	097465	Date of Birth	01/01/1990
Gender	Male	Marital Status	-
Date of Death	-	Retire/Rehire	No
Enrollment Date	-	New Hire Exam	No
New Hire Exam Date	-	Line of Duty Death	No
Reported Accident on File	Yes		

Service History

Municipality	Begin Date	End Date
No Country Emsd (1CC)	06/20/2024	

Totals

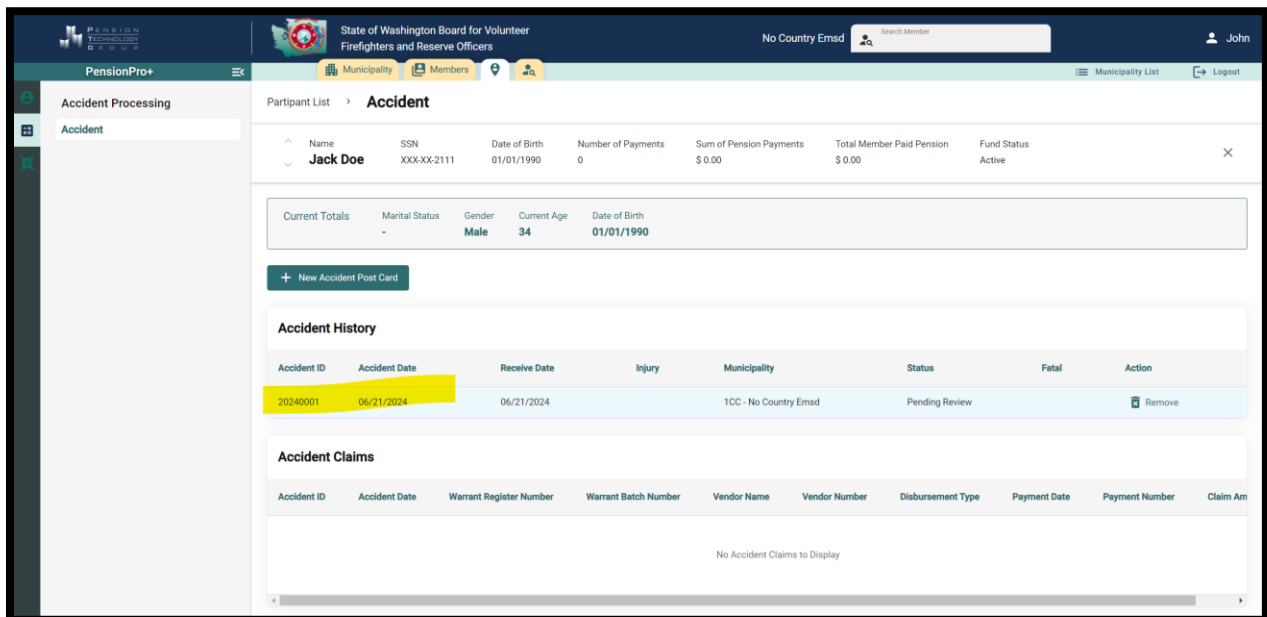
Total Service:	0 Y / 0 M / 2 D
Number of Payments:	0
Sum of Pension Payments:	\$ 0.00
Total Member Paid Pension:	\$ 0.00

Documents

Date Posted	Document Name	Document Type	File Name	Action
06/21/2024	test	Report of Accident	Injuryreport.pdf	Remove
06/21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

To Edit Accident Document

- Select the accident from Accident History.



Accident Processing

Participant List > Accident

Name: Jack Doe, SSN: XXX-XX-2111, Date of Birth: 01/01/1990, Number of Payments: 0, Sum of Pension Payments: \$ 0.00, Total Member Paid Pension: \$ 0.00, Fund Status: Active

Current Totals: Marital Status: -, Gender: Male, Current Age: 34, Date of Birth: 01/01/1990

+ New Accident Post Card

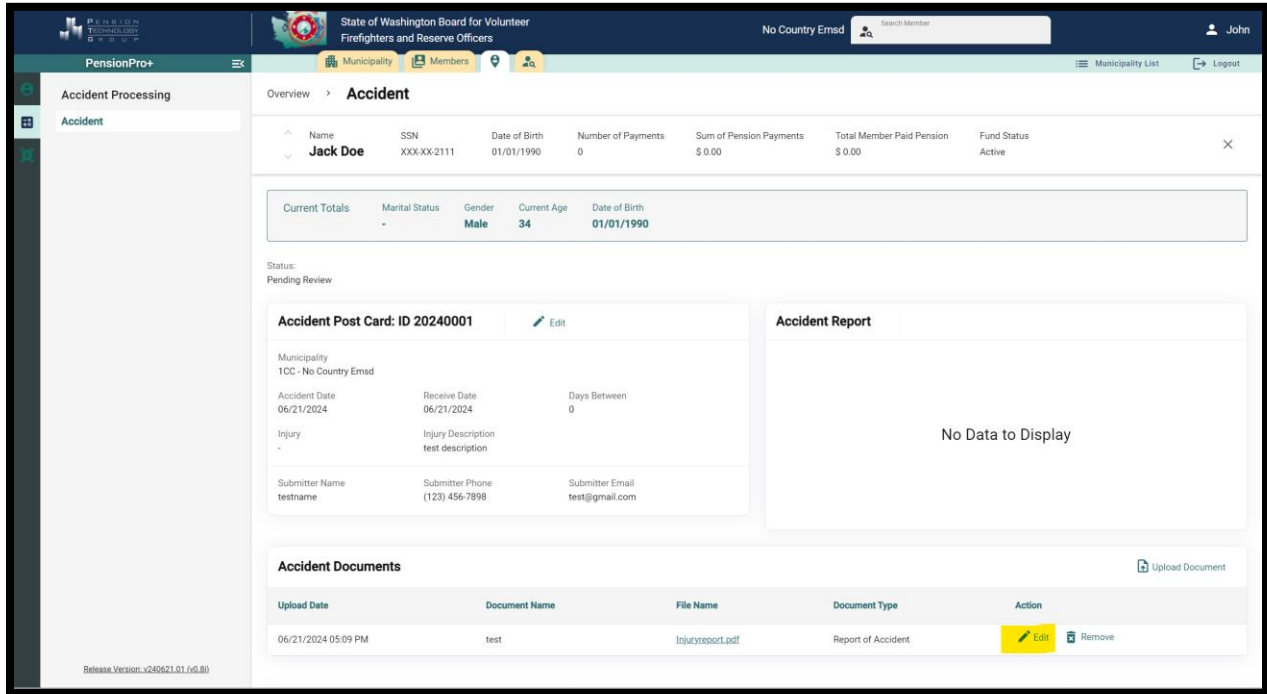
Accident History

Accident ID	Accident Date	Receive Date	Injury	Municipality	Status	Fatal	Action
20240001	06/21/2024	06/21/2024		1CC - No Country Emsd	Pending Review		Remove

Accident Claims

Accident ID	Accident Date	Warrant Register Number	Warrant Batch Number	Vendor Name	Vendor Number	Disbursement Type	Payment Date	Payment Number	Claim Am
No Accident Claims to Display									

2. Click Edit on the document's record in the Accident documents section.



State of Washington Board for Volunteer Firefighters and Reserve Officers

Overview > **Accident**

Name: **Jack Doe** | SSN: XXX-XX-2111 | Date of Birth: 01/01/1990 | Number of Payments: 0 | Sum of Pension Payments: \$ 0.00 | Total Member Paid Pension: \$ 0.00 | Fund Status: Active

Current Totals: - | Marital Status: - | Gender: **Male** | Current Age: **34** | Date of Birth: **01/01/1990**

Status: Pending Review

Accident Post Card: ID 20240001 [Edit]

Municipality: ICC - No Country Emsd

Accident Date: 06/21/2024	Receive Date: 06/21/2024	Days Between: 0
Injury: -	Injury Description: test description	
Submitter Name: testname	Submitter Phone: (123) 456-7898	Submitter Email: test@gmail.com

Accident Report

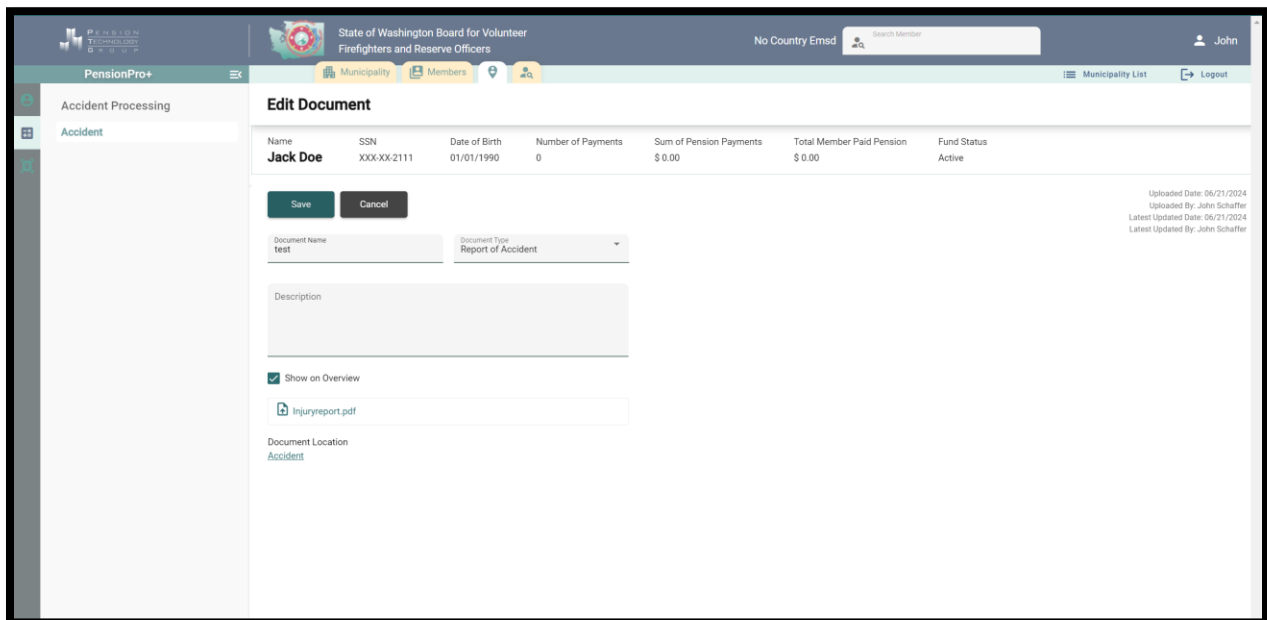
No Data to Display

Accident Documents [Upload Document]

Upload Date	Document Name	File Name	Document Type	Action
06/21/2024 05:09 PM	test	Injuryreport.pdf	Report of Accident	[Edit] [Remove]

Release Version: v240621.01 (v0.8)

3. Enter the information. Click **Save** when done. Or click **Cancel**.



State of Washington Board for Volunteer Firefighters and Reserve Officers

Edit Document

Name: **Jack Doe** | SSN: XXX-XX-2111 | Date of Birth: 01/01/1990 | Number of Payments: 0 | Sum of Pension Payments: \$ 0.00 | Total Member Paid Pension: \$ 0.00 | Fund Status: Active

[Save] [Cancel]

Document Name: test | Document Type: Report of Accident

Description: [Text Area]

Show on Overview

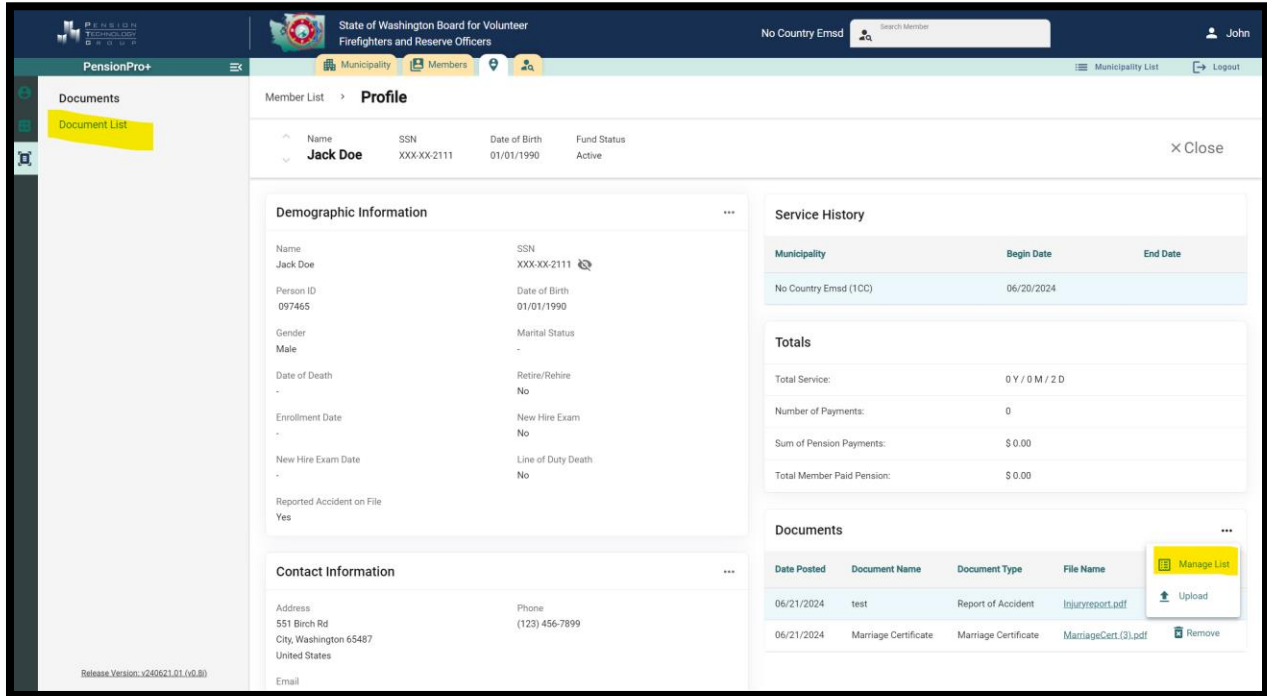
[Injuryreport.pdf]

Document Location: Accident

Uploaded Date: 06/21/2024
Uploaded By: John Schaffer
Latest Updated Date: 06/21/2024
Latest Updated By: John Schaffer

To View Member Document List

Either Select **Manage List** from the Actions list in the Documents section on the Profile screen OR open **Document List** from the Documents tab in the left menu.



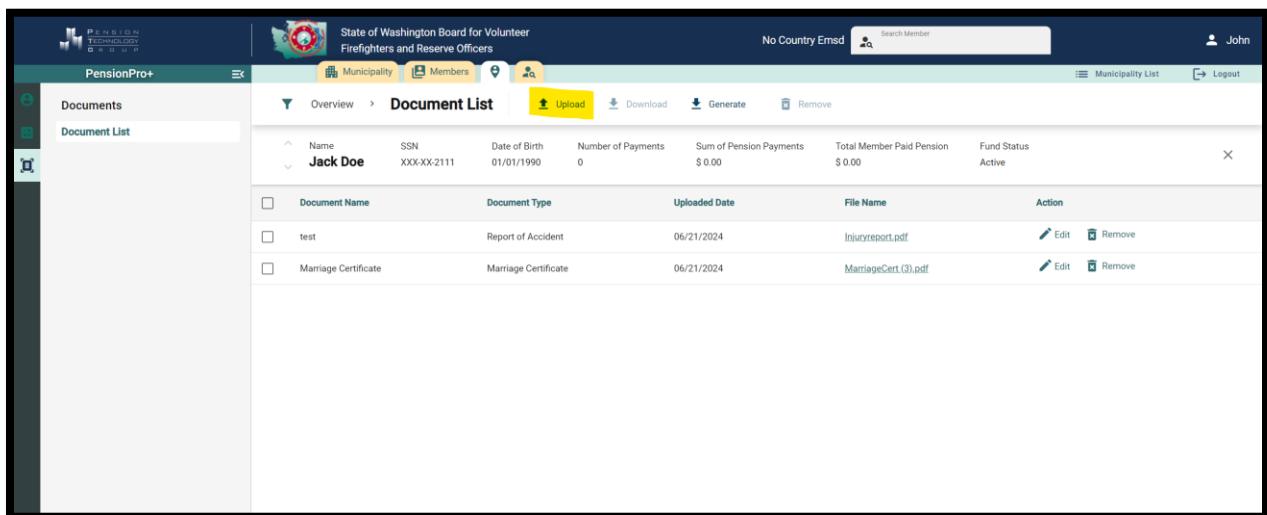
The screenshot shows the 'Member List > Profile' page for Jack Doe. The 'Documents' section is highlighted in yellow, and a 'Manage List' button is visible in the top right corner of the document list table.

Municipality	Begin Date	End Date
No Country Emsd (1CC)	06/20/2024	

Date Posted	Document Name	Document Type	File Name	Action
06/21/2024	test	Report of Accident	Injuryreport.pdf	Upload
06/21/2024	Marriage Certificate	Marriage Certificate	MarriageCert (3).pdf	Remove

To Upload Documents

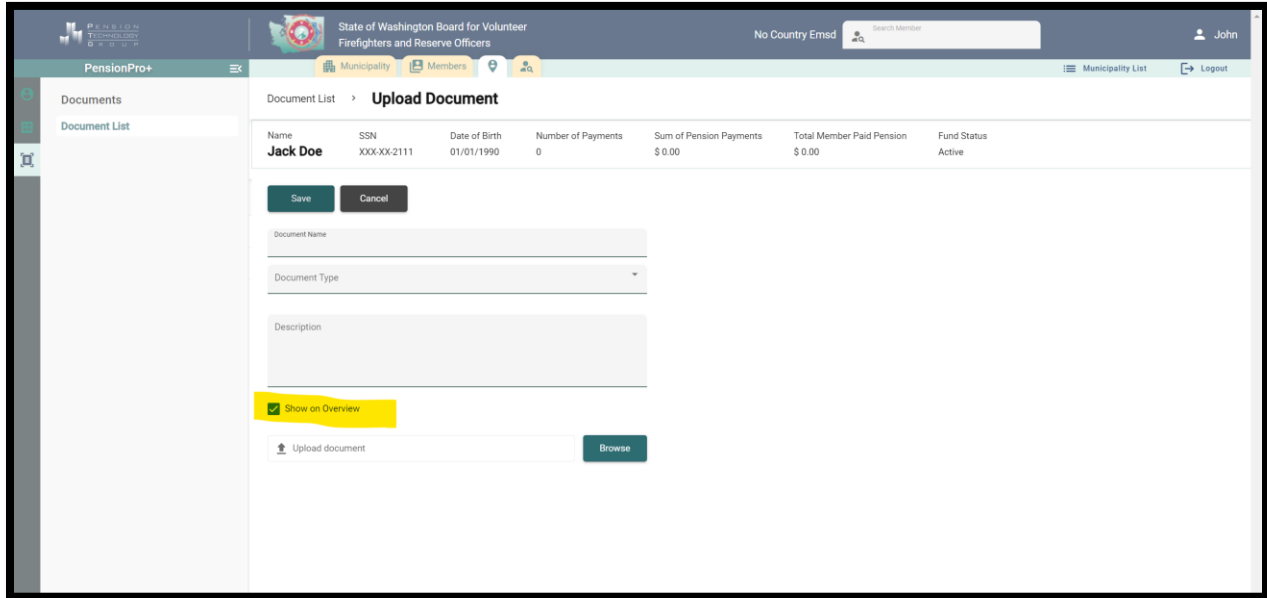
1. Click **Upload** located to the right of "Document List" screen header.



The screenshot shows the 'Document List' page with the 'Upload' button highlighted in yellow. The table below shows the list of documents.

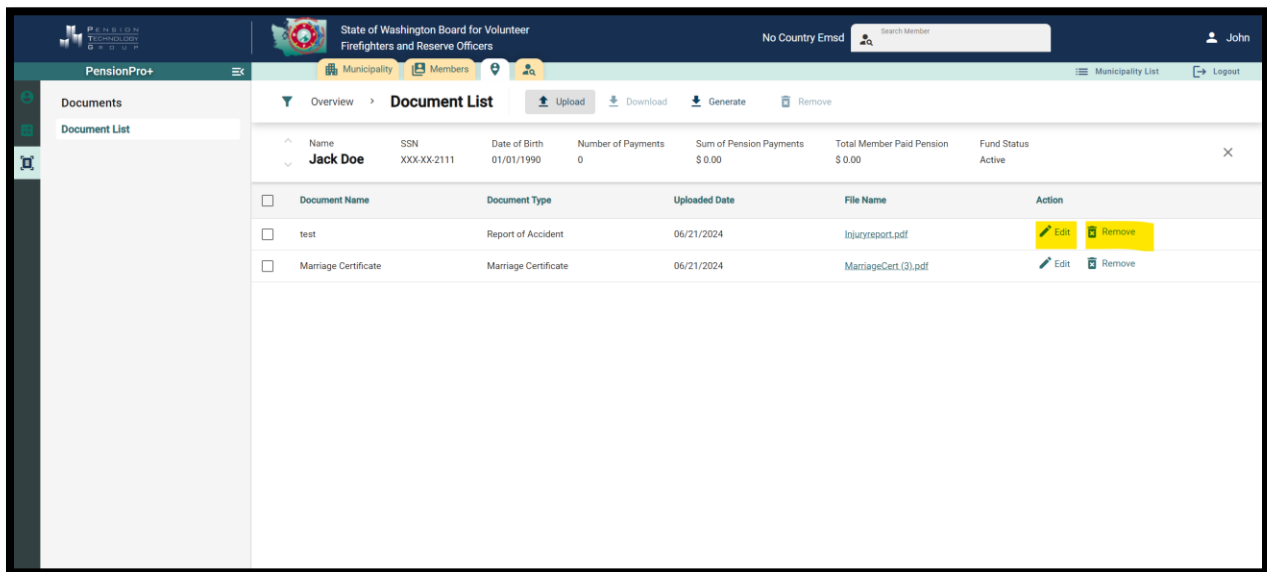
Document Name	Document Type	Uploaded Date	File Name	Action
test	Report of Accident	06/21/2024	Injuryreport.pdf	Edit Remove
Marriage Certificate	Marriage Certificate	06/21/2024	MarriageCert (3).pdf	Edit Remove

- Fill in the details related to the uploaded document. Click **Save** to add the new document or click **Cancel** to discard the changes. If users choose the option **Show on Overview**, after successfully saving, the system will display the newly uploaded document at the top of the list in the Documents section on the Profile screen.



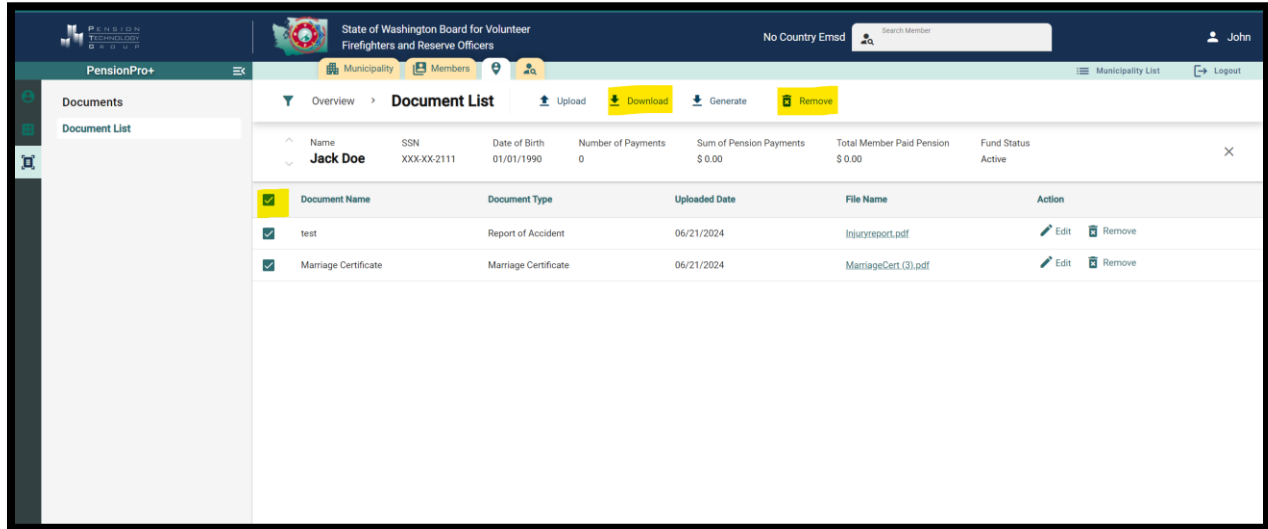
To Edit Documents

- Click **Edit** to update the information related to a selected document in the list or Click **Remove** to delete the selected documents from the list.



To Use Document List Functions

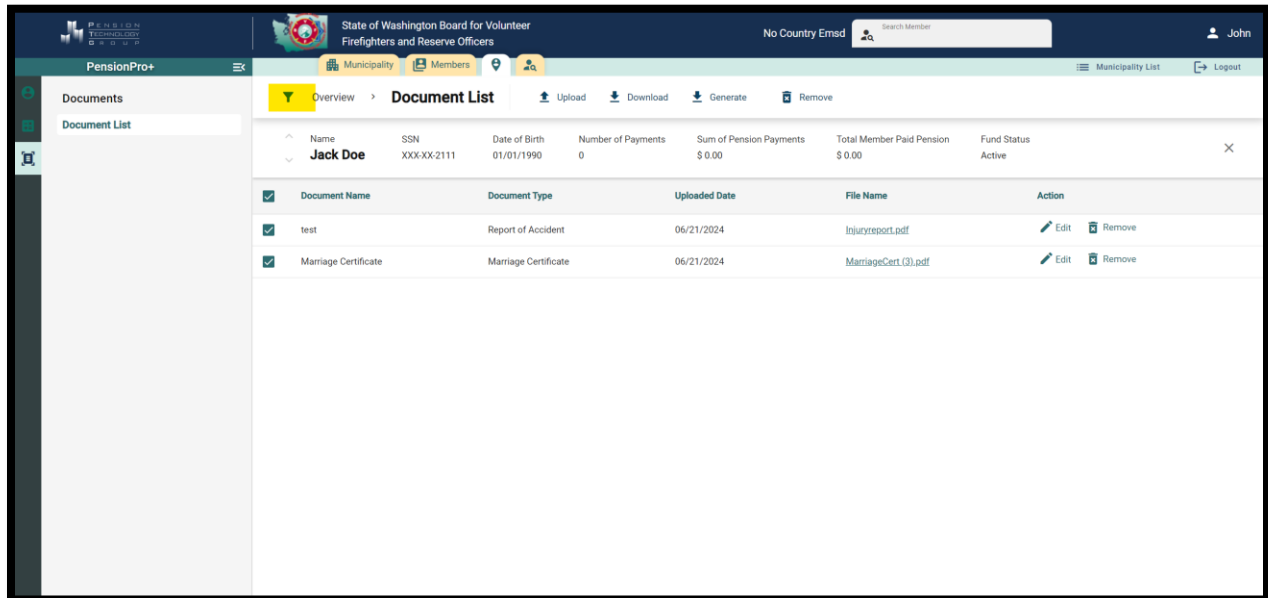
1. Users can select multiple documents by **checking the box** at the beginning of each row. Clicking Download or Remove at the header will then perform these functions in bulk.



The screenshot shows the 'Document List' interface for 'Jack Doe'. At the top, there are buttons for 'Upload', 'Download', 'Generate', and 'Remove'. Below the member information, there is a table of documents with checkboxes for selection and 'Edit'/'Remove' actions.

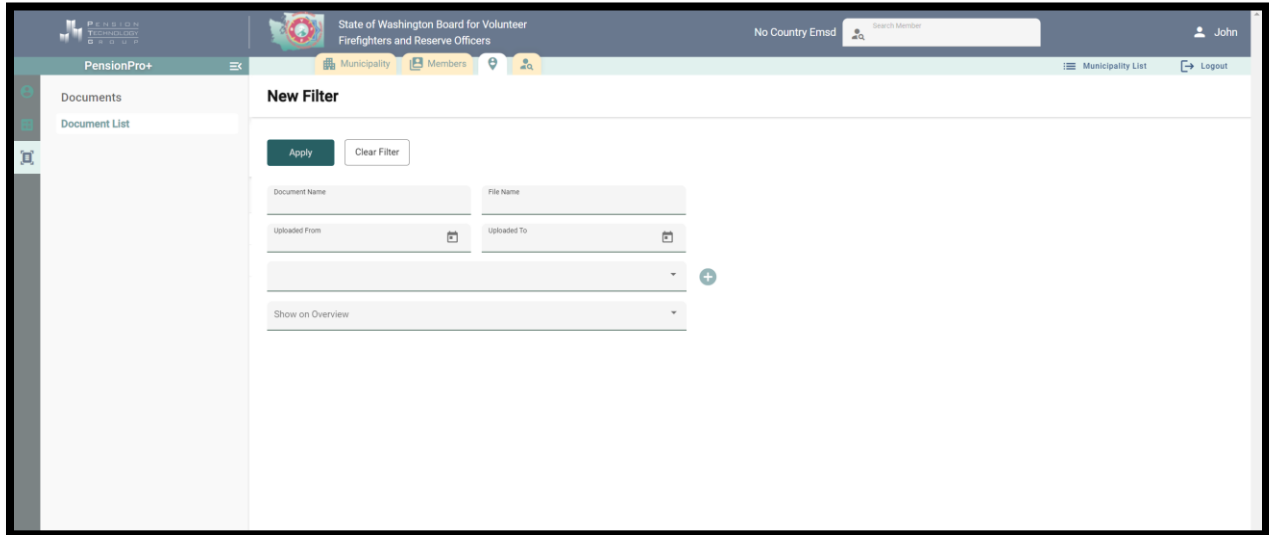
Document Name	Document Type	Uploaded Date	File Name	Action	
<input checked="" type="checkbox"/>	test	Report of Accident	06/21/2024	Injuryreport.pdf	Edit Remove
<input checked="" type="checkbox"/>	Marriage Certificate	Marriage Certificate	06/21/2024	MarriageCert (3).pdf	Edit Remove

2. Additionally, users can click the **Filter** icon at the top of the header of the Document List screen to filter the document list as needed for easy searching.



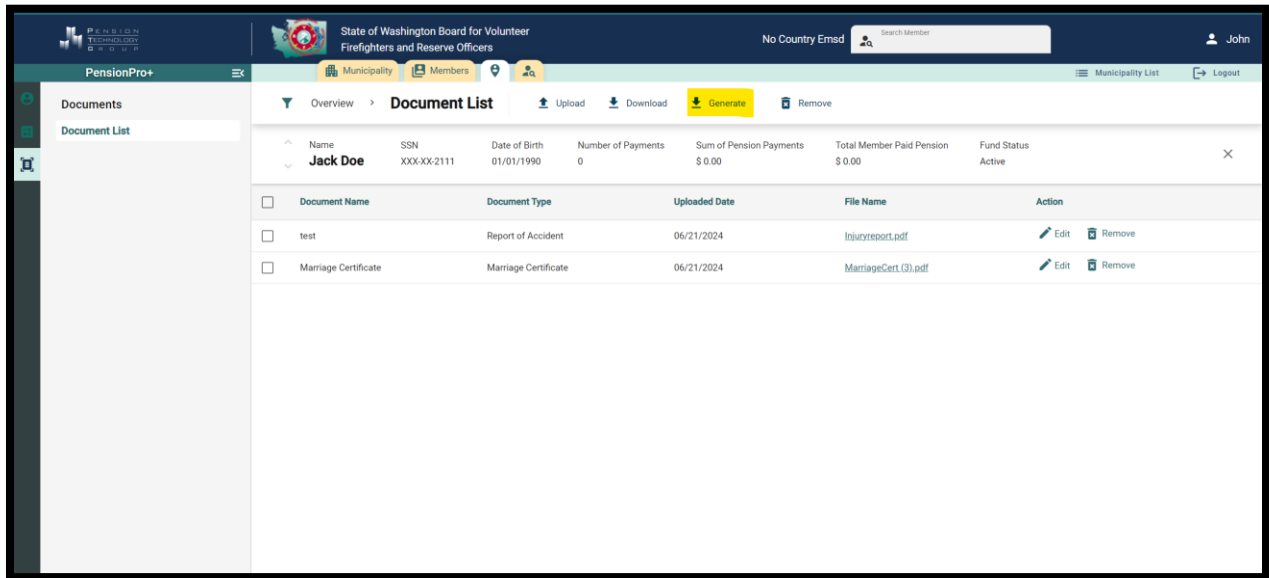
This screenshot is identical to the previous one, but the 'Filter' icon (a funnel) at the top left of the document list header is highlighted in yellow, indicating its function for filtering the document list.

3. Enter the Information and click Apply.

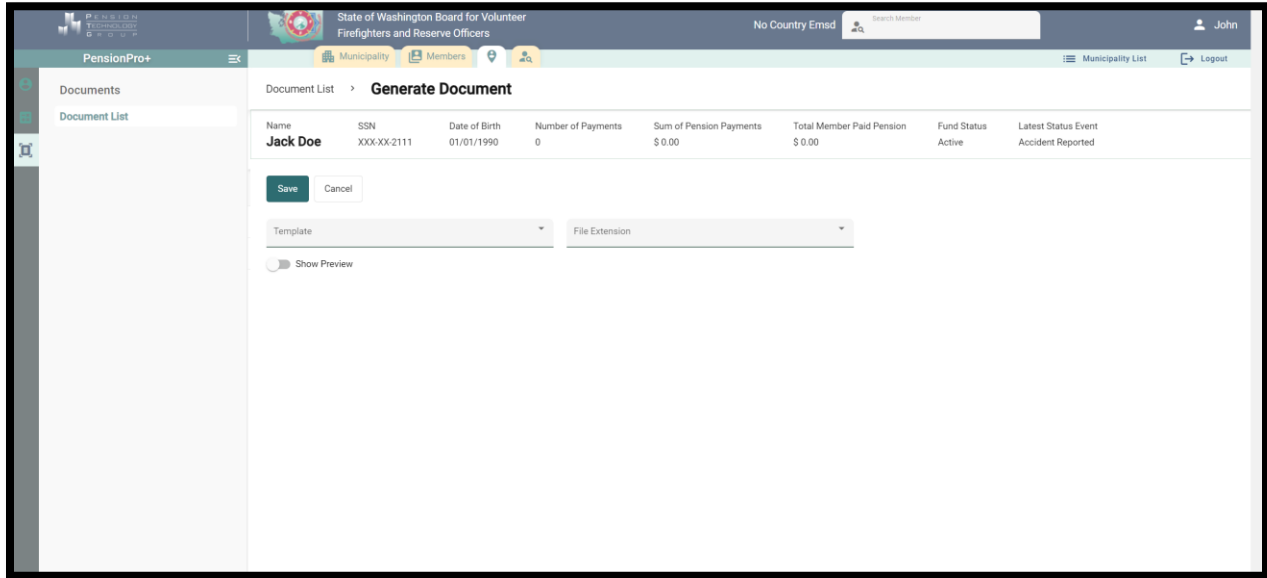


To Generate Document

1. Click Generate located to the right of the "Document List" screen header.

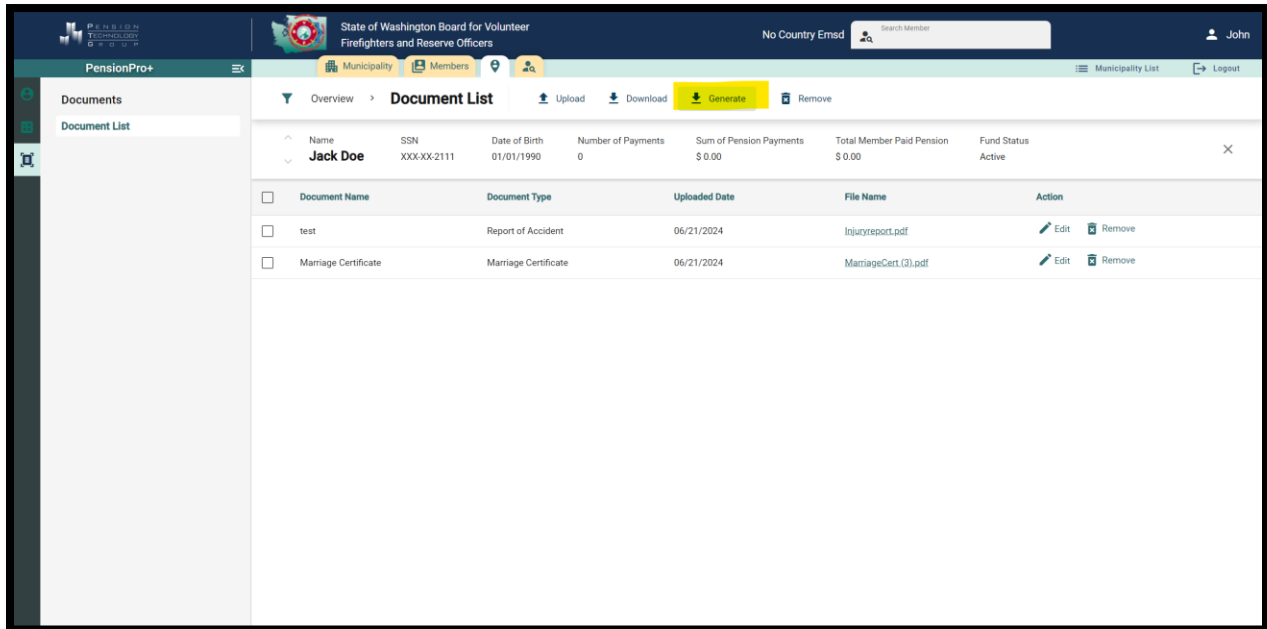


2. Select a document template and a file extension. Click the toggle-on to **Show Preview** of the document. Click **Save** when completed.

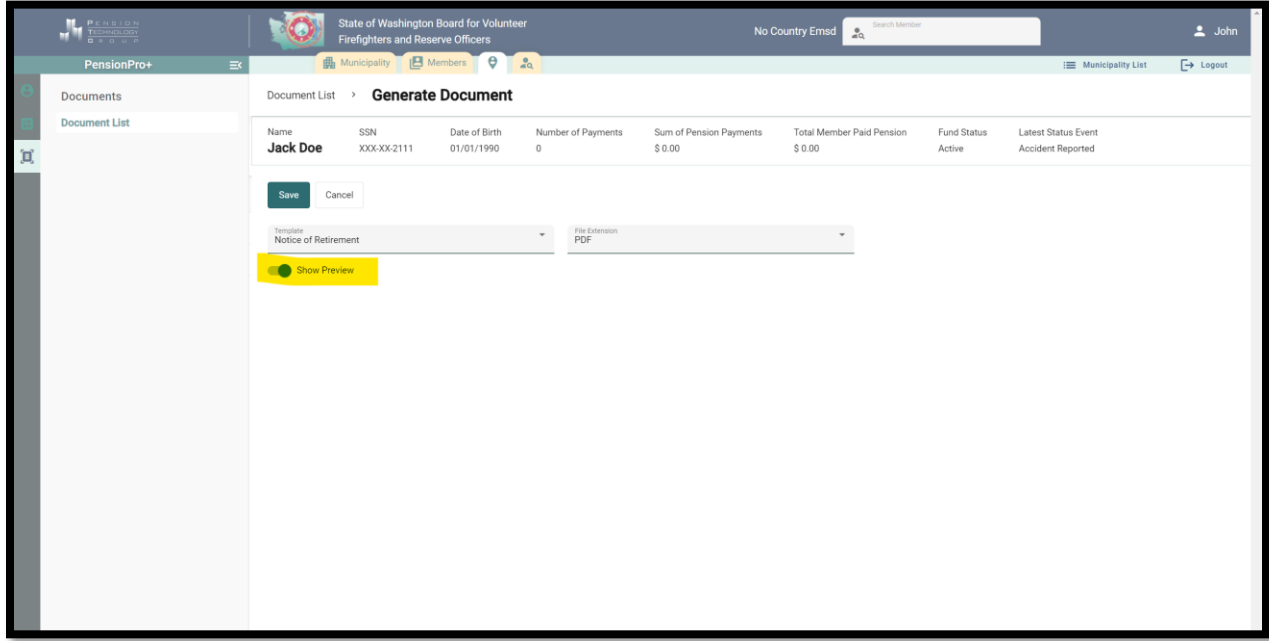


To Generate Notice of Retirement Document (Preview)

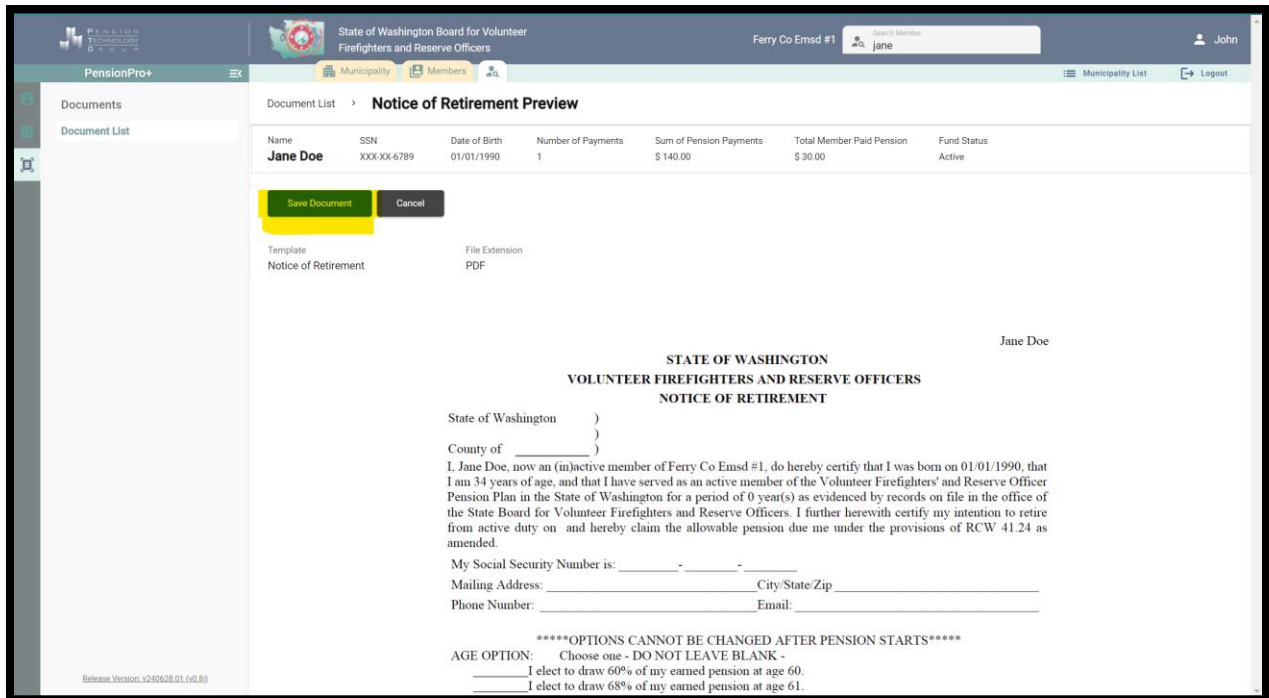
1. Click Generate.



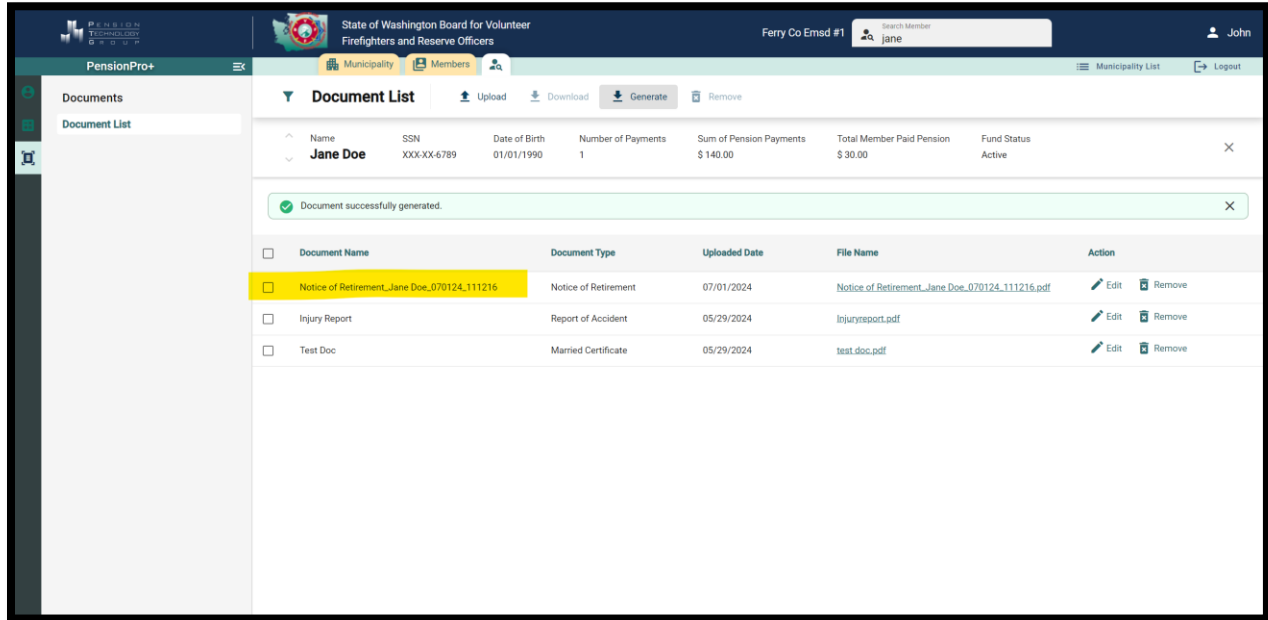
2. Select "**Notice of Retirement**" as a template and **PDF** as the extension. Click the toggle button to **Show Preview** of the document.



3. The document will appear on screen



4. Click Save Document to add the document to the list.



The screenshot shows the 'Document List' page for 'Ferry Co Emsd #1'. A green notification bar at the top states 'Document successfully generated.' Below this, a table lists documents:

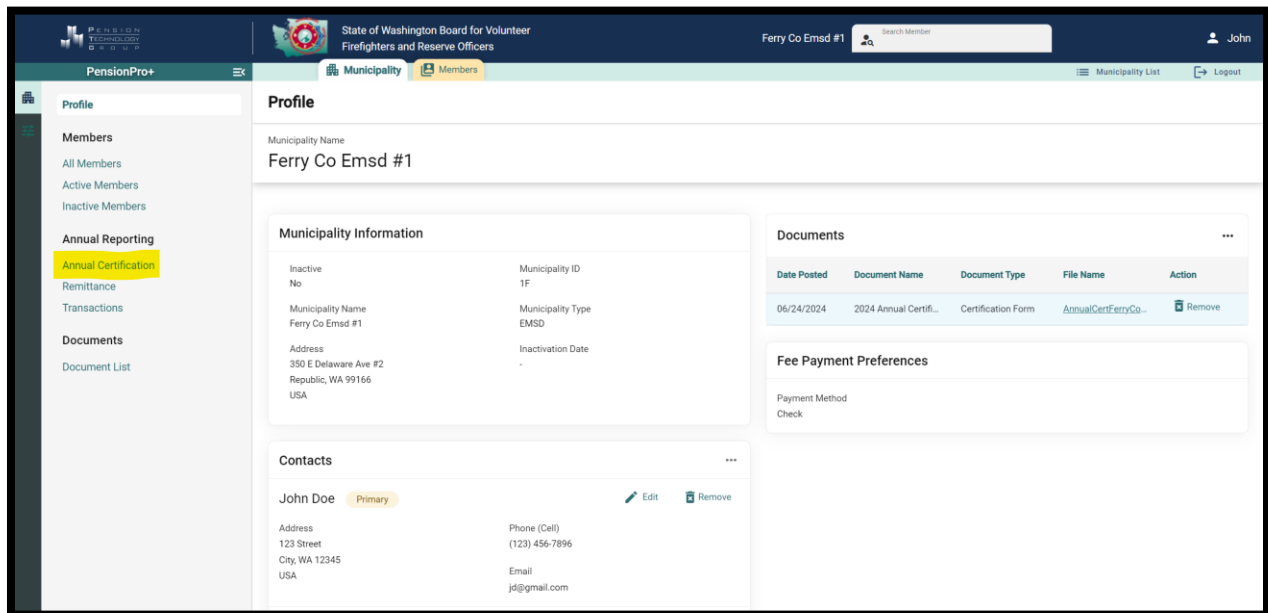
Document Name	Document Type	Uploaded Date	File Name	Action
<input type="checkbox"/> Notice of Retirement_Jane Doe_070124_111216	Notice of Retirement	07/01/2024	Notice of Retirement_Jane Doe_070124_111216.pdf	Edit Remove
<input type="checkbox"/> Injury Report	Report of Accident	05/29/2024	Injuryreport.pdf	Edit Remove
<input type="checkbox"/> Test Doc	Married Certificate	05/29/2024	test.doc.pdf	Edit Remove

IV. Annual Reporting

Annual Certification

To View Annual Certification History

1. At the Municipality Profile screen, Choose **Annual Certification** on the left menu under Annual Reporting.



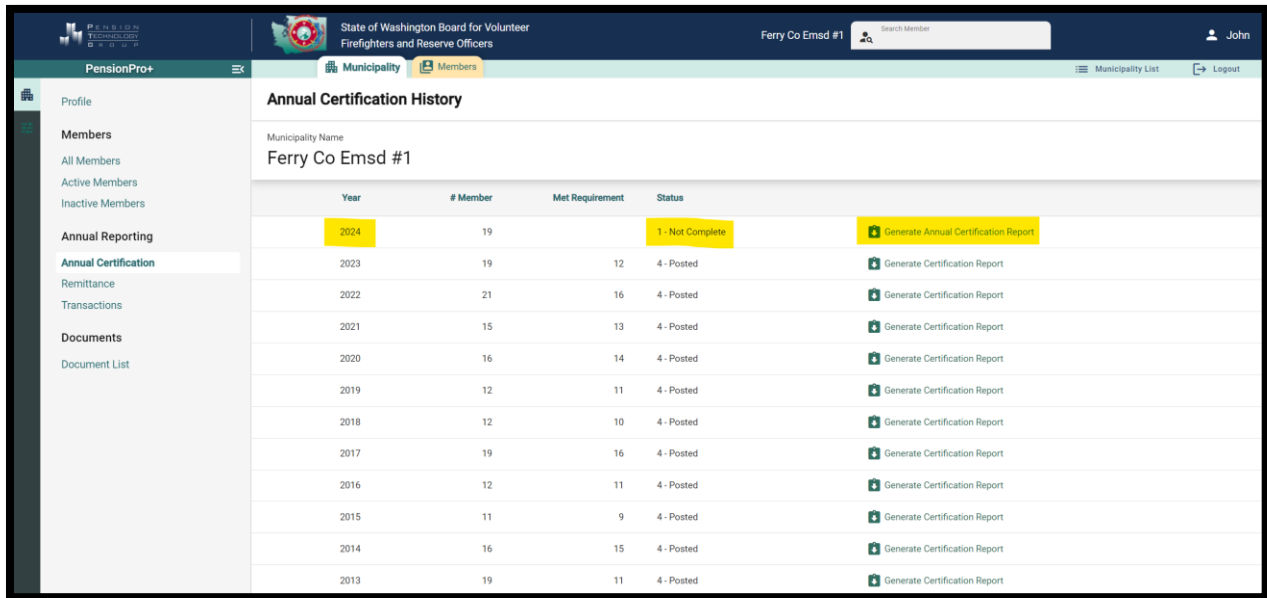
The screenshot shows the 'Profile' page for 'Ferry Co Emsd #1'. The left-hand navigation menu has 'Annual Certification' highlighted under the 'Annual Reporting' section. The main content area displays the following information:

- Municipality Information:**
 - Inactive: No
 - Municipality ID: 1F
 - Municipality Name: Ferry Co Emsd #1
 - Municipality Type: EMSD
 - Address: 350 E Delaware Ave #2, Republic, WA 99166, USA
 - Inactivation Date: -
- Documents:**

Date Posted	Document Name	Document Type	File Name	Action
06/24/2024	2024 Annual Certifi...	Certification Form	AnnualCertFerryCo...	Remove
- Fee Payment Preferences:**
 - Payment Method: Check
- Contacts:**
 - John Doe** (Primary): [Edit](#) [Remove](#)
 - Address: 123 Street, City, WA 12345, USA
 - Phone (Cell): (123) 456-7896
 - Email: jd@gmail.com

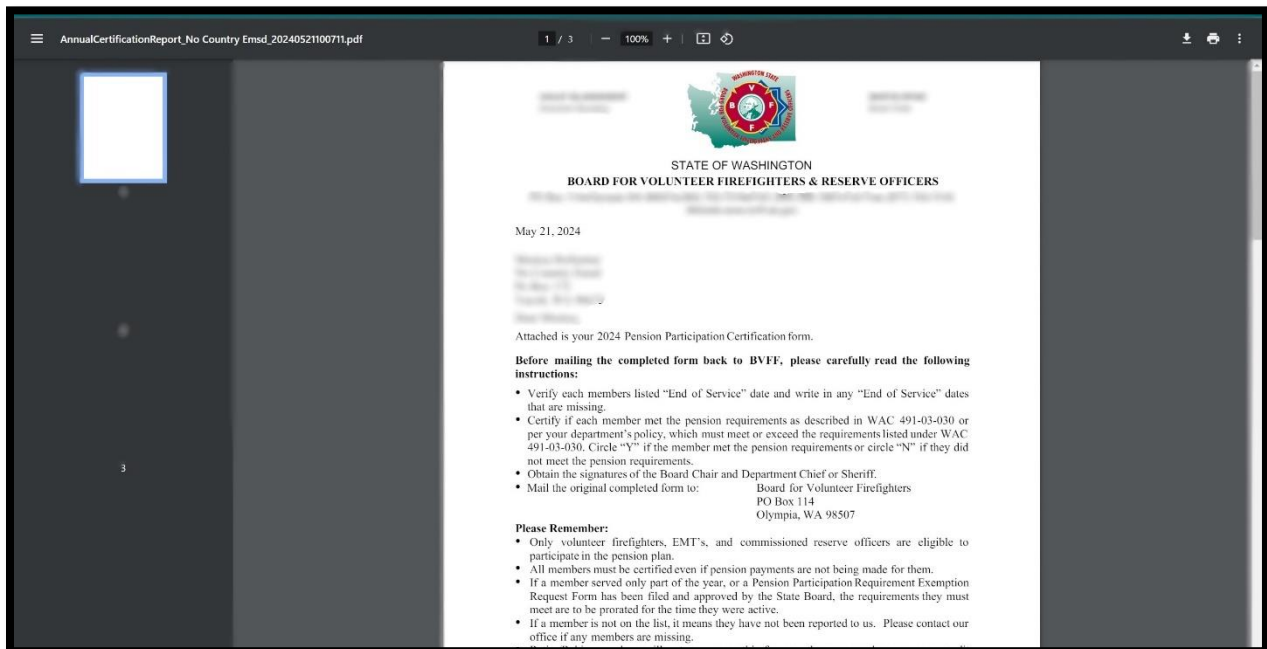
To Generate Certification Report

- At the beginning of the calendar year, BVFF will send out a report to certify the prior remittance. (2024 in this example). This report will appear at the top of the list. It will have a status of **1 - Not Complete**. Click the **download icon** to open the report in your browser.



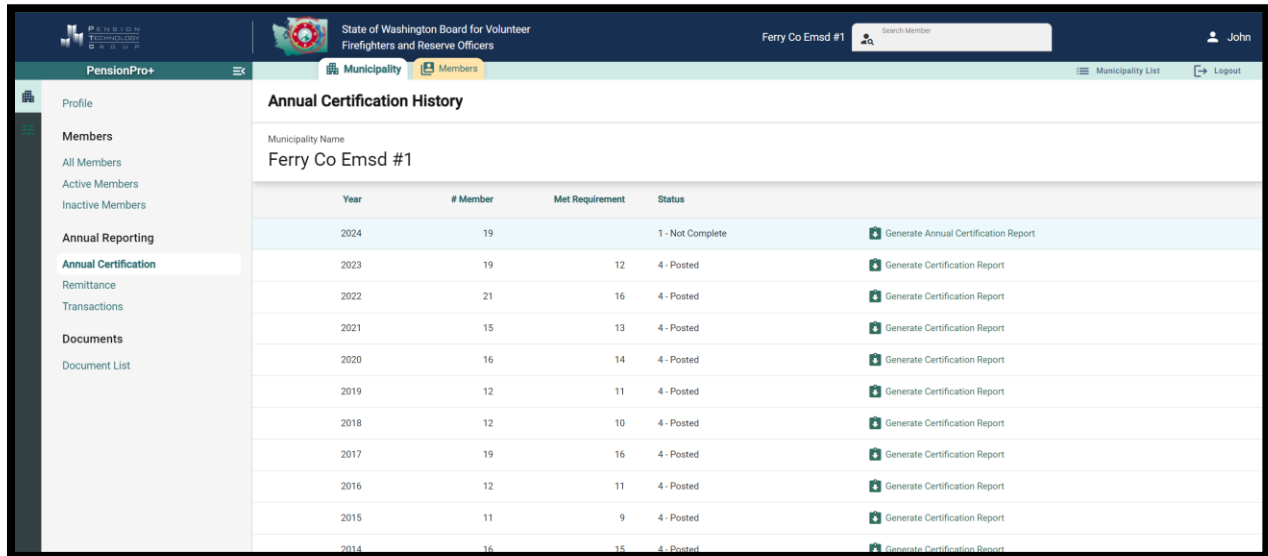
Year	# Member	Met Requirement	Status	Action
2024	19		1 - Not Complete	Generate Annual Certification Report
2023	19	12	4 - Posted	Generate Certification Report
2022	21	16	4 - Posted	Generate Certification Report
2021	15	13	4 - Posted	Generate Certification Report
2020	16	14	4 - Posted	Generate Certification Report
2019	12	11	4 - Posted	Generate Certification Report
2018	12	10	4 - Posted	Generate Certification Report
2017	19	16	4 - Posted	Generate Certification Report
2016	12	11	4 - Posted	Generate Certification Report
2015	11	9	4 - Posted	Generate Certification Report
2014	16	15	4 - Posted	Generate Certification Report
2013	19	11	4 - Posted	Generate Certification Report

- Scroll down to see the whole report. Use the action buttons to download.



To Initiate Annual Certification

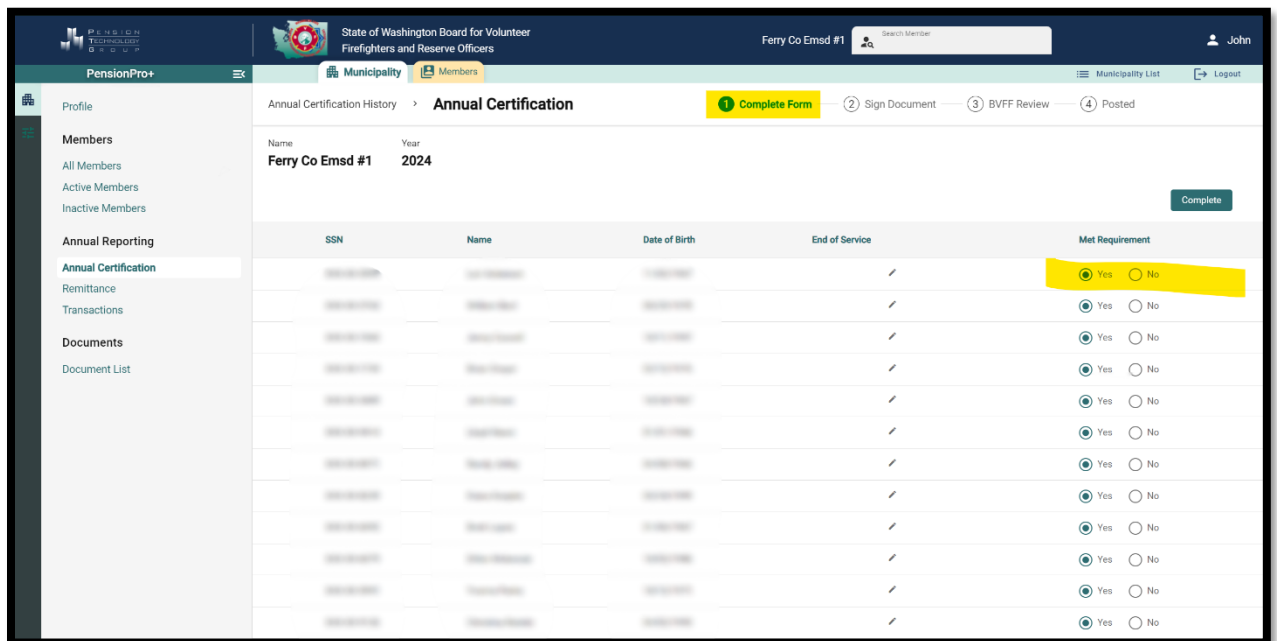
Click on the record with the status of 1 – Not Complete.



Year	# Member	Met Requirement	Status
2024	19	1 - Not Complete	Generate Annual Certification Report
2023	19	12	4 - Posted
2022	21	16	4 - Posted
2021	15	13	4 - Posted
2020	16	14	4 - Posted
2019	12	11	4 - Posted
2018	12	10	4 - Posted
2017	19	16	4 - Posted
2016	12	11	4 - Posted
2015	11	9	4 - Posted
2014	16	15	4 - Posted

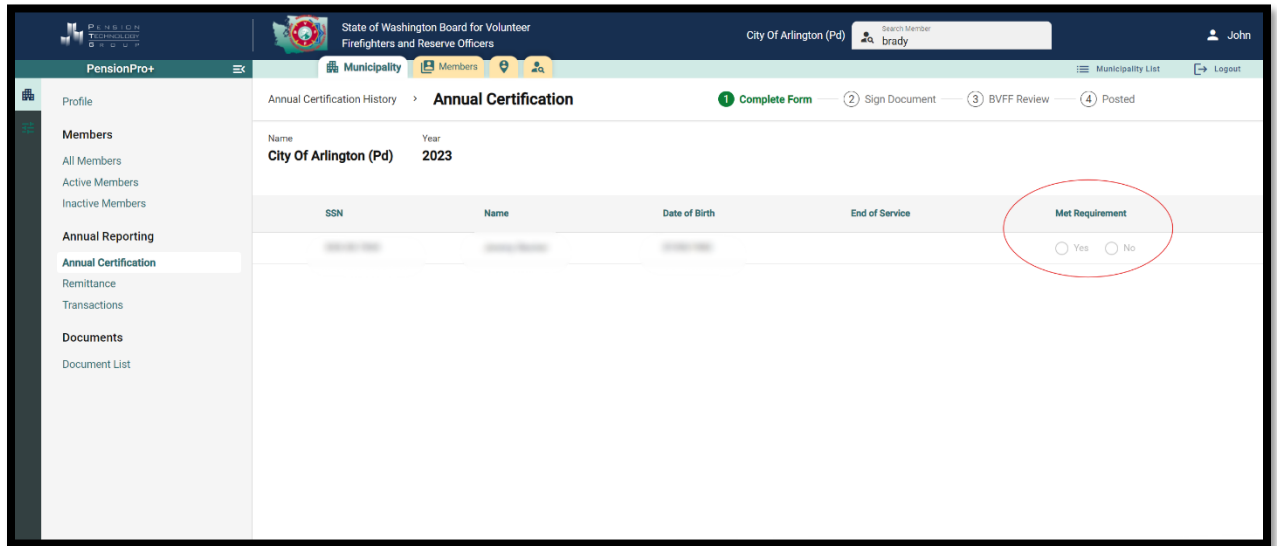
Step 1: Complete Form

1. Check the boxes next to each member. Select **Yes** if they “Met” the Requirements. Select **No** if they did not. Click **Complete** when done.



SSN	Name	Date of Birth	End of Service	Met Requirement
...	<input checked="" type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No
...	<input type="radio"/> Yes <input type="radio"/> No

- These Yes/No buttons will be deactivated for any users registered after the Annual Certification was initiated. Users will have to do fill out the list manually.



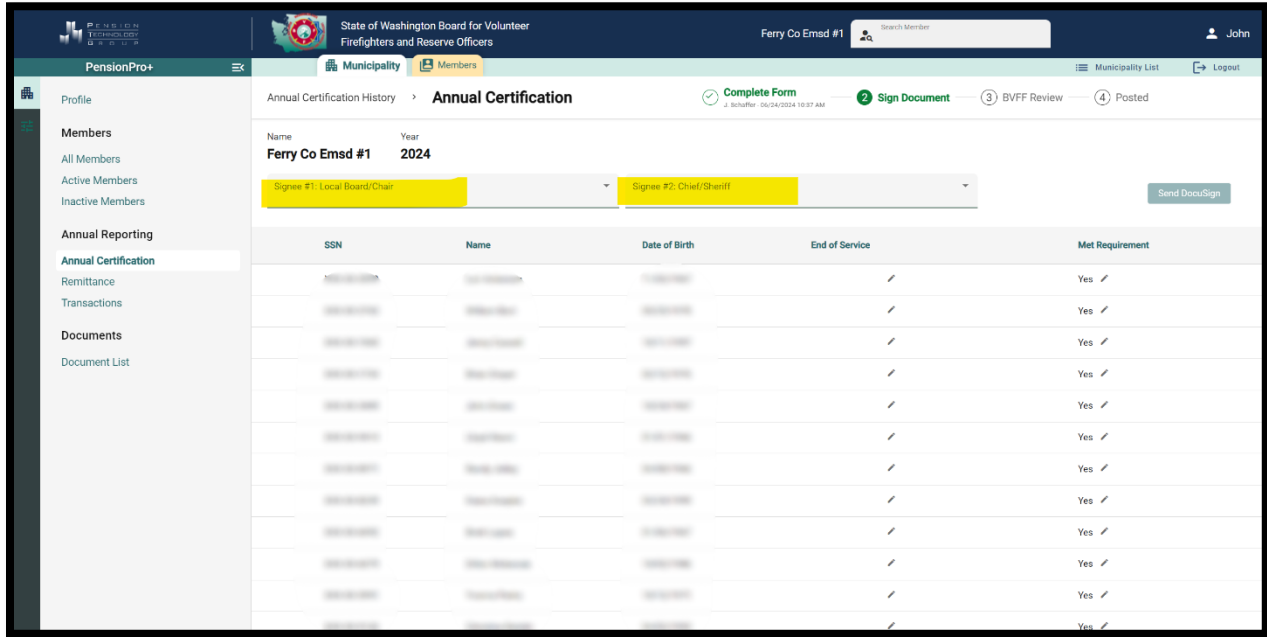
The screenshot shows the 'Annual Certification' form for the 'City of Arlington (Pd)' for the year '2023'. The form is part of the 'State of Washington Board for Volunteer Firefighters and Reserve Officers' system. The 'Met Requirement' column in the table below has radio buttons for 'Yes' and 'No', which are circled in red.

SSN	Name	Date of Birth	End of Service	Met Requirement
				<input type="radio"/> Yes <input type="radio"/> No

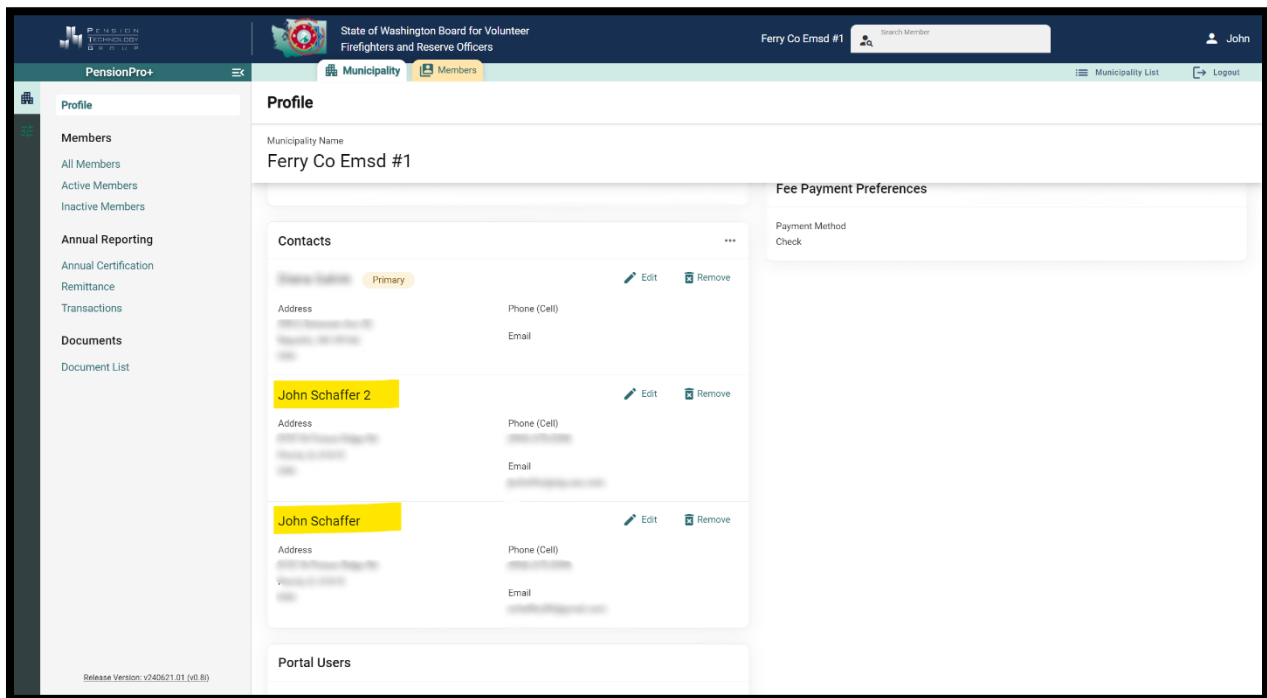
- Mandatory Met Requirement fields cannot be left blank.
- If the entered End of Service date is earlier than the Service Begin Date, the system will display an error message.
- If the entered End of Service date is prior to the year being certified, the system will show a flag icon next to the entered value.
- In addition, the system will automatically set the Met Requirement to No and prevent any further editing.

Step 2: Sign Document – DocuSign.

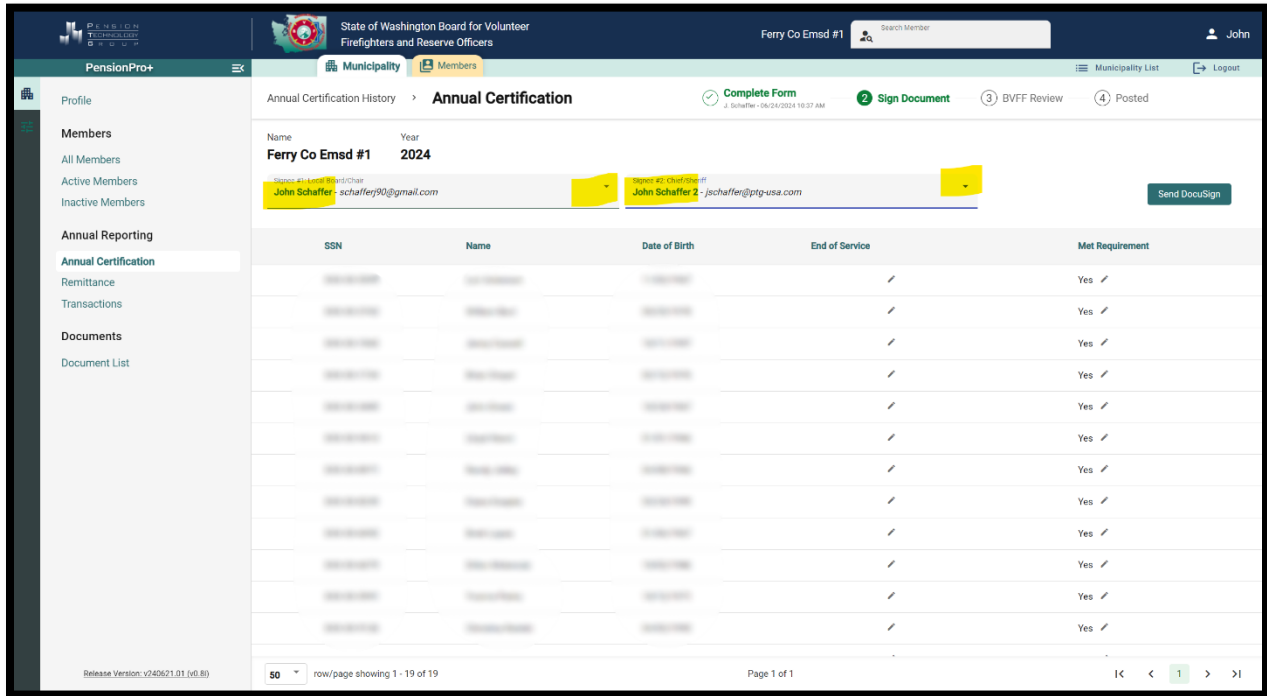
1. The 2 dropdown boxes indicate that a signee is required.



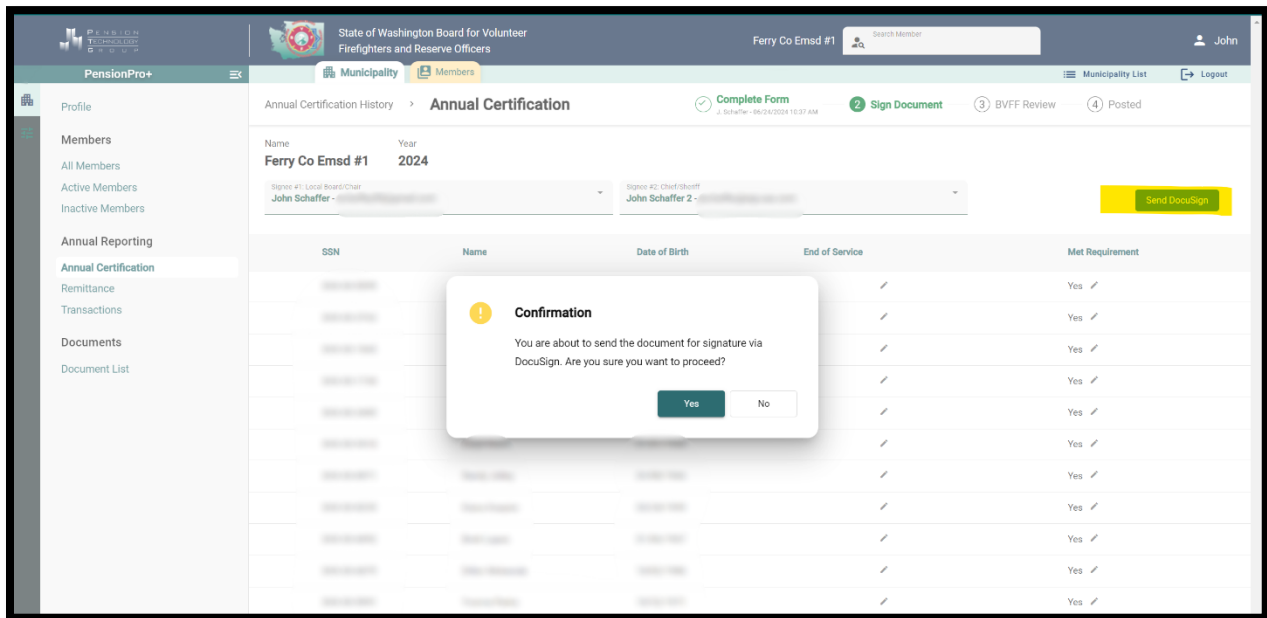
2. Signees are set up in the Contacts card on the Profile screen. Email addresses are required. John Schaffer and John Schaffer 2 have been set up with real email addresses for this example.



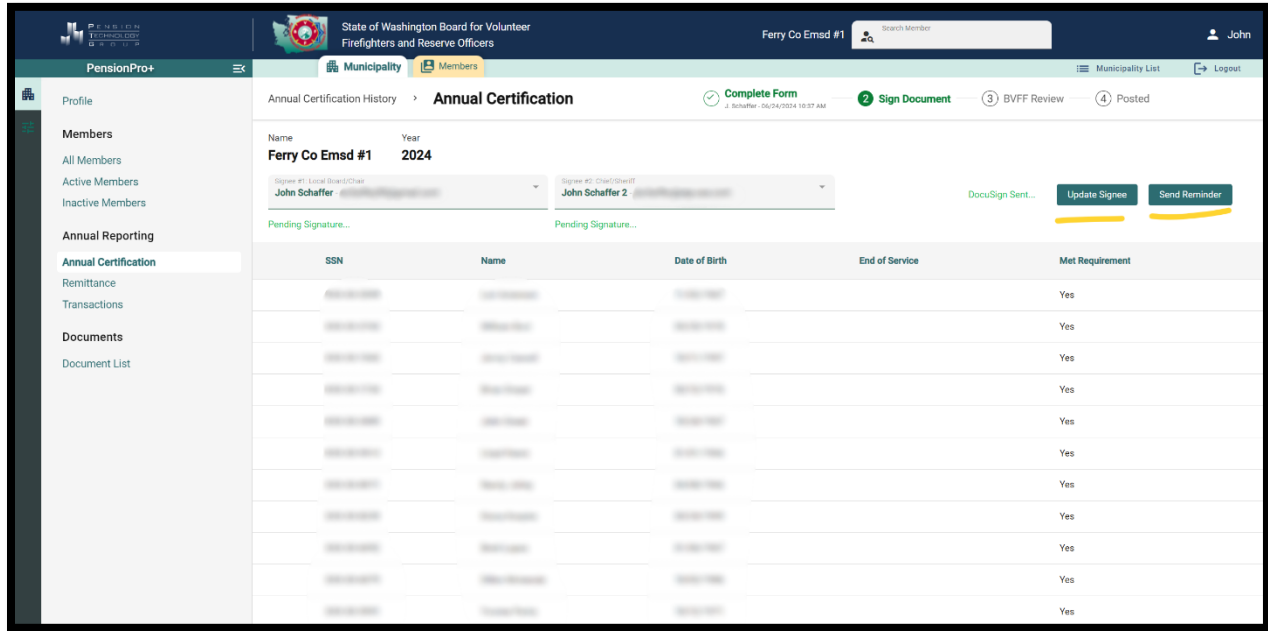
- Click the **arrows** on the dropdown boxes to see and select your contacts. (If you do not see a name as an option, read the previous step.)



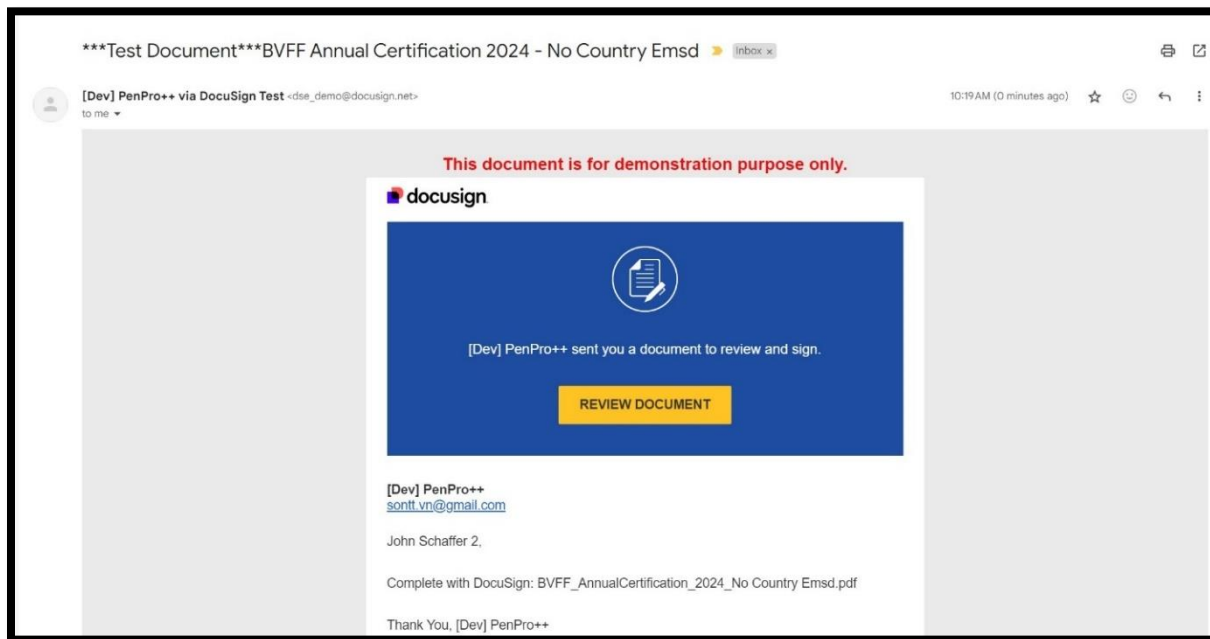
- Click **Send DocuSign**. Click **Yes** to confirm.



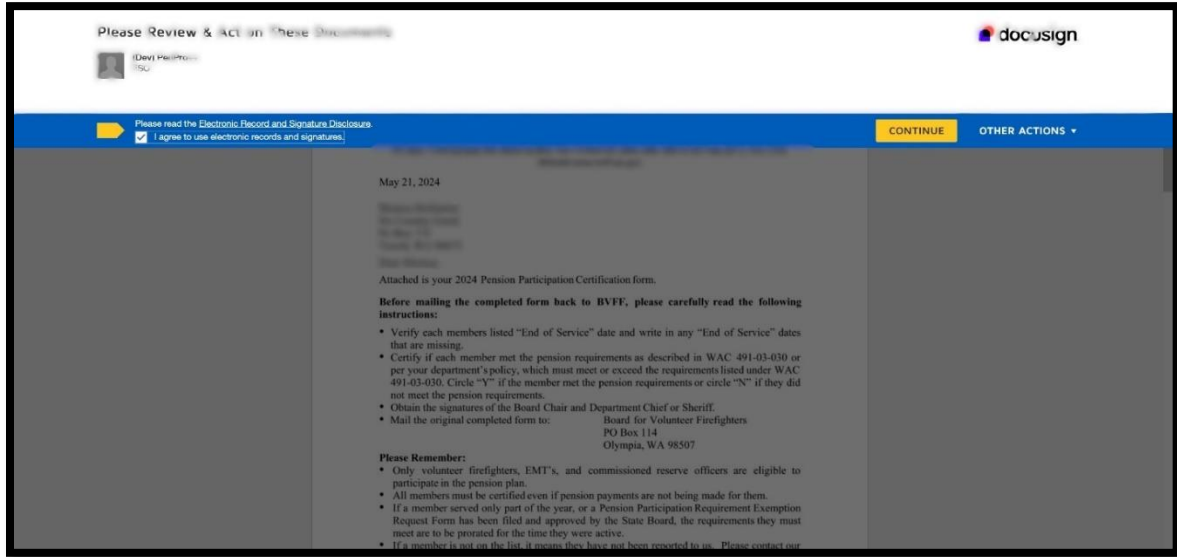
- The document has been sent and is pending signatures. Click the underlined buttons if the user needs to update to signees and send again or just send the current document as a reminder



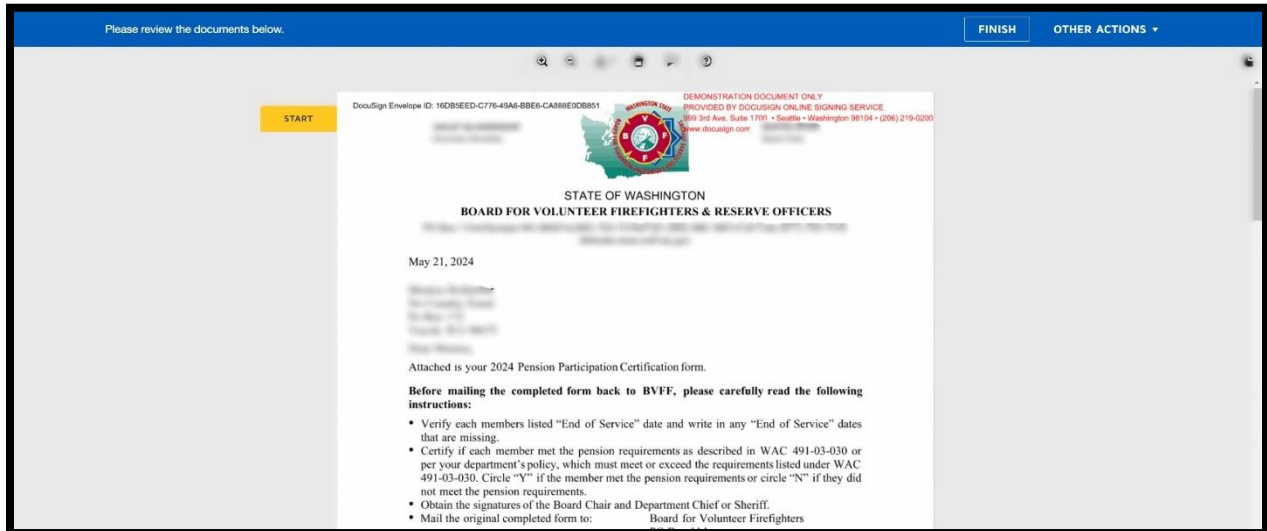
- Both signees will receive the following email. Click **Review Document**.



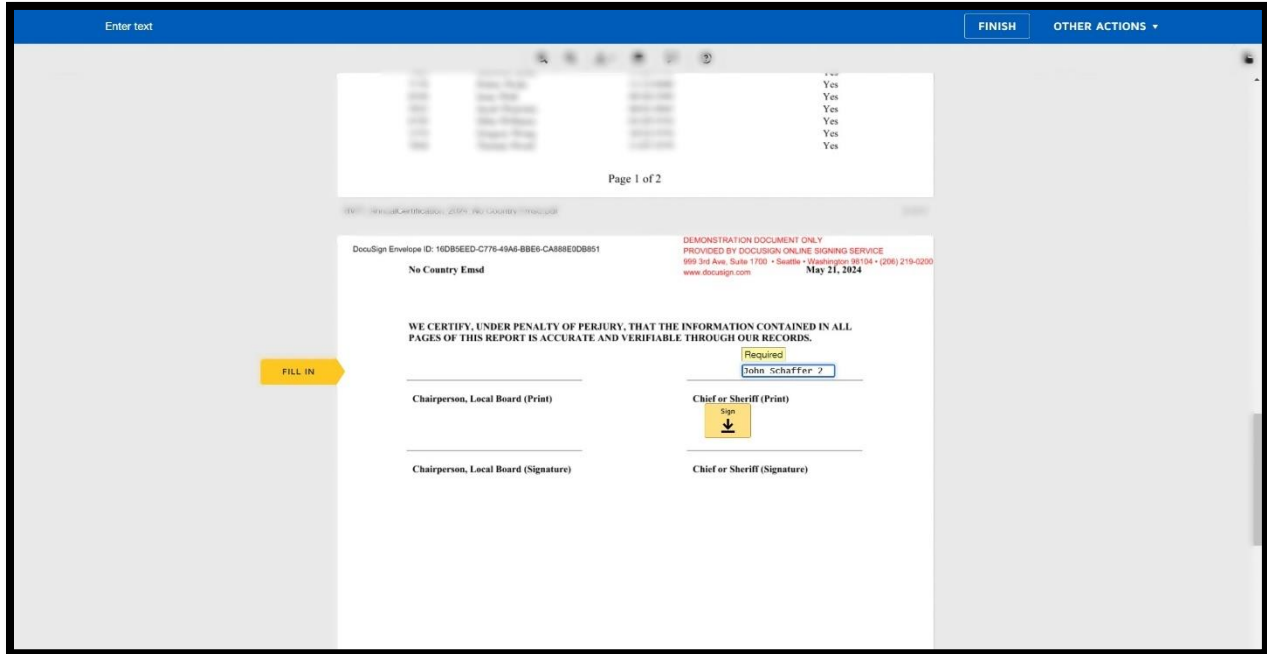
7. Click the **Check Box** to activate the Continue button. Click **Continue**.



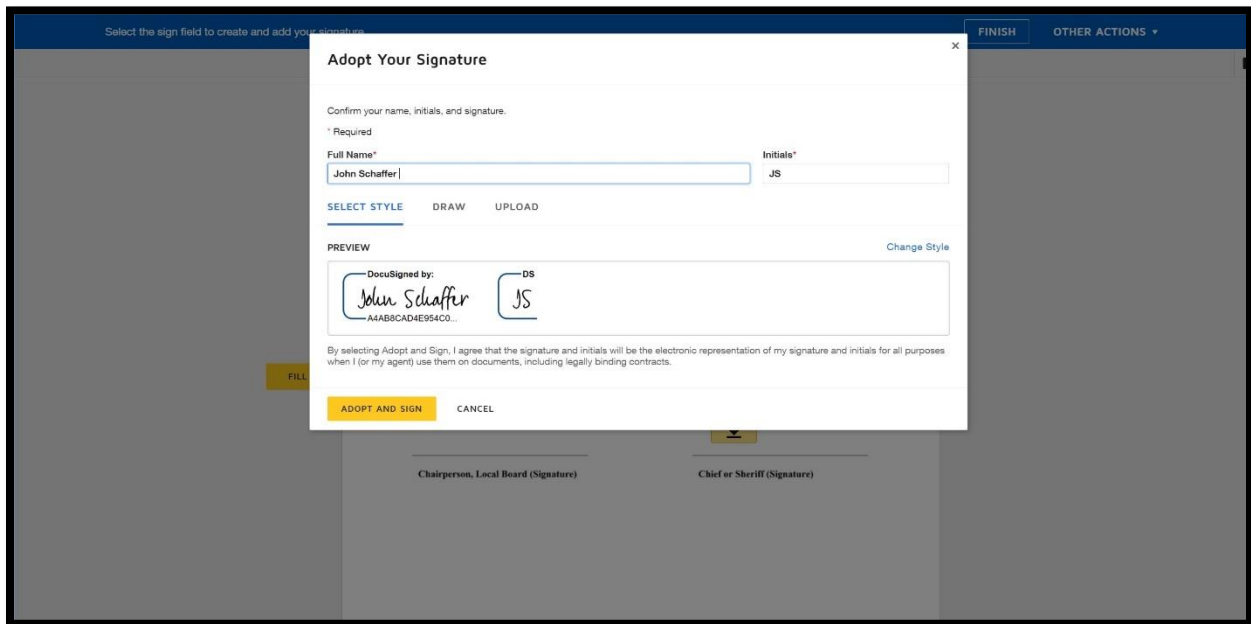
8. Click **Start**.



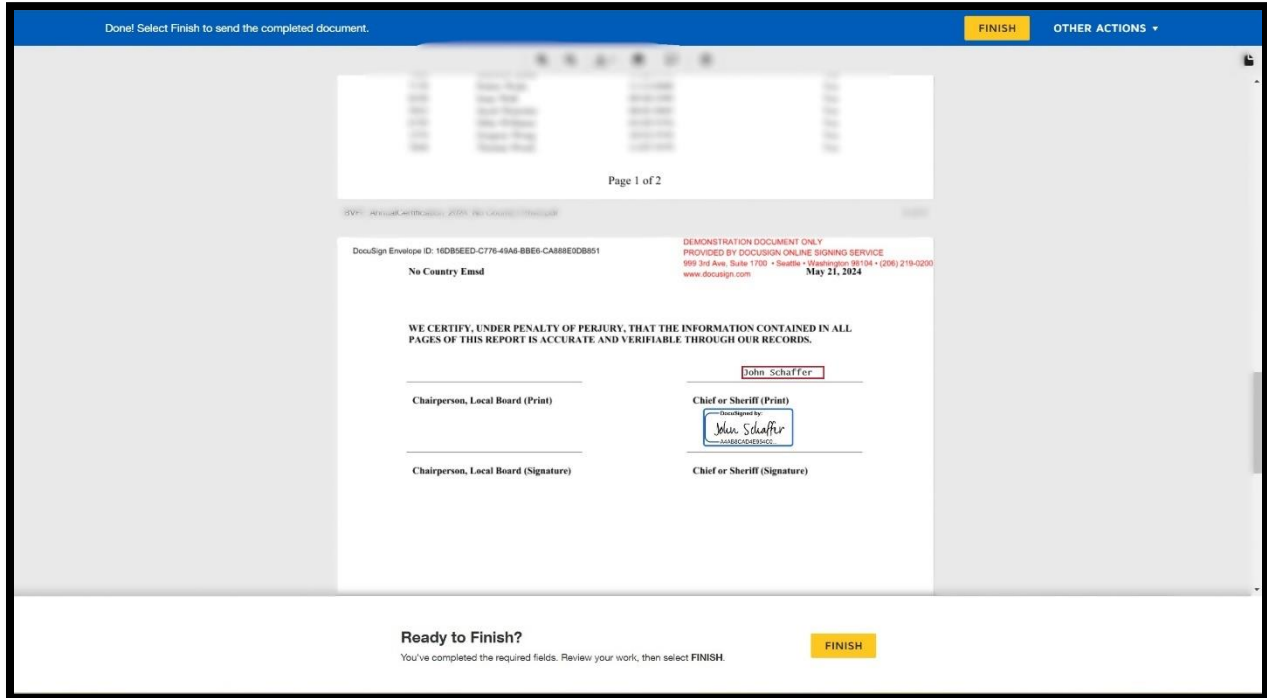
- Fill in the required fields. Print your Name if it's not already populated. To sign, Click the highlighted box.



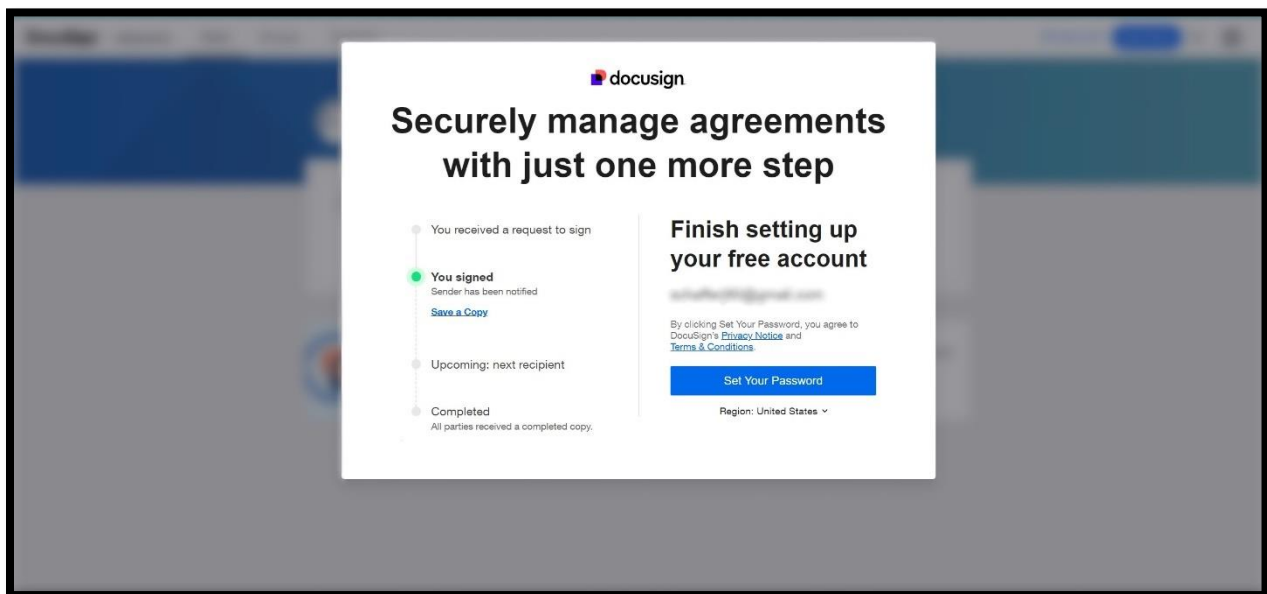
- Select your signature. This example uses the Adopt and Sign function.



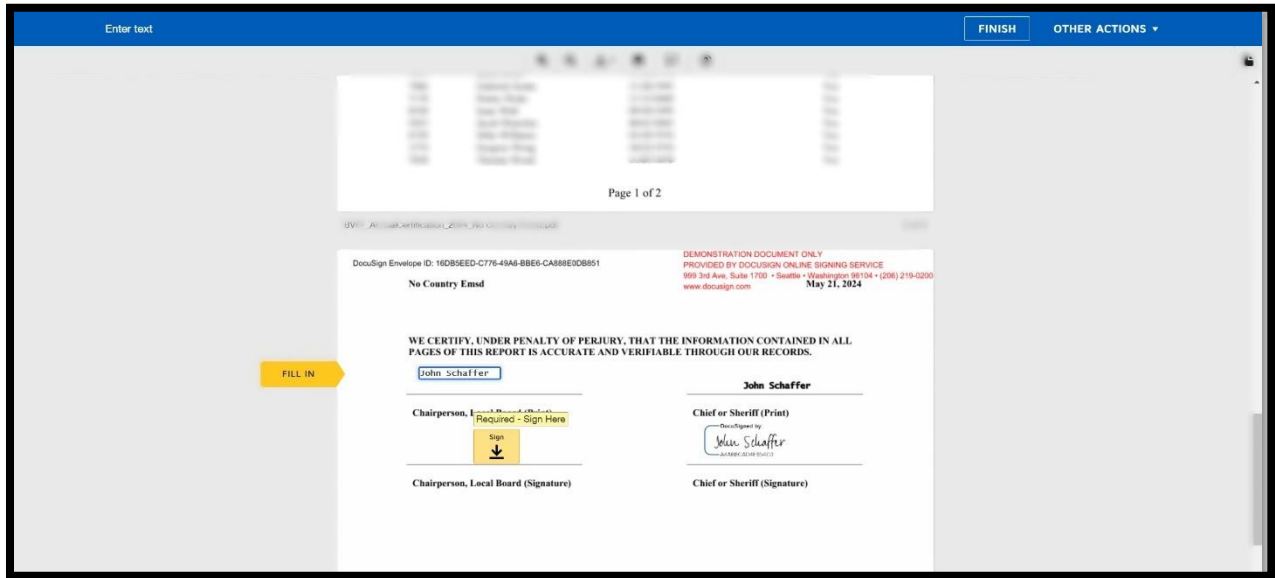
11. The signature will appear. Click **Finish** when done.



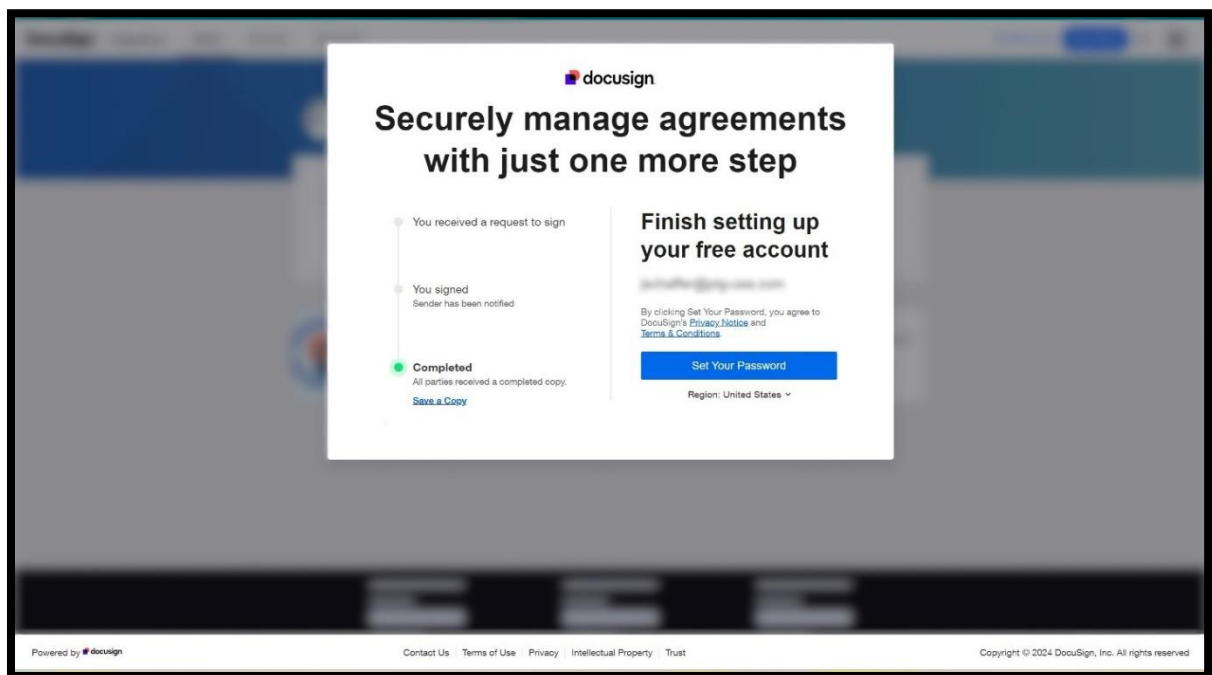
12. A popup box will indicate that 'You Signed' the document and that the next recipient is "Upcoming".



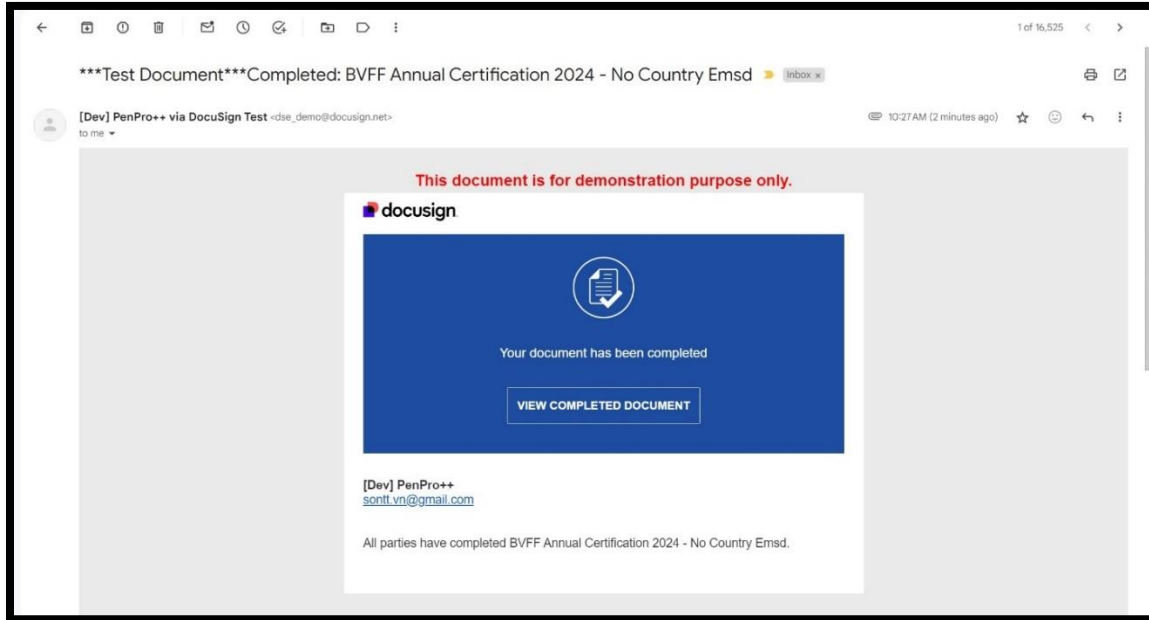
- The second signee will open the same email. They will open the document that now includes the signature made prior. They will be prompted to fill in the required fields. Follow the same steps to print the name and sign.



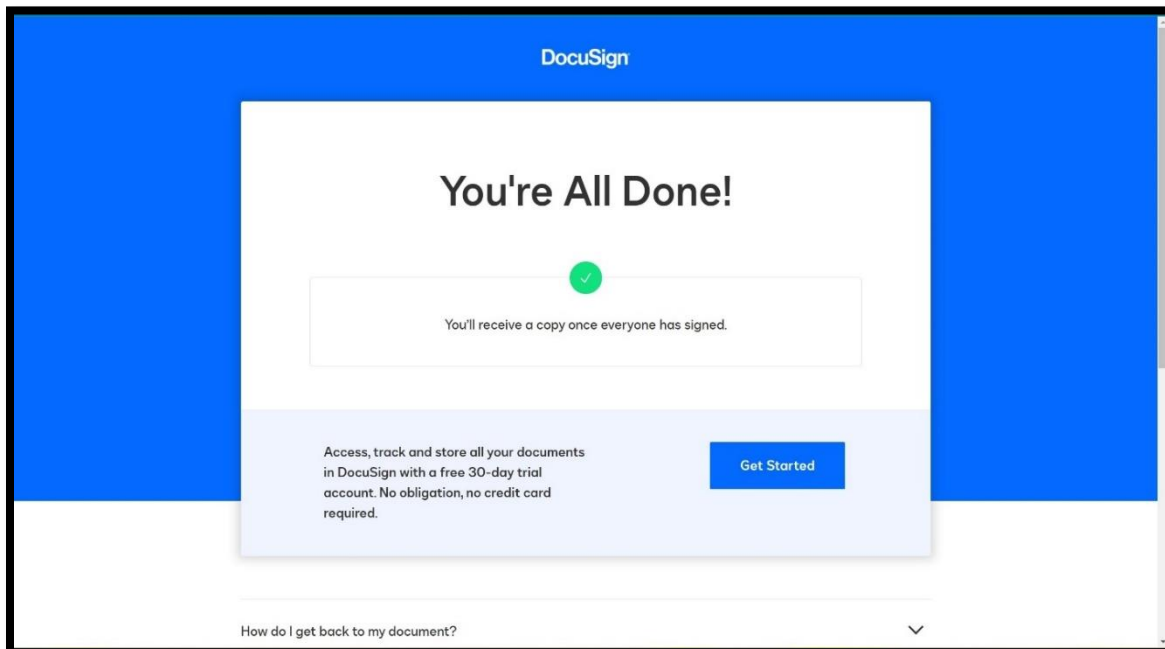
- After the second signee has signed, a popup box will indicate that All parties have signed.



15. Both signees will then receive an email with the signed copy attached as a pdf. Click **View Completed Document** to open the signed copy.

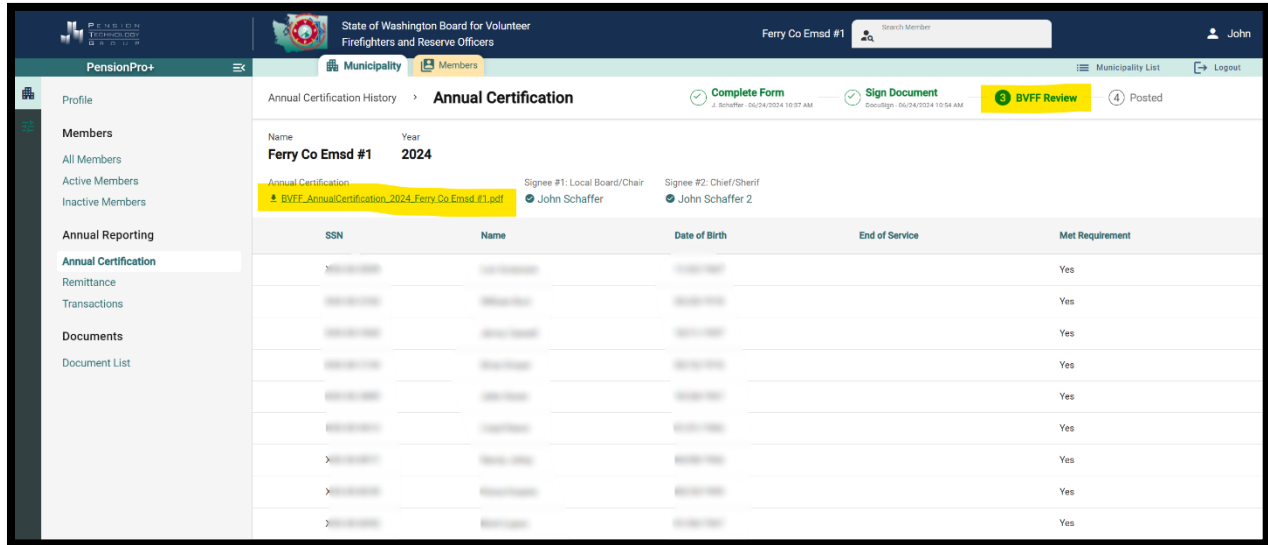


16. A popup document will appear when you review the signed copy.



Step 3: BVFF Review

After the document is signed, the system will automatically initiate **Step 3 BVFF Review**. The signed document will appear in a hyperlink for the user to click and open in their browser. BVFF Administrators will take it from here. They will complete Step 3 by reviewing the document.



State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

Annual Certification History > **Annual Certification** Complete Form Sign Document **BVFF Review** Posted

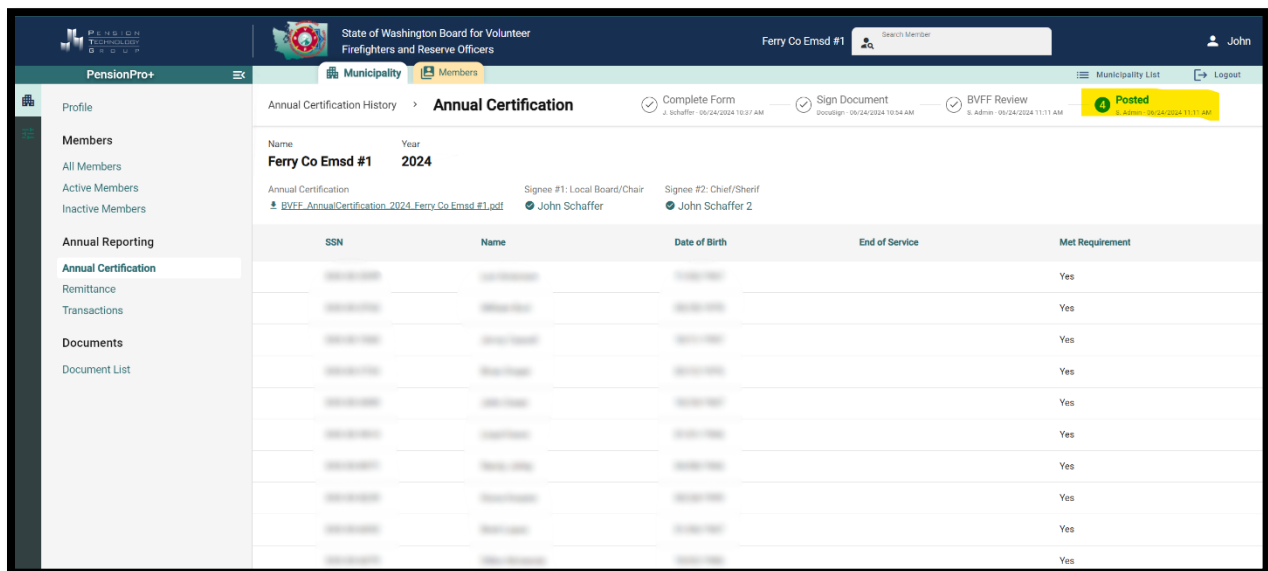
Name: **Ferry Co Emsd #1** Year: **2024**

Annual Certification: [BVFF_AnnualCertification_2024_Ferry Co Emsd #1.pdf](#) Signee #1: Local Board/Chair: John Schaffer Signee #2: Chief/Sherif: John Schaffer 2

SSN	Name	Date of Birth	End of Service	Met Requirement
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes

Step 4: Posted

1. After BVFF admins complete their review, the system will automatically initiate Step 4: Posted. BVFF admins will complete this step as well. When complete, the Annual Certification status will update to **4 – Posted**.



State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

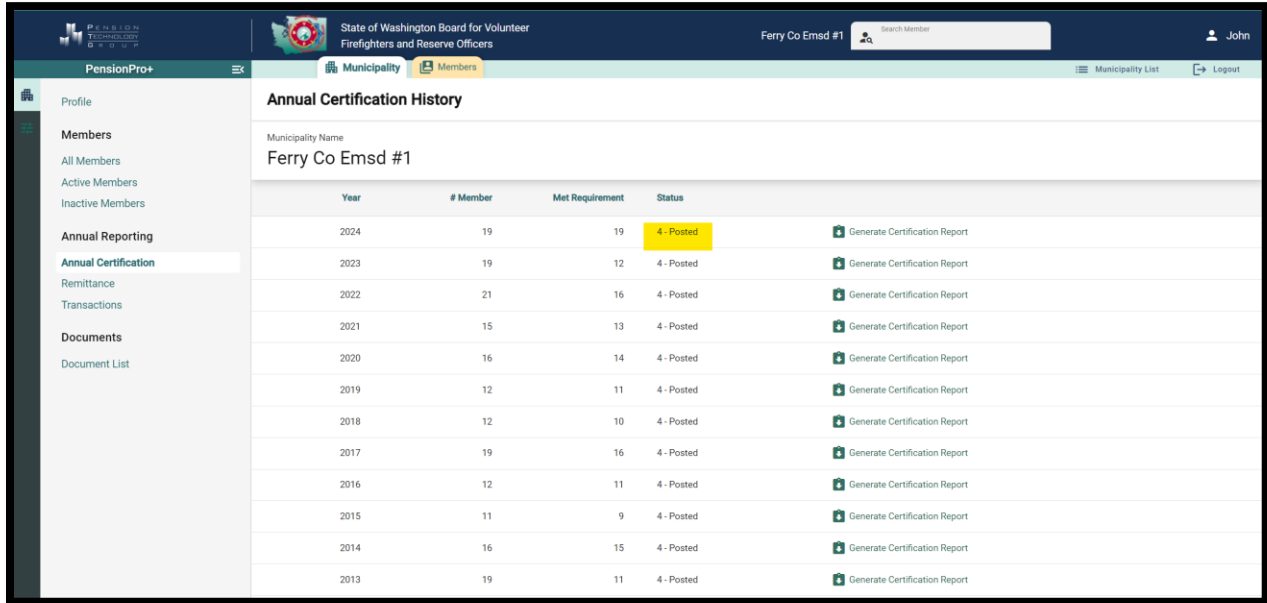
Annual Certification History > **Annual Certification** Complete Form Sign Document BVFF Review **Posted**

Name: **Ferry Co Emsd #1** Year: **2024**

Annual Certification: [BVFF_AnnualCertification_2024_Ferry Co Emsd #1.pdf](#) Signee #1: Local Board/Chair: John Schaffer Signee #2: Chief/Sherif: John Schaffer 2

SSN	Name	Date of Birth	End of Service	Met Requirement
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes

2. Additionally, the Annual Certification History screen will display the status update.



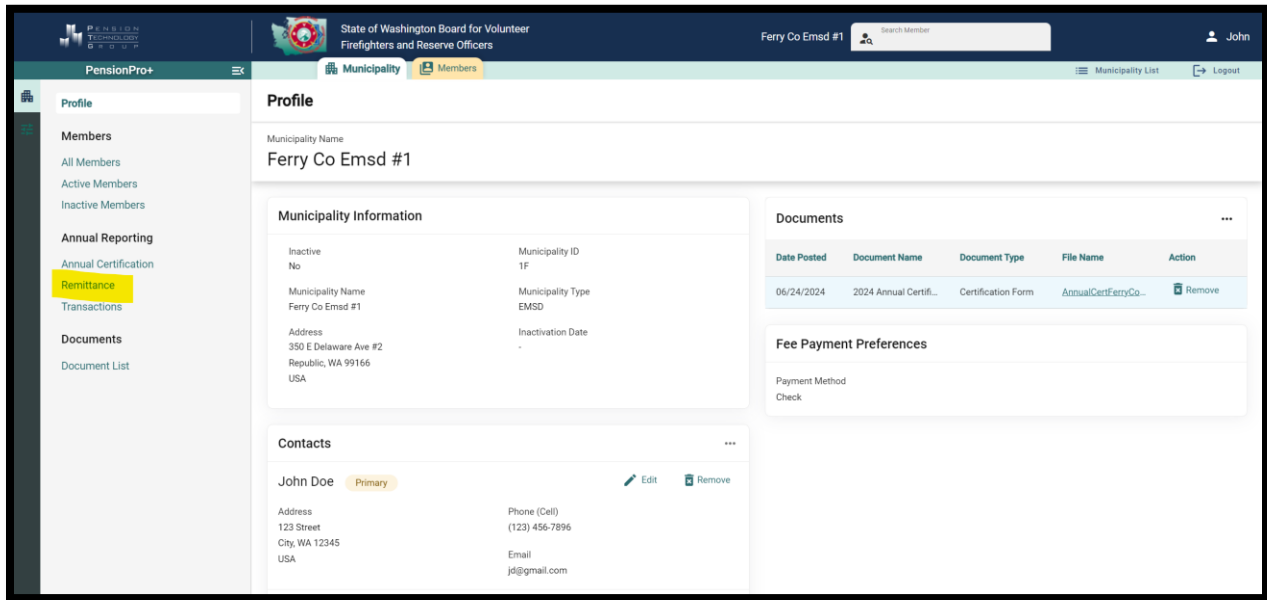
The screenshot shows the 'Annual Certification History' page for 'Ferry Co Emsd #1'. The page includes a table with columns for Year, # Member, Met Requirement, and Status. The 2024 entry is highlighted with a yellow background and shows a status of '4 - Posted'. A 'Generate Certification Report' button is available for each year.

Year	# Member	Met Requirement	Status	Action
2024	19	19	4 - Posted	Generate Certification Report
2023	19	12	4 - Posted	Generate Certification Report
2022	21	16	4 - Posted	Generate Certification Report
2021	15	13	4 - Posted	Generate Certification Report
2020	16	14	4 - Posted	Generate Certification Report
2019	12	11	4 - Posted	Generate Certification Report
2018	12	10	4 - Posted	Generate Certification Report
2017	19	16	4 - Posted	Generate Certification Report
2016	12	11	4 - Posted	Generate Certification Report
2015	11	9	4 - Posted	Generate Certification Report
2014	16	15	4 - Posted	Generate Certification Report
2013	19	11	4 - Posted	Generate Certification Report

Remittance

To View Remittance History

1. At the Municipality profile screen, click **Remittance** from the left menu.



The screenshot shows the 'Profile' page for 'Ferry Co Emsd #1'. The left sidebar menu has 'Remittance' highlighted in yellow. The main content area is divided into sections: Municipality Information, Documents, Fee Payment Preferences, and Contacts.

Municipality Information

Inactive: No	Municipality ID: 1F
Municipality Name: Ferry Co Emsd #1	Municipality Type: EMSD
Address: 350 E Delaware Ave #2, Republic, WA 99166, USA	Inactivation Date: -

Documents

Date Posted	Document Name	Document Type	File Name	Action
06/24/2024	2024 Annual Certif...	Certification Form	AnnualCertFerryCo...	Remove

Fee Payment Preferences

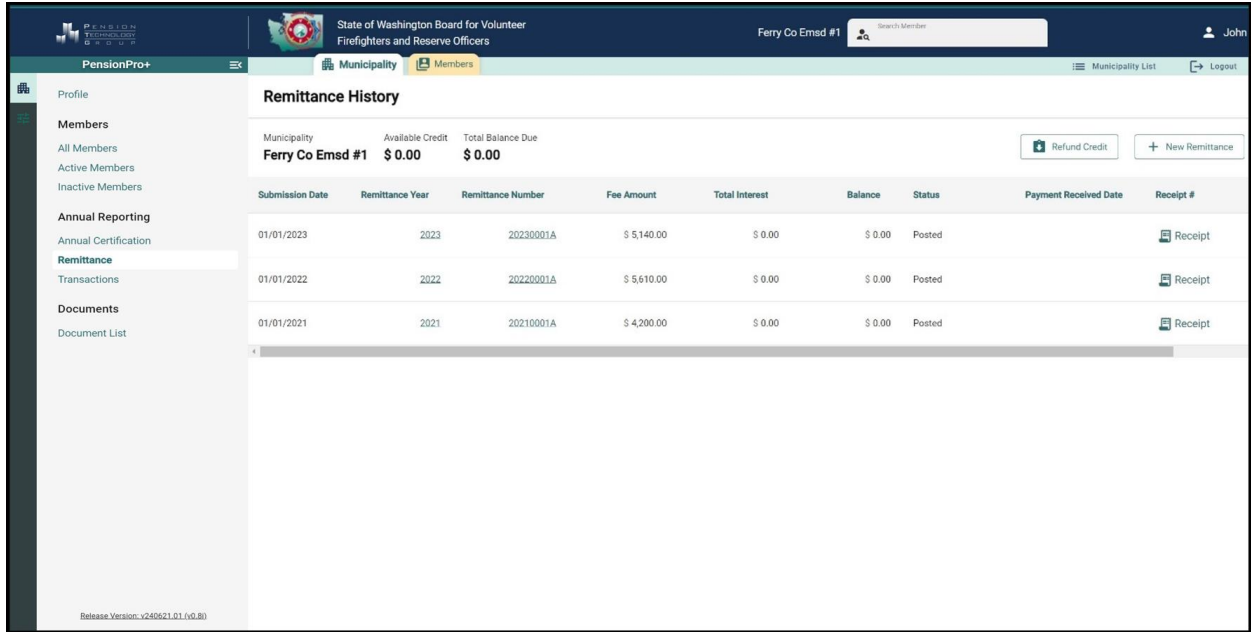
Payment Method: Check

Contacts

John Doe (Primary)

Address: 123 Street, City, WA 12345, USA
Phone (Cell): (123) 456-7896
Email: jd@gmail.com

2. The list contains all prior Remittance. They have the status of **Posted**.



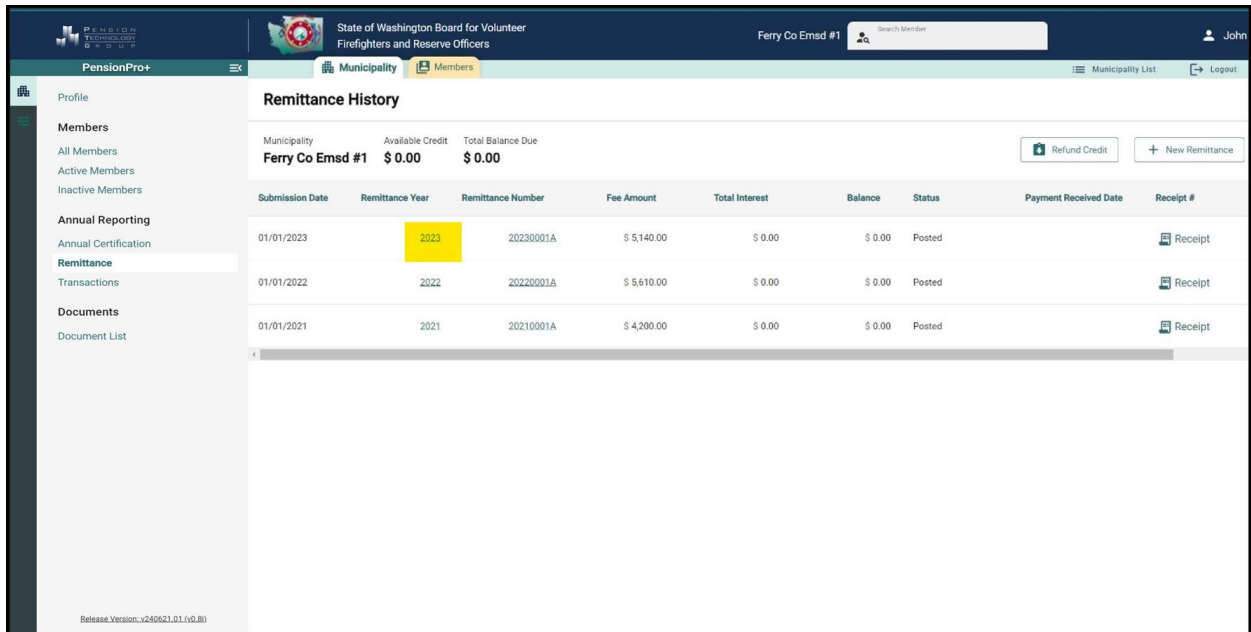
State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

Municipality: Ferry Co Emsd #1 Available Credit: \$ 0.00 Total Balance Due: \$ 0.00

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

Release Version: v240621.01 (v0.8)

3. Click the **year** to open the Remittance Submission for that year. **2023**.



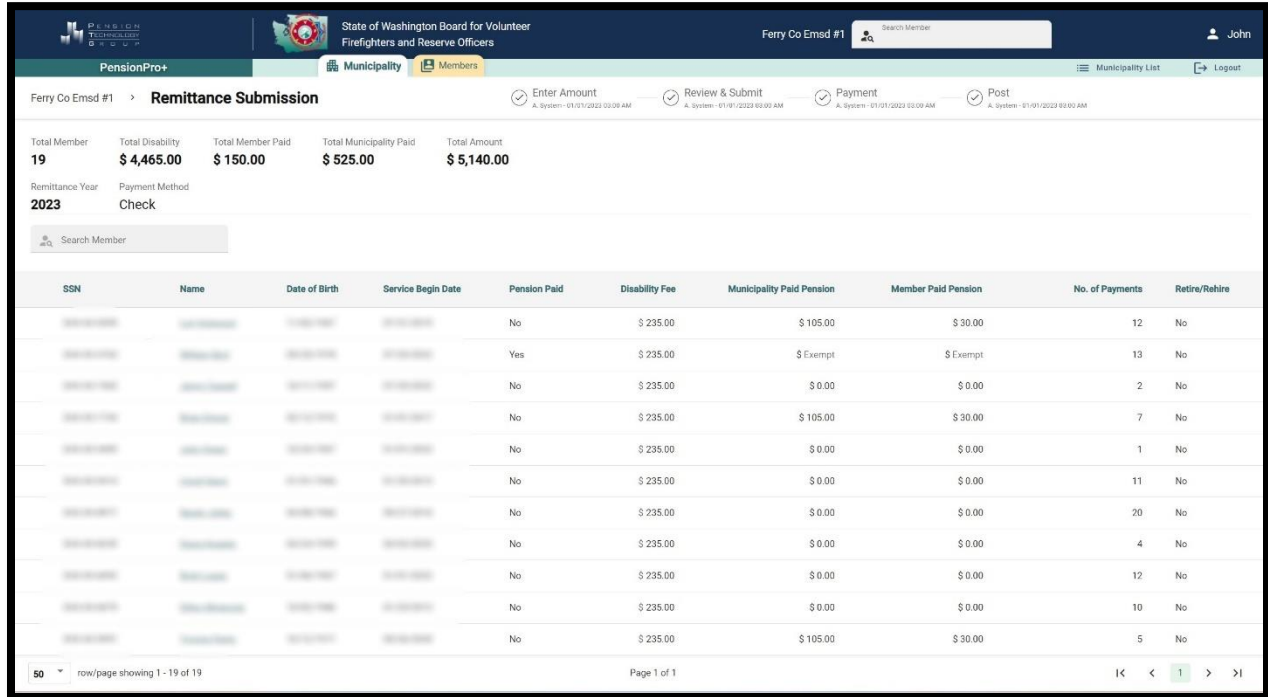
State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

Municipality: Ferry Co Emsd #1 Available Credit: \$ 0.00 Total Balance Due: \$ 0.00

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

Release Version: v240621.01 (v0.8)

4. The user is navigated to the **2023** Remittance Submission.



The screenshot shows the 'Remittance Submission' page for 'Ferry Co Emsd #1'. The page includes a progress bar with steps: Enter Amount, Review & Submit, Payment, and Post. Summary statistics are displayed:

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
19	\$ 4,465.00	\$ 150.00	\$ 525.00	\$ 5,140.00

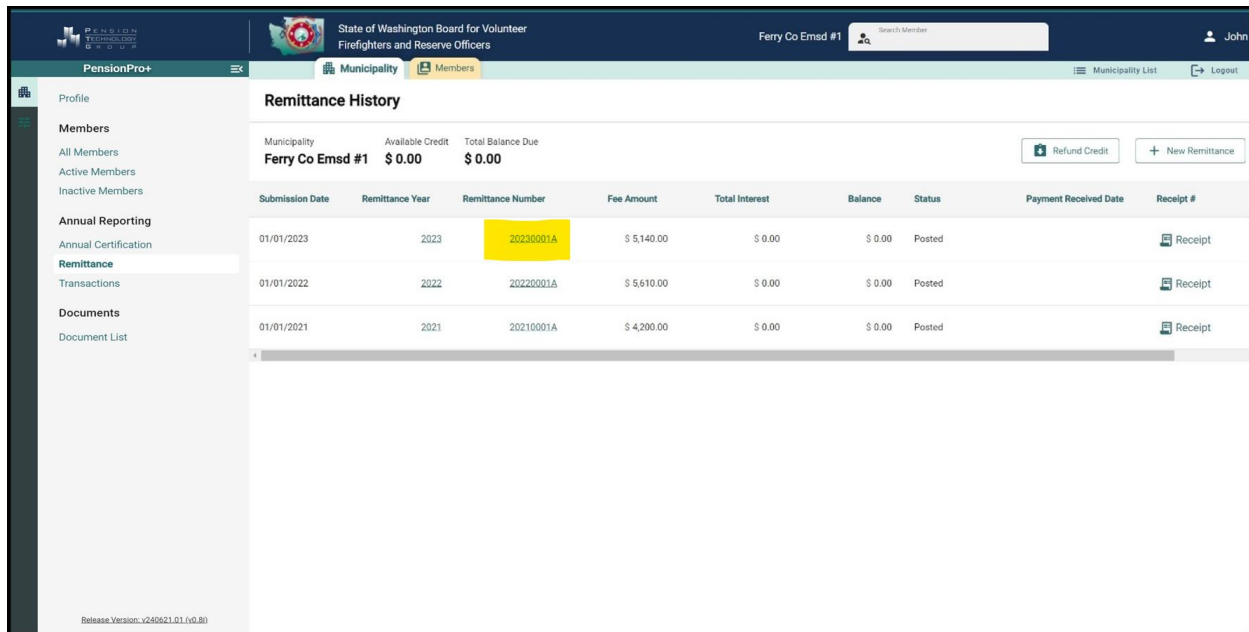
Remittance Year: 2023
Payment Method: Check

A search bar for 'Search Member' is present. Below is a table listing member details:

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
000000000	John Doe	1/1/1980	1/1/2010	No	\$ 235.00	\$ 105.00	\$ 30.00	12	No
000000000	Jane Smith	2/1/1975	2/1/2015	Yes	\$ 235.00	\$ Exempt	\$ Exempt	13	No
000000000	John Doe	3/1/1985	3/1/2020	No	\$ 235.00	\$ 0.00	\$ 0.00	2	No
000000000	Jane Smith	4/1/1970	4/1/2010	No	\$ 235.00	\$ 105.00	\$ 30.00	7	No
000000000	John Doe	5/1/1980	5/1/2015	No	\$ 235.00	\$ 0.00	\$ 0.00	1	No
000000000	Jane Smith	6/1/1975	6/1/2010	No	\$ 235.00	\$ 0.00	\$ 0.00	11	No
000000000	John Doe	7/1/1985	7/1/2020	No	\$ 235.00	\$ 0.00	\$ 0.00	20	No
000000000	Jane Smith	8/1/1970	8/1/2010	No	\$ 235.00	\$ 0.00	\$ 0.00	4	No
000000000	John Doe	9/1/1980	9/1/2015	No	\$ 235.00	\$ 0.00	\$ 0.00	12	No
000000000	Jane Smith	10/1/1975	10/1/2010	No	\$ 235.00	\$ 0.00	\$ 0.00	10	No
000000000	John Doe	11/1/1985	11/1/2020	No	\$ 235.00	\$ 105.00	\$ 30.00	5	No

Page 1 of 1

5. Click the **Remittance Number** and the user will be directed to the **Transactions** Screen.



The screenshot shows the 'Remittance History' page for 'Ferry Co Emsd #1'. The page includes a summary of available credit and total balance due:

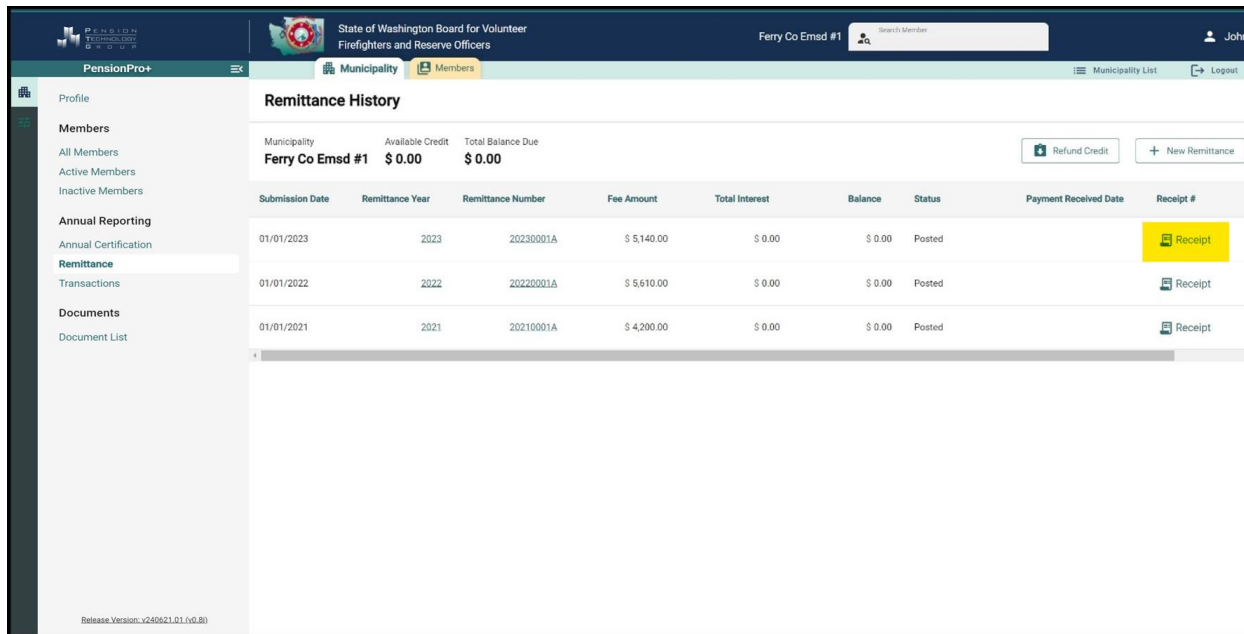
Municipality	Available Credit	Total Balance Due
Ferry Co Emsd #1	\$ 0.00	\$ 0.00

Buttons for 'Refund Credit' and '+ New Remittance' are visible. Below is a table listing remittance history:

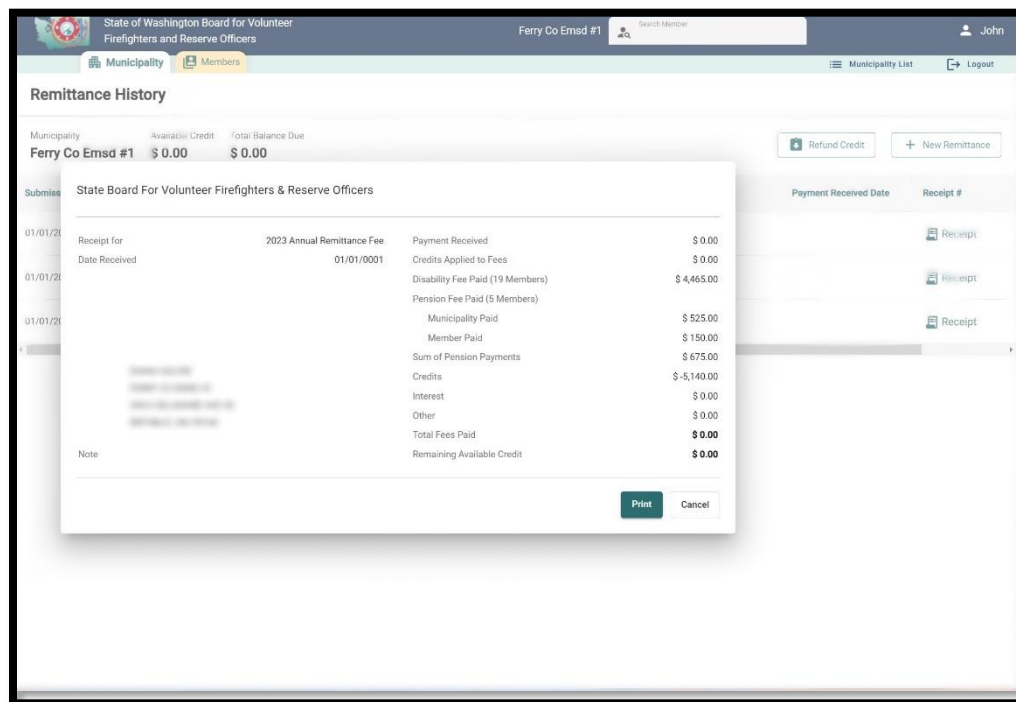
Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

Release Version: v240621.01 (v0.8)

6. Click the **Receipt** hyperlink to view Payment details.

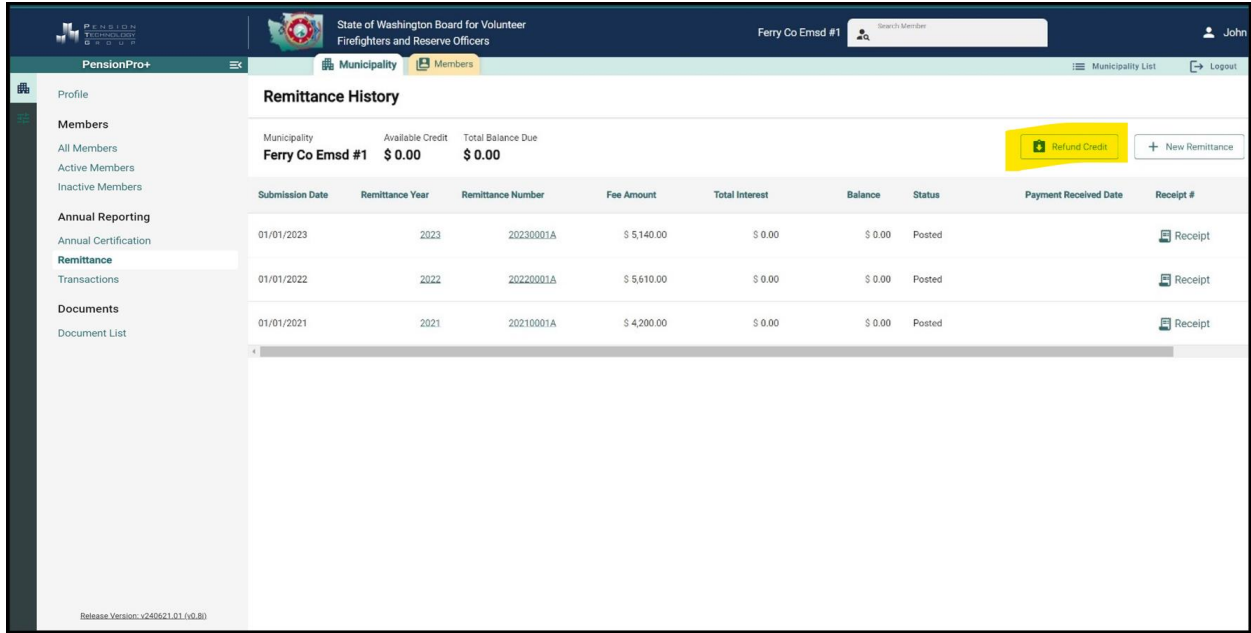


7. A popup box will include the payment details for 2023.



To Request for Refund Municipality Credit.

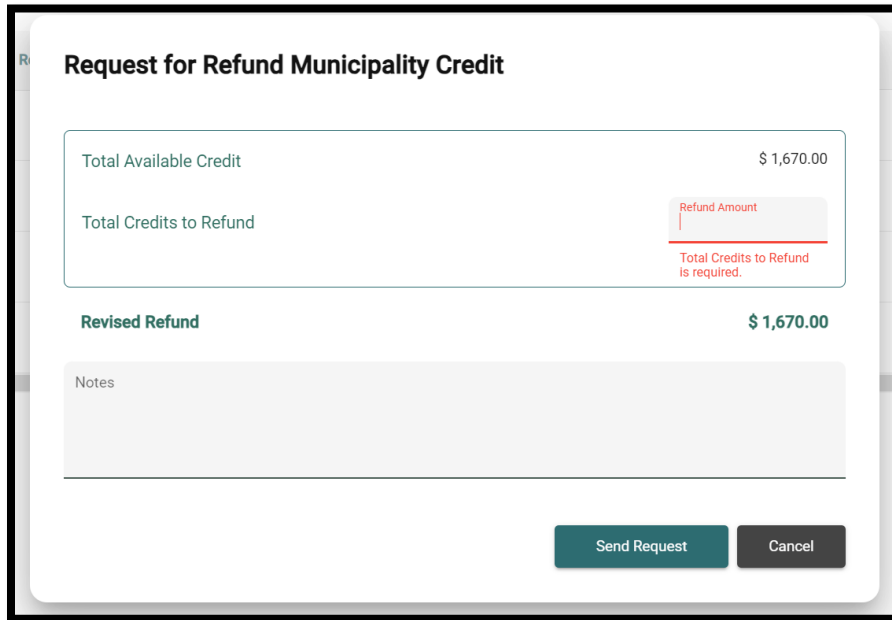
1. Click **Refund Credit** on the Remittance History screen.



The screenshot shows the 'Remittance History' page in the PensionPro+ system. At the top, there are navigation tabs for 'Municipality' and 'Members'. Below the tabs, the 'Remittance History' section displays a summary for 'Ferry Co Emsd #1' with 'Available Credit' and 'Total Balance Due' both at \$0.00. A yellow box highlights the 'Refund Credit' button. Below this is a table with columns: Submission Date, Remittance Year, Remittance Number, Fee Amount, Total Interest, Balance, Status, Payment Received Date, and Receipt #. The table contains three rows of data for remittances from 2021 to 2023.

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

2. Enter the amount and note in the required fields. Click **Send Request** or click **Cancel** to undo.

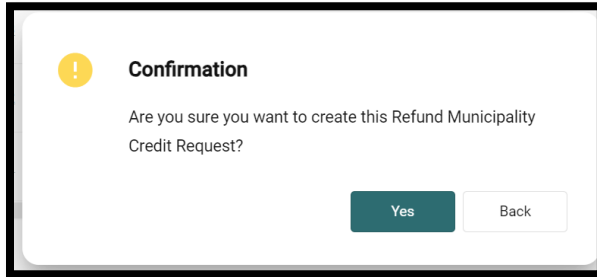


The screenshot shows the 'Request for Refund Municipality Credit' form. It includes the following fields and values:

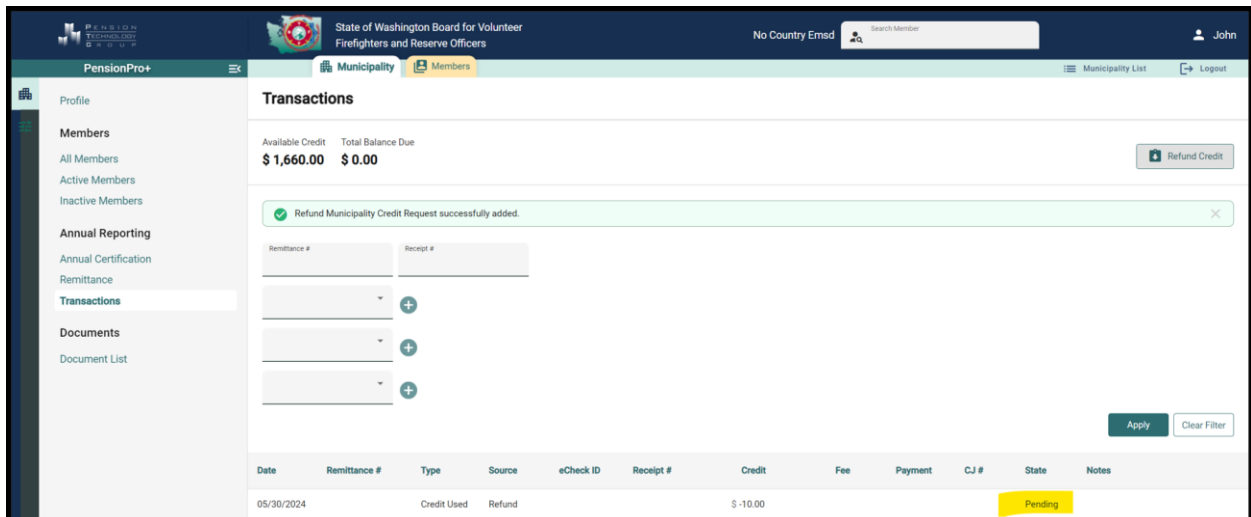
- Total Available Credit: \$ 1,670.00
- Total Credits to Refund: (Empty field)
- Revised Refund: \$ 1,670.00
- Notes: (Empty text area)

A red error message is displayed: "Total Credits to Refund is required." The form has two buttons at the bottom: "Send Request" and "Cancel".

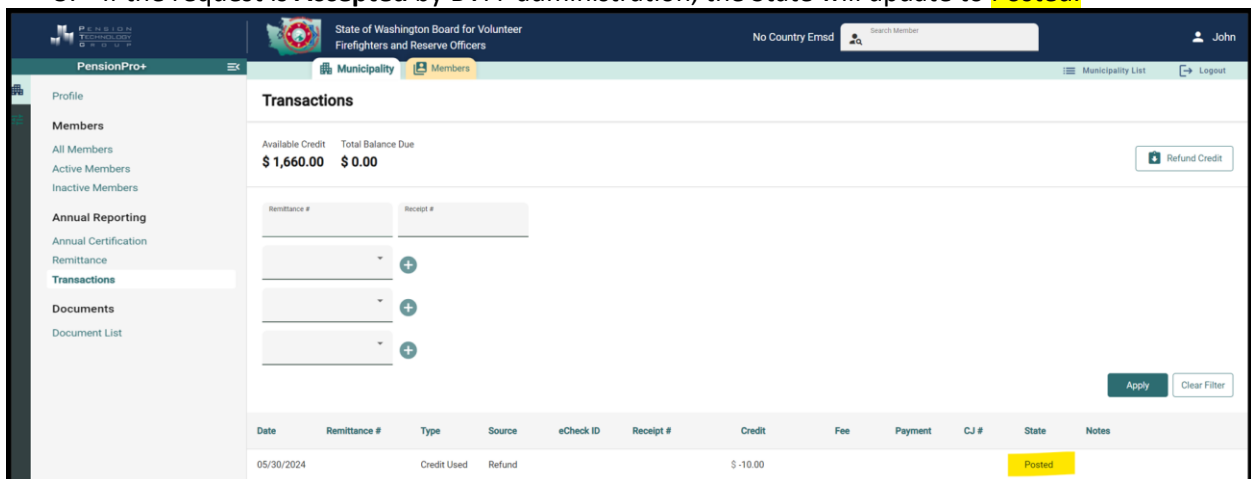
3. Click **Yes** to Confirm or click **Back**.



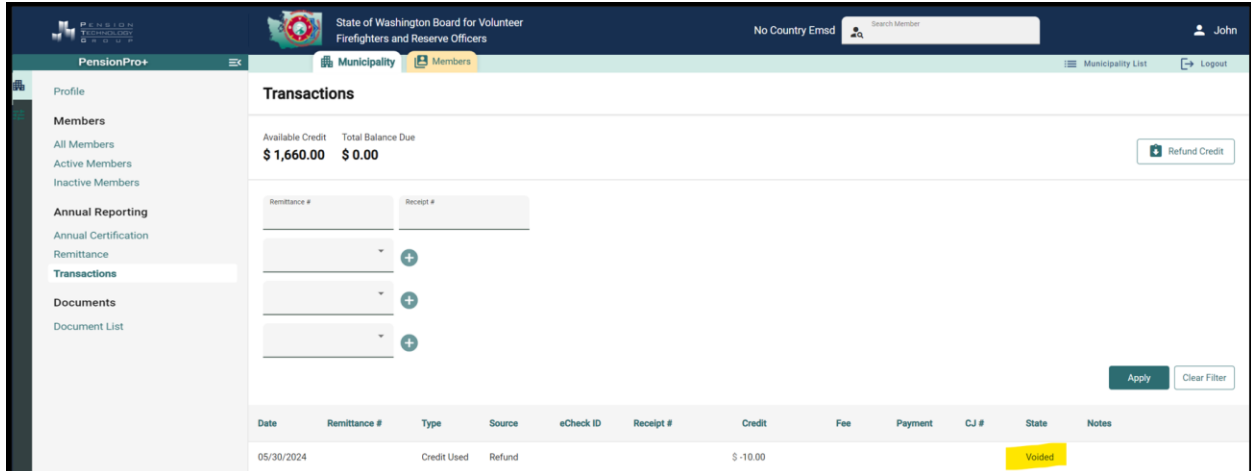
4. The Refund will appear on the **Transactions** screen with a State of **Pending**.



5. If the request is **Accepted** by BVFF administration, the State will update to **Posted**.



6. If the request is **Declined**, the State will update to **Voided**.

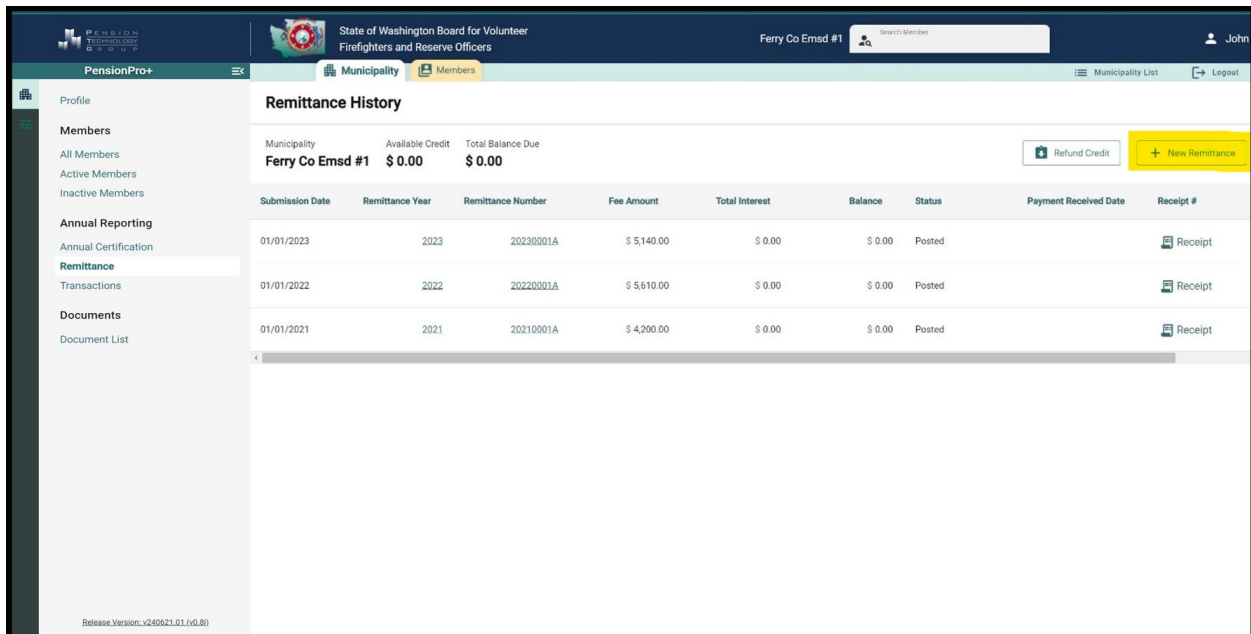


The screenshot shows the 'Transactions' page in the PensionPro+ system. At the top, it displays 'Available Credit' as \$1,660.00 and 'Total Balance Due' as \$0.00. Below this, there are input fields for 'Remittance #' and 'Receipt #' with plus signs to add new entries. A table at the bottom shows a transaction on 05/30/2024 with a credit of -\$10.00, which is highlighted as 'Voided' in a yellow box.

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
05/30/2024		Credit Used	Refund			\$ -10.00				Voided	

To Add New Remittance - 2024

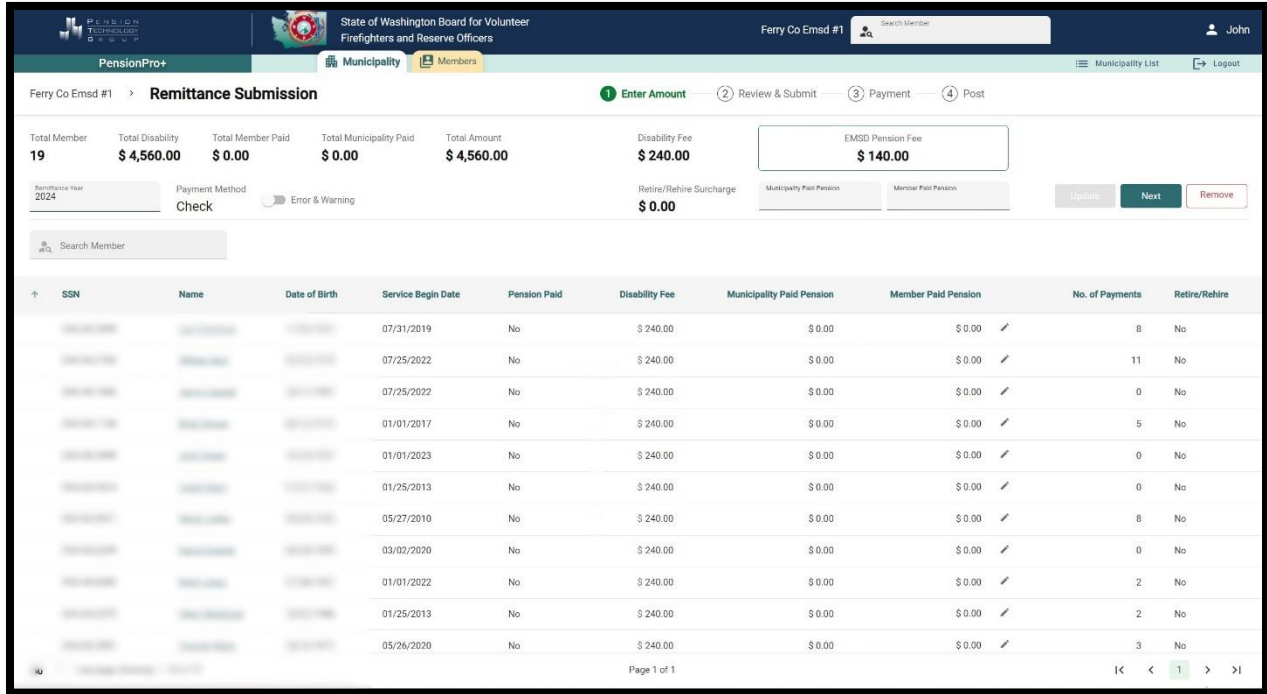
1. Click **+ New Remittance** to open **Remittance Submission**.



The screenshot shows the 'Remittance History' page. At the top, it displays 'Municipality' as 'Ferry Co Emsd #1', 'Available Credit' as \$0.00, and 'Total Balance Due' as \$0.00. A yellow button labeled '+ New Remittance' is visible. Below this is a table with columns for Submission Date, Remittance Year, Remittance Number, Fee Amount, Total Interest, Balance, Status, Payment Received Date, and Receipt #. The table contains three rows of historical remittance data.

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

- The system will open the **Remittance Submission** Screen. Users can exit this screen and return to it at any time.



Remittance Submission

1 Enter Amount — 2 Review & Submit — 3 Payment — 4 Post

Total Member: 19 Total Disability: \$ 4,560.00 Total Member Paid: \$ 0.00 Total Municipality Paid: \$ 0.00 Total Amount: \$ 4,560.00

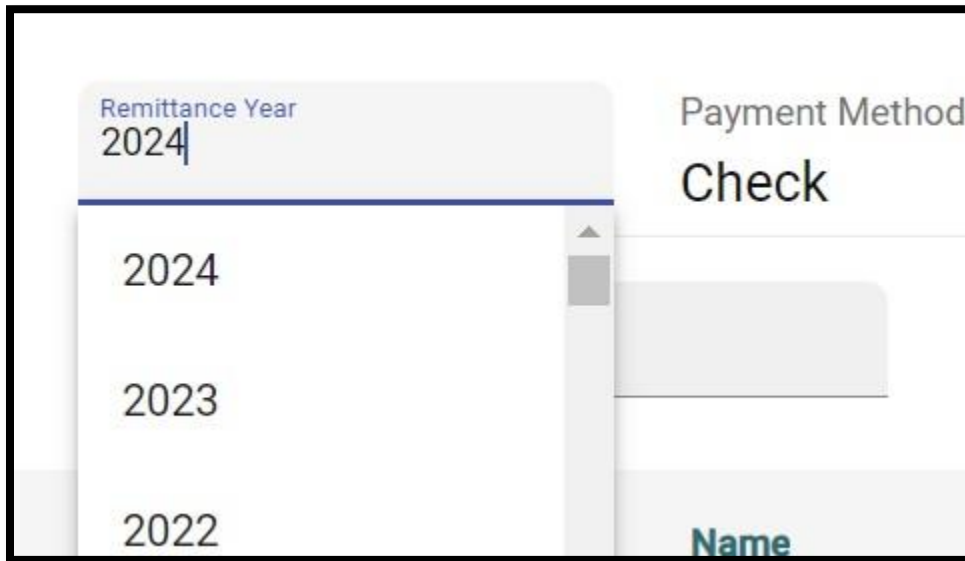
Disability Fee: \$ 240.00 EMSD Pension Fee: \$ 140.00

Retire/Rehire Surcharge: \$ 0.00

Payment Method: Check Error & Warning

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
			07/31/2019	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	8	No
			07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	11	No
			07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	0	No
			01/01/2017	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	5	No
			01/01/2023	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	0	No
			01/25/2013	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	0	No
			05/27/2010	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	8	No
			03/02/2020	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	0	No
			01/01/2022	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	2	No
			01/25/2013	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	2	No
			05/26/2020	No	\$ 240.00	\$ 0.00	\$ 0.00 ✓	3	No

- Select the Remittance Year. **2024**.

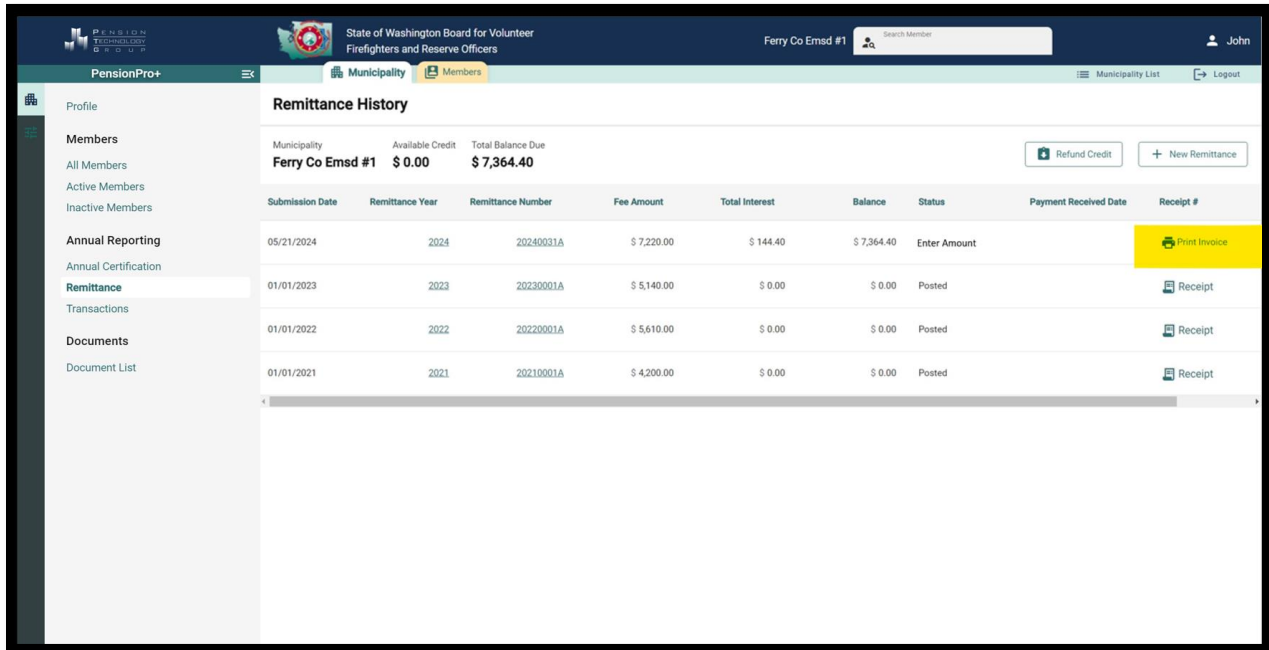


Remittance Year: 2024

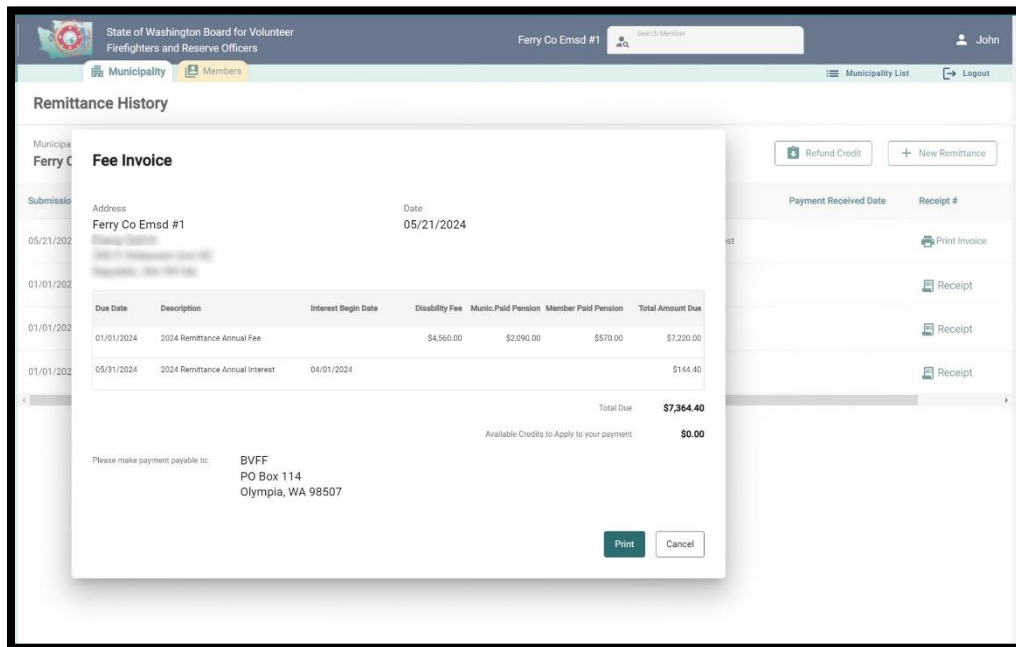
Payment Method: Check

Name: _____

- A new record will appear on the **Remittance History** screen. Click **Print Invoice** to view payment details.



- A popup box will appear with the invoice details.





To Pay Annual Remittance - 2024

There are four steps displayed. These represent the 4 screens that the user is about to work through.

Remittance Submission

1 Enter Amount 2 Review & Submit 3 Payment 4 Post

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
19	\$ 4,560.00	\$ 0.00	\$ 0.00	\$ 4,560.00	\$ 240.00	\$ 140.00

Retire/Rehire Surcharge: \$ 0.00

Payment Method: Check

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
000000000	000000000	00000000	07/31/2019	No	\$ 240.00	\$ 0.00	\$ 0.00	8	No
000000000	000000000	00000000	07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	11	No
000000000	000000000	00000000	07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/01/2017	No	\$ 240.00	\$ 0.00	\$ 0.00	5	No
000000000	000000000	00000000	01/01/2023	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/25/2013	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	05/27/2010	No	\$ 240.00	\$ 0.00	\$ 0.00	8	No
000000000	000000000	00000000	03/02/2020	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/01/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	2	No

Step 1: Enter Amount

1. Enter the fee amount for both **Municipality Paid Pension** and **Member Paid Pension**

Remittance Submission

1 Enter Amount 2 Review & Submit 3 Payment 4 Post

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
19	\$ 4,560.00	\$ 0.00	\$ 0.00	\$ 4,560.00	\$ 240.00	\$ 140.00

Retire/Rehire Surcharge: \$ 0.00

Payment Method: Check

Municipality Paid Pension	Member Paid Pension
\$ 110.00	\$ 30.00

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
000000000	000000000	00000000	07/31/2019	No	\$ 240.00	\$ 0.00	\$ 0.00	8	No
000000000	000000000	00000000	07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	11	No
000000000	000000000	00000000	07/25/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/01/2017	No	\$ 240.00	\$ 0.00	\$ 0.00	5	No
000000000	000000000	00000000	01/01/2023	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/25/2013	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	05/27/2010	No	\$ 240.00	\$ 0.00	\$ 0.00	8	No
000000000	000000000	00000000	03/02/2020	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No
000000000	000000000	00000000	01/01/2022	No	\$ 240.00	\$ 0.00	\$ 0.00	2	No
000000000	000000000	00000000	01/25/2013	No	\$ 240.00	\$ 0.00	\$ 0.00	2	No

2. To view the fee amounts, click **Fee Amounts** from the Settings tab on the left menu.

Fee Amount Settings

EMSD Fees

Disability Fee	Pension Fee	Retire/Rehire Surcharge	Effective Begin Date	Effective End Date
\$ 240.00	\$ 140.00	\$ 0.00	01/01/2024	
\$ 235.00	\$ 135.00	\$ 0.00	01/01/2016	12/31/2023
\$ 215.00	\$ 135.00	\$ 0.00	01/01/2015	12/31/2015
\$ 185.00	\$ 120.00	\$ 0.00	01/01/2014	12/31/2014
\$ 170.00	\$ 120.00	\$ 0.00	01/01/2013	12/31/2013
\$ 150.00	\$ 120.00	\$ 0.00	01/01/2012	12/31/2012
\$ 140.00	\$ 120.00	\$ 0.00	01/01/2011	12/31/2011
\$ 145.00	\$ 135.00	\$ 0.00	01/01/2010	12/31/2010
\$ 135.00	\$ 100.00	\$ 0.00	01/01/2009	12/31/2009
\$ 100.00	\$ 115.00	\$ 0.00	01/01/2008	12/31/2008
\$ 120.00	\$ 90.00	\$ 0.00	01/01/2007	12/31/2007
\$ 100.00	\$ 125.00	\$ 0.00	01/01/2005	12/31/2006
\$ 85.00	\$ 130.00	\$ 0.00	01/01/2004	12/31/2004

3. Enter the fee amounts into the boxes and Click **Update**. The amounts will be applied to all members in the list.

Remittance Submission

19/19 records updated successfully.

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
19	\$ 4,560.00	\$ 570.00	\$ 2,090.00	\$ 7,220.00	\$ 240.00	\$ 140.00

Retire/Rehire Surcharge: \$ 0.00

Municipality Paid Pension: \$ 110.00

Member Paid Pension: \$ 30.00

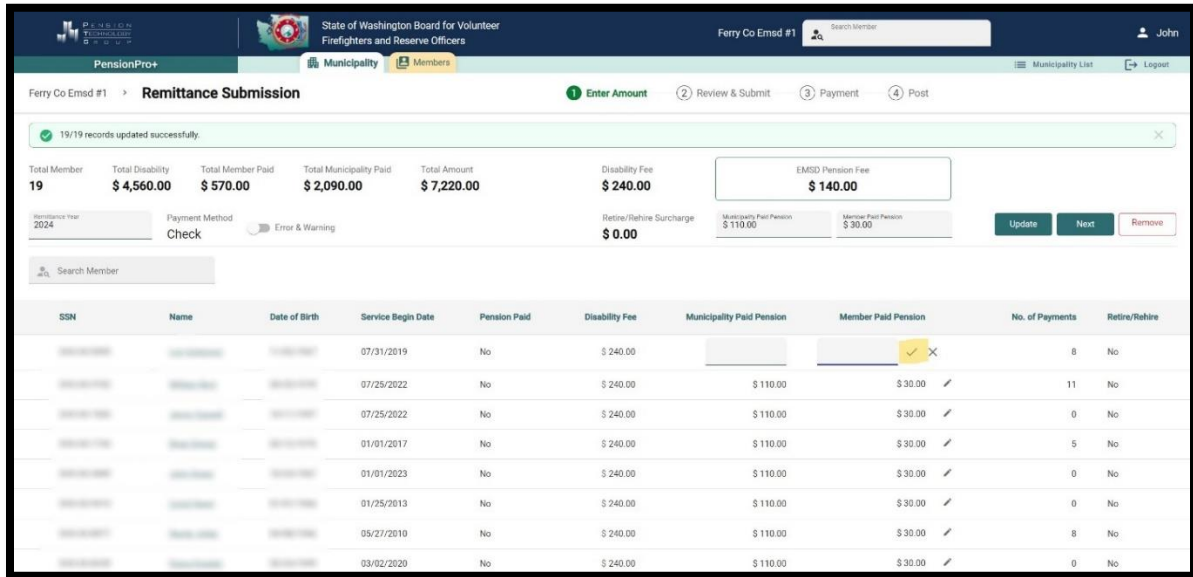
Update Next Remove

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[Redacted]	[Redacted]	[Redacted]	07/31/2019	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[Redacted]	[Redacted]	[Redacted]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	03/02/2020	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No
[Redacted]	[Redacted]	[Redacted]	01/26/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No

row/page showing 1 - 19 of 19

Page 1 of 1

- Adjust the fee amounts for the individual members by clicking the **pencil** icon. IF YOU CLICK THE UPDATE BUTTON afterward, it will undo the adjustments made to the individual and replace the adjustment with the amounts entered in the boxes.

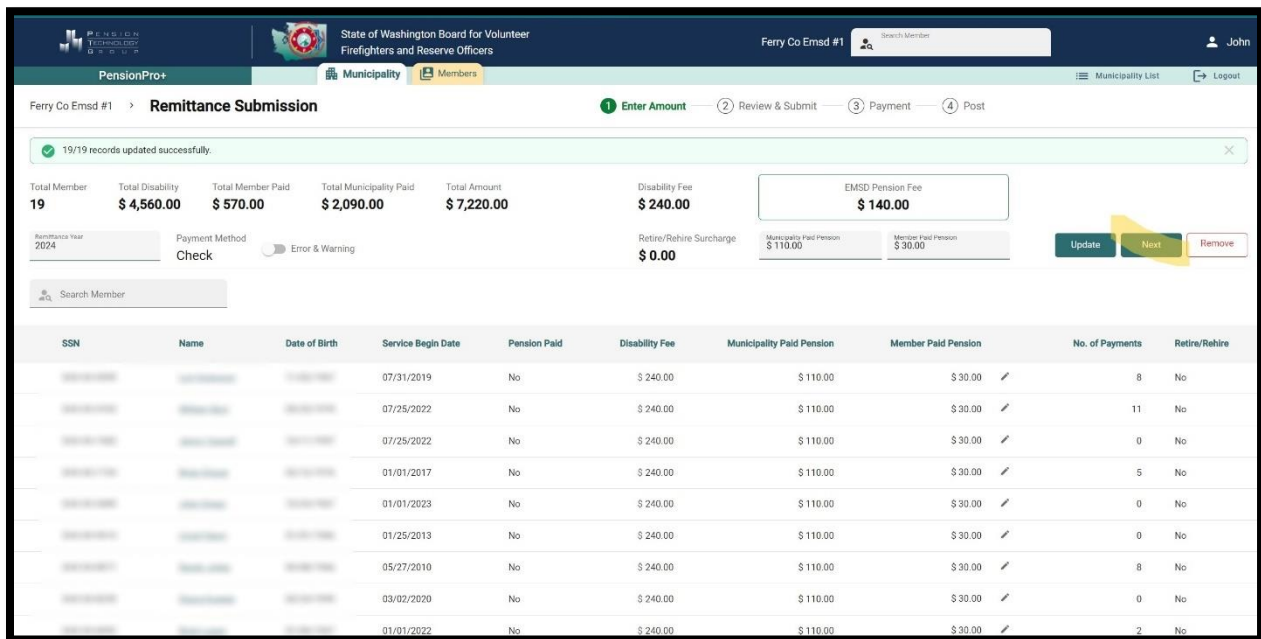


19/19 records updated successfully.

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
19	\$ 4,560.00	\$ 570.00	\$ 2,090.00	\$ 7,220.00	\$ 240.00	\$ 140.00

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[Redacted]	[Redacted]	[Redacted]	07/31/2019	No	\$ 240.00		\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[Redacted]	[Redacted]	[Redacted]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	03/02/2020	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

- Click **Next** when complete. This will initiate Step 2.



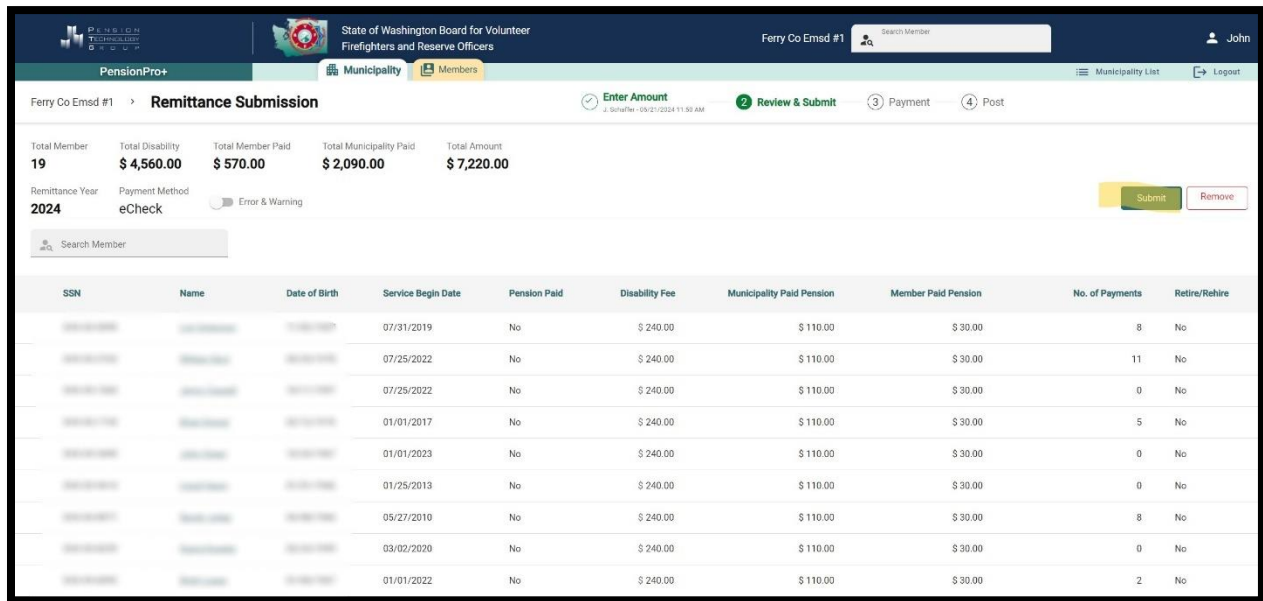
19/19 records updated successfully.

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
19	\$ 4,560.00	\$ 570.00	\$ 2,090.00	\$ 7,220.00	\$ 240.00	\$ 140.00

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[Redacted]	[Redacted]	[Redacted]	07/31/2019	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[Redacted]	[Redacted]	[Redacted]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	03/02/2020	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No

Step 2: Review and Submit

1. This step has been highlighted green. You can go back to any previously completed steps by clicking them. Click **SUBMIT** when the review is complete.



Remittance Submission

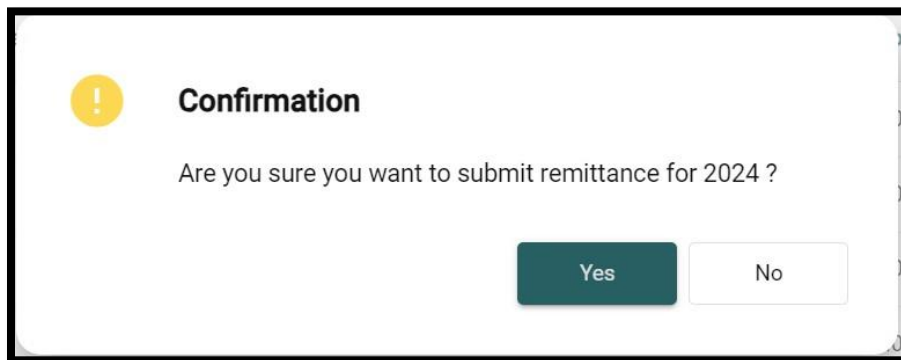
Enter Amount | **Review & Submit** | Payment | Post

Total Member: 19 | Total Disability: \$ 4,560.00 | Total Member Paid: \$ 570.00 | Total Municipality Paid: \$ 2,090.00 | Total Amount: \$ 7,220.00

Remittance Year: 2024 | Payment Method: eCheck | Error & Warning

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[REDACTED]	[REDACTED]	[REDACTED]	07/31/2019	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[REDACTED]	[REDACTED]	[REDACTED]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[REDACTED]	[REDACTED]	[REDACTED]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[REDACTED]	[REDACTED]	[REDACTED]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[REDACTED]	[REDACTED]	[REDACTED]	03/02/2020	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	01/01/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No

2. Click Yes to Confirm. This will initiate Step 3.



Confirmation

Are you sure you want to submit remittance for 2024 ?

Step 3: Payment

1. Step 3- Payment has been highlighted green. Click Pay when ready to proceed.

The screenshot shows the 'Remittance Submission' page for Ferry Co Emsd #1. The page includes a summary of total amounts and a table of member data. The 'Payment' step in the progress bar is highlighted in green, and the 'Pay' button is also highlighted in green.

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[Redacted]	[Redacted]	[Redacted]	07/31/2019	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[Redacted]	[Redacted]	[Redacted]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[Redacted]	[Redacted]	[Redacted]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[Redacted]	[Redacted]	[Redacted]	03/02/2020	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[Redacted]	[Redacted]	[Redacted]	01/01/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No
[Redacted]	[Redacted]	[Redacted]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	2	No

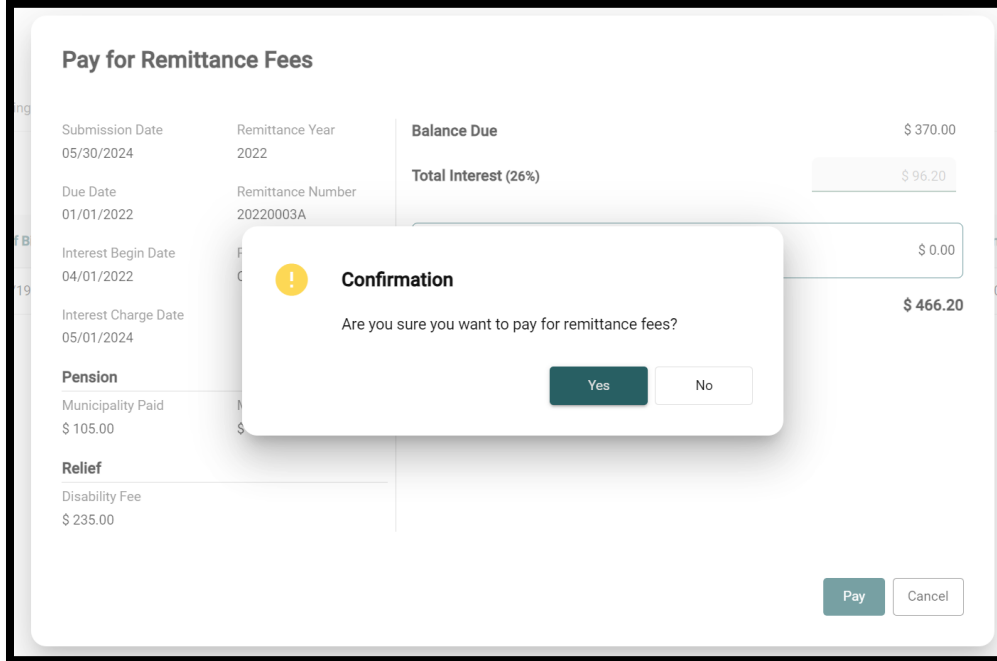
2. A popup box called Pay for Remittance Fees will display the payment details for a final review. Click Pay.

The screenshot shows the 'Remittance Submission' page with a 'Pay for Remittance Fees' popup box. The popup displays the following details:

- Submission Date:** 05/21/2024
- Remittance Year:** 2024
- Due Date:** 01/01/2024
- Remittance Number:** 20240031A
- Interest Begin Date:** 04/01/2024
- Payment Method:** eCheck
- Payment Date:** 05/21/2024
- Pension:** Municipality Paid \$ 2,090.00, Member Paid \$ 570.00
- Relief:** Disability Fee \$ 4,560.00
- Balance Due:** \$ 7,220.00
- Total Interest (2%):** \$ 144.40
- Total Available Credit:** \$ 0.00
- Revised Balance:** \$ 7,364.40

The 'Pay' button in the popup is highlighted in green.

3. Click Yes to Confirm or click No to go back.



The screenshot shows a 'Pay for Remittance Fees' page with a confirmation dialog box overlaid. The dialog box contains the following text:

Confirmation
Are you sure you want to pay for remittance fees?

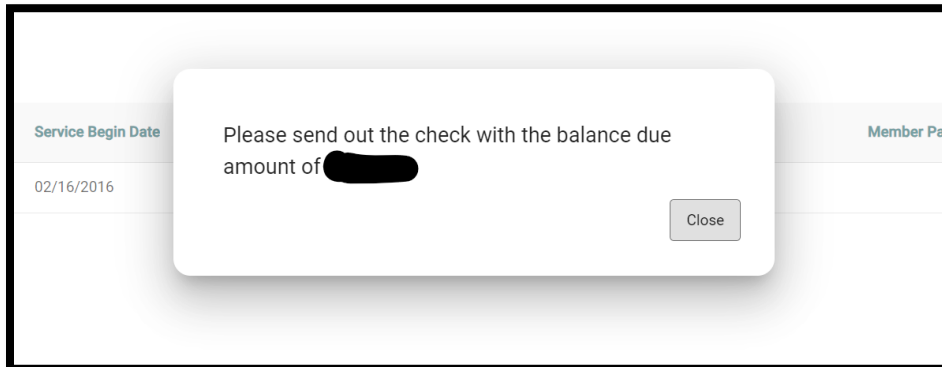
Buttons: Yes, No

Background page details:

Submission Date	05/30/2024	Remittance Year	2022	Balance Due	\$ 370.00
Due Date	01/01/2022	Remittance Number	20220003A	Total Interest (26%)	\$ 96.20
Interest Begin Date	04/01/2022				\$ 0.00
Interest Charge Date	05/01/2024				\$ 466.20
Pension					
Municipality Paid	\$ 105.00				
Relief					
Disability Fee	\$ 235.00				

Buttons: Pay, Cancel

4. If the user Paying with **Check**, they will be prompted to send a check.



The screenshot shows a confirmation dialog box with the following text:

Please send out the check with the balance due amount of [REDACTED]

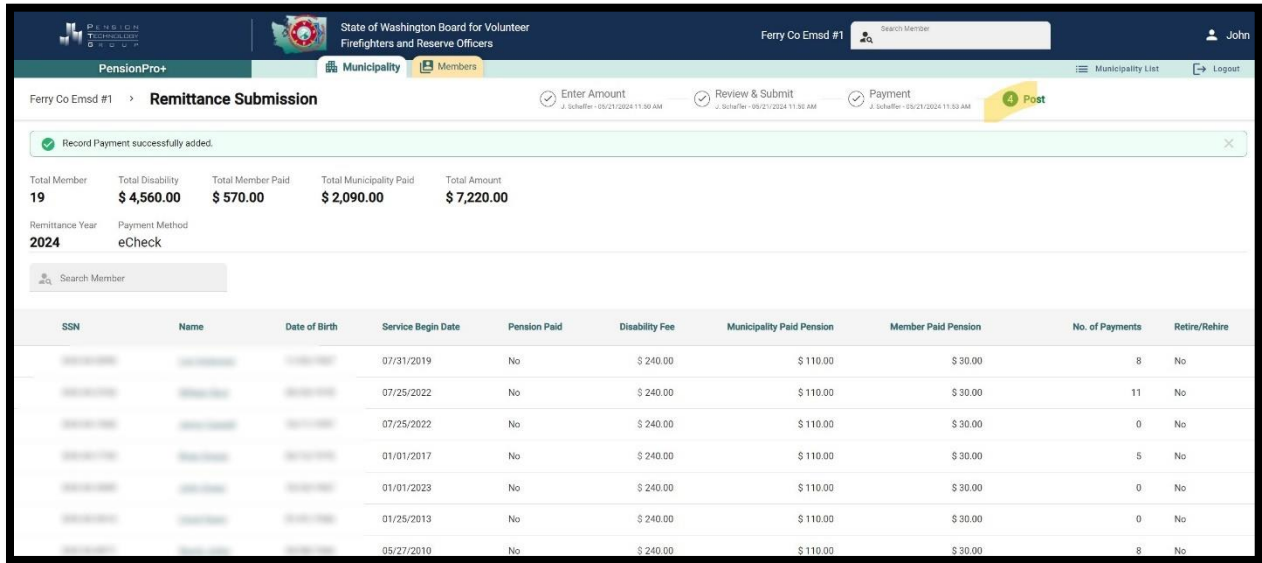
Buttons: Close

Background page details:

Service Begin Date	02/16/2016	Member Paid	
--------------------	------------	-------------	--

Step 4: Post

1. Step 4 **Post** is now highlighted green on the submission screen.



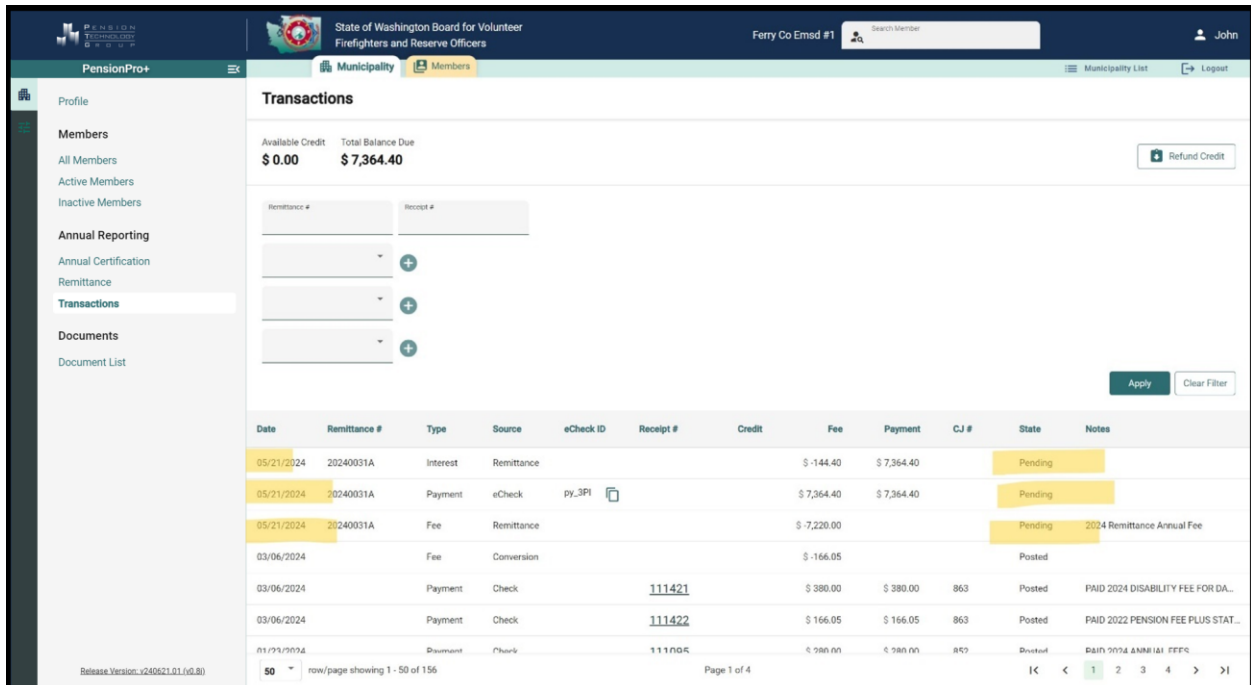
Record Payment successfully added.

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
19	\$ 4,560.00	\$ 570.00	\$ 2,090.00	\$ 7,220.00

Remittance Year: 2024
Payment Method: eCheck

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[REDACTED]	[REDACTED]	[REDACTED]	07/31/2019	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No
[REDACTED]	[REDACTED]	[REDACTED]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	11	No
[REDACTED]	[REDACTED]	[REDACTED]	07/25/2022	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	01/01/2017	No	\$ 240.00	\$ 110.00	\$ 30.00	5	No
[REDACTED]	[REDACTED]	[REDACTED]	01/01/2023	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	01/25/2013	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No
[REDACTED]	[REDACTED]	[REDACTED]	05/27/2010	No	\$ 240.00	\$ 110.00	\$ 30.00	8	No

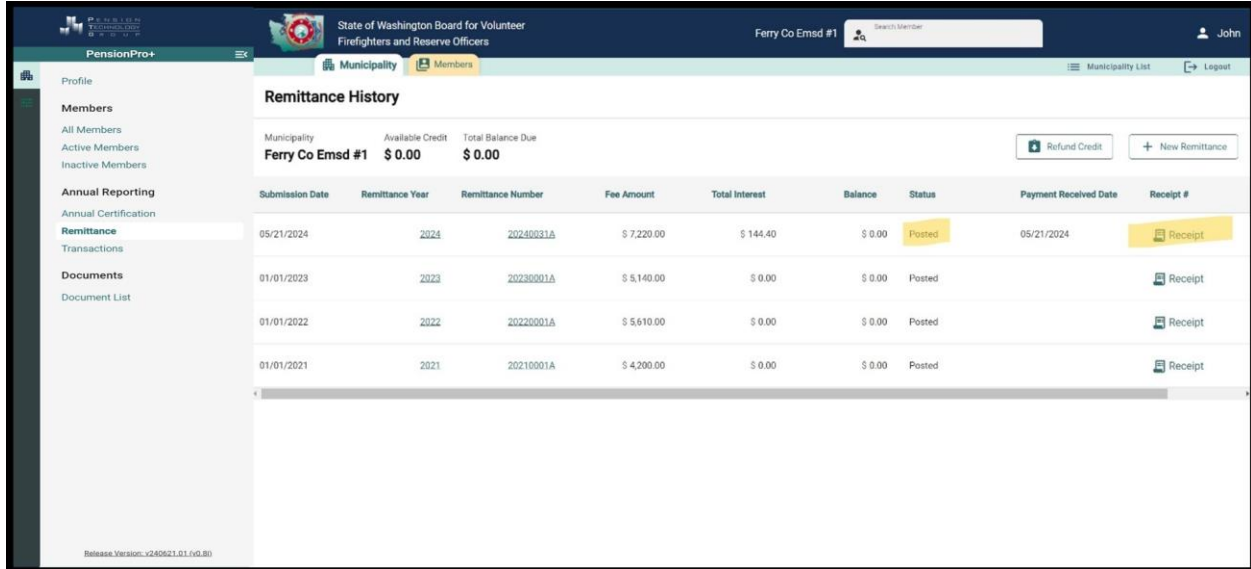
2. Additionally, this payment has been added to BVFF records for final authorization. BVFF Admins will complete Step 4 to Post.



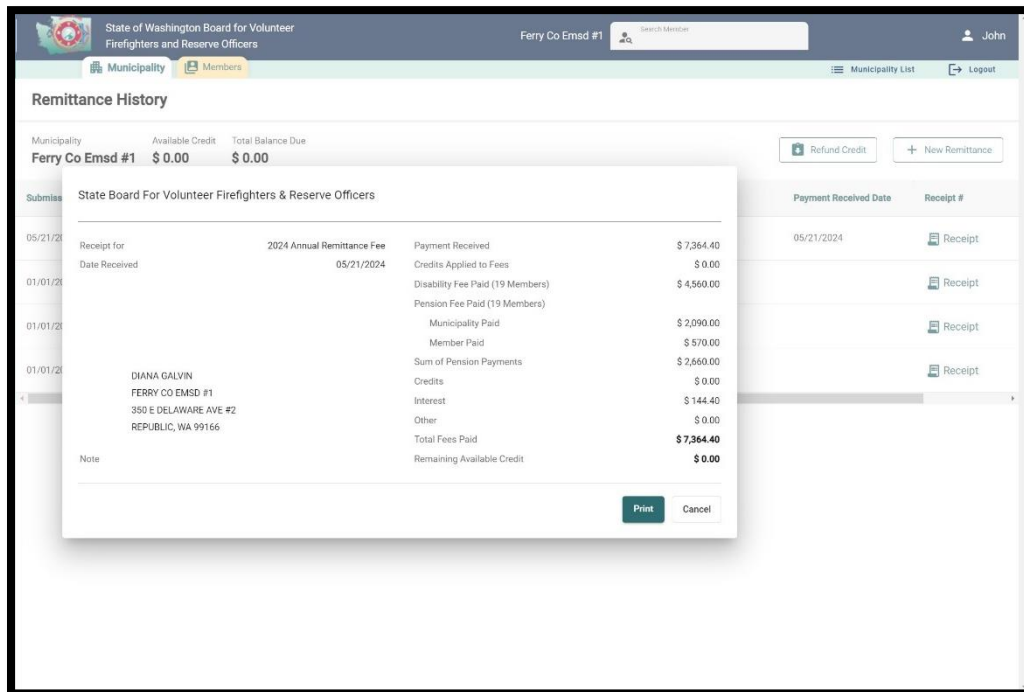
Available Credit: \$ 0.00
Total Balance Due: \$ 7,364.40

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
05/21/2024	20240031A	Interest	Remittance				\$ -144.40	\$ 7,364.40		Pending	
05/21/2024	20240031A	Payment	eCheck	py_3PI			\$ 7,364.40	\$ 7,364.40		Pending	
05/21/2024	20240031A	Fee	Remittance				\$ -7,220.00			Pending	2024 Remittance Annual Fee
03/06/2024		Fee	Conversion				\$ -166.05			Posted	
03/06/2024		Payment	Check		111421		\$ 380.00	\$ 380.00	863	Posted	PAID 2024 DISABILITY FEE FOR DA...
03/06/2024		Payment	Check		111422		\$ 166.05	\$ 166.05	863	Posted	PAID 2022 PENSION FEE PLUS STAT...
01/21/2024		Payment	Check		111405		\$ 280.00	\$ 280.00	863	Posted	PAID 2024 ANNUAL FEE...

- When BVFF completes Step 4, the status will update to Posted. Click the “Receipt” hyperlink to View or Print the payment details.

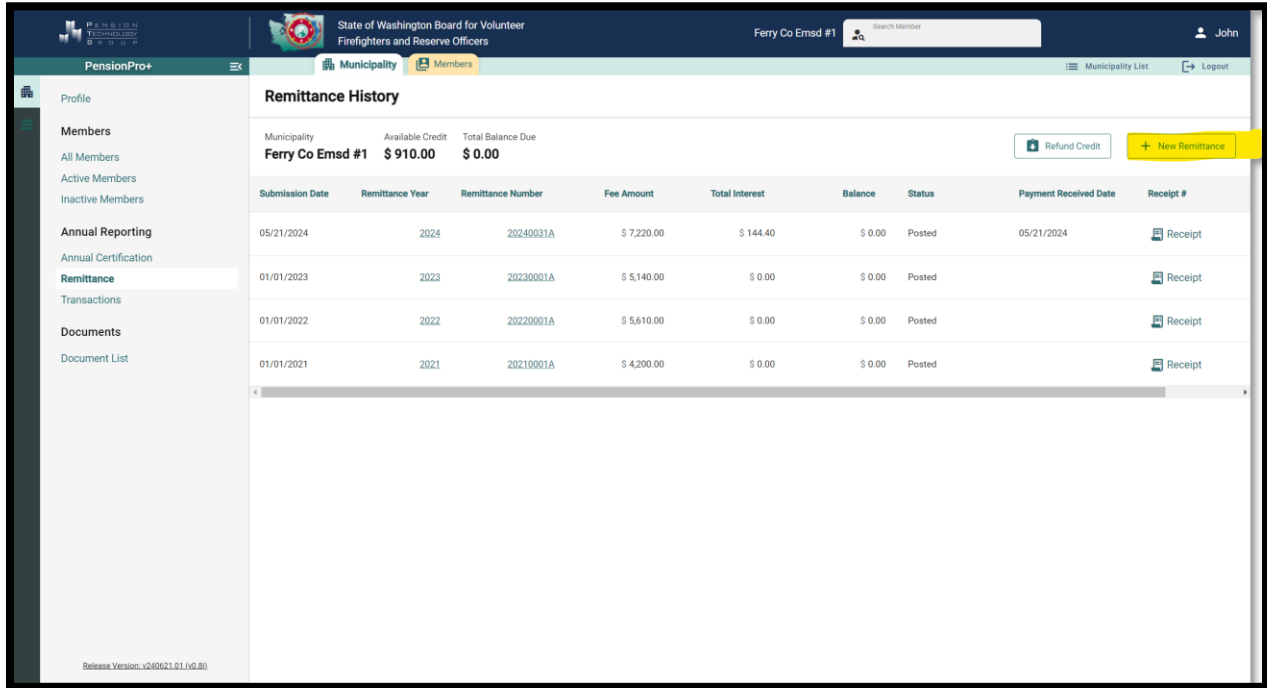


- A popup box will appear and display the payment details.



To Pay Supplemental Remittance – 2024

1. Click “+ New Remittance”.



State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

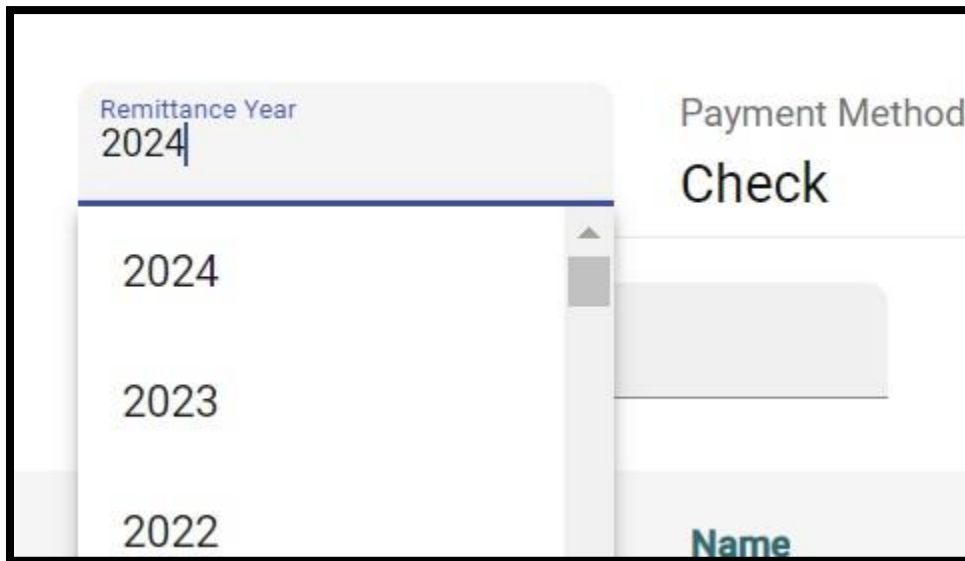
Remittance History

Municipality: **Ferry Co Emsd #1** Available Credit: **\$ 910.00** Total Balance Due: **\$ 0.00**

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
05/21/2024	2024	20240031A	\$ 7,220.00	\$ 144.40	\$ 0.00	Posted	05/21/2024	Receipt
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt

Buttons: Refund Credit, + New Remittance

2. Select the Remittance Year.



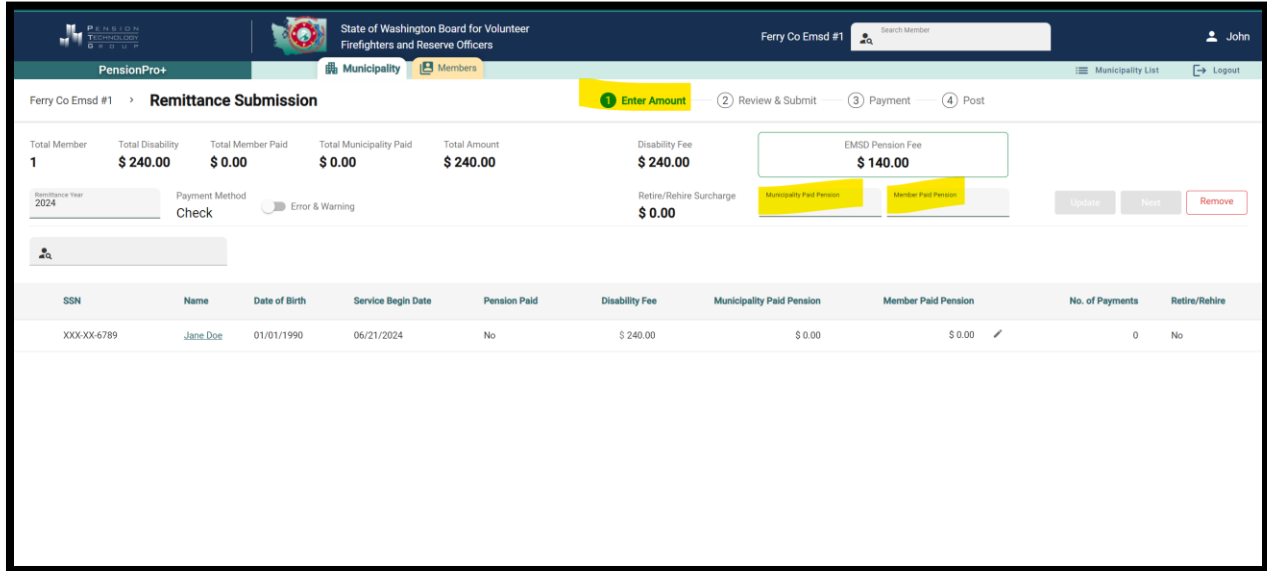
Remittance Year: 2024

Payment Method: Check

Name

Step 1: Enter Amount

- The newly added member is listed. Enter the fee amount for both **Municipality Paid Pension** and **Member Paid Pension**



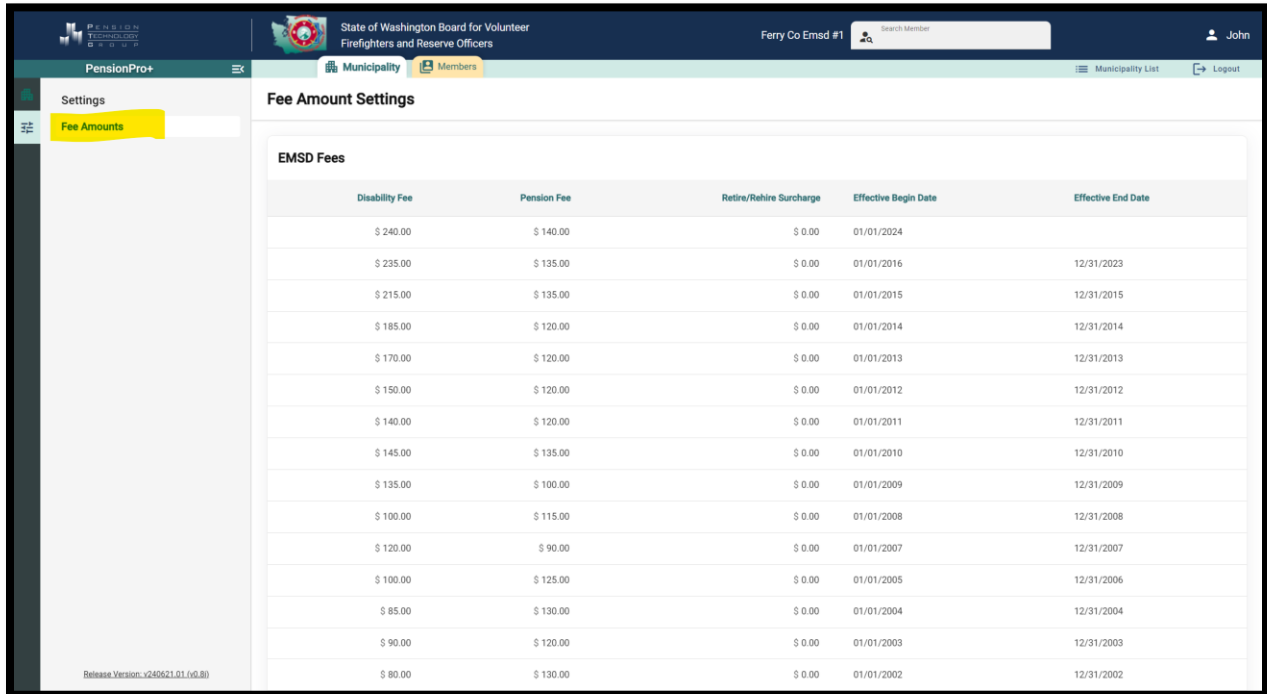
The screenshot shows the 'Remittance Submission' screen for 'Ferry Co Emisd #1'. The page title is 'Remittance Submission' and the user is logged in as 'John'. The screen displays a summary table with the following data:

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
1	\$ 240.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 240.00	\$ 140.00

Below the summary table, there are fields for 'Retire/Rehire Surcharge' (\$ 0.00) and buttons for 'Municipality Paid Pension' and 'Member Paid Pension'. A table below shows the member details:

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane.Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 0.00	\$ 0.00	0	No

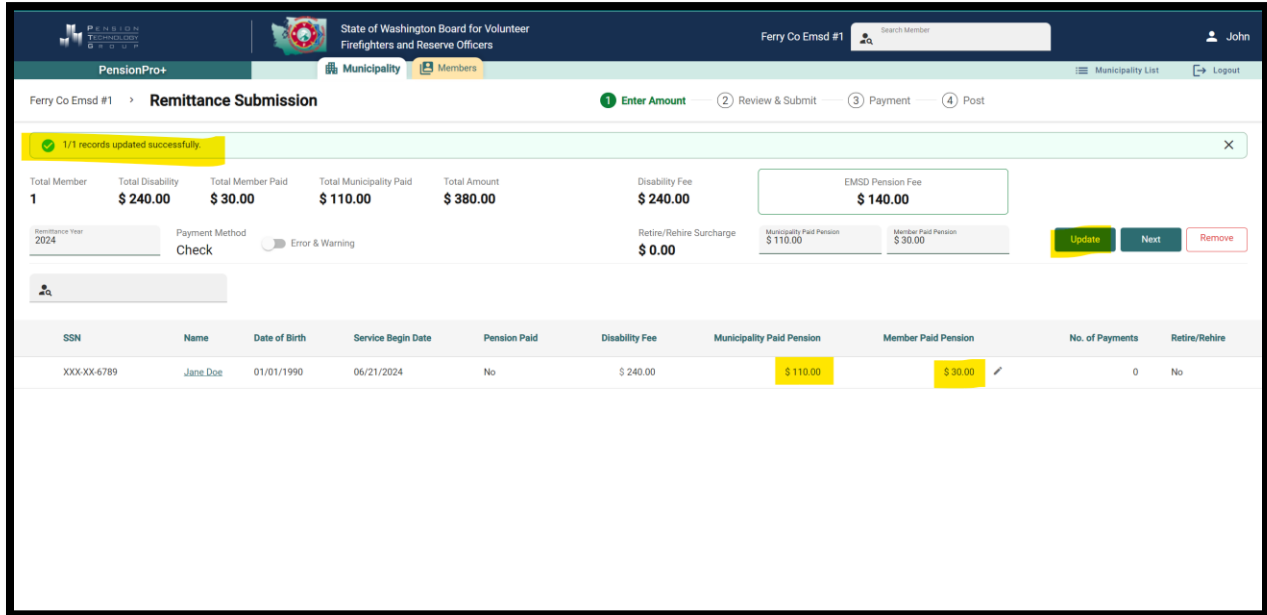
- To view the fee amounts, click **Fee Amounts** from the Settings tab on the left menu.



The screenshot shows the 'Fee Amount Settings' screen. The left sidebar has 'Settings' and 'Fee Amounts' (highlighted). The main content area is titled 'EMSD Fees' and contains a table with the following data:

Disability Fee	Pension Fee	Retire/Rehire Surcharge	Effective Begin Date	Effective End Date
\$ 240.00	\$ 140.00	\$ 0.00	01/01/2024	
\$ 235.00	\$ 135.00	\$ 0.00	01/01/2016	12/31/2023
\$ 215.00	\$ 135.00	\$ 0.00	01/01/2015	12/31/2015
\$ 185.00	\$ 120.00	\$ 0.00	01/01/2014	12/31/2014
\$ 170.00	\$ 120.00	\$ 0.00	01/01/2013	12/31/2013
\$ 150.00	\$ 120.00	\$ 0.00	01/01/2012	12/31/2012
\$ 140.00	\$ 120.00	\$ 0.00	01/01/2011	12/31/2011
\$ 145.00	\$ 135.00	\$ 0.00	01/01/2010	12/31/2010
\$ 135.00	\$ 100.00	\$ 0.00	01/01/2009	12/31/2009
\$ 100.00	\$ 115.00	\$ 0.00	01/01/2008	12/31/2008
\$ 120.00	\$ 90.00	\$ 0.00	01/01/2007	12/31/2007
\$ 100.00	\$ 125.00	\$ 0.00	01/01/2005	12/31/2006
\$ 85.00	\$ 130.00	\$ 0.00	01/01/2004	12/31/2004
\$ 90.00	\$ 120.00	\$ 0.00	01/01/2003	12/31/2003
\$ 80.00	\$ 130.00	\$ 0.00	01/01/2002	12/31/2002

1. Enter the fee amounts into the boxes and Click **Update**. The amounts will be applied to all members in the list.



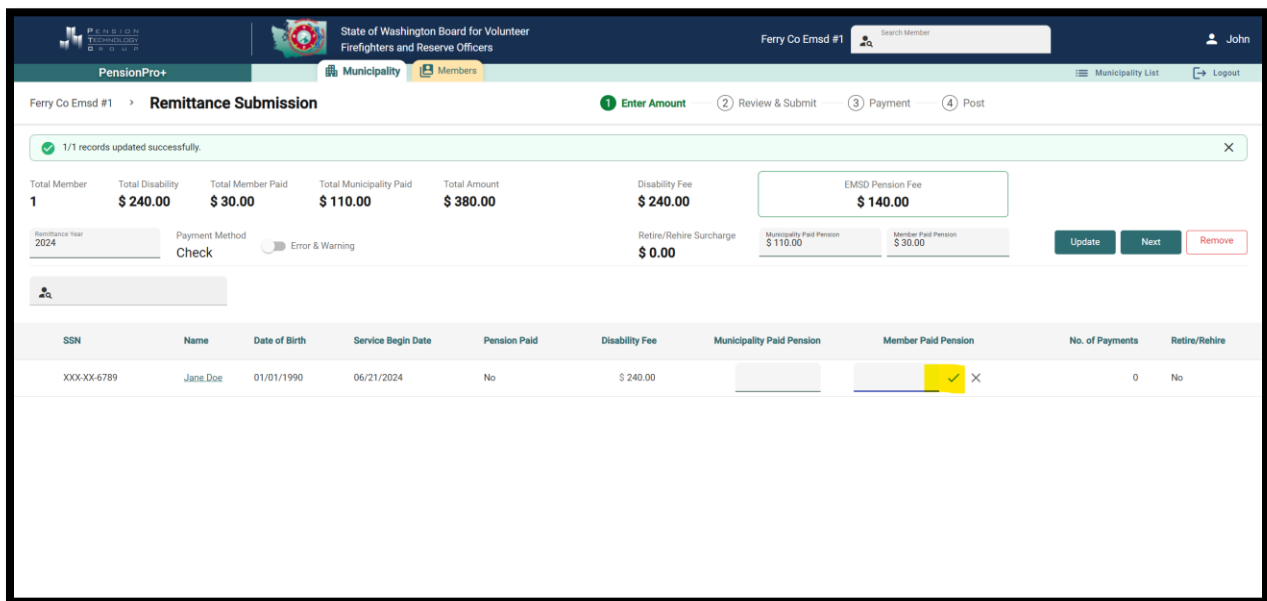
The screenshot shows the 'Remittance Submission' page for 'Ferry Co Emsd #1'. The page includes a progress bar with steps: 1 Enter Amount, 2 Review & Submit, 3 Payment, 4 Post. A green notification bar states '1/1 records updated successfully'. Summary statistics are displayed:

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00	\$ 240.00	\$ 140.00

Additional fields include: Retirement Year (2024), Payment Method (Check), Error & Warning (toggle), Retire/Rehire Surcharge (\$ 0.00), Municipality Paid Pension (\$ 110.00), and Member Paid Pension (\$ 30.00). Buttons for 'Update', 'Next', and 'Remove' are visible.

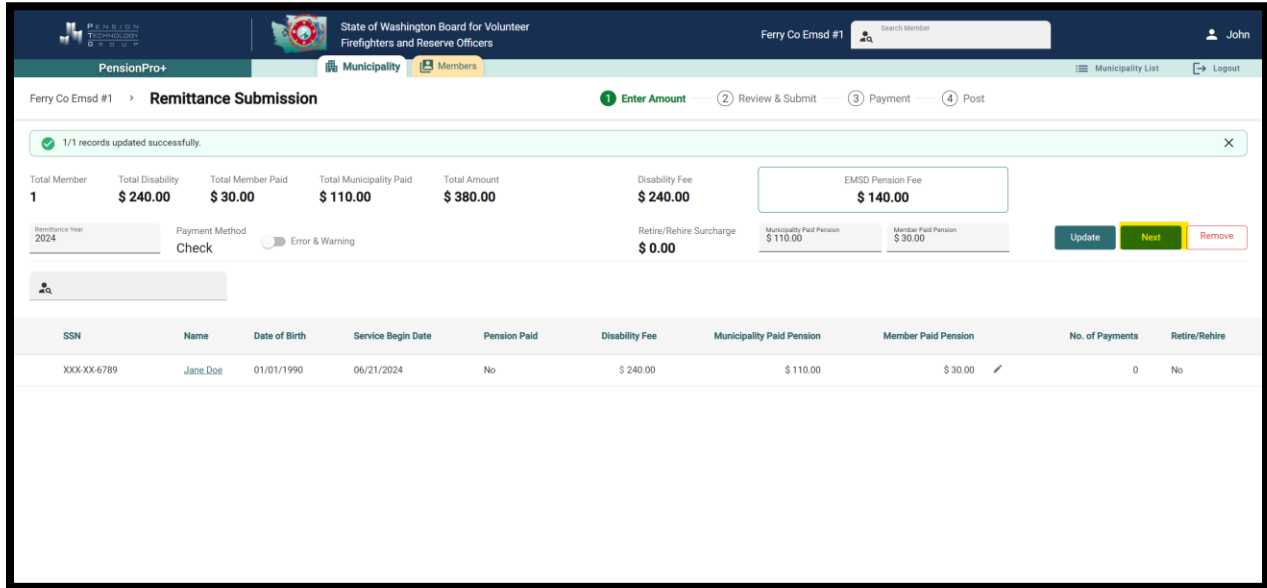
SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

1. Adjust the fee amounts for the individual members by clicking the **pencil** icon. IF YOU CLICK THE UPDATE BUTTON afterward, it will undo the adjustments made to the individual and replace the adjustment with the amounts entered in the boxes.



This screenshot is identical to the previous one, but the 'Municipality Paid Pension' and 'Member Paid Pension' fields in the table are now empty, and a yellow pencil icon is visible in the 'Member Paid Pension' column for Jane Doe, indicating that individual adjustments are possible.

Click **Next** when complete. This will initiate Step 2.



The screenshot shows the 'Remittance Submission' page for 'Ferry Co Emsd #1'. The progress bar at the top indicates four steps: 1. Enter Amount (highlighted in green), 2. Review & Submit, 3. Payment, and 4. Post. A green notification banner at the top states '1/1 records updated successfully.' Below this, a summary table shows:

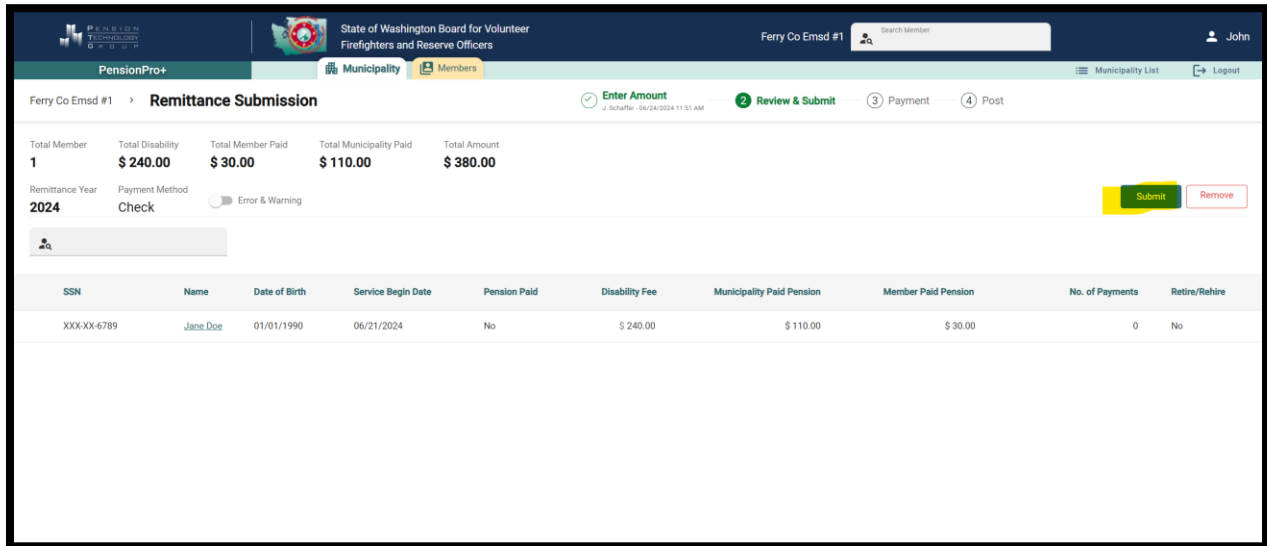
Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	EMSD Pension Fee
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00	\$ 240.00	\$ 140.00

Additional fields include: Remittance Year (2024), Payment Method (Check), Retire/Rehire Surcharge (\$ 0.00), Municipality Paid Pension (\$ 110.00), and Member Paid Pension (\$ 30.00). Buttons for 'Update', 'Next', and 'Remove' are visible. Below the summary is a table with the following data:

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

Step 2: Review and Submit

1. This step has been highlighted green. You can go back to any previously completed steps by clicking them. Click **SUBMIT** when the review is complete.



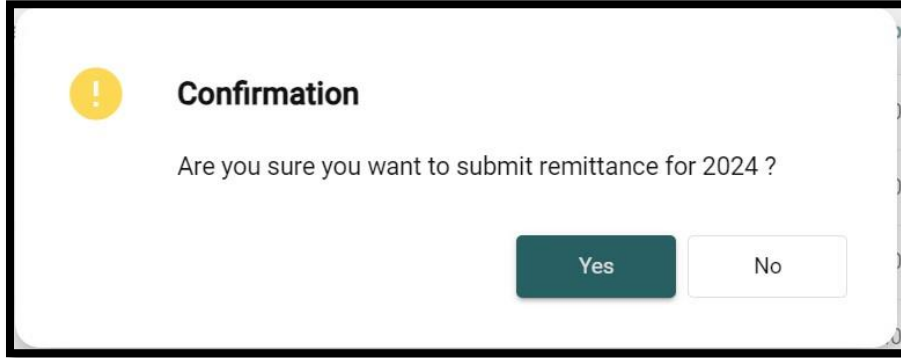
The screenshot shows the 'Remittance Submission' page for 'Ferry Co Emsd #1'. The progress bar at the top indicates four steps: 1. Enter Amount, 2. Review & Submit (highlighted in green), 3. Payment, and 4. Post. A green notification banner at the top states '1/1 records updated successfully.' Below this, a summary table shows:

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00

Additional fields include: Remittance Year (2024), Payment Method (Check), and Error & Warning (unchecked). Buttons for 'Submit' and 'Remove' are visible. Below the summary is a table with the following data:

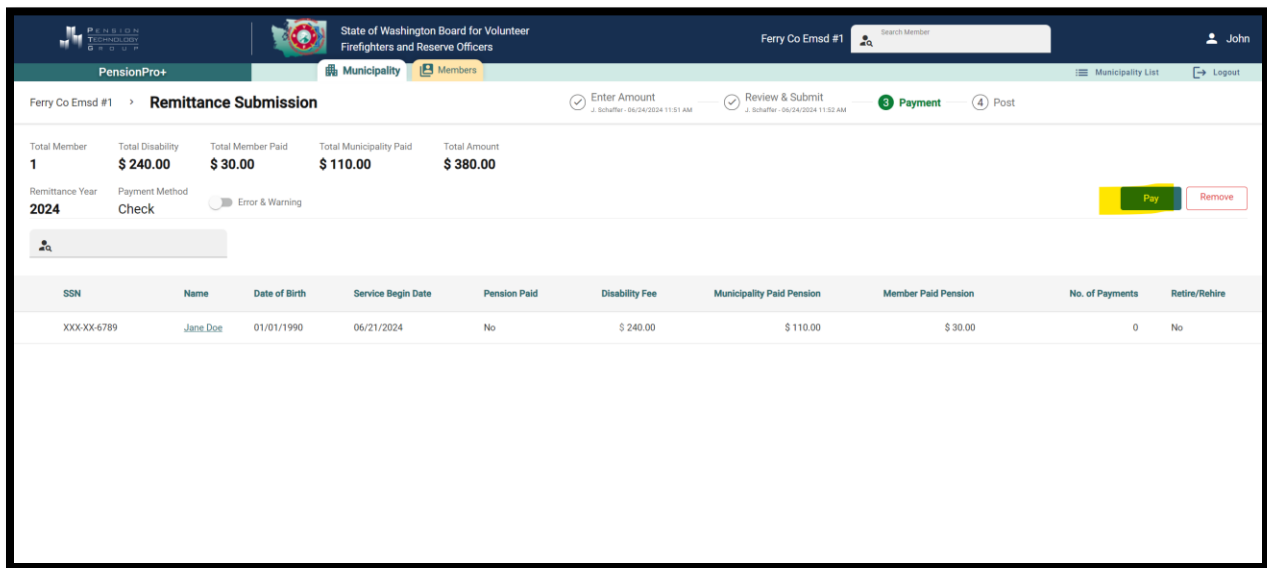
SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

- Click Yes to Confirm. This will initiate Step 3.



Step 3: Payment

- Step 3- Payment has been highlighted green. Click Pay when ready to proceed.



The screenshot shows the "Remittance Submission" page in the PensionPro+ system. The page is for "Ferry Co Emsd #1" and is part of the "State of Washington Board for Volunteer Firefighters and Reserve Officers" portal. The navigation bar shows four steps: "Enter Amount", "Review & Submit", "Payment" (highlighted in green), and "Post".

Summary statistics:

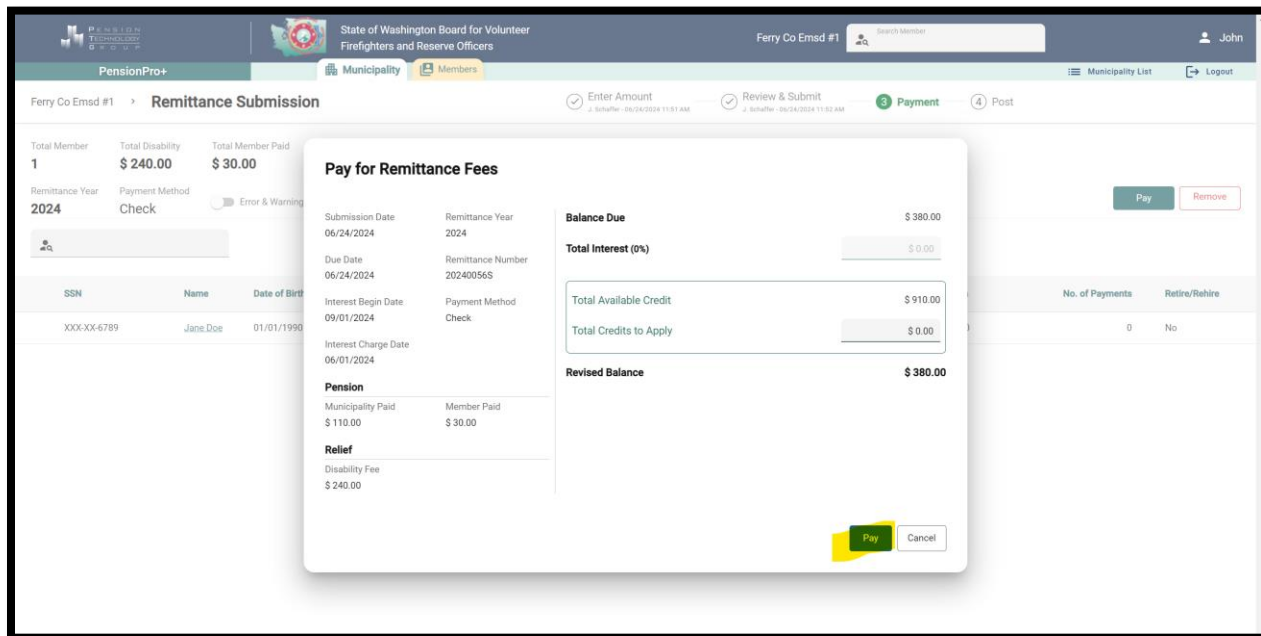
Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00

Remittance Year: 2024
Payment Method: Check
Error & Warning:

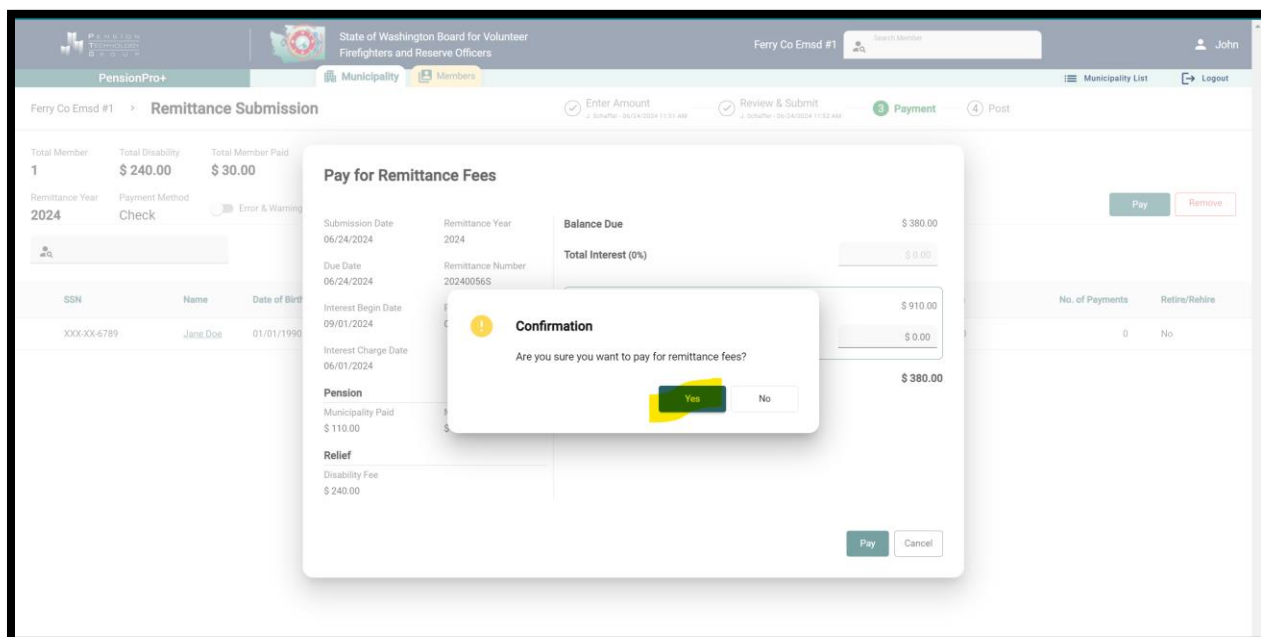
Buttons: **Pay** (green), Remove (red)

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane.Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

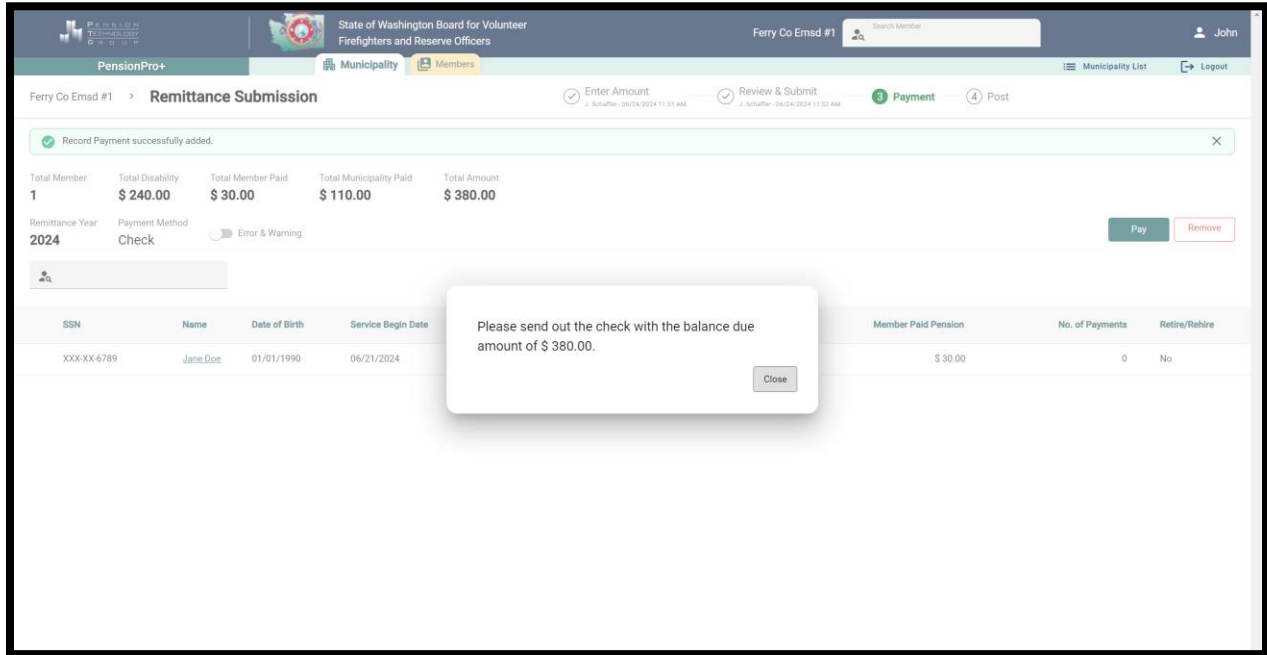
- A popup box called Pay for Remittance Fees will display the payment details for a final review. Click **Pay**.



- Click Yes to Confirm or click No to go back.



4. If the user is paying with a **Check**, they will be prompted to send a check.



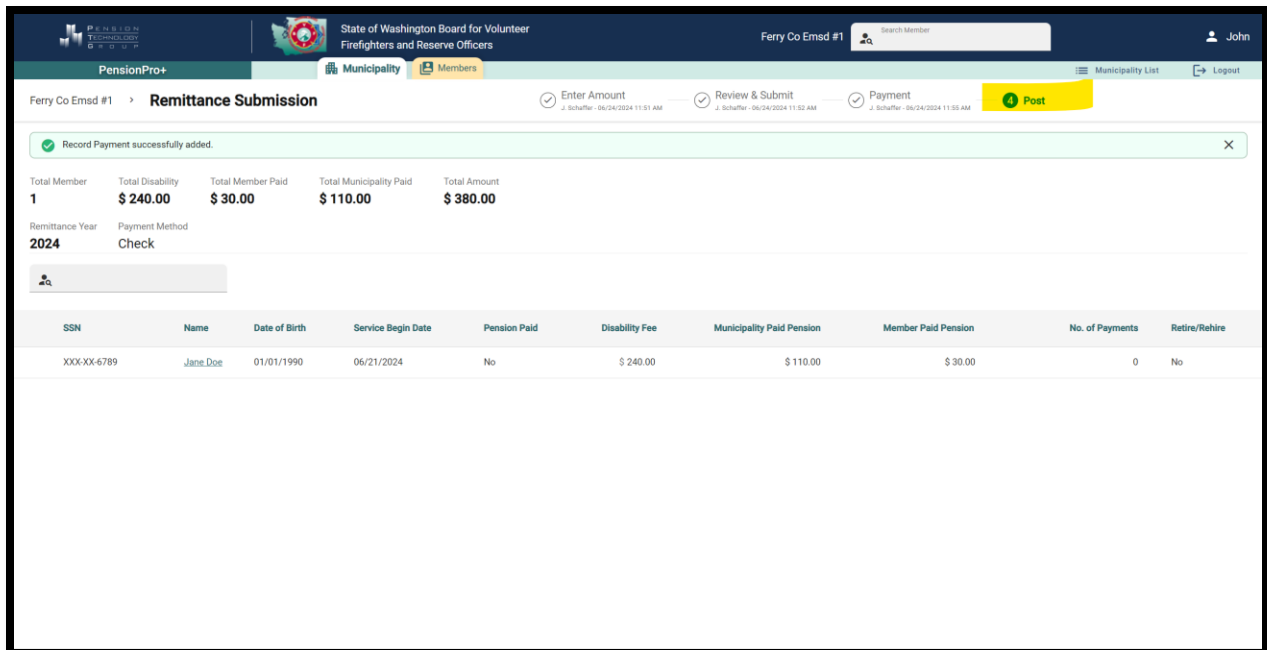
The screenshot shows the 'Remittance Submission' screen for 'Ferry Co Emsd #1'. The 'Payment' step is active, and a modal dialog box is displayed with the message: "Please send out the check with the balance due amount of \$ 380.00." The dialog has a 'Close' button.

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00

SSN	Name	Date of Birth	Service Begin Date	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane Doe	01/01/1990	06/21/2024	\$ 30.00	0	No

Step 4: Post

1. Step 4 Post is now highlighted green on the submission screen.



The screenshot shows the 'Remittance Submission' screen for 'Ferry Co Emsd #1'. The 'Post' step is now highlighted in green, indicating it is the active step. The 'Payment' step is also highlighted in green, and the 'Post' button is highlighted in yellow.

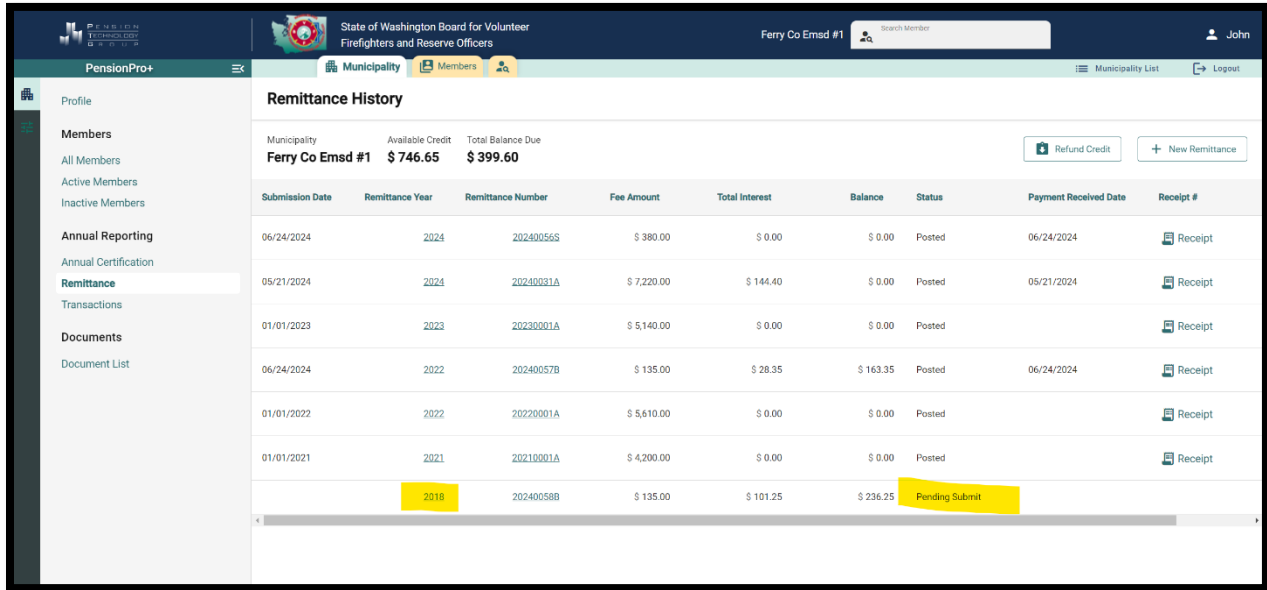
Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
1	\$ 240.00	\$ 30.00	\$ 110.00	\$ 380.00

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
XXX-XX-6789	Jane Doe	01/01/1990	06/21/2024	No	\$ 240.00	\$ 110.00	\$ 30.00	0	No

To Buyback Remittance - 2018

After BVFF Administrators initiate a buyback for a member, the system will update the Municipality Portal by including a new record in the Remittance History.

1. Open the Remittance History screen. The record will have a status of "Pending Submit". Click **2018** to open.



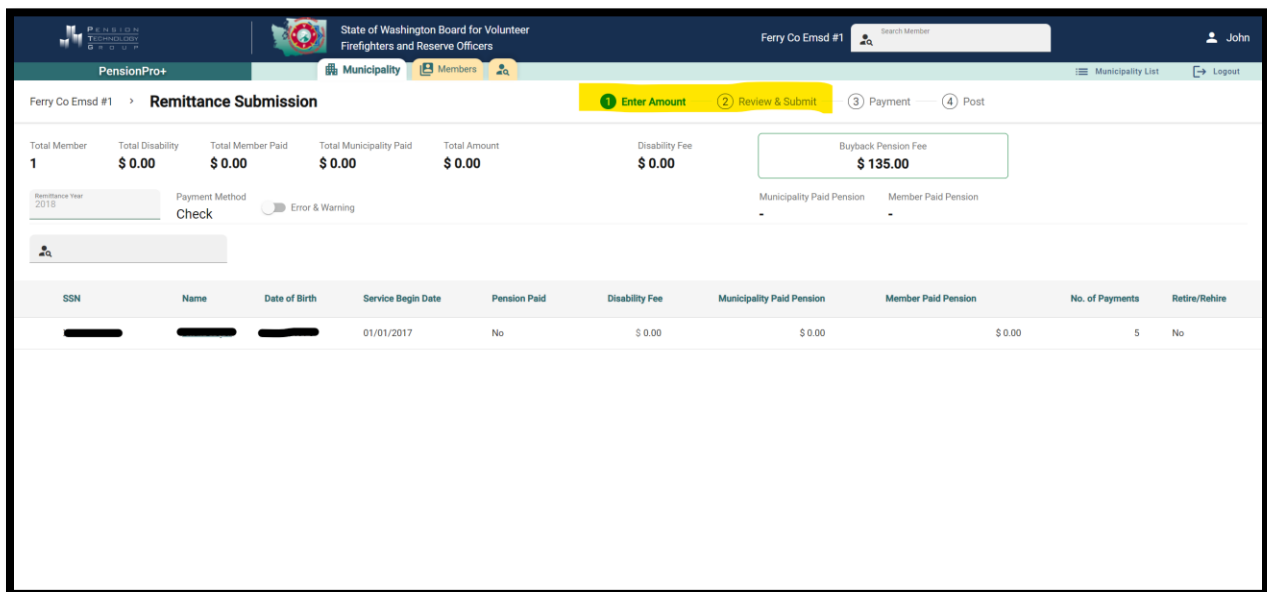
State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

Remittance History

Municipality: **Ferry Co Emsd #1** Available Credit: **\$ 746.65** Total Balance Due: **\$ 399.60**

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
06/24/2024	2024	20240056S	\$ 380.00	\$ 0.00	\$ 0.00	Posted	06/24/2024	Receipt
05/21/2024	2024	20240031A	\$ 7,220.00	\$ 144.40	\$ 0.00	Posted	05/21/2024	Receipt
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
06/24/2024	2022	20240057B	\$ 135.00	\$ 28.35	\$ 163.35	Posted	06/24/2024	Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt
	2018	20240058B	\$ 135.00	\$ 101.25	\$ 236.25	Pending Submit		

2. BVFF Administrators will complete both Step 1 and Step 2.



State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

Remittance Submission

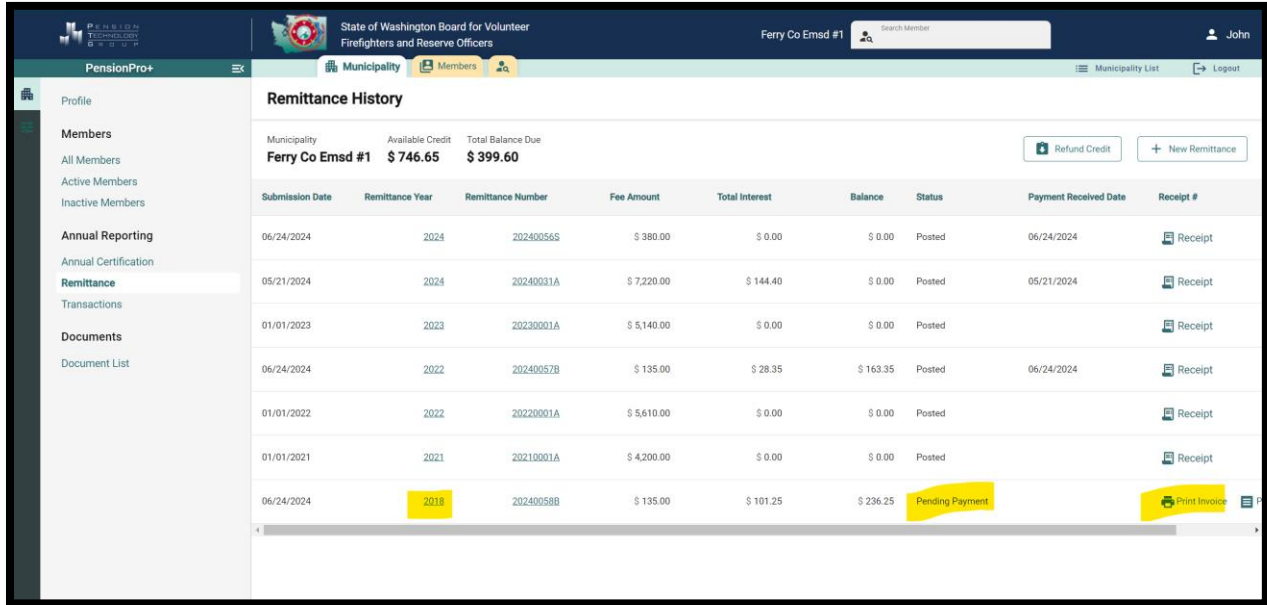
1 Enter Amount 2 Review & Submit 3 Payment 4 Post

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount	Disability Fee	Buyback Pension Fee
1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 135.00

Remittance Year: 2018
Payment Method: Check
Error & Warning:

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
██████	██████	██████	01/01/2017	No	\$ 0.00	\$ 0.00	\$ 0.00	5	No

- After BVFF Admins complete steps 1 and 2, the Status will update to **Pending Payment**. Click **Print Invoice** to view payment details.

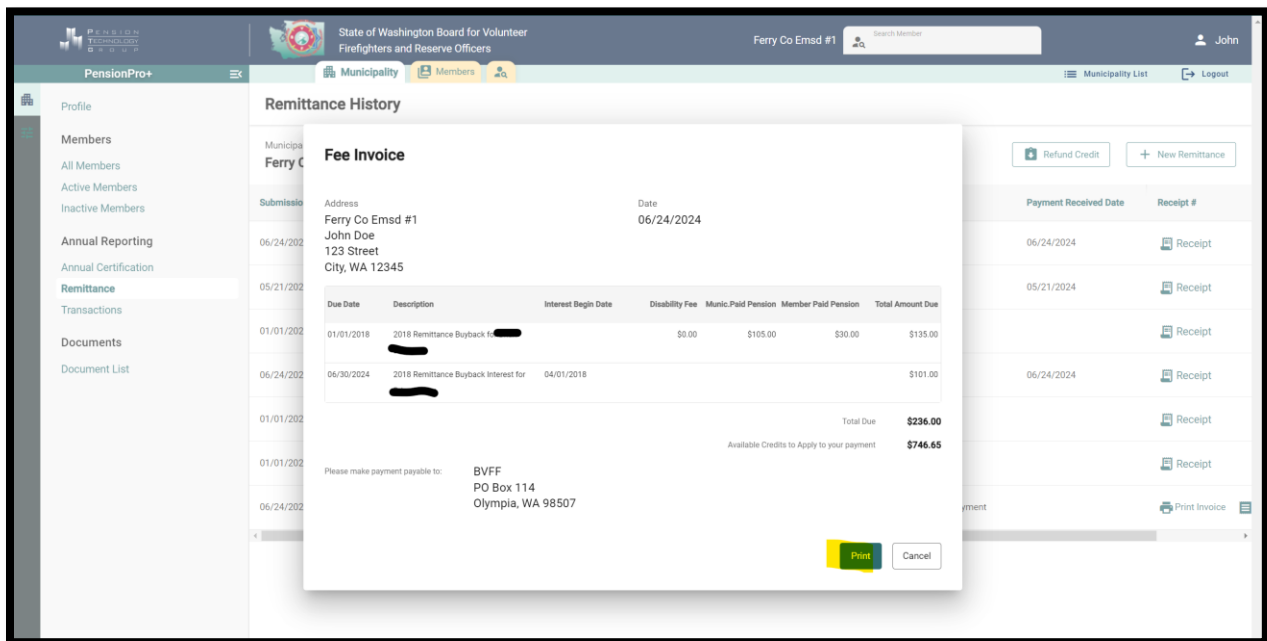


Remittance History

Municipality: **Ferry Co Emsd #1** Available Credit: **\$ 746.65** Total Balance Due: **\$ 399.60**

Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
06/24/2024	2024	20240056S	\$ 380.00	\$ 0.00	\$ 0.00	Posted	06/24/2024	Receipt
05/21/2024	2024	20240031A	\$ 7,220.00	\$ 144.40	\$ 0.00	Posted	05/21/2024	Receipt
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
06/24/2024	2022	20240057B	\$ 135.00	\$ 28.35	\$ 163.35	Posted	06/24/2024	Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt
06/24/2024	2018	20240058B	\$ 135.00	\$ 101.25	\$ 236.25	Pending Payment		Print Invoice

- A popup box will display the invoice. Click **Print** to print this invoice to your browser.



Fee Invoice

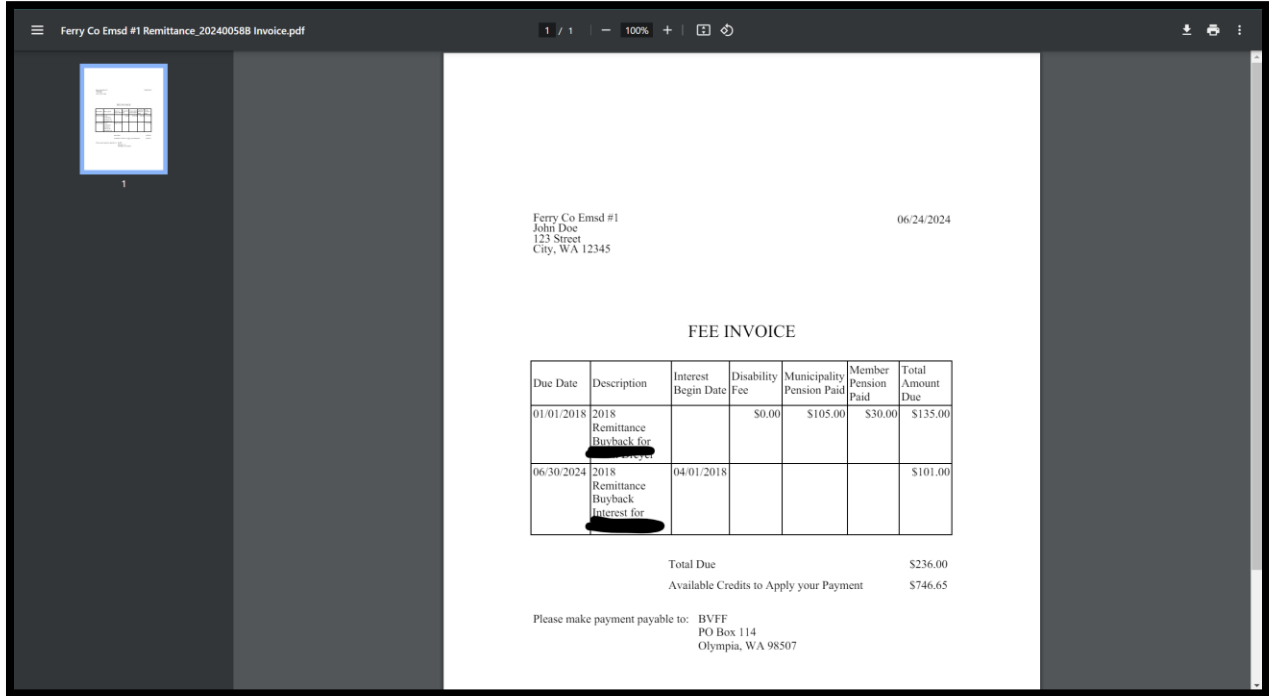
Address: Ferry Co Emsd #1, John Doe, 123 Street, City, WA 12345
Date: 06/24/2024

Due Date	Description	Interest Begin Date	Disability Fee	Munic-Paid Pension	Member Paid Pension	Total Amount Due
01/01/2018	2018 Remittance Buyback fee		\$0.00	\$105.00	\$30.00	\$135.00
06/30/2024	2018 Remittance Buyback Interest for	04/01/2018				\$101.00
						Total Due: \$236.00
						Available Credits to Apply to your payment: \$746.65

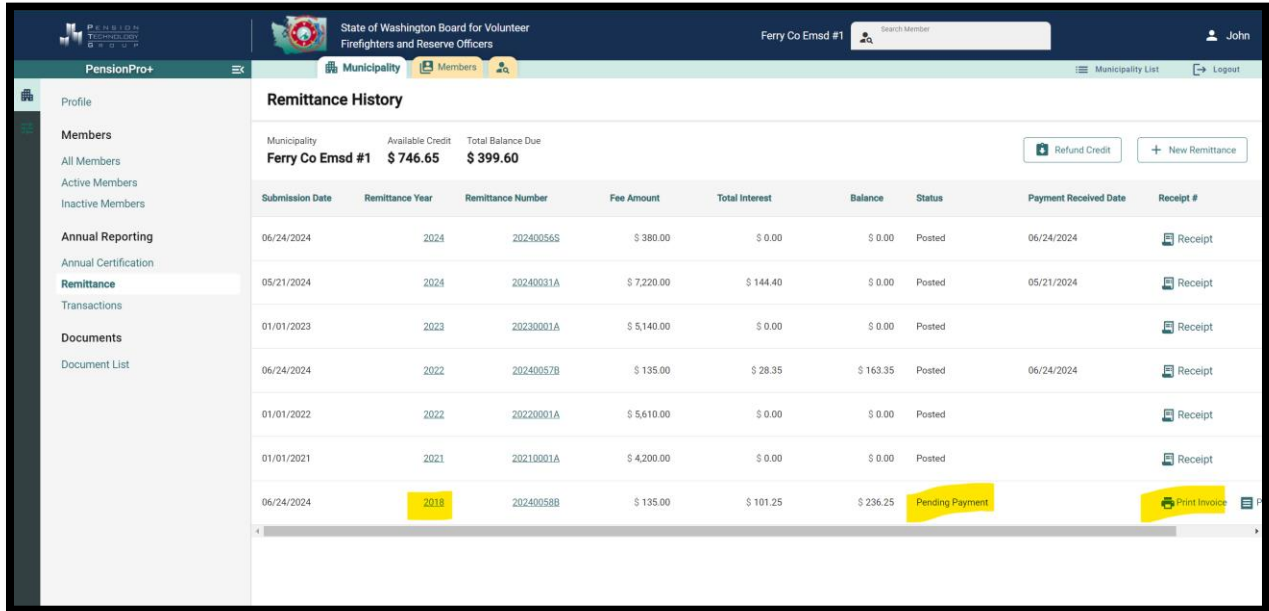
Please make payment payable to: BVFF, PO Box 114, Olympia, WA 98507

Print Cancel

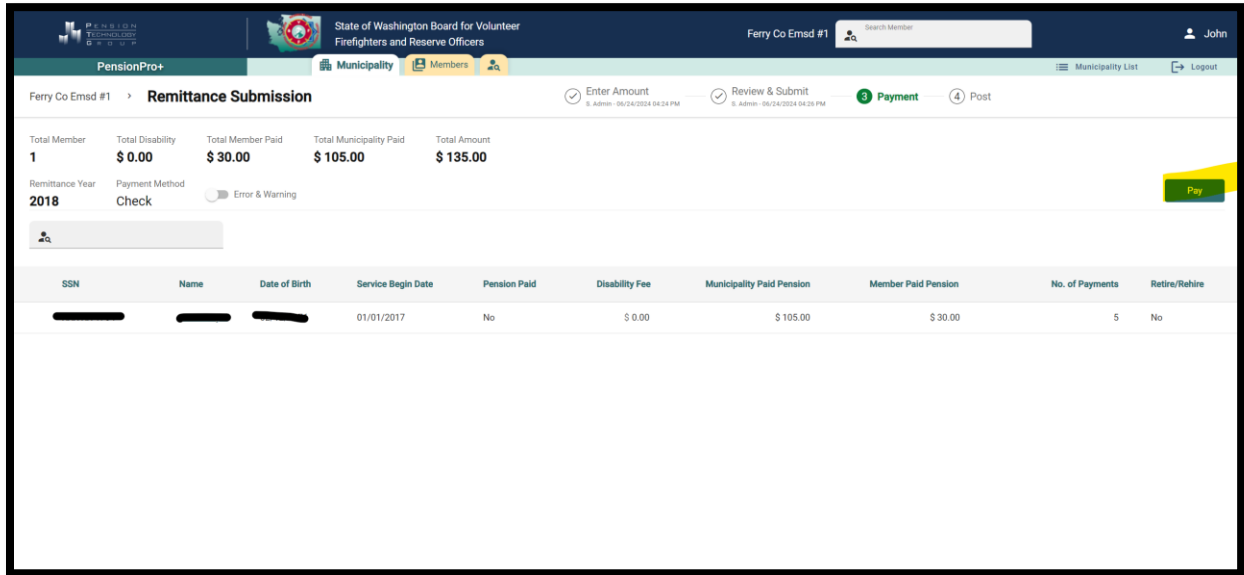
5. The printed invoice will appear in your downloads.



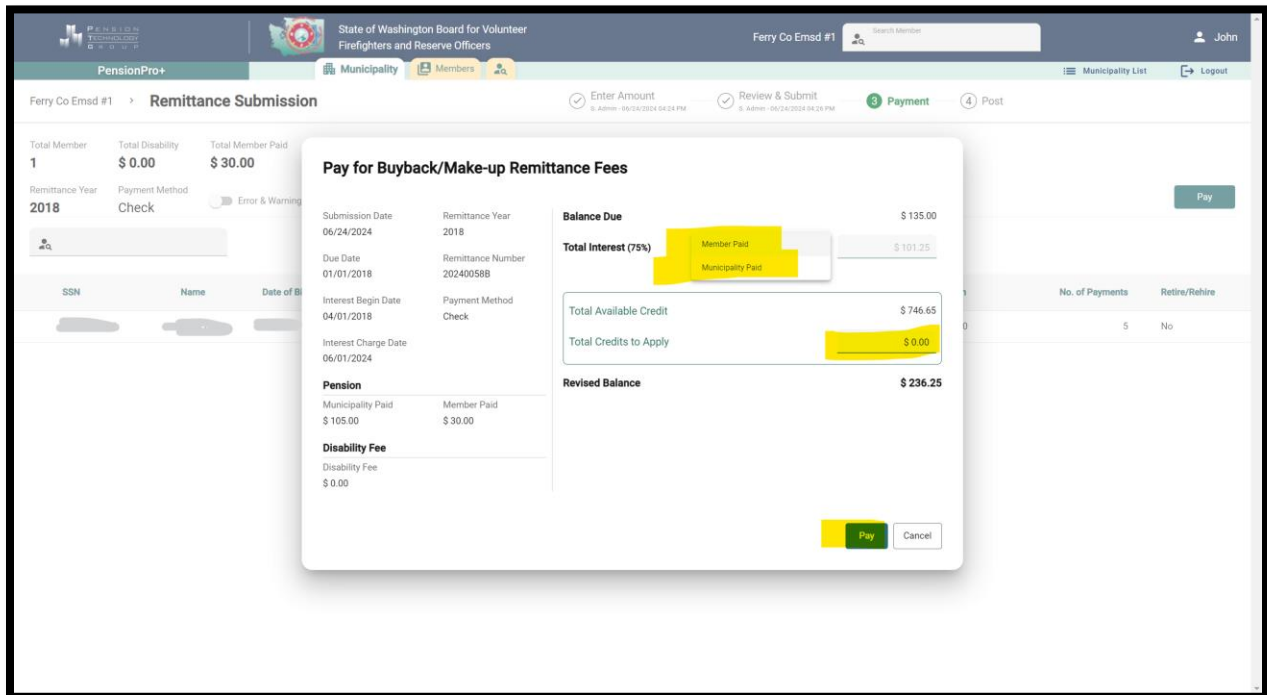
6. Return to Remittance History. Click **2018** to open the Buyback Remittance.



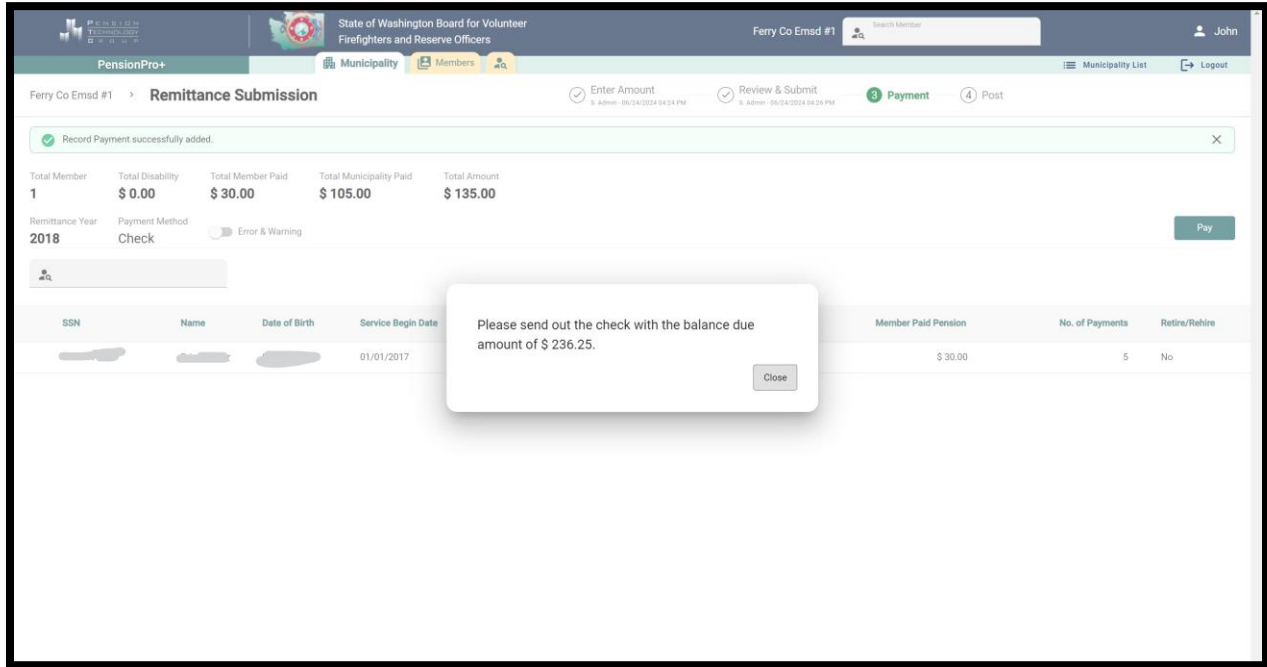
7. Click **Pay** to proceed.



8. Enter the payment information. Including who is paying the Interest, Member or Muni. Click **Pay** when complete.



9. The user will be notified to send a check to the member to cover the balance.

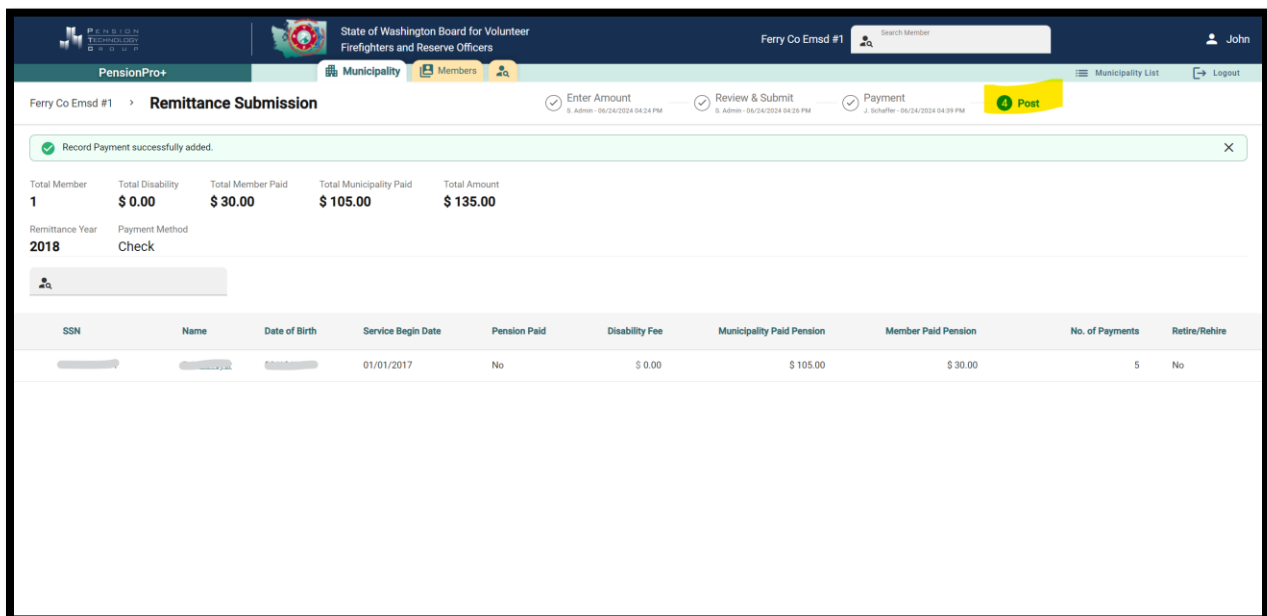


The screenshot shows the 'Remittance Submission' page for 'Ferry Co Emsd #1'. The progress bar indicates the 'Payment' step is active. A notification states 'Record Payment successfully added.' The summary table shows:

Total Member	Total Disability	Total Member Paid	Total Municipality Paid	Total Amount
1	\$ 0.00	\$ 30.00	\$ 105.00	\$ 135.00

Remittance Year: 2018, Payment Method: Check. A modal dialog is displayed with the message: 'Please send out the check with the balance due amount of \$ 236.25.' The dialog has a 'Close' button.

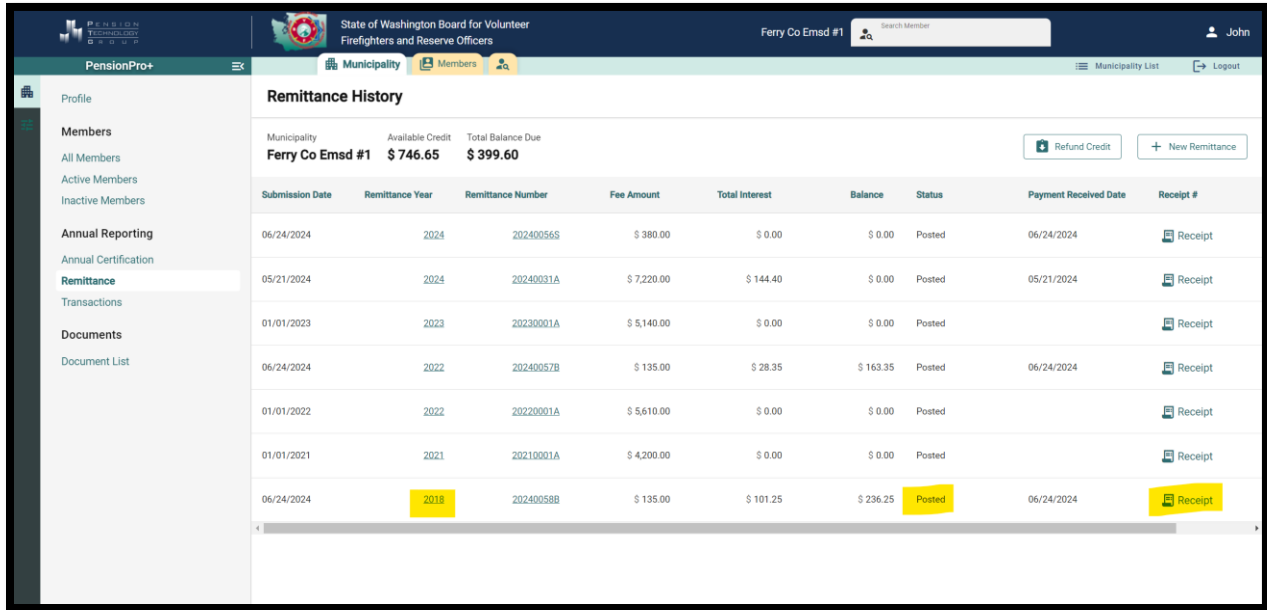
10. The system will update to **Step 4: Post**. BVFF Admins will take care of step 4.



The screenshot shows the 'Remittance Submission' page with the 'Post' step completed. The progress bar now shows 'Post' as the final step. The summary table remains the same as in the previous screenshot. The modal dialog is no longer present.

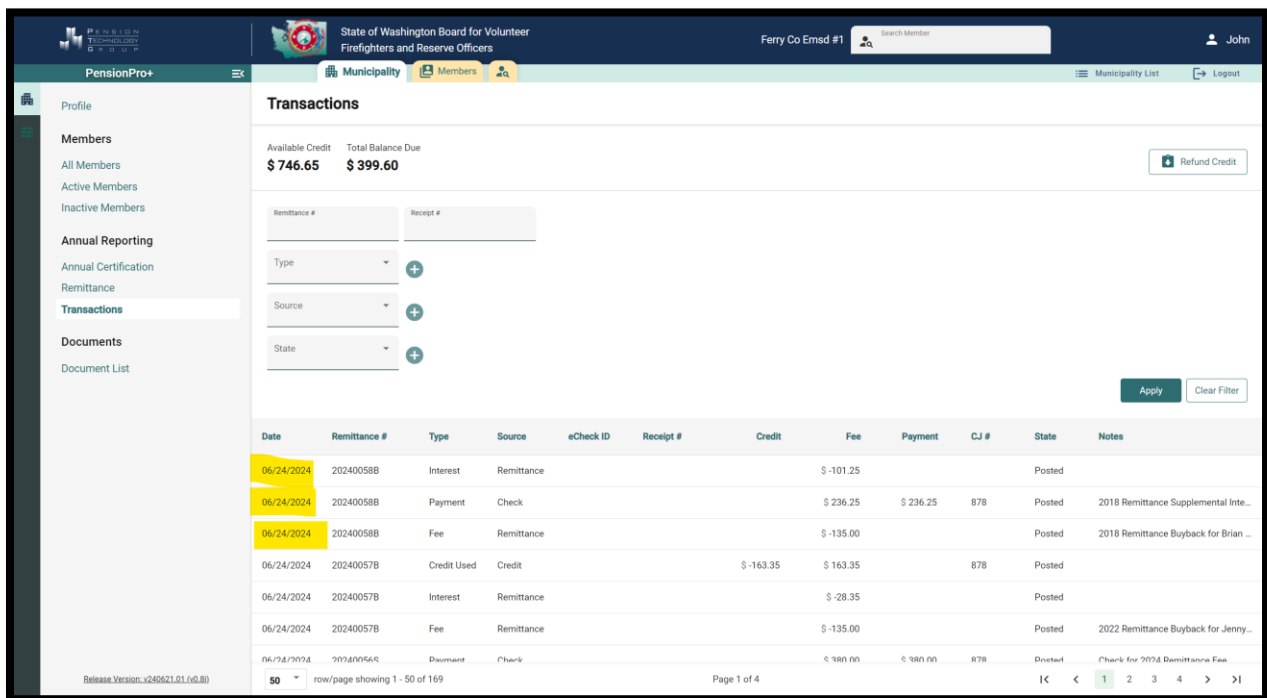
SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[Redacted]	[Redacted]	[Redacted]	01/01/2017	No	\$ 0.00	\$ 105.00	\$ 30.00	5	No

11. After BVFF Admins post the payment, the Status will update to “Posted” on the Remittance History Screen. Click the Receipt hyperlink to view the payment details.



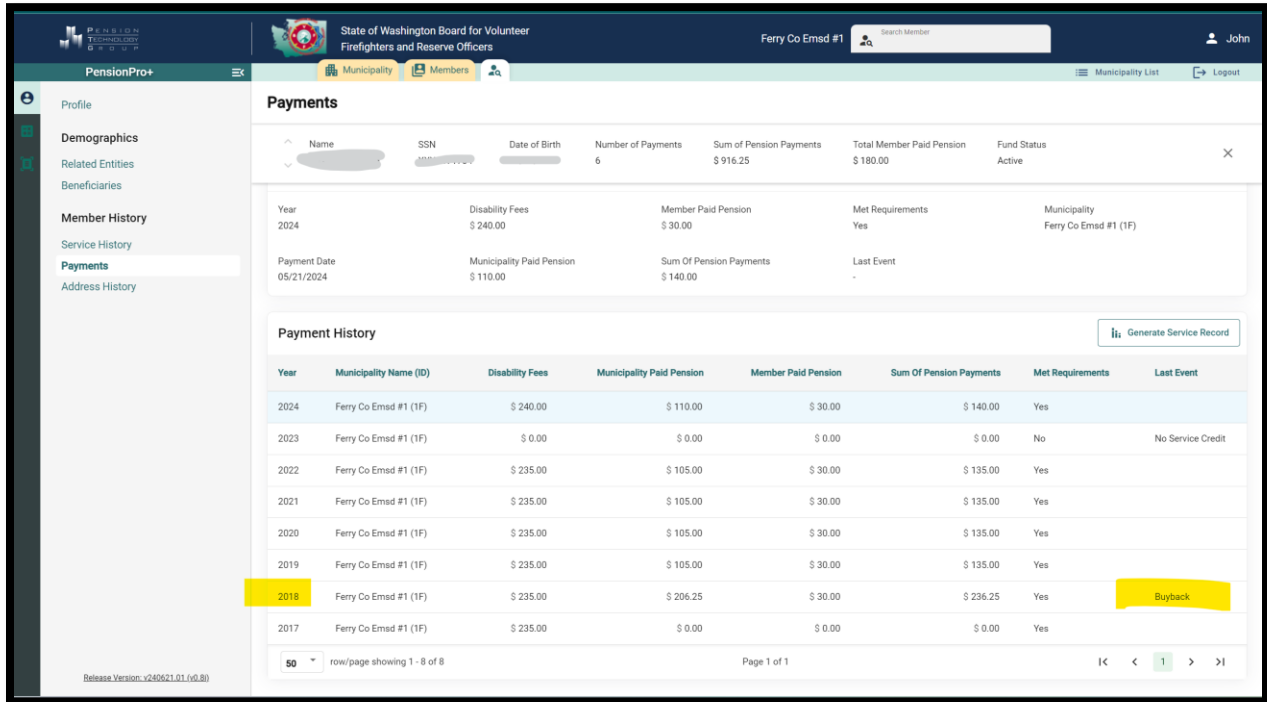
Submission Date	Remittance Year	Remittance Number	Fee Amount	Total Interest	Balance	Status	Payment Received Date	Receipt #
06/24/2024	2024	202400565	\$ 380.00	\$ 0.00	\$ 0.00	Posted	06/24/2024	Receipt
05/21/2024	2024	20240031A	\$ 7,220.00	\$ 144.40	\$ 0.00	Posted	05/21/2024	Receipt
01/01/2023	2023	20230001A	\$ 5,140.00	\$ 0.00	\$ 0.00	Posted		Receipt
06/24/2024	2022	20240057B	\$ 135.00	\$ 28.35	\$ 163.35	Posted	06/24/2024	Receipt
01/01/2022	2022	20220001A	\$ 5,610.00	\$ 0.00	\$ 0.00	Posted		Receipt
01/01/2021	2021	20210001A	\$ 4,200.00	\$ 0.00	\$ 0.00	Posted		Receipt
06/24/2024	2018	20240058B	\$ 135.00	\$ 101.25	\$ 236.25	Posted	06/24/2024	Receipt

12. This payment can be found on the Transaction Screen.



Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
06/24/2024	20240058B	Interest	Remittance				\$ -101.25				Posted
06/24/2024	20240058B	Payment	Check				\$ 236.25	\$ 236.25	878		2018 Remittance Supplemental Inte...
06/24/2024	20240058B	Fee	Remittance				\$ -135.00				2018 Remittance Buyback for Brian ...
06/24/2024	20240057B	Credit Used	Credit			\$ -163.35	\$ 163.35		878		Posted
06/24/2024	20240057B	Interest	Remittance				\$ -28.35				Posted
06/24/2024	20240057B	Fee	Remittance				\$ -135.00				2022 Remittance Buyback for Jenny...
06/24/2024	202400565	Payment	Check			\$ 380.00	\$ 380.00		878		Check for 2024 Remittance Fee...

13. As well as the Payment Screen on the member's profile.



The screenshot displays the 'Payments' section of a member's profile in the PTG PensionProPlus Municipality Portal. The interface includes a navigation sidebar on the left with options like Profile, Demographics, and Member History. The main content area shows a summary of payments and a detailed 'Payment History' table.

Summary Table:

Name	SSN	Date of Birth	Number of Payments	Sum of Pension Payments	Total Member Paid Pension	Fund Status
[Redacted]	[Redacted]	[Redacted]	6	\$ 916.25	\$ 180.00	Active

Payment Details:

- Year 2024: Disability Fees \$ 240.00, Member Paid Pension \$ 30.00, Met Requirements Yes, Municipality Ferry Co Emad #1 (1F)
- Payment Date 05/21/2024: Municipality Paid Pension \$ 110.00, Sum Of Pension Payments \$ 140.00, Last Event -

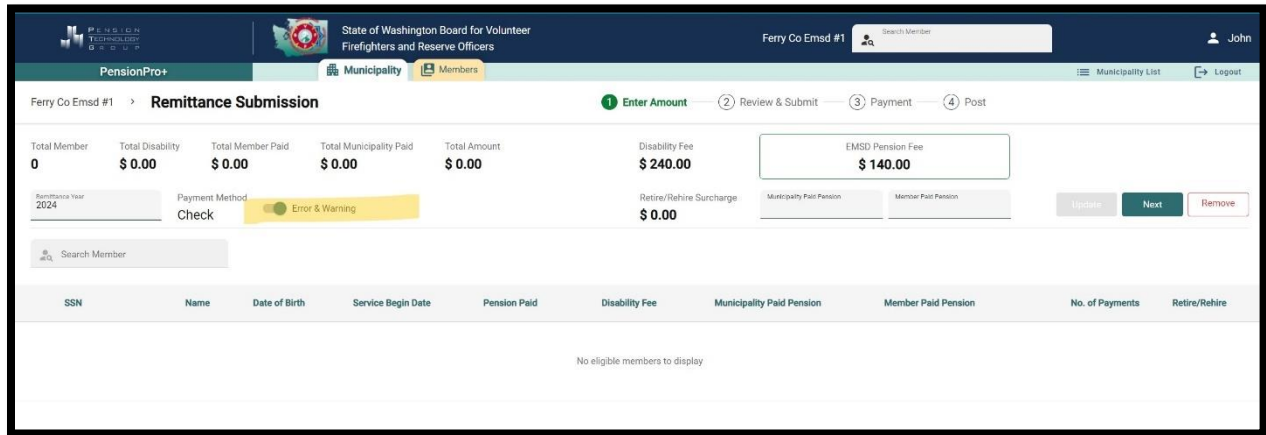
Payment History Table:

Year	Municipality Name (ID)	Disability Fees	Municipality Paid Pension	Member Paid Pension	Sum Of Pension Payments	Met Requirements	Last Event
2024	Ferry Co Emad #1 (1F)	\$ 240.00	\$ 110.00	\$ 30.00	\$ 140.00	Yes	
2023	Ferry Co Emad #1 (1F)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	No	No Service Credit
2022	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 105.00	\$ 30.00	\$ 135.00	Yes	
2021	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 105.00	\$ 30.00	\$ 135.00	Yes	
2020	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 105.00	\$ 30.00	\$ 135.00	Yes	
2019	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 105.00	\$ 30.00	\$ 135.00	Yes	
2018	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 206.25	\$ 30.00	\$ 236.25	Yes	Buyback
2017	Ferry Co Emad #1 (1F)	\$ 235.00	\$ 0.00	\$ 0.00	\$ 0.00	Yes	

Additional interface elements include a 'Generate Service Record' button, a pagination control showing 'row/page showing 1 - 8 of 8', and a user profile 'John' in the top right corner.

Errors and Warnings – Remittance

1. Users can use the **Error & Warning** toggle to filter member records with errors or warnings from the member list within the current remittance record. Users can view details of error/warning content (if any) by clicking on the Error/Warning icon.

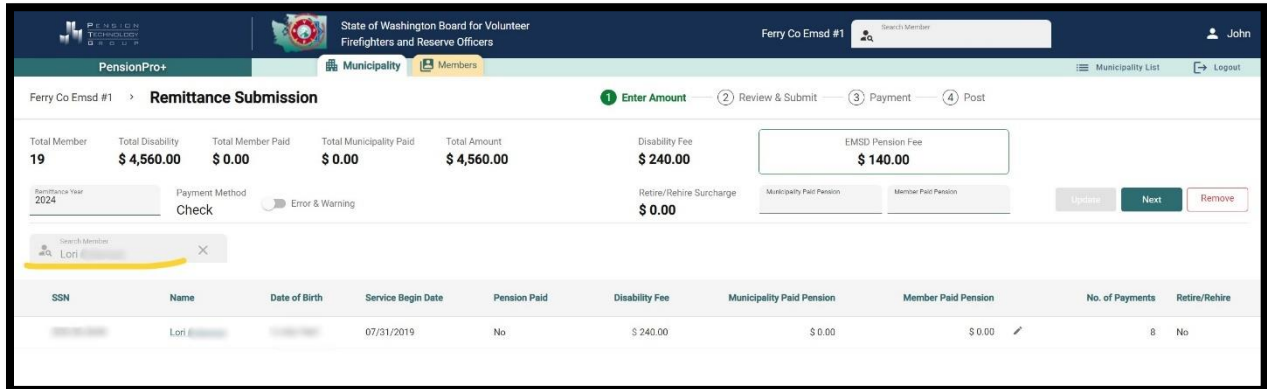


- The types of **Errors** include:
 - The member is deactivated in the current calendar year.
 - The member is terminated in the prior calendar year.
 - The member’s Service Begin Date has changed, making the participant ineligible for the current remittance submission.
- The types of **Warnings** include:
 - The "Retire/Rehire" value in member’s profile is updated to "Yes".
 - The member made a payment to another municipality for the Remittance Year, and the "Pension Paid" value has been updated to "Yes".
 - The "Number of Payments" value is updated to "25".

After these are resolved, the user will have to **Remove** this Remittance Submission and start over by Adding a New Remittance for 2024. The new remittance will now contain no errors/warnings and the user will be allowed to proceed. See the next page for steps **To Remove Remittance**.

To Search Members – Remittance

Use the search box to find information about a specific member within the current remittance record. Criteria for searching include SSN (full and last 4 numbers), member name, and person ID. Note that for the system to perform a search, users must enter at least 2 characters.



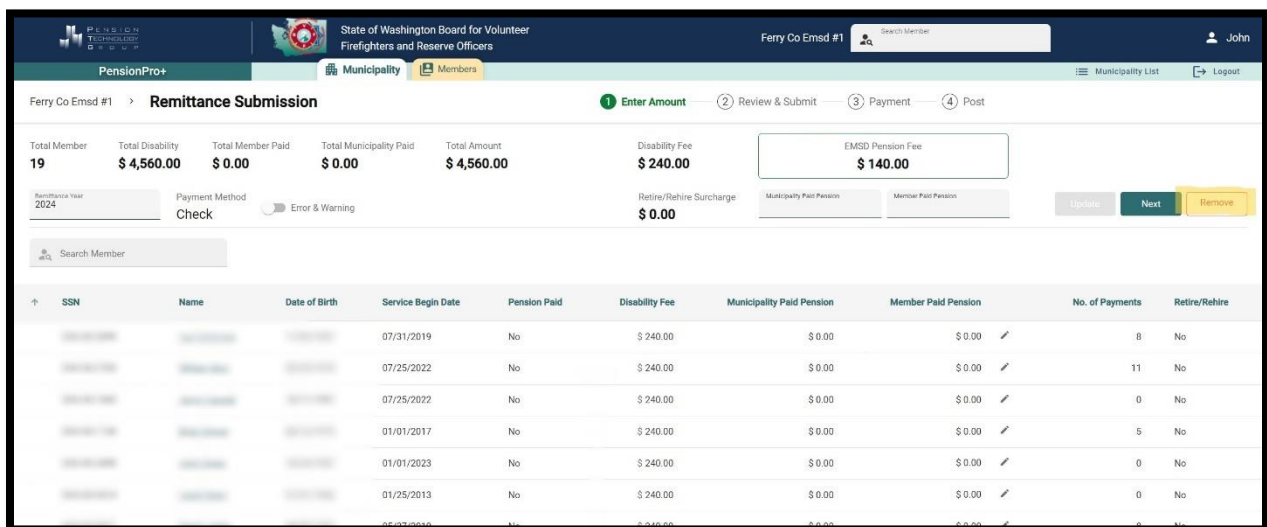
The screenshot shows the 'Remittance Submission' screen for 'Ferry Co Emsd #1'. The top navigation bar includes 'PensionPro+', 'Municipality', and 'Members'. The main header shows 'Ferry Co Emsd #1' and 'Remittance Submission' with a progress indicator: 1 Enter Amount, 2 Review & Submit, 3 Payment, 4 Post. Summary statistics are displayed: Total Member 19, Total Disability \$4,560.00, Total Member Paid \$0.00, Total Municipality Paid \$0.00, Total Amount \$4,560.00, Disability Fee \$240.00, and EMSD Pension Fee \$140.00. A search box contains 'LORI' and a dropdown menu shows 'LORI'. Below is a table with one row for LORI.

SSN	Name	Date of Birth	Service Begin Date	Pension Paid	Disability Fee	Municipality Paid Pension	Member Paid Pension	No. of Payments	Retire/Rehire
[REDACTED]	Lori [REDACTED]	[REDACTED]	07/31/2019	No	\$ 240.00	\$ 0.00	\$ 0.00	8	No

To Remove Remittance

Note: This function is used in the case where the current remittance submission has errors. Users need to remove and submit a new remittance.

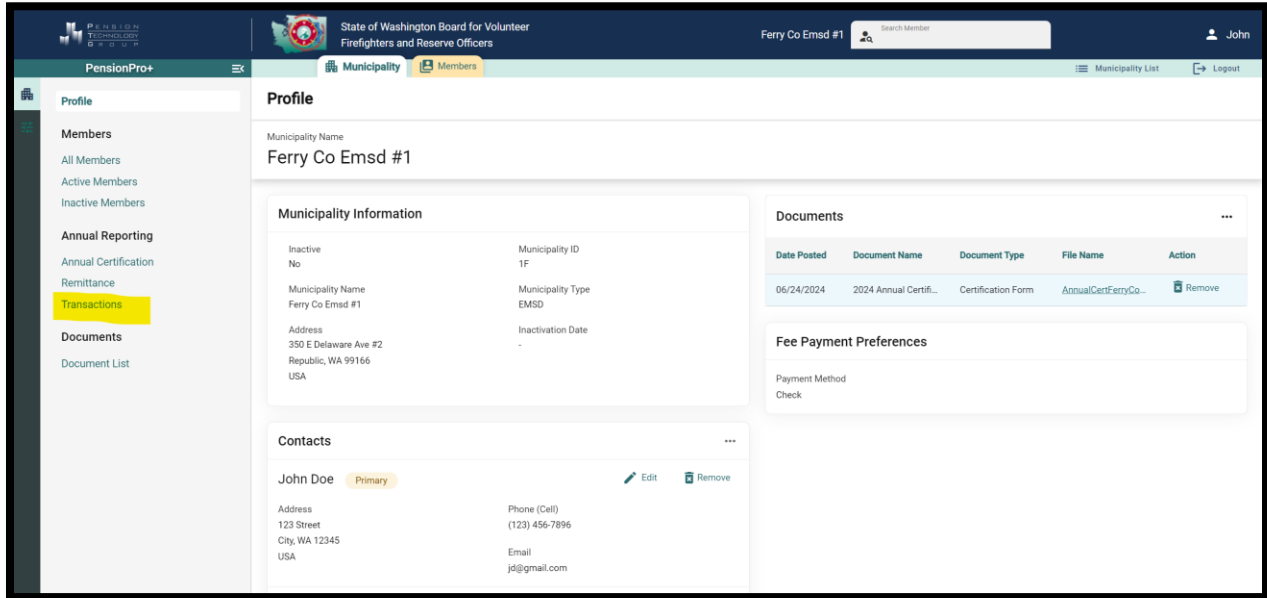
To remove a remittance submission, users can click the **Remove** button in the top right corner of the **Remittance Submission** screen header. Users can remove remittance submissions with statuses other than **Posted** or **Ready to Post**.



This screenshot is identical to the previous one, but the 'Remove' button in the top right corner of the summary area is highlighted in yellow.

To View Transactions

- From the Muni Profile screen, click Transactions on the left menu.

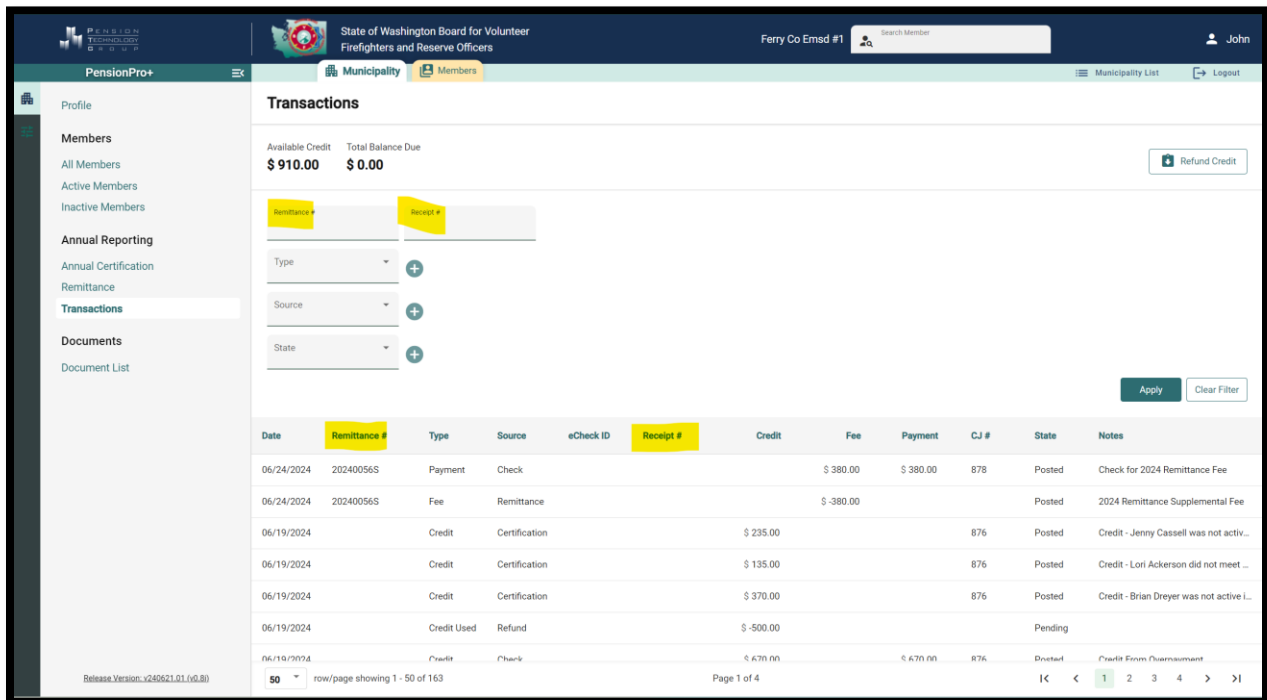


The screenshot shows the 'Profile' page for 'Ferry Co Emsd #1'. The left sidebar menu is visible, with 'Transactions' highlighted in yellow. The main content area displays the following information:

- Municipality Information:**
 - Inactive: No
 - Municipality ID: 1F
 - Municipality Name: Ferry Co Emsd #1
 - Municipality Type: EMSD
 - Address: 350 E Delaware Ave #2, Republic, WA 99166, USA
 - Inactivation Date: -
- Documents:**

Date Posted	Document Name	Document Type	File Name	Action
06/24/2024	2024 Annual Certifi...	Certification Form	AnnualCertFerryCo...	Remove
- Fee Payment Preferences:**
 - Payment Method: Check
- Contacts:**
 - John Doe** (Primary)
 - Address: 123 Street, City, WA 12345, USA
 - Phone (Cell): (123) 456-7896
 - Email: jd@gmail.com

- Search for specific transactions by entering the Remittance # or Receipt #.



The screenshot shows the 'Transactions' page. The left sidebar menu has 'Transactions' highlighted in yellow. The main content area displays the following information:

- Summary:**
 - Available Credit: \$ 910.00
 - Total Balance Due: \$ 0.00
 - Refund Credit button
- Search Filter:**
 - Remittance # (highlighted in yellow)
 - Receipt # (highlighted in yellow)
 - Type, Source, State dropdowns with plus icons
 - Apply and Clear Filter buttons
- Transactions Table:**

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
06/24/2024	20240056S	Payment	Check				\$ 380.00	\$ 380.00	878	Posted	Check for 2024 Remittance Fee
06/24/2024	20240056S	Fee	Remittance				\$ -380.00			Posted	2024 Remittance Supplemental Fee
06/19/2024		Credit	Certification			\$ 235.00			876	Posted	Credit - Jenny Cassell was not activ...
06/19/2024		Credit	Certification			\$ 135.00			876	Posted	Credit - Lori Ackerson did not meet ...
06/19/2024		Credit	Certification			\$ 370.00			876	Posted	Credit - Brian Dreyer was not active L...
06/19/2024		Credit Used	Refund			\$ -500.00				Pending	
06/19/2024		Credit	Check			\$ 670.00		\$ 670.00	876	Posted	Credit From Reassessment
- Page Information:**
 - Release Version: v240621.01 (v0.8)
 - 50 rows/page showing 1 - 50 of 163
 - Page 1 of 4
 - Navigation: |< < 1 2 3 4 > >|

3. Additionally, users can click the Receipt hyperlink to view the payment details.

The screenshot shows the 'Transactions' page in the PensionProPlus system. At the top, it displays 'Available Credit \$ 910.00' and 'Total Balance Due \$ 0.00'. Below this are three filter boxes: 'Remittance #', 'Receipt #', and 'Type'. The 'Type' filter is currently open, showing options like 'Conversion', 'Credit', 'Credit Used', 'Fee', 'Interest', and 'Payment'. The main table lists transactions with columns for Date, Remittance #, Type, Source, eCheck ID, Receipt #, Credit, Fee, Payment, CJ #, State, and Notes. The receipt number '111421' is highlighted in yellow in the original image.

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
05/21/2024	20240031A	Fee	Remittance				\$ -7,220.00			Posted	2024 Remittance Annual Fee
03/06/2024		Fee	Conversion				\$ -166.05			Posted	
03/06/2024		Payment	Check		111421	\$ 380.00		\$ 380.00	863	Posted	PAID 2024 DISABILITY FEE FOR DA...
03/06/2024		Payment	Check		111422	\$ 166.05		\$ 166.05	863	Posted	PAID 2022 PENSION FEE PLUS STA...
01/23/2024		Payment	Check		111095	\$ 280.00		\$ 280.00	852	Posted	PAID 2024 ANNUAL FEES
12/27/2023		Fee	Conversion				\$ -147.15			Posted	
12/27/2023		Fee	Conversion				\$ -159.30			Posted	

To Use Filters – Transactions

Select a tag from the 3 drop down boxes. Each box corresponds with a column located on the table below: **Type, Source, and State.**

1. First box = Type. Select a type and click the “+” symbol.

This screenshot is similar to the previous one but shows the 'Type' filter dropdown menu open. The menu lists various transaction types: Conversion, Credit, Credit Used, Fee, Interest, and Payment. The 'Conversion' option is highlighted with a yellow background and a '+' icon next to it. The table below shows the same list of transactions as the previous screenshot.

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
05/21/2024	20240031A	Fee	Remittance				\$ -7,220.00			Posted	2024 Remittance Annual Fee
03/06/2024		Fee	Conversion				\$ -166.05			Posted	
03/06/2024		Payment	Check		111421	\$ 380.00		\$ 380.00	863	Posted	PAID 2024 DISABILITY FEE FOR DA...
03/06/2024		Payment	Check		111422	\$ 166.05		\$ 166.05	863	Posted	PAID 2022 PENSION FEE PLUS STA...

2. Second box = Source.

The screenshot shows the 'Transactions' page for 'Ferry Co Emsd #1'. The 'Source' dropdown menu is open, showing options: Certification, Check, Conversion, Credit, ECheck, and Refund. The 'Source' column in the table is highlighted in yellow.

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
		Fee	Remittance				\$ -7,220.00			Posted	2024 Remittance Annual Fee
03/06/2024		Fee	Conversion				\$ -166.05			Posted	
03/06/2024		Payment	Check		111421	\$ 380.00	\$ 380.00	863		Posted	PAID 2024 DISABILITY FEE FOR DA...
03/06/2024		Payment	Check		111422	\$ 166.05	\$ 166.05	863		Posted	PAID 2022 PENSION FEE PLUS STA...
01/23/2024		Payment	Check		111095	\$ 280.00	\$ 280.00	852		Posted	PAID 2024 ANNUAL FEES
12/27/2023		Fee	Conversion				\$ -147.15			Posted	
12/27/2023		Fee	Conversion				\$ -159.30			Posted	

3. Third box = State.

The screenshot shows the 'Transactions' page for 'Ferry Co Emsd #1'. The 'State' dropdown menu is open, showing options: Pending, Posted, and Voided. The 'State' column in the table is highlighted in yellow.

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
05/21/2024	20240031A	Fee	Remittance				\$ -7,220.00			Posted	2024 Remittance Annual Fee
03/06/2024		Fee	Conversion				\$ -166.05			Posted	
03/06/2024		Payment	Check		111421	\$ 380.00	\$ 380.00	863		Posted	PAID 2024 DISABILITY FEE FOR DA...
03/06/2024		Payment	Check		111422	\$ 166.05	\$ 166.05	863		Posted	PAID 2022 PENSION FEE PLUS STA...
01/23/2024		Payment	Check		111095	\$ 280.00	\$ 280.00	852		Posted	PAID 2024 ANNUAL FEES
12/27/2023		Fee	Conversion				\$ -147.15			Posted	



PTG PensionProPlus Municipality Portal Support Document

4. Click Apply to view the filtered list.

State of Washington Board for Volunteer Firefighters and Reserve Officers
Ferry Co Emsd #1

PensionPro+ Municipality Members Municipality List Logout

Profile
Members
All Members
Active Members
Inactive Members
Annual Reporting
Annual Certification
Remittance
Transactions
Documents
Document List

Transactions

Available Credit: **\$ 910.00** Total Balance Due: **\$ 0.00** [Refund Credit](#)

Remittance # Receipt #

Type Credit Used

Source Refund

State Posted

[Apply](#) [Clear Filter](#)

Date	Remittance #	Type	Source	eCheck ID	Receipt #	Credit	Fee	Payment	CJ #	State	Notes
02/27/1998		Credit Used	Refund			\$ -120.00				Posted	REFUND OF CREDIT BALANCE

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