

# SAMPLE PARTICIPANT PORTAL LETTER

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Dear Employee,

Public Agency Retirement Services (PARS) is pleased to share with you the participant portal for the PARS Alternate Retirement System (ARS). This feature is intended to keep your account needs in mind and provide 24/7 access to your information. Below are some of the advantages that you can now experience:

- Current account balance
- Transaction history
- Downloadable prior statements
- Quarterly investment information
- Summary of the plan
- Downloadable beneficiary form

You may access the website by following one of the below steps:

- 1) Visit <https://myaccount.pars.org/>
  - a. You will be asked to provide the following information upon login:
    - i. Username- This will be your Social Security Number (no dashes)
    - ii. Password- This will be your date of birth in the following format: MMDDYYYY (no dashes)
  - b. You will then be prompted to "Set Login Credentials"
    - i. You will be asked to provide email and password
- 2) Visit <http://www.pars.org/>
  - a. Click on "My PARS Plan"
  - b. Type in your agency's name
  - c. Once on agency's homepage, click "login to external account" in red banner
  - d. Next will be a "pop-up" redirecting you to [myaccount.pars.org](https://myaccount.pars.org/). Once there, you may follow the above instructions.

If you have any questions or difficulties logging in, please contact the PARS Plan Support Department at 800.540.6369 for additional assistance.