

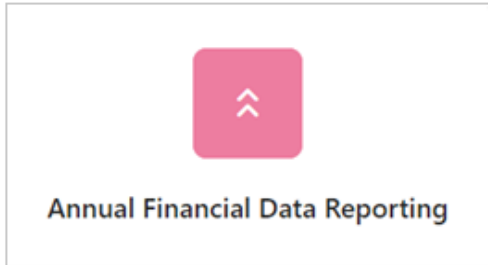
Fiscal Health Monitoring System

OPEB Tile – FYE 2020

Job Aid

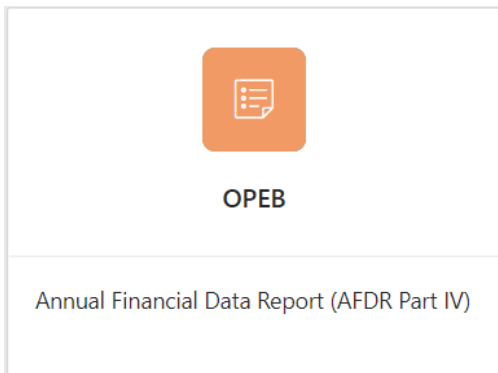


1. At the Main Menu – Select Annual Financial Data Reporting Tile

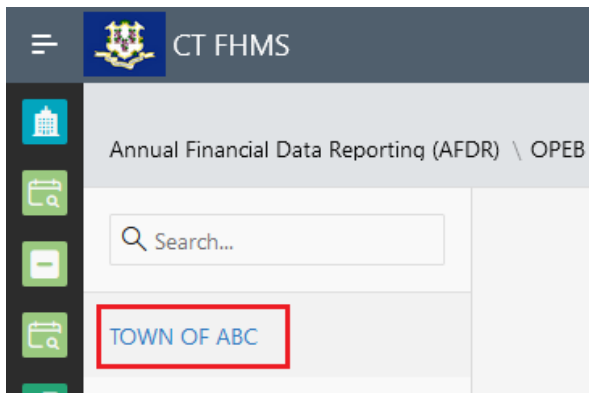


Annual Financial Data Reporting page displays.

2. Select OPEB Tile



3. Select the Entity (Town or City) on the left side



The Create button will display.

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4. Click **Create** on the top right of the page

5. Enter the number of Defined Contribution Plans and Single Employer Defined Benefit Plans your municipality has

A screenshot of a web form titled "OPEB". The form contains several input fields: "Year" with the value "2020", "Entity Type" with the value "TOWN", and "Entity Name" with the value "Town of ABC". Below these are "Beginning Date" (July 01, 2019) and "End Date" (June 30, 2020). There are two columns of input fields for the years "2020" and "2019". The first row is labeled "# of Defined Contribution Plans" and the second row is labeled "# of Single Employer Defined Benefit Plans". Both input fields in the "2020" column are highlighted with a red rectangle. At the bottom left is a "Cancel" button and at the bottom right is a "Save and Continue" button.

6. Click **Save and Continue**

The OPEB Plan Details page will display.

A screenshot of the "OPEB Plan Details" page in the CT FHMS system. The page header shows "CT FHMS" and a user profile for "TESTTEST@TOWNOFABC.GOV". The breadcrumb trail is "Annual Financial Data Reporting (AFDR) \ OPEB \ OPEB Plan Details". The main content area shows the following details for the OPEB plan:

Entity	Town of ABC
Year	2020 - 2019
Status	In Progress
# of Defined Contribution Plans	1 - *
# of Single Employer Defined B...	1 - *


At the bottom of the page, there is a section titled "SINGLE EMPLOYER OPEB DEFINED BENEFIT PLAN" with two buttons: "Maintain Plans" and "Enter Plan Detail".


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You can click  at the top right of the page to edit the number of plans.


**Note:* At any time, you may click the  button on the bottom right corner of the form to save your data. We recommend saving often.

Entering Existing OPEB Plan Information:

7. To add details for an existing OPEB Plan, Click 


The Single Employer OPEB Defined Benefit Plan Edit page will display.

8. Select a OPEB Plan by clicking the drop down arrow on the right side of the page

Single Employer OPEB Defined Benefit Plan Edit 

Year 2020	Entity Type TOWN	Entity Name Town of ABC
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Start Date **July 01, 2019** End Date **June 30, 2020**

Plan Name
OPEB Plan 2 

OPEB Plan 2

OPEB Plan 1

TYPE OF GROUP(S) COVERED

*** means that no prior year data was collected.**

	2020	2019
All Eligible Employees	<input checked="" type="radio"/> Yes <input type="radio"/> No	
General Town	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Police	<input type="radio"/> Yes <input checked="" type="radio"/> No	

9. Enter the information in each field

Use the OPEB Tile Manual if you need help finding accurate information for each field.

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10. Click 

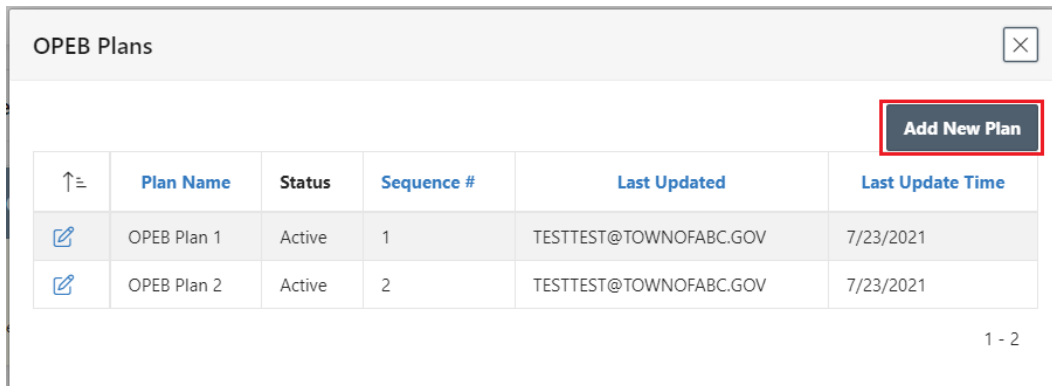
You will be returned to the OPEB Edit page.



11. Return to Step 7 for every existing plan

New OPEB Plans:

12. If you have a new OPEB Plan, Click 

13. To add a new OPEB Plan, Click 

A screenshot of a web application window titled "OPEB Plans". The window contains a table with columns for Plan Name, Status, Sequence #, Last Updated, and Last Update Time. There are two rows of data. An "Add New Plan" button is highlighted with a red box in the top right corner of the table area. A pagination indicator "1 - 2" is visible at the bottom right of the table.

	Plan Name	Status	Sequence #	Last Updated	Last Update Time
	OPEB Plan 1	Active	1	TESTTEST@TOWNOFABC.GOV	7/23/2021
	OPEB Plan 2	Active	2	TESTTEST@TOWNOFABC.GOV	7/23/2021

The Add OPEB Plan Edit page will display.

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14. Enter the New Plan Name



The screenshot shows a web form titled "OPEB Add Plan Edit". It contains several input fields: "Entity Type" with the value "TOWN", "Entity Name" with the value "Town of ABC", and "Plan Name" which is highlighted with a red border. Below these is a "Status" dropdown menu set to "Active". At the bottom are "Cancel" and "Save" buttons.

15. Click 

The OPEB Plans page will display.

16. Click  on the top right corner to return to the OPEB Edit page or Click  to enter another new OPEB Plan

The screenshot shows the "OPEB Plans" page. It features a table with columns for "Plan Name", "Status", "Sequence #", "Last Updated", and "Last Update Time". There are two rows of data. A red box highlights the "Add New Plan" button in the top right corner. A close button (X) is also visible in the top right corner of the page header.

	Plan Name	Status	Sequence #	Last Updated	Last Update Time
	OPEB Plan 1	Active	1	TESTTEST@TOWNOFABC.GOV	7/23/2021
	OPEB Plan 2	Active	2	TESTTEST@TOWNOFABC.GOV	7/23/2021

1 - 2

17. Return to Step 7 to enter the detail information for the New OPEB Plans

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Editing OPEB Plan details already entered:

18. At the OPEB Plan Details page, click  next to the plan you want to edit

Annual Financial Data Reporting (AFDR) \ OPEB \ OPEB Plan Details

of Single Employer Defined Benefit Plans 1 - *

SINGLE EMPLOYER OPEB DEFINED BENEFIT PLAN Maintain Plans Enter Plan Detail ↕


	Plan Name ↑≡	Trust Fund equivalent	All Eligible Employees	Town	Police	Fire	Teachers/Other Certified Board of Education	Non Certified Board of Education	Other	Brief Description (if other)	Hi
	OPEB Plan 2	N	Y	N	N	N	N	N	N		N

[Download](#)

- Change/Add information to the plan and click Save on the bottom right bottom of the page.
- You can click Delete to remove the entire entry. This will put the plan back into the “Enter Plan Detail” drop down list. You can return to Step 5 to re-enter information for the deleted plan.

Changing the Active Status of a OPEB Plan:

19. Click Maintain Plans

20. Click  next to the plan you want to edit

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21. Select the desired status for the OPEB Plan by clicking the drop down arrow on the right side of the page

A screenshot of a web form titled "Add OPEB Plan Edit". The form contains several input fields: "Entity Type" with the value "TOWN", "Entity Name" with the value "Town of ABC", and "Plan Name" with the value "New Plan 1". Below these is a "Status" dropdown menu currently set to "Inactive". A red box highlights the dropdown arrow on the right side of the "Status" field. The dropdown menu is open, showing "Active" and "Inactive" as options.

22. Click

23. Click on the top right corner to return to the OPEB Plan Details Page

24. Entity Certification:

Click the checkbox- *"I certify that the information that has been entered into this form is accurate to the best of my knowledge"*

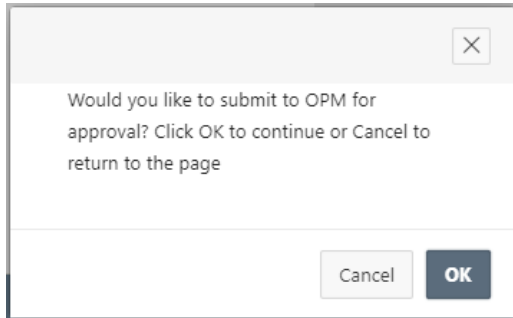
A section titled "Entity Certification" with a dark blue header. Below the header is a light yellow background containing a checkbox (highlighted with a red box) and the text: "I certify that the information that has been entered into this form is accurate to the best of my knowledge." Below this is a smaller line of text: "Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov."

**Note:* Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

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A message will display – *Would you like to submit to OPM for approval? Click OK to continue or Cancel to return to the page.*



25. Click 

A page displays that shows you the status of your submission.

Annual Financial Data Reporting (AFDR) \ OPEB

Search...

Town of ABC
Test Town

OPEB				
Year ↓	Status	Entity Certification	Auditor Confirmation	OPM Approval
2020	In Progress	No	No	No

1 - 1

26. Email Notifications:

You will be sent an email from OPM-FHMS@ct.gov letting you know that you have entered and certified your data and it is ready to be looked over by OPM.

End of Process

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To return to the OPEB Edit page – Click Year

Annual Financial Data Reporting (AFDR) \ OPEB

Search...

Town of ABC
Test Town


OPEB

Year ↓	Status	Entity Certification	Auditor Confirmation	OPM Approval
2020	In Progress	No	No	No

1 - 1

The OPEB Edit page will display.

To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display