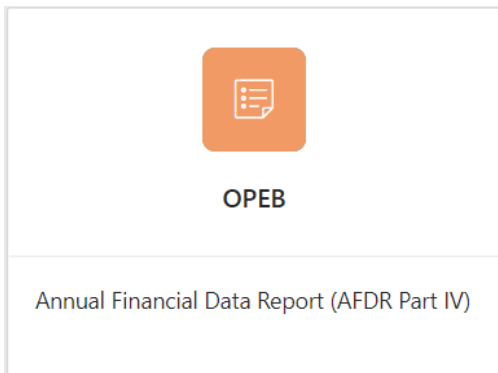1. **At the Main Menu – Select Annual Financial Data Reporting Tile**
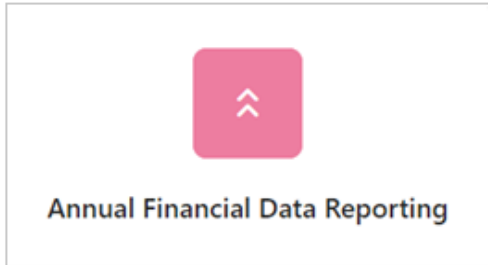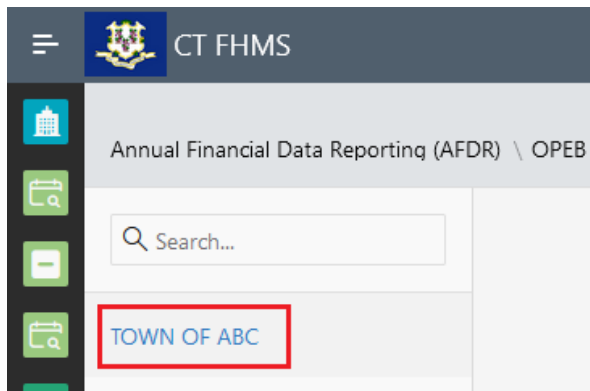

   Annual Financial Data Reporting page displays.

2. **Select OPEB Tile**

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

   The Create button will display.

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 municiaplity has for the current fiscal year

6. Click **Save and Continue**

The OPEB Plan Details page will display.

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

Note: At any time, you may click the 　 Save 　 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** 　 Enter Plan Details

   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**

9. **Enter the information in each field**

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

10. Click [Save]

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 [Maintain Plans]

13. To add a new OPEB Plan, Click [Add New Plan]

OPEB Plans					☒
					[Add New Plan]
↑≡	**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

The Add OPEB Plan Edit page will display.

14. Enter the New Plan Name

15. Click Save

The OPEB Plans page will display**.**

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

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

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)	H
✎	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**

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

   ┌───┐
   │ Add OPEB Plan Edit   ✕   │
   ├───┤
   │ ┌─────────────────────────────┐ ┌─────────────────────────────┐ │
   │ │ Entity Type   │ │ Entity Name   │ │
   │ │ TOWN   │ │ Town of ABC   │ │
   │ └─────────────────────────────┘ └─────────────────────────────┘ │
   │ ┌───┐   │
   │ │ Plan Name   │   │
   │ │ New Plan 1   │   │
   │ └───┘   │
   │ ┌───┐   │
   │ │ Status   ⌄ │   │
   │ │ Inactive   │   │
   │ └───┘   │
   │ │ Active   │   │
   │ │ Inactive   │   │
   └───┘

22. **Click** [Save]

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"*

   ┌───┐
   │ **Entity Certification**   │
   ├───┤
   │ ☐ I Certify that the information that has been entered into this form is accurate to the best of my knowledge. │
   │   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.
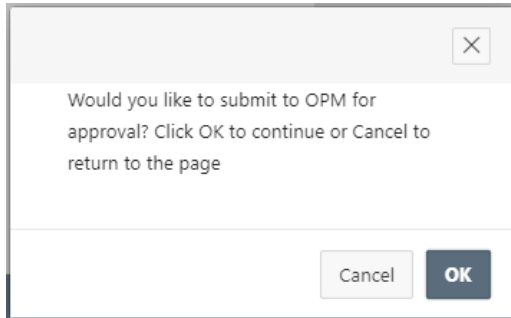
A message will display – *Would you like to submit to OPM for approval? Click OK to continue or Cancel to return to the page.*

25. **Click** OK

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

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

To return to the OPEB Edit page – Click Year

Annual Financial Data Reporting (AFDR) \ OPEB

	OPEB				
Q Search...	**Year** ↓≡	**Status**	**Entity Certification**	**Auditor Confirmation**	**OPM Approval**
Town of ABC Test Town	2020	In Progress	No	No	No
					1 - 1

The OPEB Edit page will display.

To get back to the main screen:

Click   CT FHMS   at the top left corner of the page

The Main Menu will display