# First Time Use

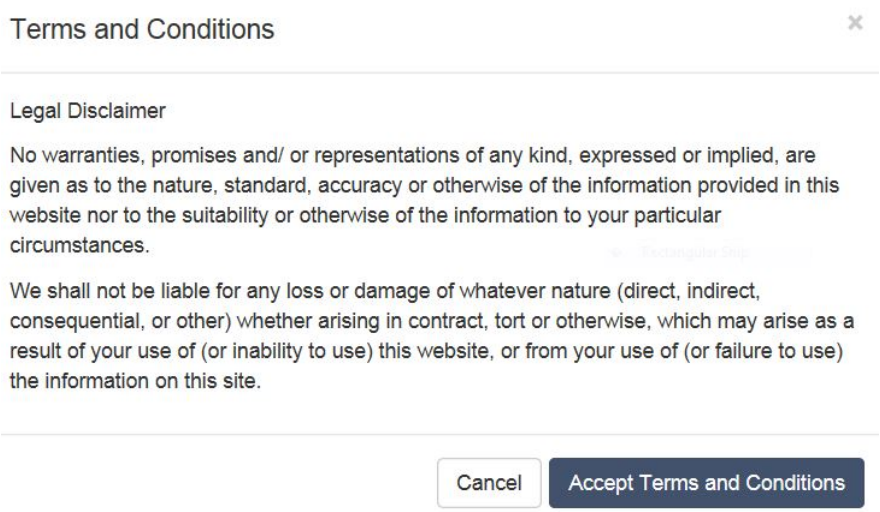
Monday, September 14, 2015

## FPDR Web Portal Instructions

*Portal works best in Internet Explorer version 10 and above*

Enter link in browser address bar: http://fpdrprod.rose.portland.local/Portal

### Accept Terms and Conditions

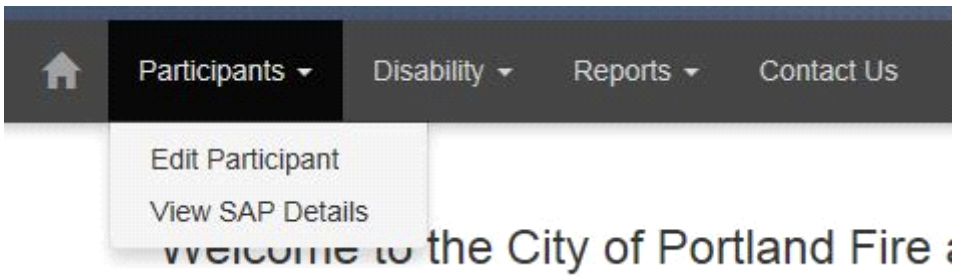



**(If you do not see above)**

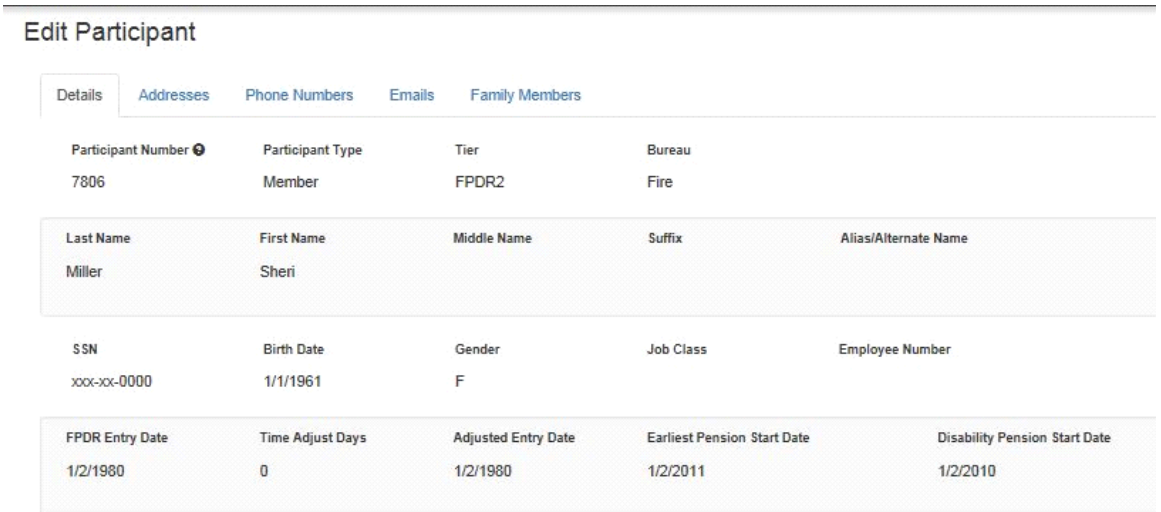
- Open Internet Explorer
- Tools, Compatibility View Settings (gear icon upper right)
- Make sure all boxes are UNCHECKED
- Click OK

# View Personal Data and Review All Tabs

Click on Participant menu and Edit Participant




Click on each tab to view the information FPDR has in the database

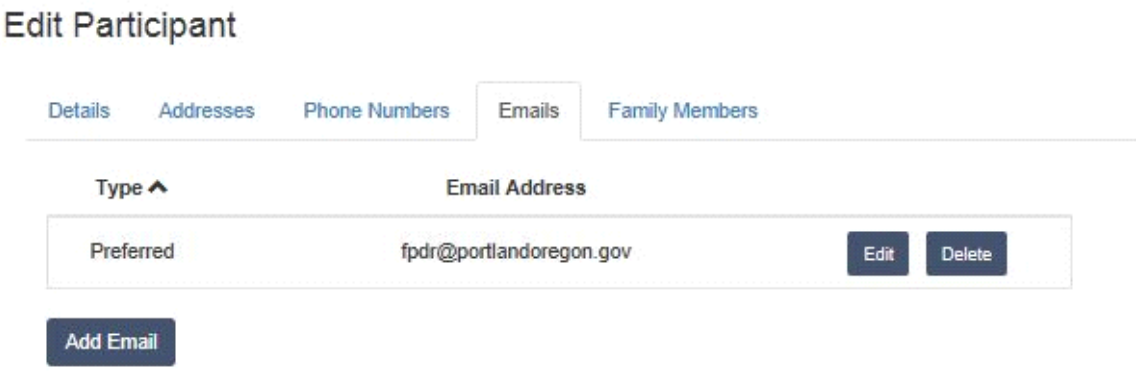



Click on Participant menu and View SAP Details to see what SAP information FPDR has in the database.

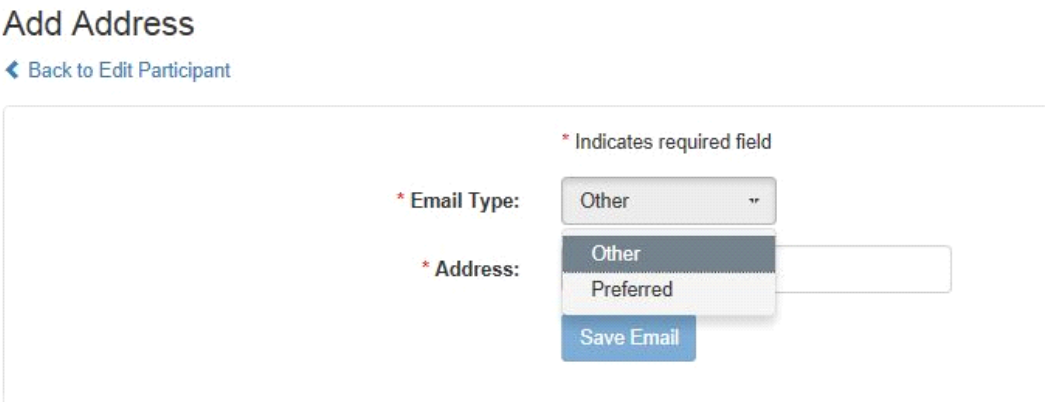
Note: This screen cannot be changed by FPDR. Please follow your bureau procedure to request a change in SAP. Once SAP makes a change, FPDR receives the update the following business day.

# Add Personal Email Address

Click on Participant menu and Edit Participant
Choose the Emails tab

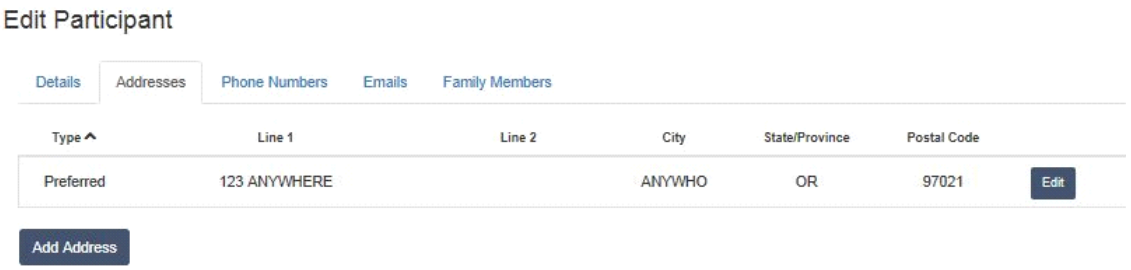



Click on Add Email, choose Email Type and enter email address. Click on Save Email.



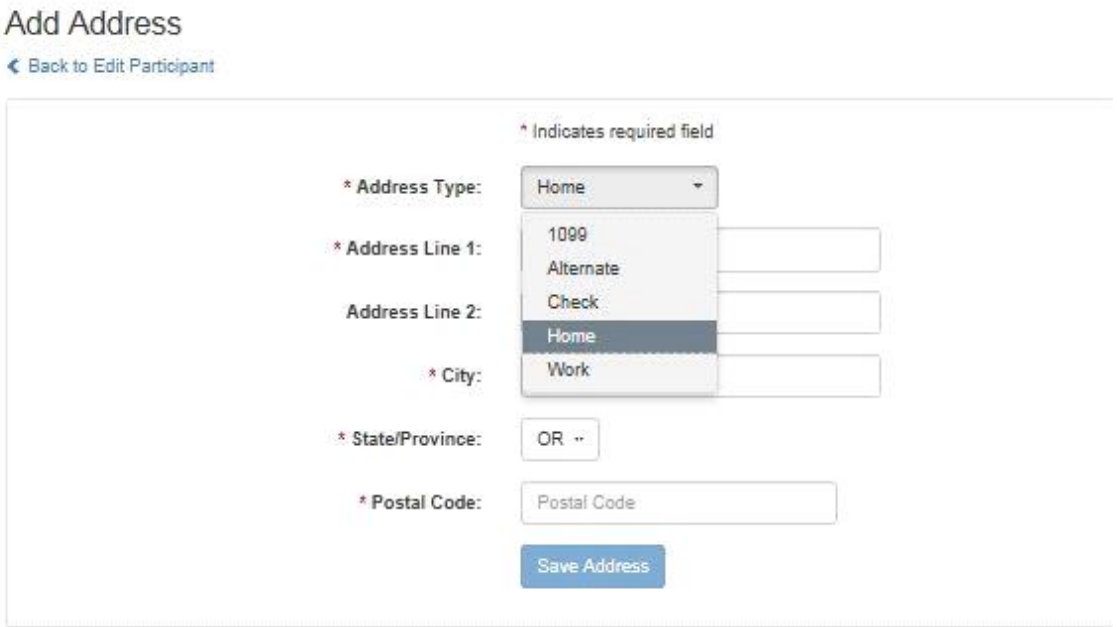
# Modify or Add Address

Click on Participant menu and Edit Participant
Choose the Addresses tab



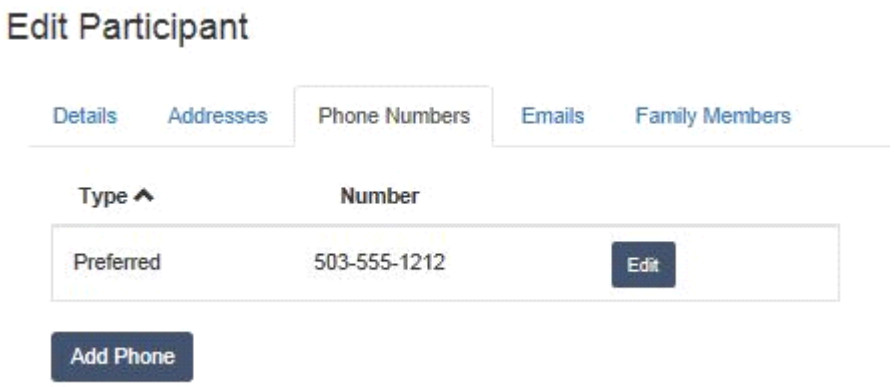

Note: Preferred address cannot be deleted, SAP address cannot be edited or deleted

Click on Add Address, choose Address Type and required information (*). Click on Save Address.



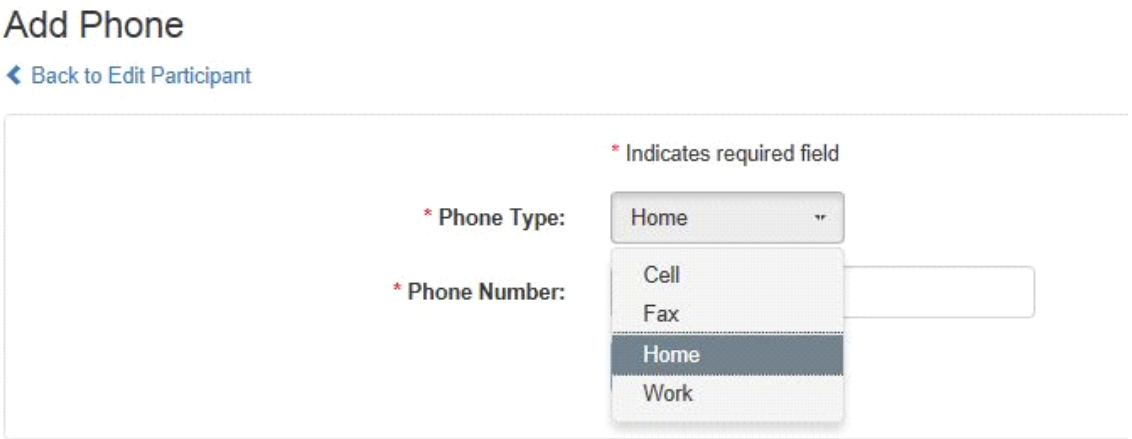
# Modify or Add Phone Number

Click on Participant menu and Edit Participant
Choose the Phone Numbers tab



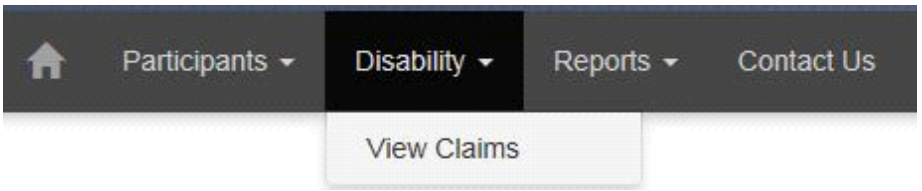

Note: Preferred phone number cannot be deleted, SAP phone number cannot be edited or deleted

Click on Add Phone, choose Phone Type and enter phone number. Click on Save Phone.



# View Claim Information

Click on Disability menu and View Claims




View Claims

| Claim Number | Injury Date | Active? | Analyst | Status | Injury Type | Claim | Cost |
|---|---|---|---|---|---|---|---|
| 19800001 | 1/3/1980 | ☑ | None | Open | Service | View | View |

Click on Claim View or Cost View to get report
To save report, click on the Diskette icon to save to PDF
Click on Return to Portal to go back to menu

Return to Portal

1 of 1 100% Find | Next

## Claim Screen View Details

**7806 - Miller, Sheri [Member, FPDR2, Fire]**

| Injury Date | Claim Number | Analyst | Benefit % |
|---|---|---|---|
| 1/3/1980 | 19800001 | None None | 0 |

| Injury Type |
|---|
| Service |

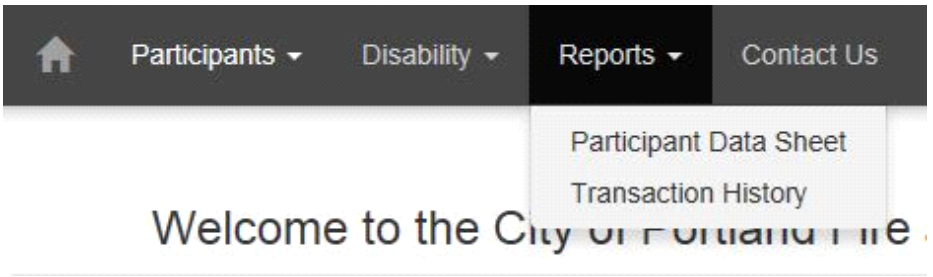
| Injury Cause | Injury Nature | Injury Location |
|---|---|---|
| In Lifting | Inflammation or Irritation of Joints, Tendons, or Muscles | Multiple Locations |

**Claim Occurrences** - Click on blue Occurrence Number to see details

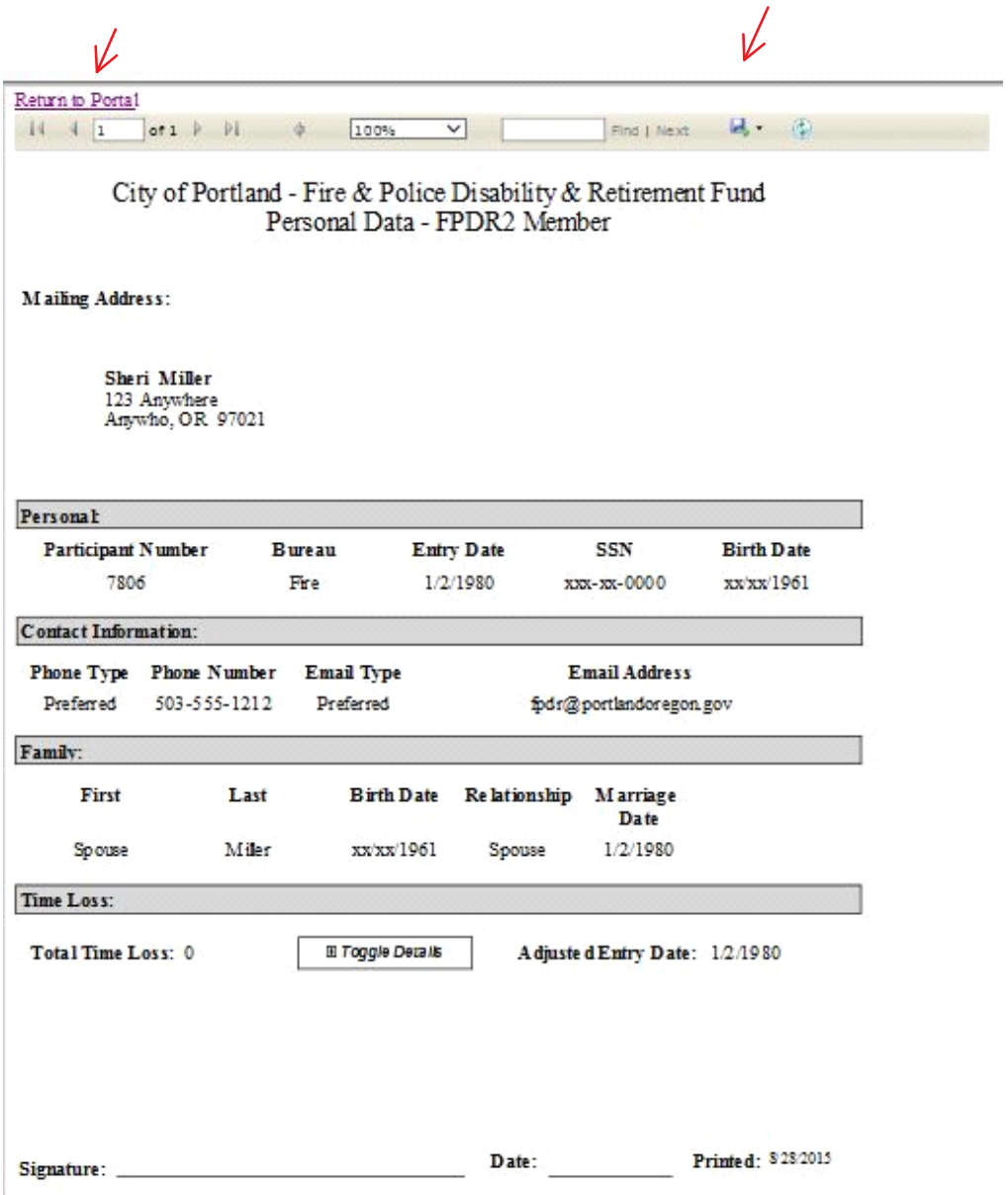
| Occurrence # | Primary Body Part | Occurrence Type | Occurrence Status |
|---|---|---|---|
| 1 | | Nondisabling | Open |

# View Reports

Click on Reports menu and View Participant Data Sheet or Transaction History




To save report, click on the Diskette icon to save to PDF
Click on Return to Portal to go back to menu



Return to Portal

1 of 1 100% Find | Next

City of Portland - Fire & Police Disability & Retirement Fund
Personal Data - FPDR2 Member

**Mailing Address:**

**Sheri Miller**
123 Anywhere
Anywho, OR 97021

**Personal:**

| Participant Number | Bureau | Entry Date | SSN | Birth Date |
|---|---|---|---|---|
| 7806 | Fire | 1/2/1980 | xxx-xx-0000 | xx/xx/1961 |

**Contact Information:**

| Phone Type | Phone Number | Email Type | Email Address |
|---|---|---|---|
| Preferred | 503-555-1212 | Preferred | fpdr@portlandoregon.gov |

**Family:**

| First | Last | Birth Date | Relationship | Marriage Date |
|---|---|---|---|---|
| Spouse | Miller | xx/xx/1961 | Spouse | 1/2/1980 |

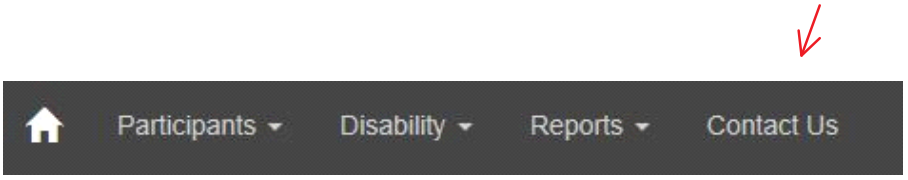
**Time Loss:**

**Total Time Loss:** 0 Toggle Details **Adjusted Entry Date:** 1/2/1980

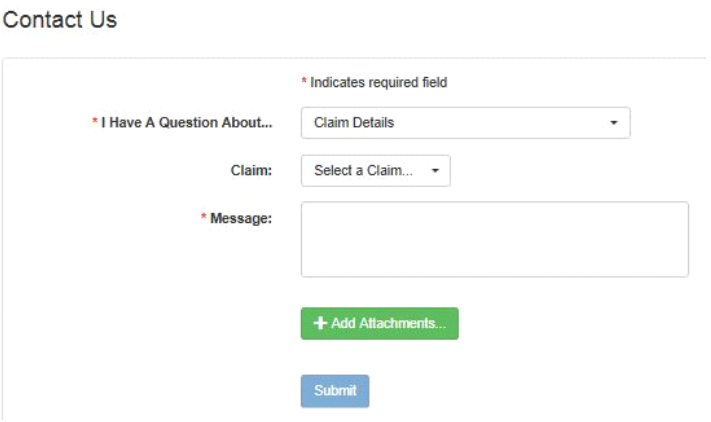
**Signature:** _____ **Date:** _____ **Printed:** 8/28/2015

# Send a Contact Us Email

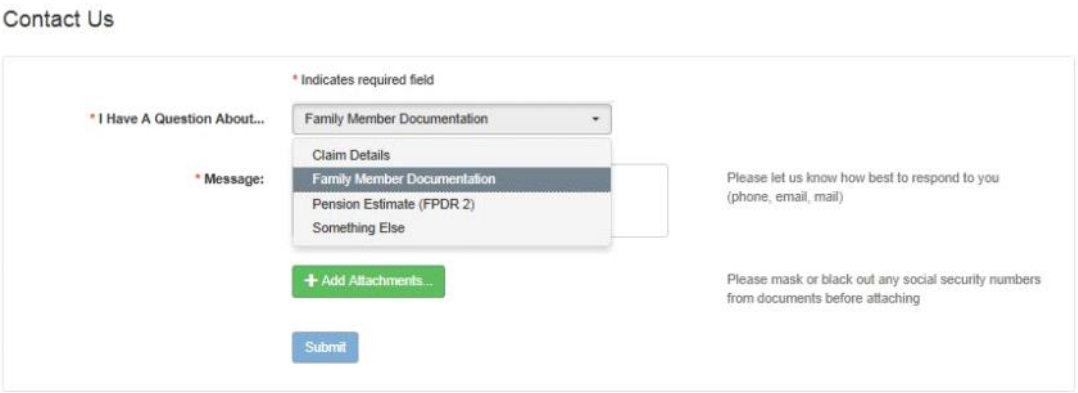
Click on Contact Us in the menu bar



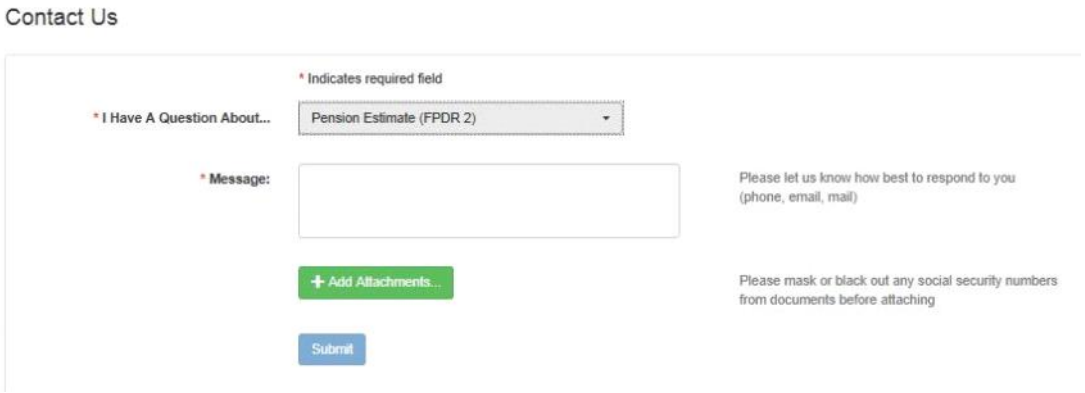

To send an email regarding a claim, select a claim from the dropdown box and enter message. Click on Submit.




To send an email regarding Family Member Documentation, enter message as well as letting us know how best to respond to you and add attachments as necessary. Click on Submit.




To send an email requesting a Pension Estimate, enter message as well as letting us know how best to respond to you. Click on Submit.




To send an email about something else, choose Something Else in the dropdown and enter message as well as letting us know how best to respond to you.  Click on Submit.