

First Time Use

FPDR Web Portal Login Instructions

Creating Your FPDR Portal Login Instructions

The Portal works best in Internet Explorer version 10 and above, Chrome, Safari and Firefox

Enter this link in your browser address bar: <https://fpdrportal.portlandoregon.gov/>

The link will direct you to sign into or create a PortlandOregon.gov account.

Once your account is established, you will need to do the following just once to associate your account with the FPDR portal:

Enter your assigned PIN Code (on your letter), First Name, Last Name, Date of Birth and Last 4 of your SSN. Click Submit. This will need to match the exact information FPDR has on file. If a match is not found, you need to call FPDR for assistance in setting up your access.

Please let us help identify you

* Indicates required field

* Pin code:

* First Name:

* Last Name:

* Date of Birth:

* Last four digits of SSN:

Once a match is found, you need to accept the Terms and Conditions.

Accept Terms and Conditions

Terms and Conditions ✕

Legal Disclaimer

No warranties, promises and/ or representations of any kind, expressed or implied, are given as to the nature, standard, accuracy or otherwise of the information provided in this website nor to the suitability or otherwise of the information to your particular circumstances.

We shall not be liable for any loss or damage of whatever nature (direct, indirect, consequential, or other) whether arising in contract, tort or otherwise, which may arise as a result of your use of (or inability to use) this website, or from your use of (or failure to use) the information on this site.

The complete instructions on how to use the portal is at this link:

<https://www.portlandoregon.gov/fpdr/article/569752>

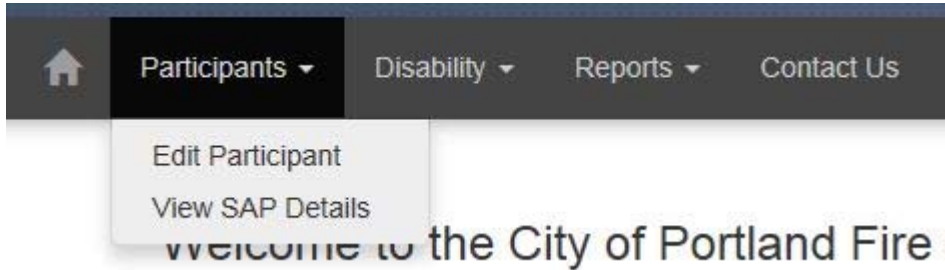
For Future Logins

Enter this link in your browser address bar: <https://fpdrportal.portlandoregon.gov/>

You will be asked to sign into your PortlandOregon.gov account. Once signed in, you will be automatically redirected to the FPDR portal.

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

Edit Participant

Details | Addresses | Phone Numbers | Emails | Family Members

Participant Number	Participant Type	Tier	Bureau	
7806	Member	FPDR2	Fire	

Last Name	First Name	Middle Name	Suffix	Alias/Alternate Name
Miller	Sheri			

SSN	Birth Date	Gender	Job Class	Employee Number
xxx-xx-0000	1/1/1961	F		

FPDR Entry Date	Time Adjust Days	Adjusted Entry Date	Earliest Pension Start Date	Disability Pension Start Date
1/2/1980	0	1/2/1980	1/2/2011	1/2/2010

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

Edit Participant

Details Addresses Phone Numbers **Emails** Family Members

Type ^	Email Address	
Preferred	fpdr@portlandoregon.gov	Edit Delete

[Add Email](#)

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

Add Address

[← Back to Edit Participant](#)

* Indicates required field

* Email Type:

* Address:

[Save Email](#)

Modify or Add Address

Click on Participant menu and Edit Participant
Choose the Addresses tab

Edit Participant

Details | **Addresses** | Phone Numbers | Emails | Family Members

Type ^	Line 1	Line 2	City	State/Province	Postal Code	
Preferred	123 ANYWHERE		ANYWHO	OR	97021	Edit

[Add Address](#)

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.

Add Address

[← Back to Edit Participant](#)

* Indicates required field

* Address Type:

* Address Line 1:

Address Line 2:

* City:

* State/Province:

* Postal Code:

[Save Address](#)

Note: If you are a retiree and move to or from Oregon, you will need to answer the following question:

* State/Province:

* Postal Code:

*** If you receive pension benefits and are changing your address from Oregon to another state or country or changing your address from another state or country to Oregon, please choose one of the following statements**:**

****See [this](#) for explanation.**

YES, Pension benefits paid to me from the Fire & Police Disability, Retirement & Death Benefit Plan will be subject to Oregon personal income tax under ORS 316.127 (9).

NO, Pension benefits paid to me from the Fire & Police Disability, Retirement & Death Benefit Plan will NOT be subject to Oregon personal income tax under ORS 316.127 (9).

Modify or Add Phone Number

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

Edit Participant

[Details](#) [Addresses](#) **Phone Numbers** [Emails](#) [Family Members](#)

Type ^	Number	
Preferred	503-555-1212	Edit

[Add Phone](#)

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.

Add Phone

[Back to Edit Participant](#)

* Indicates required field

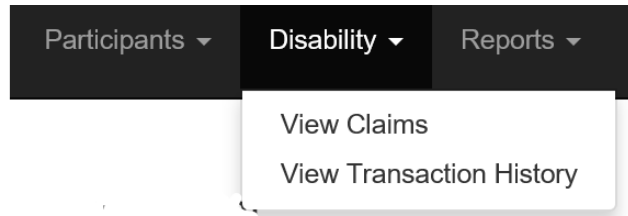
* Phone Type:

* Phone Number:

Cell
Fax
Home
Work

View Claim Information

Click on Disability menu and View Claims. View Transaction History is costs for all claims.



View Claims

Claim Number	Injury Date	Active?	Analyst	Status	Injury Type	Claim	Cost
19800001	1/3/1980	<input checked="" type="checkbox"/>	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

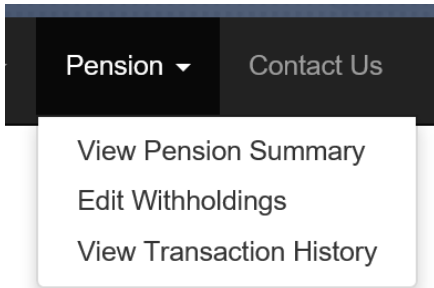
Injury Cause	Injury Nature	Injury Location
In Lifting	Inflammation or Irritation of Joints, Tendons, or Muscles	Multiple Locations

Claim Occurrences - Click on blue Occurrence Number to see details

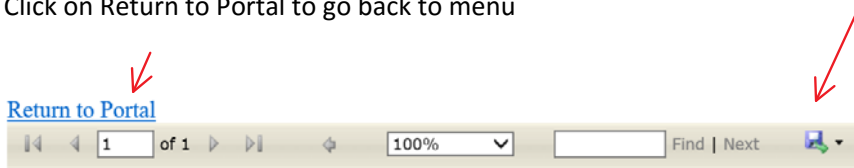
Occurrence #	Primary Body Part	Occurrence Type	Occurrence Status
1		Nondisabling	Open

View Pension Information

If retired, you will have a Pension tab. Click on Pension menu and View Pension Summary, Edit Withholdings or View Transaction History



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



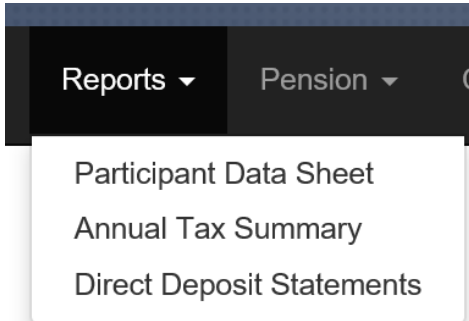
To edit withholdings, click on Pension menu, Edit Withholdings
Click on Edit of the line you wish to change
Fill out the screen and hit save

Edit Withholding

Pension Tax Withholding							
Tax Type	Withholding Status	Allowances	Base Amount	Extra Amount	Fixed Amount	Total Amount	
Federal	Single	1	755.00	0.00	250.00	250.00	Edit
Oregon	Married	1	336.00	0.00	155.00	155.00	Edit

View Reports

Click on Reports menu and View Participant Data Sheet, Annual Tax Summary or Deposit Statements



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:

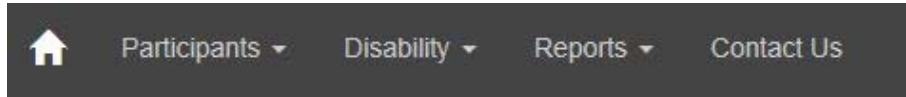
First	Last	Birth Date	Relationship	Marriage Date
Spouse	Miller	xx/xx/1961	Spouse	1/2/1980

Time Loss:

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

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.

Contact Us

* Indicates required field

* I Have A Question About... Claim Details

Claim: Select a Claim...

* Message:

+ Add Attachments...

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.

Contact Us

* Indicates required field

* I Have A Question About... Family Member Documentation

* Message:

+ Add Attachments...

Submit

Please let us know how best to respond to you (phone, email, mail)

Please mask or black out any social security numbers from documents before attaching

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.

Contact Us

* Indicates required field

* I Have A Question About... Pension Estimate (FPDR 2)

* Message:

+ Add Attachments...

Submit

Please let us know how best to respond to you (phone, email, mail)

Please mask or black out any social security numbers from documents before attaching

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.