Get your PSPRS files

3 files · about 10 minutes · on your phone. Same for Tier 1, 2 and 3. Do it once — then step 3 again every 3 months.

Before you start: open two tabs in Safari or Chrome. **Tab 1:** psprs.com → Members → log in (STARS). **Tab 2:** turnoutpay.com → **Me** → **My files**. Grab a file in tab 1, then upload it in tab 2: **Photos** for screenshots, **Files** for the pay history file. STARS shows its full computer page on a phone — turn sideways and pinch to zoom. Turnout Pay never asks for your PSPRS password.

1

Account Information SCREENSHOT

1. In the dark blue menu on the left, tap **Account Information**.
2. Turn the phone sideways and zoom so both boxes fill the screen. Screenshot it.
3. Upload it in Turnout Pay with **Photos**.

Gives us: your tier and PSPRS start date.

2

Service credit SCREENSHOT

1. On that same page, tap the blue word **Active** (under Plan Enrollments).
2. Zoom in on the **Service Credit Summary** box at the top left so the numbers are easy to read. Screenshot it.
3. Upload it with **Photos**.

Gives us: your years of service, counted the PSPRS way.

3

Pay history file FILE

1. Same page. Scroll down and right to the blue link **Export Part Account Detail List** above the table. Tap it.
2. A file downloads. Don't screenshot the table.
3. Upload it with **Files**. iPhone: Browse → Downloads. Android: Downloads.

Gives us: every pay period PSPRS has — this figures your best 3 or best 5.

+

Optional: Estimate Summary letter PDF

1. Left menu → **Pension Estimates** → under Estimate Documents tap the newest **DL066**.
2. Save or share the PDF, then upload it.

Checks our math against PSPRS to the penny. Once a year is plenty.

Done when you see 3 green checks on the PSPRS card in Turnout Pay. Then every payday, upload your pay stub like always — it keeps your best 3 or best 5 current. Every 3 months, redo step 3.

Stuck?

Everything is tiny	That's normal — STARS has no phone layout. Turn sideways, pinch to zoom on the box you need, then screenshot.
Can't find the downloaded file	iPhone: Files app → Downloads (in Turnout Pay tap Browse → Downloads). Android: Downloads. It's named Part_Account_Detail_List.csv.
Tier 3 on the DC plan	Do step 1 anyway. There's no best 5 for DC — the site will say so.

Files are read once, never stored — we keep only dates, years and dollars. PSPRS help: 602-255-5575.

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