

PAC SUPER MEMBER PORTAL

e-Portal User Guide

Login Page

URL Address: <<https://amt.penproplus.com>>

Click **Create Account** to set up your login account.

Create an Account

You need to answer all the questions on the Create an account page (you may need to scroll down).

Once you have entered all the necessary information, then click the Continue button at the bottom of the page. This will cause a verification email to be sent to the email address that you entered. You must retrieve the Security Code in the verification email to complete setting up your account.

The Continue button opens the Confirm Identity page. You will have 10 minutes in which to enter the Security Code provided in the verification email. If you do not enter the code within 10 minutes, then you will need to click the Resend button to have another email sent with a new Security Code. The email typically should arrive in your inbox within a minute of clicking the Continue button.

Here is a sample verification email showing you how the Security Code will appear. You will need to enter the code on the Create an Account page.

After your Security Code is accepted, you can then create your User Name and Password. Note that there are requirements for both. Your User Name must be 4-40 characters, and your Password must meet specific criteria which are listed on the Create Account page.

When you enter your Password, the security 'strength' will be shown based on its complexity.

If your User Name and Password meet all the requirements, then the Confirmation tab will be displayed with a message that your new account has been created.

Once you have an account, enter your User Name and Password, then click the Sign in button:

Use the "eye" icon to show you the password you typed, just click the eye and hold it down:

When you sign in, you will be able to see, Home, Letter and statements, Account Activity and on the top right corner your name and person icon.

Home Page

When you click on Home you will be able to see your basic Membership details. In addition, there will be a Superannuation Balance tile which initially appears to be empty. For privacy, your Superannuation Balance is not displayed until you click the right pointing arrow in the lower righthand corner.

In order to hide the Total Balance again, click the left pointing arrow in the lower righthand corner.

Inclusions on the Home page are the Annual Report and Beneficiary form where you can complete ,sign

and return for updating.

On the right top corner is your name and the person icon. When you click on your name, the demographic and Sign In information links will be displayed.

Personal Information

When you click the Personal Information link, you can see all your contact information.

Beneficiary Summary

When you click the Beneficiary Summary link, you can see your beneficiary details.

Sign in Information

When you click the Sign in Information link, you can change your User Name and/or Password by clicking the Change button

Once you make any changes, click the Save button to save your changes, or the Cancel button to not save your changes.

Letters and Statements

When you hover your cursor on Letter and Statements, you will be able to view your statement and Letters on housing eligibility and accounts balance.

Account Activity

When you click the Account Activity link, you can see your account breakdown by Account Balance, Balance History and Transaction History tabs .

Account Balance

Account balance tab displays total balance and breakup of your contributions distributions and employer details.

Balance History

Balance History tab shows year end balances and Interests. You can view balance amounts by account using the Select Account option buttons.

Transaction History

Click the Transaction History tab to see all your transactions. Use the Filter Transactions control to see and refine the transactions displayed.

Sign Out

To sign out, click on your name on the top right corner and sign out button will appear. Use the Sign Out button at any time to log off the ePortal .