Supplemental Early Retirement Plan (SERP)

PUBLIC AGENCY RETIREMENT SERVICES | **PARS**

Submitting Enrollment Forms via Email

TRUSTED SOLUTIONS. LASTING RESULTS.

To submit your completed enrollment packet via email, please provide a PDF (preferred) or scanned photos of all enrollment forms to **plansupport@pars.org**.

Scan a document on your iPhone, iPad, or iPod touch:

A. Your iPhone, iPad, or iPod touch can scan documents using the Notes app (iOS 11 or later):

1. Open a note or create a new note saved on your iPhone or iCloud.
2. Tap 📷, then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned.
   If you need to manually capture a scan, tap ⬤ or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.
7. After saving the file, tap 📤, choose your email app, and email the file to plansupport@pars.org.

B. Your iPhone, iPad, or iPod touch can scan documents using the Files app (iOS 13):

1. After launching the Files app, tap the Browse tab 📁 on the bottom of the screen.
2. Tap More ⬤ , then tap Scan Documents.
3. Refer to items 3-7 in the above Notes app instructions.

Problems? Visit Apple Support or try one of the many free and paid scanner apps available on the App Store.

Scan a document on your Android device:

Your Android device can scan documents using the Google Drive app:

1. In the bottom right of the Google Drive app, tap Add ⊕ .
2. Tap Scan 📷 .
3. Take a photo of the document you'd like to scan. Tap ⬤ to accept the scan.
   — Adjust scan area: Tap Crop 🔲. Tap ✓ to accept the changes.
   — Take photo again: Tap Re-scan current page ↻ .
   — Scan another page: Tap Add ✛ .
4. To save the finished document, tap Done ✓ .
5. Next to your saved file, tap more ⋮ , send a copy, and email the file to plansupport@pars.org.

Problems? Visit Android Help or try one of the many free and paid scanner apps available on Google Play.

Enrollment Questions?

Contact the PARS Plan Support Department at (800) 731-7884 or email via plansupport@pars.org.