

MEMORANDUM

DATE: November 1, 2022
TO: Article 3 Police Pension Funds establishing Cash Management Access
FROM: Kent Custer, Chief Investment Officer
SUBJECT: Cash Management and Custodian Account Access

Request for Action

Please complete and sign the attached Access Form and return a pdf scan to the Illinois Police Officers' Pension Investment Fund (IPOPIF) at CashInstructions@ipopif.org or send a hard copy by mail to 456 Fulton Street, Suite 402, Peoria, Illinois 61602.

Summary

- The IPOPIF [Cash Management Policy, PP-2022-01](#) governs cash management roles, responsibilities, and procedures. This policy is attached for reference and is also available on the [IPOPIF website](#).
- The attached Access Form will allow authorized parties representing Article 3 Participating Police Pension Fund (Pension Fund) to direct cash transfers at State Street Bank and Trust (State Street), IPOPIF's custody bank.

Cash Transfer Platform

Cash transactions will be initiated using the Enterprise Cash Flow Module (eCFM) of IPOPIF's custody bank, State Street Bank and Trust. eCFM is a State Street application launched through mystatestreet.com to provide Pension Fund with the ability to manage cash transfers. eCFM provides a number of industry standard security features through user entitlements, dual approval, encryption protocols, and user authentication requirements, including but not limited to multi-factor authentication. Access to mystatestreet.com will require use of an electronic RSA token application that will need to be installed on the user's cell phone.

Account Access to mystatestreet.com

1. Account access will only be provided to authorized Account Representatives at each Pension Funds in accordance with the IPOPIF [Cash Management Policy](#).
2. Account access must be requested using the attached Access Form, signed by an Authorized Agent of each Pension Fund.
3. Additional Pension Fund Account Representatives or a change in wire instructions may be requested using the Access Form.
4. Changes to existing users or removal of users can be requested via email from an Authorized Agent or individuals with fiduciary responsibilities to the Pension Fund.
5. The State Street platform only provides access to cash management. Access instructions for monthly reporting will be provided separately after assets are transferred to IPOPIF.

What comes next?

Additional information will be provided following receipt and validation of the Access Form.

- Each Pension Fund has been assigned a unique account number which will be needed for contributions.
- State Street will provide instructions on how to install and access the electronic token, which is required to access mystatestreet.com.
- Also, instruction sheets will be provided on how to access eCFM and transfer cash.
- We recommend scheduling a brief training session and initiating a small transfer to confirm the transfer process. Please contact ipopifclientservice@statestreet.com.

Questions and Contacts

Please refer to the [IPOPIF website](#) for additional information including [Frequently Asked Questions](#) (FAQs) and library of [communications](#) related to the asset transition.

Questions related to cash management can be directed to cashinstructions@ipopif.org.

Other questions regarding IPOPIF can be directed to info@ipopif.org or (309) 280-6464.