


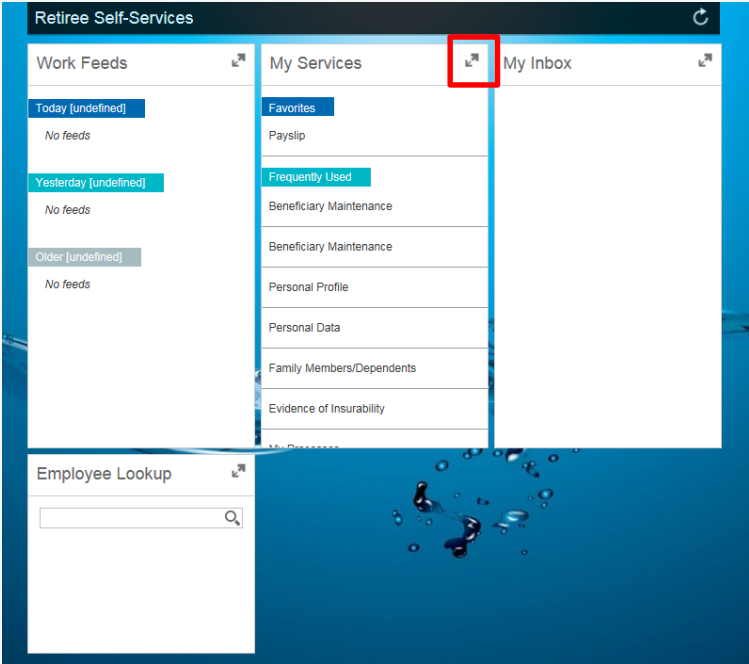

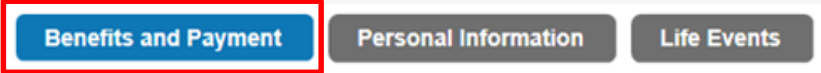
# **HOW TO OBTAIN YOUR PENSION VERIFICATION LETTER**

IDB RETIREE SELF-SERVICES

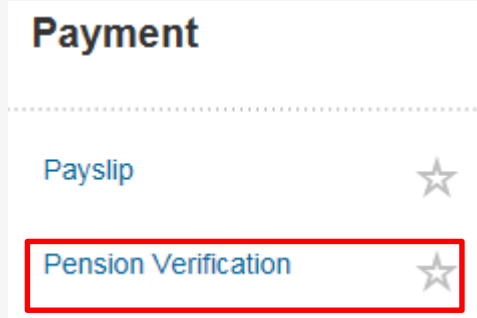
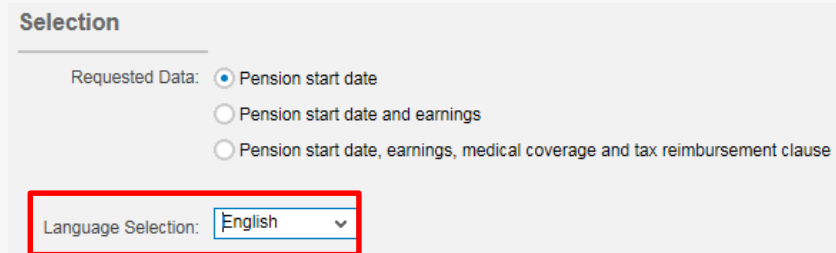
## Objective

- ✓ Download, save or print your pension verification letter in the Retiree Self-Services.


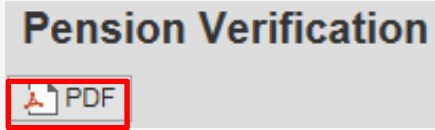



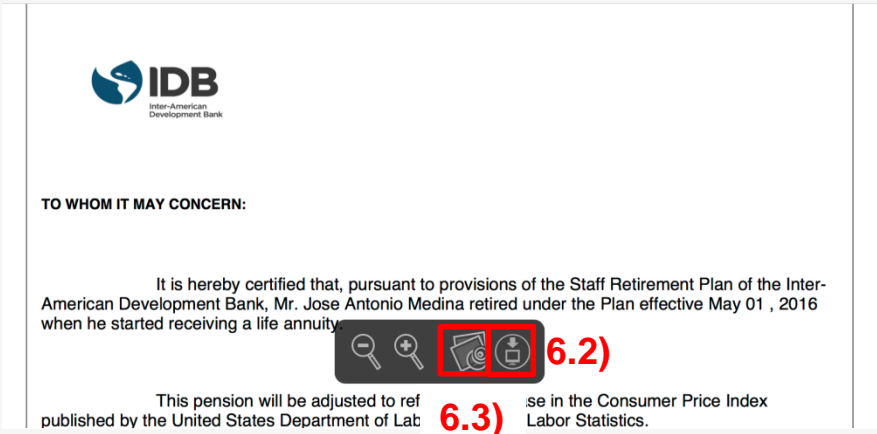
# OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
1) Go to <b>My Services</b> and click  .	
2) Click  .	

## OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
<p><b>3) Go to <b>Payment</b> and then click <b>Pension Verification</b>.</b></p> <p><i>(You can also click on the star ★ to add “Pension Verification” to your Favorites, which can be found on the first page of your Retiree Self-Service, below “My Services”)</i></p>	 <p>The screenshot shows a 'Payment' section with two options: 'Payslip' and 'Pension Verification'. The 'Pension Verification' option is highlighted with a red rectangular box. Both options have a star icon to their right.</p>
<p><b>4) Go to <b>Requested Data</b> and select the type of letter of your preference .</b></p> <p>Select the language of the letter in <b>Language Selection</b> (English, Spanish, French, Portuguese).</p>	 <p>The screenshot shows a 'Selection' section. Under 'Requested Data', there are three radio button options: 'Pension start date' (selected), 'Pension start date and earnings', and 'Pension start date, earnings, medical coverage and tax reimbursement clause'. Below this, the 'Language Selection' dropdown menu is highlighted with a red rectangular box, showing 'English' as the selected language.</p>

# OBTAINING THE PENSION VERIFICATION LETTER


Instruction	View
<p>5) To download the letter, click  .</p> <p>*If you would like to download Adobe, please click on the URL:  <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>.</p>	
<p>6.1) You can view the PDF of your letter. Place your cursor at the top of your document to display this menu:</p>  <p>6.2) Select  to save the document in your computer.</p> <p>6.3) Select  to print the document.</p>	

# OBTAINING THE PENSION VERIFICATION LETTER

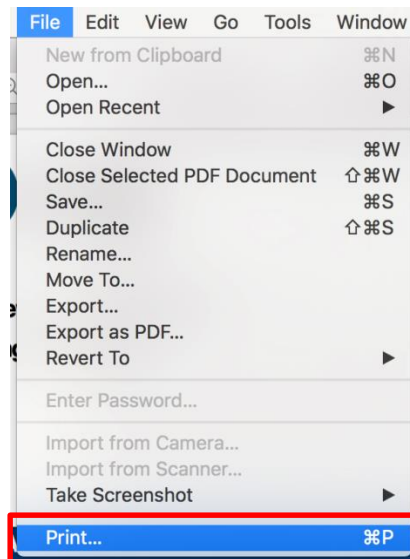
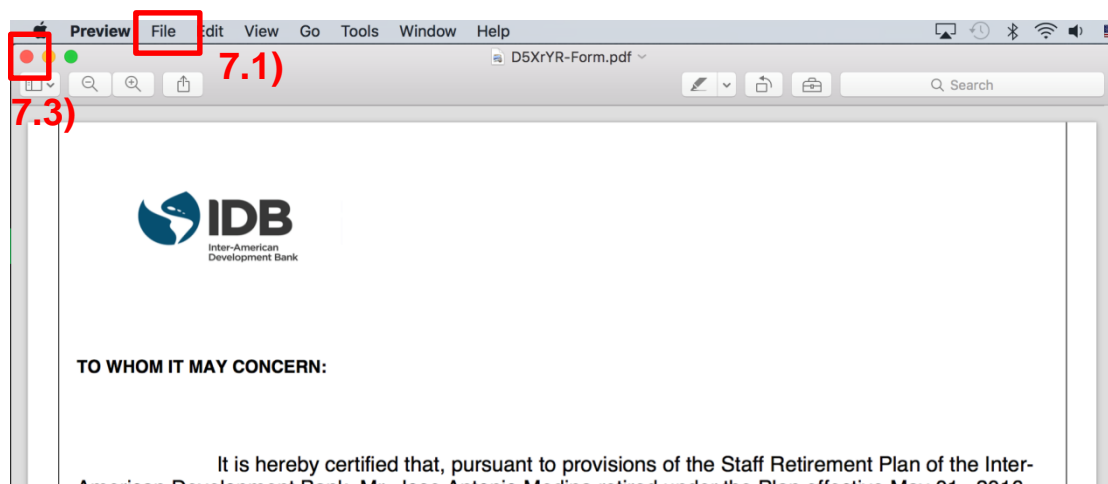
## Instruction

7.1) A separate Preview window will appear, displaying the PDF. Click on **File**.


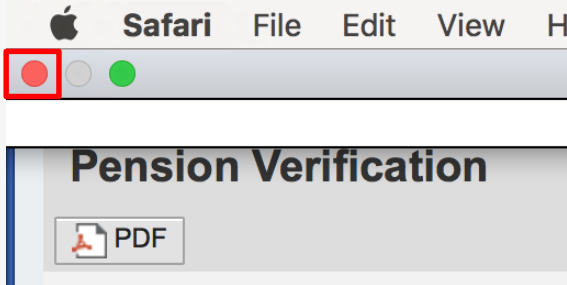
7.2) Select **Print...**

7.3) When you are done, please exit of the window by clicking on the red button  on the upper left corner of the screen.

## View



# OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
8) To go back to the main menu, close the window by clicking on the  icon.	

Need help on how to access  
or navigate your Retiree Self-Services?

**More user guides and video tutorials at:**

**[www.iadb.org/RetireeSelfServices](http://www.iadb.org/RetireeSelfServices)**

**Recommended browsers:**

Internet Explorer for PC/Windows

Safari for Mac/Apple

