


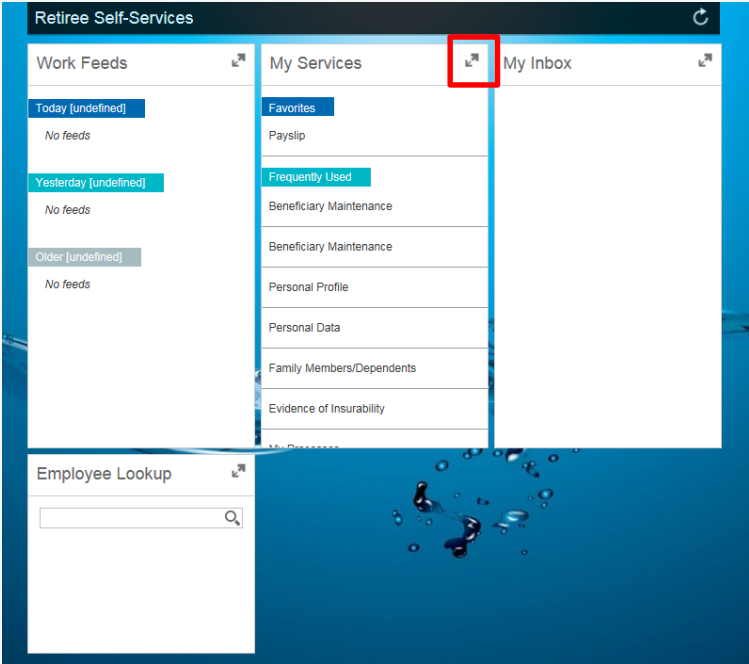

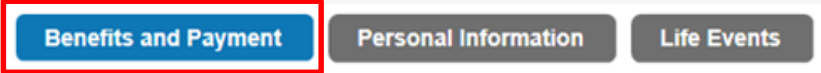
HOW TO OBTAIN YOUR PENSION VERIFICATION LETTER

IDB RETIREE SELF-SERVICES

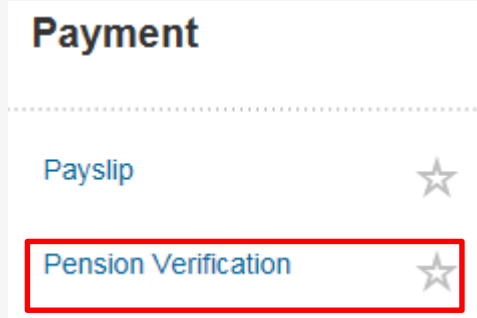
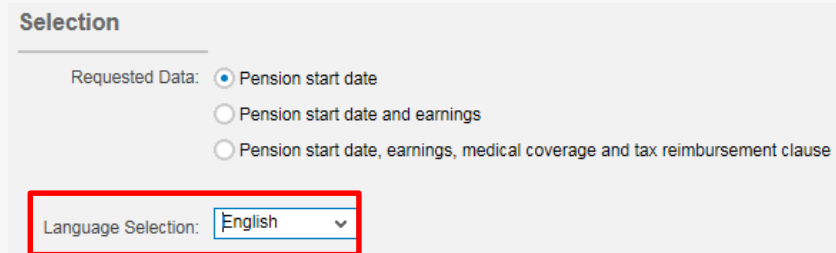
Objective

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


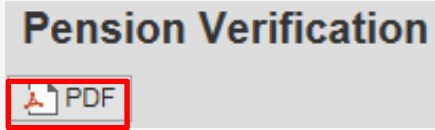



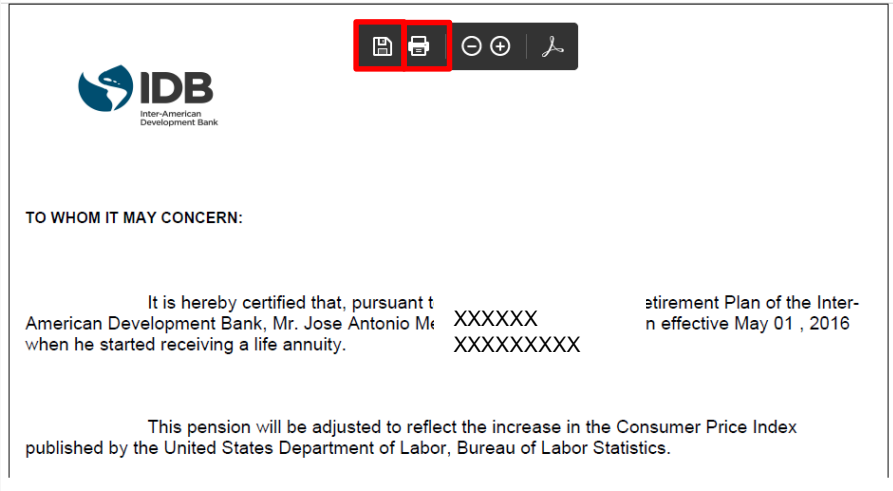
OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
1) Go to My Services and click  .	
2) Click  .	


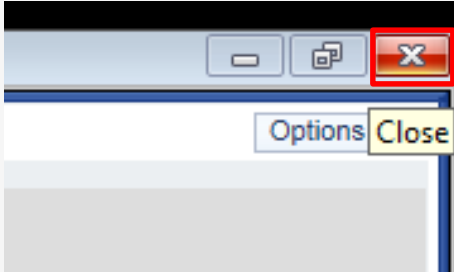
OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
<p>3) Go to Payment and then click Pension Verification.</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'. 'Pension Verification' is highlighted with a red rectangular box. Both options have a star icon to their right.</p>
<p>4) Go to Requested Data and select the type of letter of your preference .</p> <p>Select the language of the letter in Language Selection (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: https://get.adobe.com/reader/.</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>	<p>6.2) 6.3)</p>  <p>IDB Inter-American Development Bank</p> <p>TO WHOM IT MAY CONCERN:</p> <p>It is hereby certified that, pursuant to the Retirement Plan of the Inter-American Development Bank, Mr. Jose Antonio Morales was enrolled in the Retirement Plan of the Inter-American Development Bank when he started receiving a life annuity. XXXXXX XXXXXXXXXX</p> <p>Retirement Plan of the Inter-American Development Bank effective May 01, 2016</p> <p>This pension will be adjusted to reflect the increase in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics.</p>

OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
<p>7) To go back to the main menu, close the window by clicking on the  icon.</p>	

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

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

