

REQUIREMENTS BEFORE ACCESSING THE SYSTEM

BID RETIREE SELF-SERVICES

RETIREE SELF-SERVICES CHECKLIST

1. Make sure that your e-mail address is registered in the “IDB's Pension System”

To configure your account in the Retiree Self-Services, it is necessary that your personal e-mail address is registered in the “IDB's Pension System”. If you have not yet registered your e-mail or would like to update it, please contact “Executive Secretariat of the Staff Retirement Plans at vpf/srp@iadb.org | 202-623-3560.

RETIREE SELF-SERVICES CHECKLIST

2. Have your Retiree ID and temporal password on hand.

Your Retiree ID will be your username in the Retiree Self-Services, for which it is important to have it on hand. If you don't know your Retiree ID you can find it in your most recent payslip.

On the other hand, if your e-mail address is registered in the “IDB's Pension System”, you must have received an e-mail from EIAM-noreply@iadb.org indicating your temporal password in order to activate your your Retiree Self-Services account.

If you have not yet registered your e-mail address, would like to update it, or have not received any e-mail, please contact the Executive Secretariat of the Staff Retirement Plans at vpf/srp@iadb.org | 202-623-3560.



RETIREE SELF-SERVICES CHECKLIST

3. Use Safari as your browser.

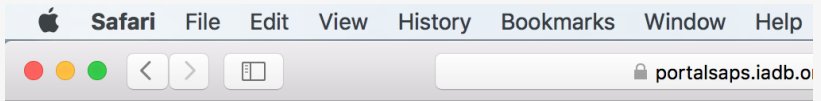
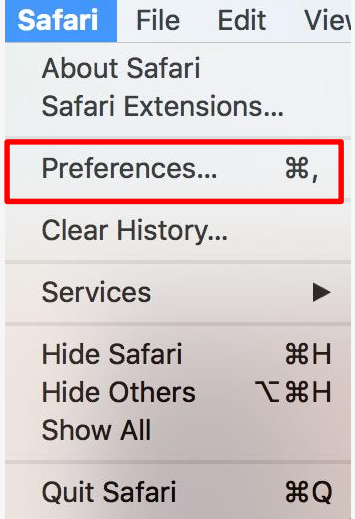
Other browser may not be compatible with your Retiree Self-Services.

4. Make sure that your computer complies with the following basic technological requirements:

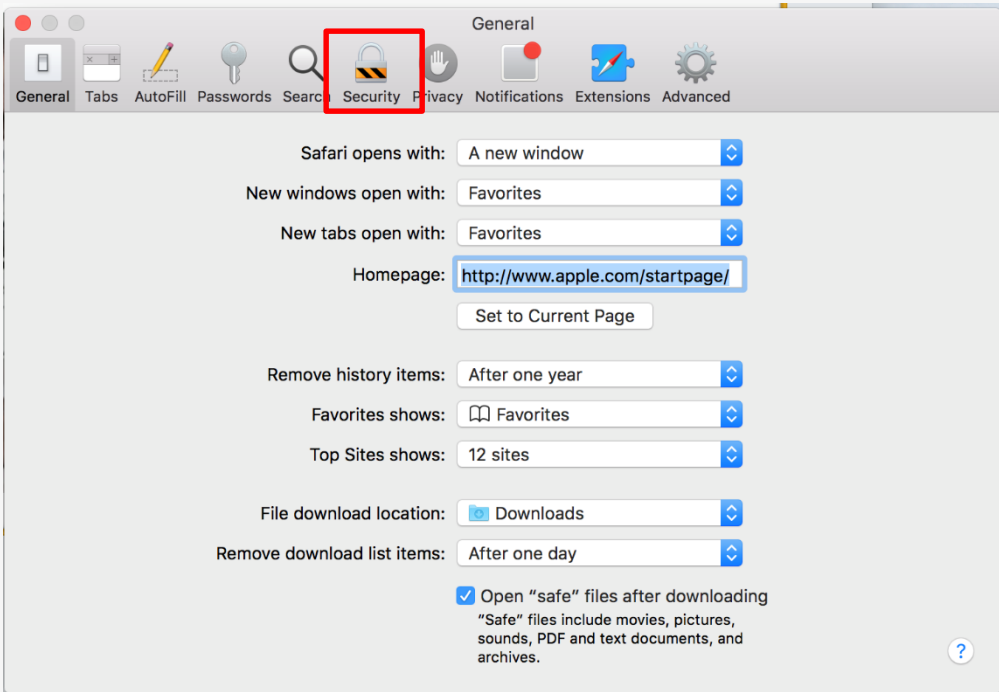
- ✓ Safari browser
- ✓ Adobe Acrobat Reader 11.0.10 version – in order to visualize letters, forms, and payslips.

RETIREE SELF-SERVICES CHECKLIST

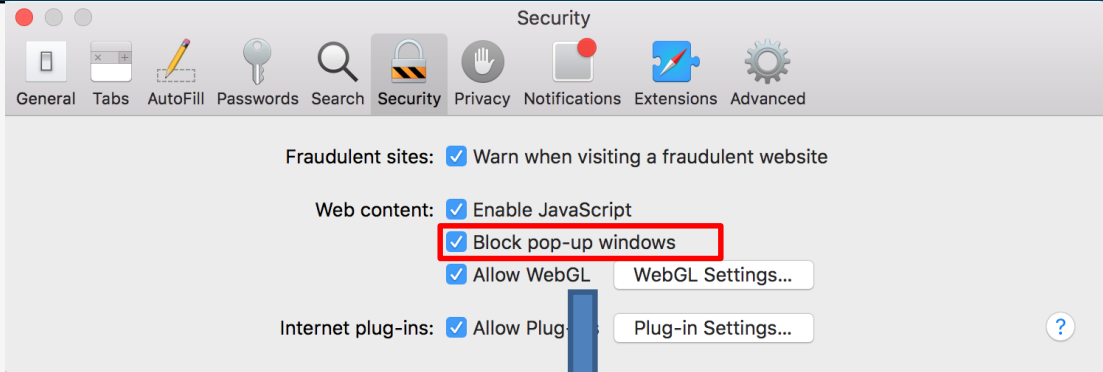
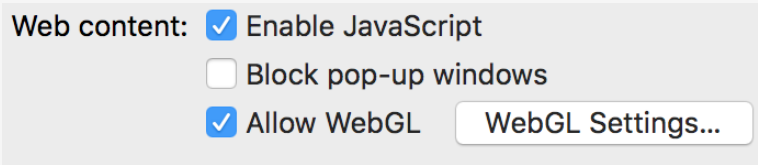

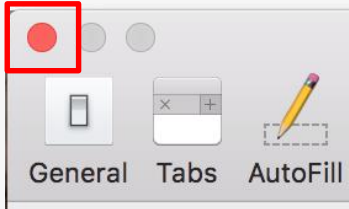
5. Enable your pop-ups windows to navigate accordingly in the Retiree Self-Services

Instruction	View
1) Open up a new Safari window and go to the menu on top of your screen.	
2.1) Click on “Safari” to drop down the menu. 2.2) Click on “ Preferences ”	

Guide – How to activate pop-up windows

Instruction	View
<p>3) A new window will open. Click on Security.</p>	 <p>The screenshot shows the Safari preferences window with the 'Security' tab selected. The 'Security' tab is highlighted with a red rectangle. The 'Homepage' field is highlighted with a blue rectangle and contains the text 'http://www.apple.com/startpage/'. The 'Open "safe" files after downloading' checkbox is checked.</p> <p>Safari opens with: A new window</p> <p>New windows open with: Favorites</p> <p>New tabs open with: Favorites</p> <p>Homepage: http://www.apple.com/startpage/</p> <p>Set to Current Page</p> <p>Remove history items: After one year</p> <p>Favorites shows: Favorites</p> <p>Top Sites shows: 12 sites</p> <p>File download location: Downloads</p> <p>Remove download list items: After one day</p> <p><input checked="" type="checkbox"/> Open "safe" files after downloading "Safe" files include movies, pictures, sounds, PDF and text documents, and archives.</p>

GUIDE – How to activate pop-up windows

Instruction	View
<p>4) In the Security menu, under Web content, verify if the “Block pop-up windows” option is checked. If so, please uncheck it to enable pop-up Windows.</p>	 <p>The screenshot shows the 'Security' settings window with the 'Web content' section. The 'Block pop-up windows' option is checked and highlighted with a red box. A blue arrow points down to the next screenshot.</p>  <p>The close-up shows the 'Web content' section with 'Block pop-up windows' unchecked.</p>
<p>5) Click on  to close it.</p>	 <p>The screenshot shows the top of the 'Security' settings window. The close button (red circle) is highlighted with a red box.</p>

Need help to 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

