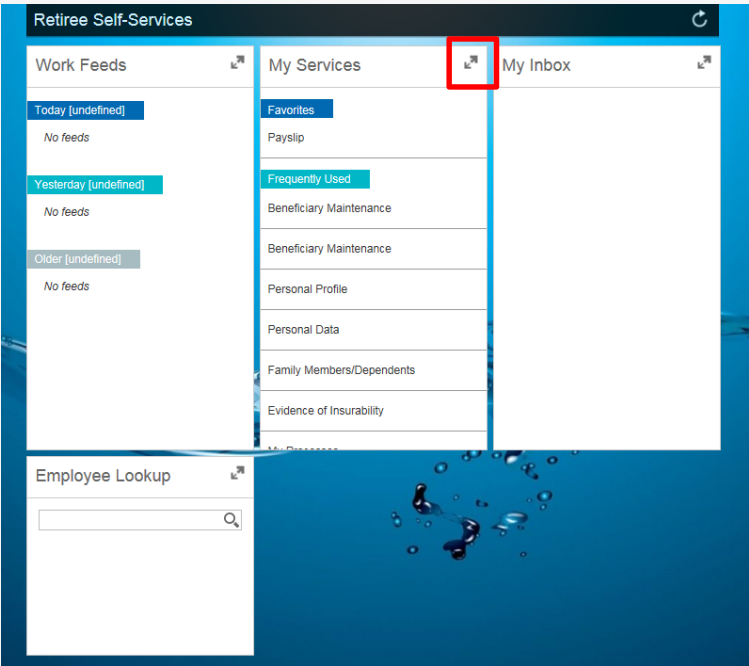# HOW TO OBTAIN YOUR PENSION VERIFICATION LETTER
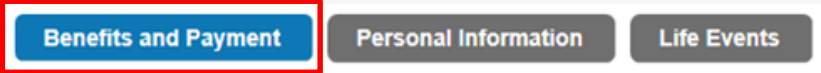
IDB RETIREE SELF-SERVICES

IDB

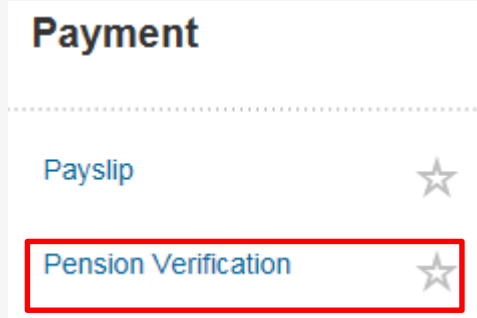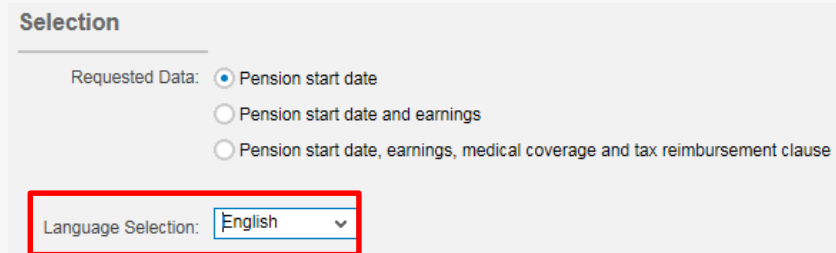## Objective

✓ Download, save or print your pension verification letter in the Retiree Self-Services.
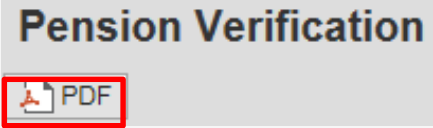
IDB
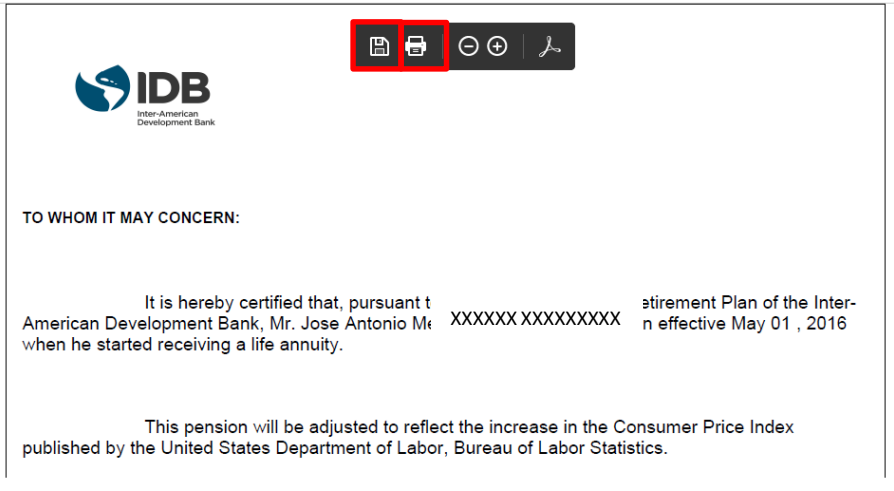
OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
1) Go to **My Services** and click .	
2) Click **Benefits and Payment** .	
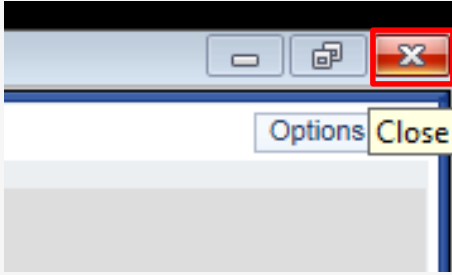
OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
3) Go to **Payment** and then click **Pension Verification**. *(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")*	**Payment** Payslip ☆ Pension Verification ☆
4) Go to **Requested Data** and select the type of letter of your preference ⊙. Select the language of the letter in **Language Selection** (English, Spanish, French, Portuguese).	**Selection** Requested Data: ⊙ Pension start date ○ Pension start date and earnings ○ Pension start date, earnings, medical coverage and tax reimbursement clause Language Selection: English ⌄

OBTAINING THE PENSION VERIFICATION LETTER

Instruction	View
5) To download the letter, click [PDF icon] **PDF** *If you would like to download Adobe, please click on the URL: https://get.adobe.com/reader/.	**Pension Verification** [PDF icon] PDF
6.1) You can view the PDF of your letter. Place your cursor at the top of your document to display this menu: [toolbar icons] 6.2) Select [save icon] to save the document in your computer. 6.3) Select [print icon] to print the document.	**6.2) 6.3)** [toolbar with save and print icons highlighted] **IDB** Inter-American Development Bank **TO WHOM IT MAY CONCERN:** It is hereby certified that, pursuant t[...] [...]etirement Plan of the Inter-American Development Bank, Mr. Jose Antonio M[...] XXXXXX XXXXXXXXX n effective May 01 , 2016 when he started receiving a life annuity. 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.

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OBTAINING THE PENSION VERIFICATION LETTER

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

- **Recommended browsers**:
Internet Explorer 11.0 and Google Chrome
for PC Windows
Safari for Mac/Apple

More user guides and video tutorials at:

For PC Windows:

https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20483.html

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