

HOW TO DOWNLOAD AND PRINT ONLINE FORMS

IDB RETIREE SELF-SERVICES

User Guide for PC/Windows




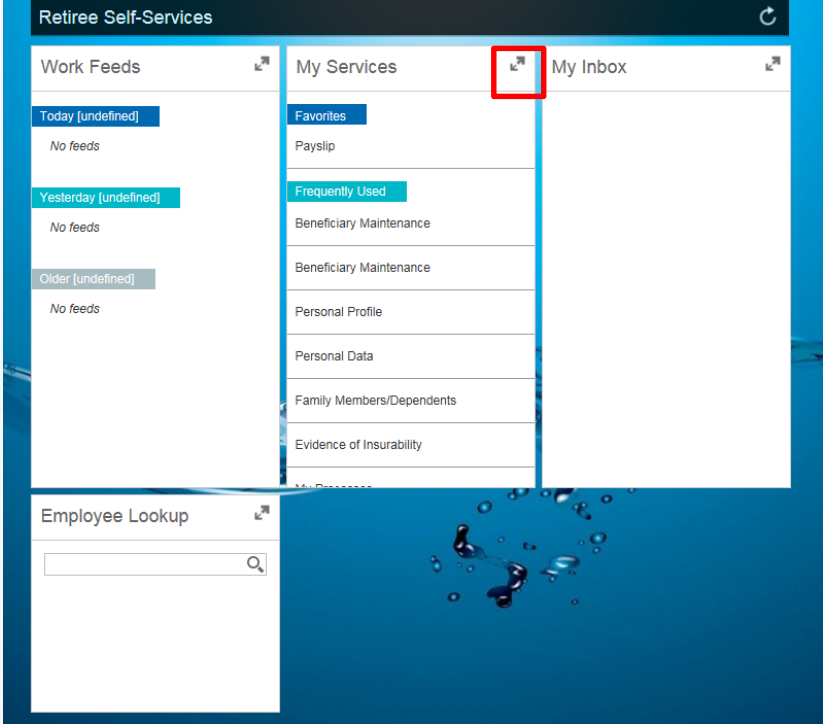

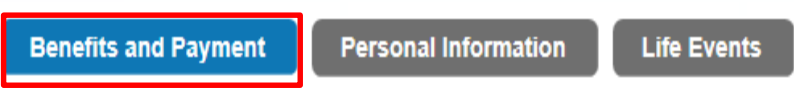
Objective

- ✓ Download and print online forms found on the Retiree Self-Services.

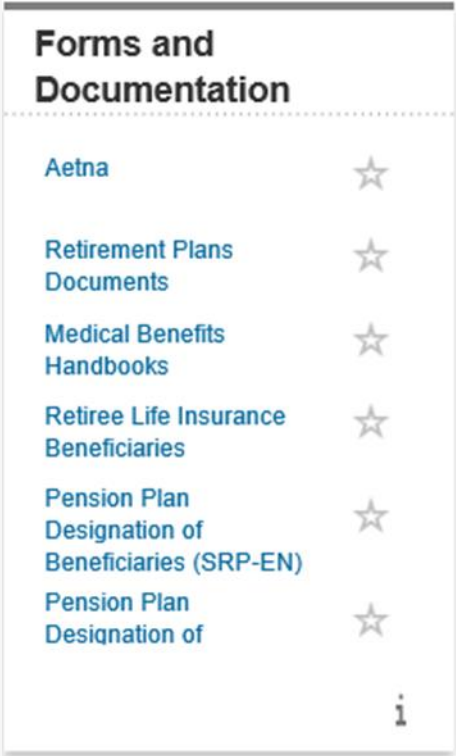
Note

Please do not download the forms on your personal computer for later use. Since the forms are constantly updated, make sure to access the portal whenever you want to obtain the latest version.


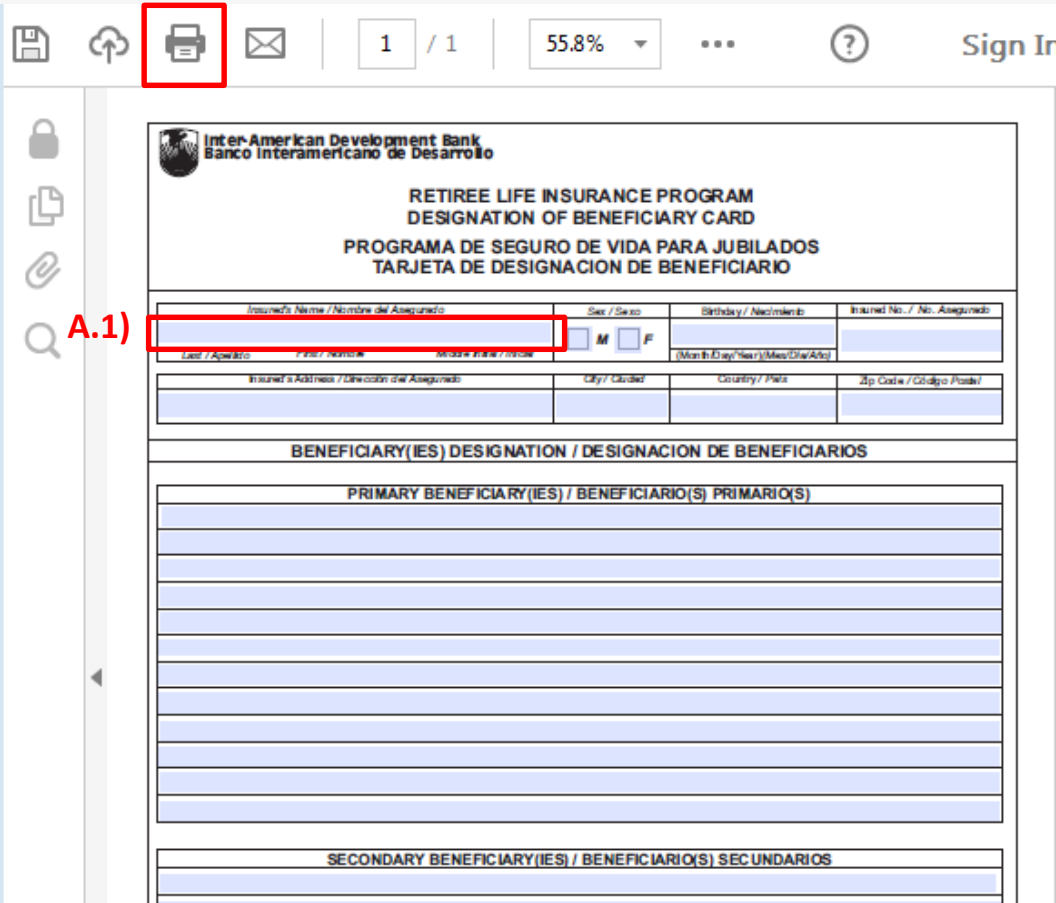
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Instruction	View
1) Go to “My Services” and click 	
2) Click 	

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Instruction	View														
<p>3) Go to “Forms and Documentation” and click on the document you wish to download or print.</p> <p><i>(You can also click on the star ★ to add any of the forms to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot shows a web interface titled "Forms and Documentation". Below the title is a list of documents, each with a star icon to its right. The documents listed are: Aetna, Retirement Plans Documents, Medical Benefits Handbooks, Retiree Life Insurance Beneficiaries, Pension Plan Designation of Beneficiaries (SRP-EN), and Pension Plan Designation of. At the bottom right of the list is a small information icon (i).</p> <table><thead><tr><th colspan="2">Forms and Documentation</th></tr></thead><tbody><tr><td>Aetna</td><td>★</td></tr><tr><td>Retirement Plans Documents</td><td>★</td></tr><tr><td>Medical Benefits Handbooks</td><td>★</td></tr><tr><td>Retiree Life Insurance Beneficiaries</td><td>★</td></tr><tr><td>Pension Plan Designation of Beneficiaries (SRP-EN)</td><td>★</td></tr><tr><td>Pension Plan Designation of</td><td>★</td></tr></tbody></table>	Forms and Documentation		Aetna	★	Retirement Plans Documents	★	Medical Benefits Handbooks	★	Retiree Life Insurance Beneficiaries	★	Pension Plan Designation of Beneficiaries (SRP-EN)	★	Pension Plan Designation of	★
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<p>4) Follow the instructions according to the corresponding alternative.</p> <p>Option A: <u>If you have Adobe (PDF) installed on your computer:</u></p> <p>A.1) Click on the fields to fill and complete the online form.</p> <p>A.2) Click  to print the form.</p> <p>A.3) Review and sign.</p> <p>A.4) Send the signed document to the Office of the IDB Staff Retirement Plans at 1300 New York Ave NW, Washington, DC 20577, Mail Stop E 407.</p> <p>Optional: Additionally, you can scan and email the copy to VPF/SRP@iadb.org informing the Office of Retirement that you mailed the attached document.</p>	 <p>A.2)</p> <p>A.1)</p>

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Instruction

Option B: If you do not have Adobe installed on your computer (If you would like to download Adobe, please click on the URL: <https://get.adobe.com/reader/>. If you are unable to download it, follow these steps):

B.1) Click  to print the form.

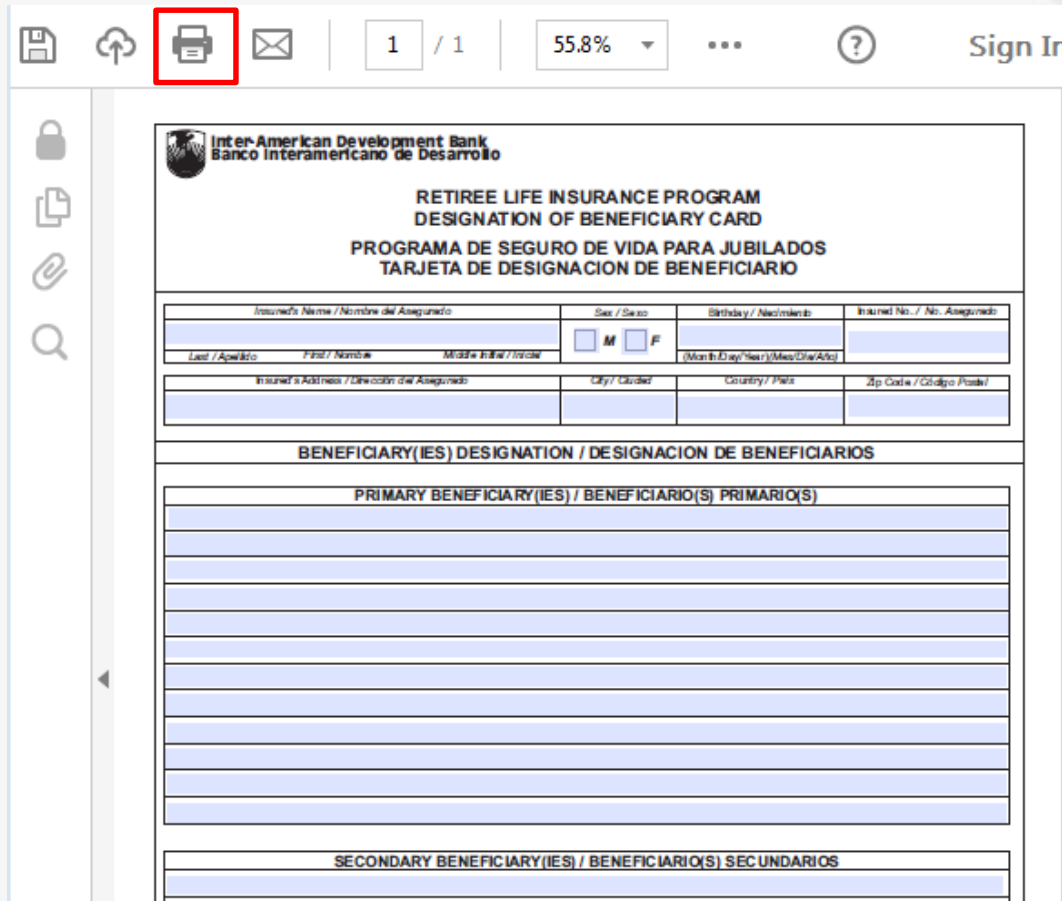
B.2) Fill out, look over and sign the form.

B.3) Send the signed document to the Office of the IDB Staff Retirement Plans at 1300 New York Ave NW, Washington, DC 20577, Mail Stop E 407.

Optional: Additionally, you can scan and email the copy to VPF/SRP@iadb.org informing the Office of Retirement that you mailed the attached document.


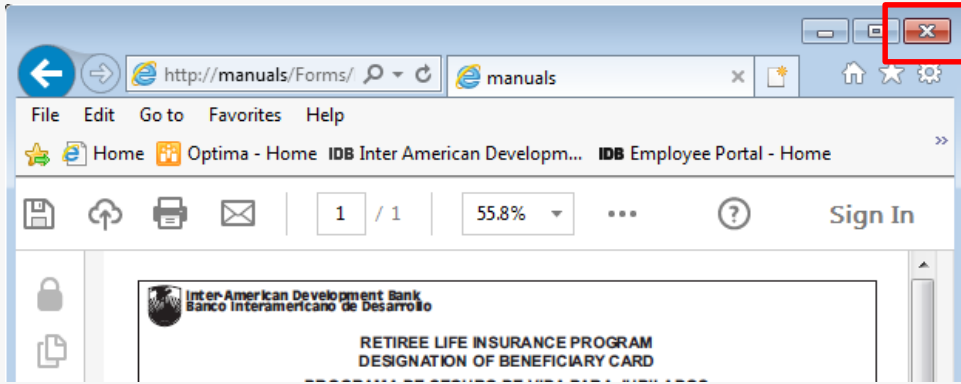
View

B.1)



The screenshot shows a PDF document titled "RETIREE LIFE INSURANCE PROGRAM DESIGNATION OF BENEFICIARY CARD" and "PROGRAMA DE SEGURO DE VIDA PARA JUBILADOS TARJETA DE DESIGNACION DE BENEFICIARIO". The form includes fields for Insured Name, Sex, Birthday, Insured No., Last Name, First Name, Middle Initial, (Month/Day/Year/Mes/Dia/Año), Insured's Address, City/ Ciudad, Country/ País, and Zip Code/ Código Postal. It also has sections for "BENEFICIARY(IES) DESIGNATION / DESIGNACION DE BENEFICIARIOS" with "PRIMARY BENEFICIARY(IES) / BENEFICIARIO(S) PRIMARIO(S)" and "SECONDARY BENEFICIARY(IES) / BENEFICIARIO(S) SECUNDARIOS". The PDF reader interface shows a toolbar with icons for Save, Upload, Print (highlighted), Email, Page 1 of 1, Zoom 55.8%, and a Sign In button.

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Instruction	View
<p>5) Click on the  icon to close the document.</p>	

- **Recommended browsers:**
Internet Explorer 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>