

HOW TO UPDATE YOUR NAME, DATE OF BIRTH, AND NATIONALITY


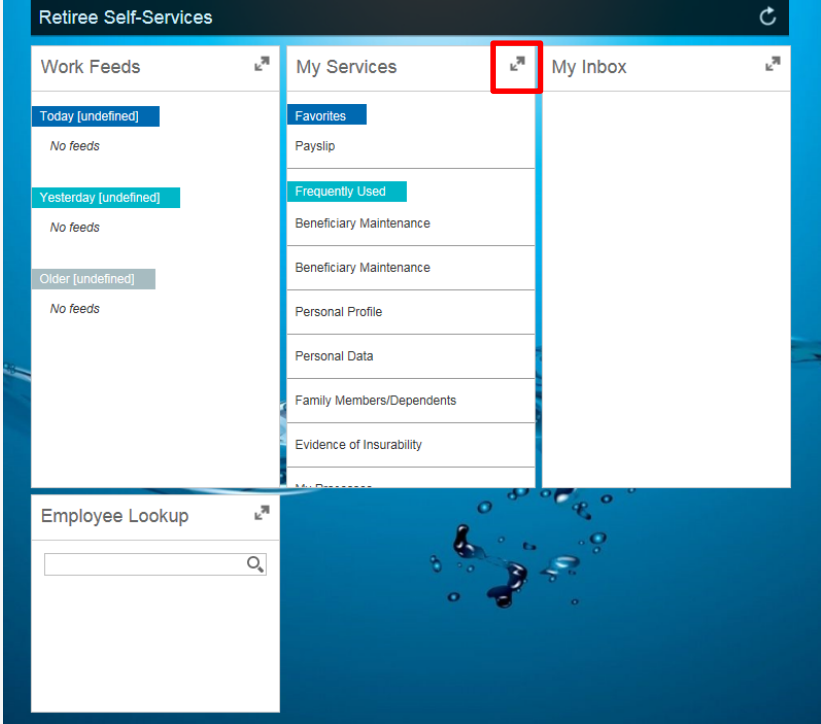

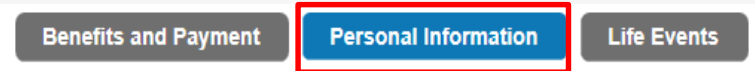
IDB RETIREE SELF-SERVICES



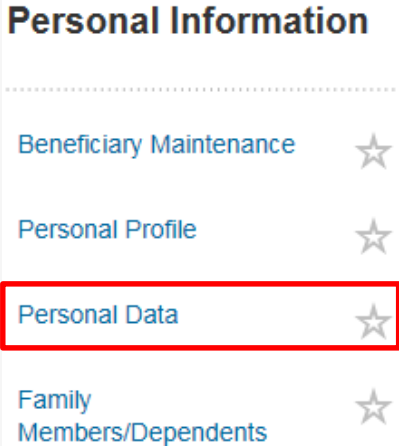
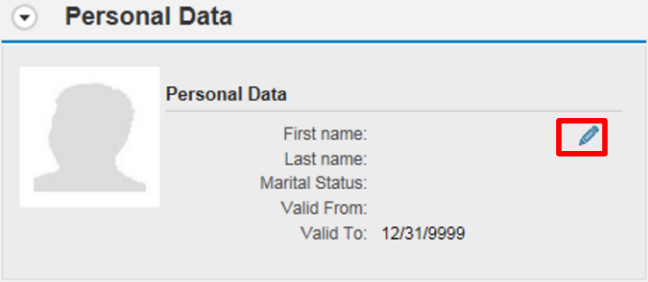
Objective

- ✓ Update your Name, Date of birth or Nationality through Retiree Self-Services.


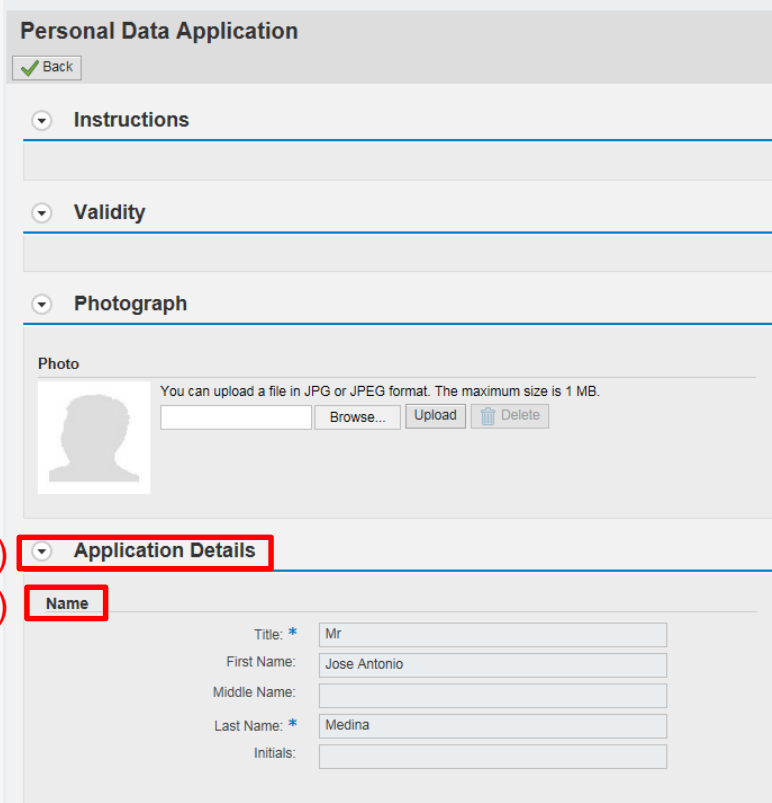
EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

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


EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
<p>3) Go to Personal Information and click Personal Data.</p> <p><i>(You can also click on the star ★ to add “Personal Data” 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 vertical menu titled "Personal Information". Below the title are four items, each with a star icon to its right: "Beneficiary Maintenance", "Personal Profile", "Personal Data" (which is highlighted with a red rectangular box), and "Family Members/Dependents".</p>
<p>4) Click on the pencil icon ✎ if you need to modify your name, date of birth or nationality.</p> <p>Important Note: If you see “Details” instead of a pencil icon, it means you made a change in “Personal Data” that is waiting to be approved before you can make a new change. Please allow 5 business days before making another change. If the problem persists, please contact the Office of Retirement Plans of the IDB.</p>	 <p>The screenshot shows a form titled "Personal Data" with a dropdown arrow on the left. To the left of the form is a placeholder for a profile picture. The form contains the following fields: "First name:", "Last name:", "Marital Status:", "Valid From:", and "Valid To: 12/31/9999". A red rectangular box highlights a pencil icon (✎) located to the right of the "Last name:" field.</p>



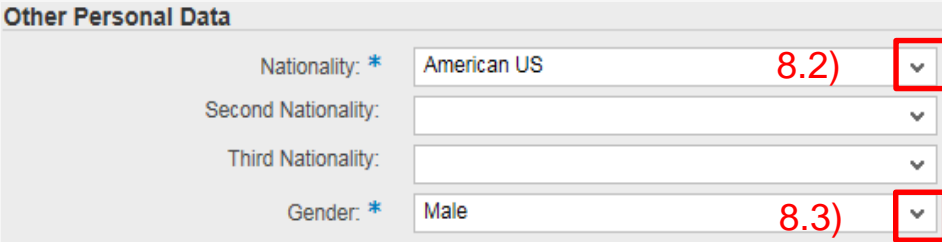

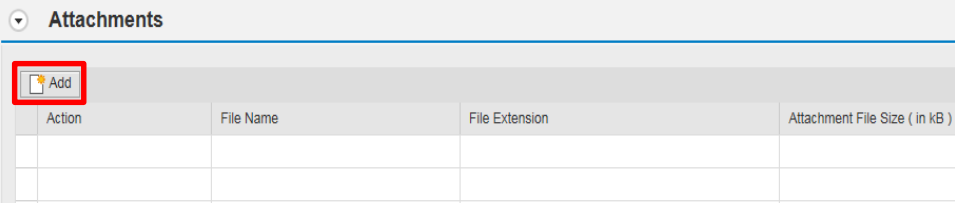
EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
<p>5.1) Go down to  Application Details .</p> <p>5.2) Go to “Name” if you wish to update your title, names, last name or initials.</p>	 <p>The screenshot shows the 'Personal Data Application' form. It has a 'Back' button at the top left. Below it are three sections: 'Instructions', 'Validity', and 'Photograph'. The 'Photograph' section includes a photo placeholder and an upload area with a 'Browse...' button and 'Upload' and 'Delete' buttons. Below these sections, the 'Application Details' section is highlighted with a red box and labeled '5.1)'. Inside this section, the 'Name' sub-section is highlighted with a red box and labeled '5.2)'. The 'Name' sub-section contains fields for 'Title' (set to 'Mr'), 'First Name' (set to 'Jose Antonio'), 'Middle Name' (empty), 'Last Name' (set to 'Medina'), and 'Initials' (empty).</p>

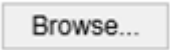
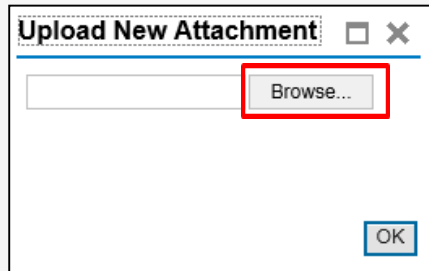
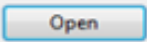
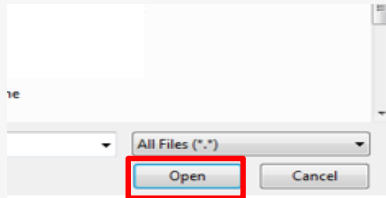

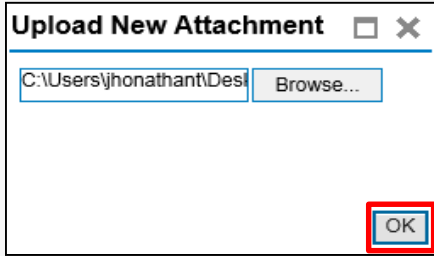
EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
<p>6) Make the changes to the appropriate fields.</p>	<p>Name</p> <p>Title: * Mr</p> <p>First Name:</p> <p>Middle Name:</p> <p>Last Name: *</p> <p>Initials:</p>
<p>7.1) Go to “Birth Data” to change your date of birth.</p> <p>7.2) Click on the calendar icon  found on the field of “Date of Birth” and select the correct date of birth.</p> <p>You are also able to change your name at birth, city and country of birth.</p>	<p>Birth Data</p> <p>Date of Birth: * 08/01/1970</p> <p>Name at Birth:</p> <p>Place of Birth:</p> <p>Country of Birth:</p>






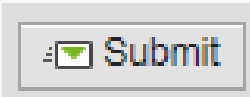
EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
<p>8.1) Go to “Other Personal Data” to change your nationality or gender.</p> <p>8.2) Display the menu found on the field “Nationality”  and select the desired nationality.</p> <p>8.3) To change the gender, display the “Gender” menu  and select the correct one.</p>	
<p>In this section, you are able to add documents (passports, birth certificates...) which support the requested changes.</p> <p>9.1) Go to “Attachments” (found at the bottom of the page).</p> <p>9.2) Click  .</p>	

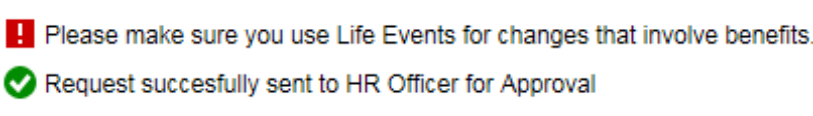

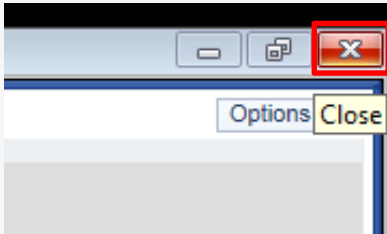
EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
<p>10.1) Click  .</p> <p>10.2) Select the corresponding document you wish to upload (birth certificate, ID, passport...).</p> <p><i>You may upload PDF, Word, PowerPoint or JPEG documents.</i></p>	
<p>11) Click  .</p>	
<p>12) After uploading the document, click  .</p>	

EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View								
13) Verify if the document saved.	<table><tr><th>Action</th><th>File Name</th><th>File Extension</th><th>Attachment File Size (in kB)</th></tr><tr><td></td><td>attach test 1.txt</td><td>text/plain</td><td>22</td></tr></table>	Action	File Name	File Extension	Attachment File Size (in kB)		attach test 1.txt	text/plain	22
Action	File Name	File Extension	Attachment File Size (in kB)						
	attach test 1.txt	text/plain	22						
14) Go to the bottom of the page and accept the “Terms and Conditions” by clicking on the  icon.	I acknowledge and accept the: Terms & Conditions 								
15) Go to the top of the screen and click Submit.									

EDIT YOUR NAME, DATE OF BIRTH, AND NATIONALITY

Instruction	View
16) You will receive the following message.	
17) To return to the main menu, close the window by clicking on the  icon.	
Important Note: The following changes (your name, date of birth and nationality) will go through a verification process. Please allow a period of 5 working days to save the new changes in “ Personal Data ” before making a new one.	

- **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>

For Mac Users:

<https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20484.html>

