

REQUISITOS ANTES DE INGRESAR AL SISTEMA

BID RETIREE SELF-SERVICES

Guía de uso para PC/Windows



RETIREE SELF-SERVICES CHECKLIST

1. Asegúrese que su correo electrónico esté registrado en el Sistema de Planes de Jubilación del BID.

Para poder configurar su cuenta en el Retiree Self-Services es necesario que su correo electrónico personal esté registrado en el Sistema de Planes de Jubilación del BID. Si aún no ha registrado su correo electrónico o desea actualizarlo, favor contactar a la Secretaría Ejecutiva de los Planes de Jubilación del Personal a vpf/srp@iadb.org | 202-623-3560.



RETIREE SELF-SERVICES CHECKLIST

2. Tenga a mano su “Retiree ID” y “Password” temporal.

Su Retiree ID será su ***Username*** en el Retiree Self-Services, por lo que es muy importante que lo tenga a mano. Si no sabe cuál es su Retiree ID, puede encontrarlo en su recibo de pago más reciente.

Por otro lado, si su correo electrónico está registrado en el Sistema de Planes de Jubilación del BID, debe haber recibido un correo de EIAM-noreply@iadb.org indicándole cuál es el ***password*** temporal para activar su cuenta en el Retiree Self-Services.

Si aún no ha registrado su correo electrónico, desea actualizarlo o no ha recibido este correo favor contactar a la Secretaría Ejecutiva de los Planes de Jubilación del Personal a vpf/srp@iadb.org | 202-623-3560.



RETIREE SELF-SERVICES CHECKLIST

3. Asegúrese que su computador cumple con los requerimientos tecnológicos básicos

- ✓ Internet Explorer 11*
- ✓ Adobe Acrobat Reader versión 2015.016 - para poder visualizar las cartas, formularios y sus recibos de pago (Payslips).

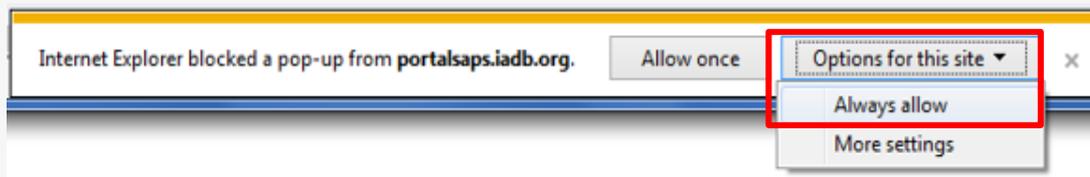
***NOTA:** Si tiene **Windows 10**, el navegador por defecto de su computador es Microsoft Edge. Este navegador **no** es compatible con el Retiree Self-Services. Para encontrar **Internet Explorer 11** en Windows 10, favor seguir las instrucciones que se encuentran al final de este Checklist.



RETIREE SELF-SERVICES CHECKLIST

4. Active sus pop-ups windows (ventanas emergentes) para navegar correctamente en el Retiree Self-Services.

Si al ingresar al Retiree Self-Services obtiene el siguiente mensaje en la parte de abajo de su pantalla, quiere decir que sus Pop-ups están deshabilitados. **Por favor habilítelos siguiendo estas instrucciones:**



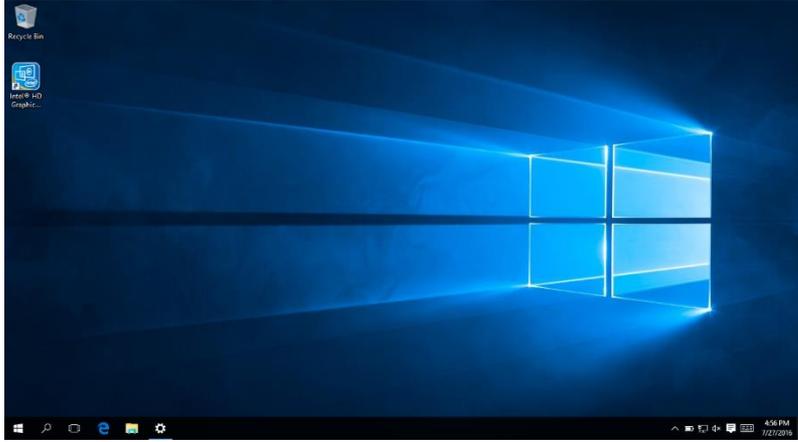
- Haga clic sobre **“Options for this site”** para desplegar el menú y seleccione **“Always allow”**.



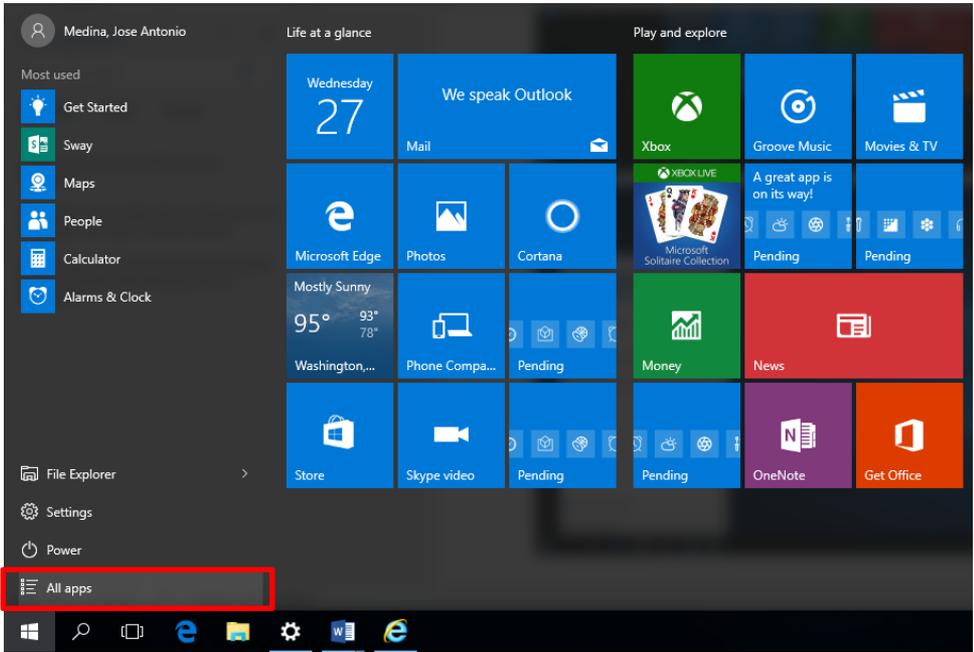
TIP: Si luego de haber habilitado los pop-ups no aparece el Retiree Self-Services de inmediato, refresque su pantalla presionando a la vez las teclas Ctrl y F5.



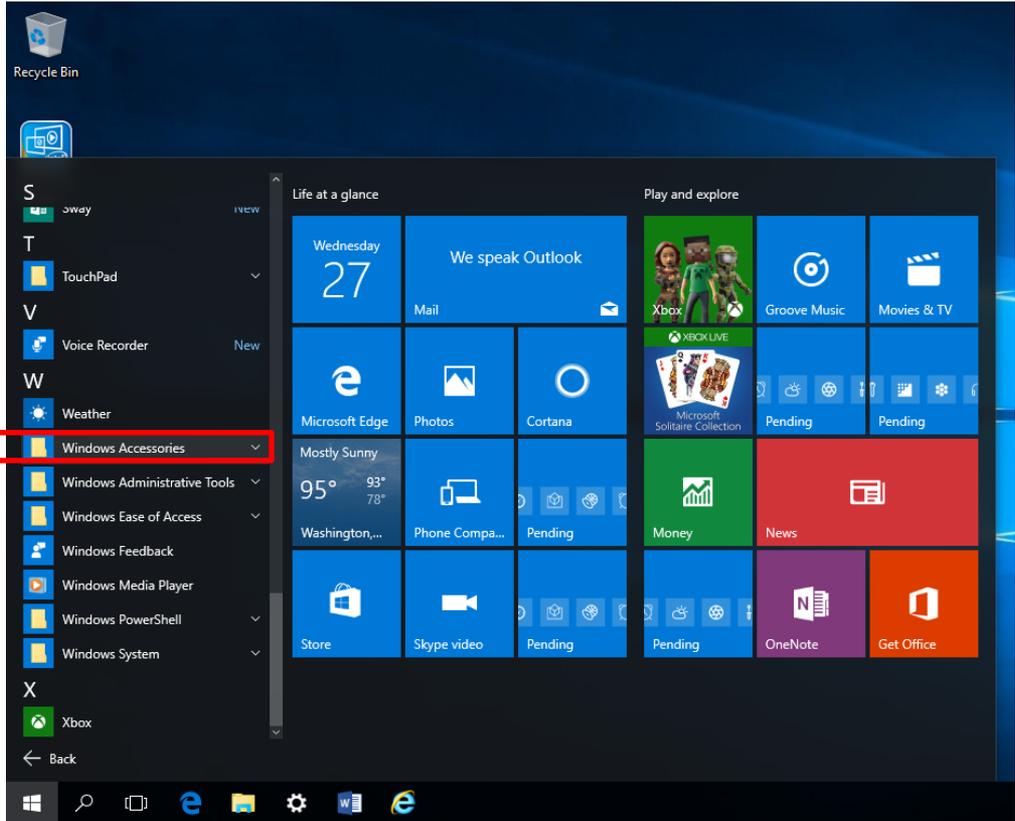
INSTRUCTIVO – Cómo encontrar Internet Explorer 11 en Windows 10

Instrucción	Vista
1. Ir al escritorio de su computador	 A screenshot of the Windows 10 desktop. The background is the standard Windows 10 blue light wallpaper. In the top-left corner, there are two icons: 'Recycle Bin' and 'OneDrive'. The taskbar at the bottom shows the Start button, search icon, and several application icons including Edge, File Explorer, and Settings. The system tray on the right shows the time as 4:58 PM and the date as 7/27/2016.
2. Hacer clic sobre el logo de Windows 	 A screenshot of the Windows 10 Start menu open. The Start button in the taskbar is highlighted with a red box. The Start menu displays the user's name 'Medina, Jose Antonio', the date 'Wednesday 27', and various application tiles such as 'We speak Yahoo', 'Mail', 'Microsoft Edge', 'Photos', 'Cortana', 'Groove Music', 'Movies & TV', 'Weather', 'Phone Compa...', 'Money', 'News', 'Store', 'Skype video', 'OneNote', and 'Get Office'. The taskbar and system tray are visible at the bottom, showing the time as 4:59 PM and the date as 7/27/2016.

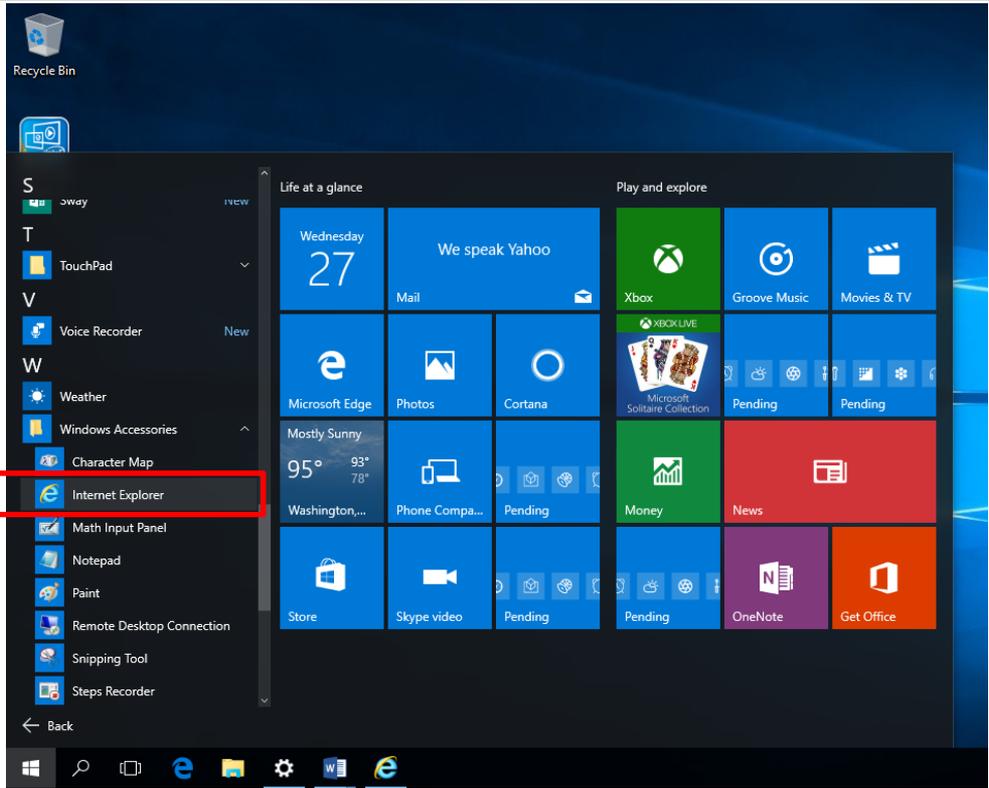
INSTRUCTIVO – Cómo encontrar Internet Explorer 11 en Windows 10

Instrucción	Vista
3. Hacer clic sobre “All Apps”.	 A screenshot of the Windows 10 Start menu interface. The background is dark. At the top, it shows the user's name 'Medina, Jose Antonio' and the date 'Wednesday 27'. Below this, there are sections for 'Most used' (Get Started, Sway, Maps, People, Calculator, Alarms & Clock) and 'Life at a glance' (Weather, Mail, Photos, Cortana). To the right, there are 'Play and explore' tiles for Xbox, Groove Music, Movies & TV, Microsoft Solitaire Collection, Money, News, OneNote, and Get Office. At the bottom left, the taskbar shows icons for File Explorer, Settings, Power, and 'All apps', which is highlighted with a red rectangular box. The taskbar also includes the Start button and icons for Microsoft Edge, File Explorer, Settings, Word, and another Microsoft Edge instance.

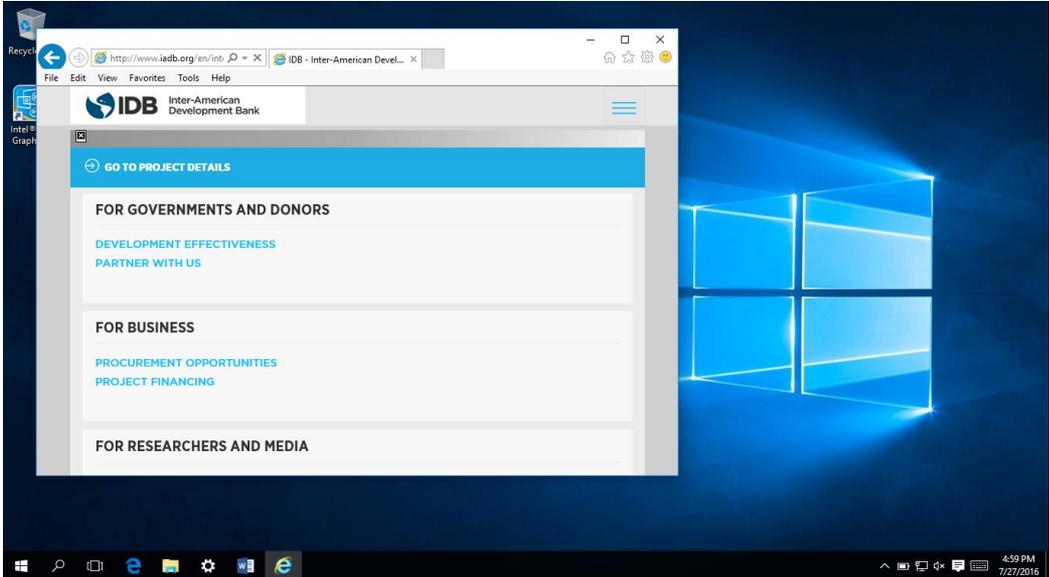
INSTRUCTIVO – Cómo encontrar Internet Explorer 11 en Windows 10

Instrucción	Vista
<p>4. Hacer clic sobre “Windows Accesories” de la lista de opciones.</p>	 A screenshot of the Windows 10 Start menu. The left-hand navigation pane is open, showing a list of categories and applications. The 'Windows Accessories' category is highlighted with a red rectangular box. Other visible items in the list include Recycle Bin, TouchPad, Voice Recorder, Weather, Windows Administrative Tools, Windows Ease of Access, Windows Feedback, Windows Media Player, Windows PowerShell, Windows System, and Xbox. The main area of the Start menu displays various live tiles for 'Life at a glance' (showing the date Wednesday 27, weather 'Mostly Sunny' with 95° and 93°/78° for Washington, DC, and a 'We speak Outlook' tile) and 'Play and explore' (showing Xbox, Groove Music, Movies & TV, Microsoft Edge, Photos, Cortana, Microsoft Solitaire Collection, Money, News, Store, Skype video, OneNote, and Get Office). The taskbar at the bottom shows icons for the Start button, Search, Task View, Microsoft Edge, File Explorer, Settings, Word, and another instance of Microsoft Edge.

INSTRUCTIVO – Cómo encontrar Internet Explorer 11 en Windows 10

Instrucción	Vista
5. Seleccionar “Internet Explorer”.	 <p>The screenshot shows the Windows 10 Start menu interface. On the left, a list of applications is displayed, including Recycle Bin, TouchPad, Voice Recorder, Weather, Windows Accessories, Character Map, Internet Explorer, Math Input Panel, Notepad, Paint, Remote Desktop Connection, Snipping Tool, and Steps Recorder. The 'Internet Explorer' application is highlighted with a red rectangular box. The main area of the Start menu shows a 'Life at a glance' section with a date and weather widget, and a 'Play and explore' section with various tiles for Xbox, Groove Music, Movies & TV, Microsoft Edge, Photos, Cortana, Microsoft Solitaire Collection, Money, News, Store, Skype video, OneNote, and Get Office. The taskbar at the bottom shows the Start button, search icon, and several pinned application icons including Internet Explorer.</p>

INSTRUCTIVO – Cómo encontrar Internet Explorer 11 en Windows 10

Instrucción	Vista
<p>6. Se abrirá la ventana de Internet Explorer.</p>	 A screenshot of a Windows 10 desktop environment. The background is the standard Windows 10 blue logo wallpaper. In the foreground, an Internet Explorer 11 browser window is open. The address bar shows the URL 'http://www.iadb.org/en/inf...'. The page content includes the IDB logo and navigation links such as 'GO TO PROJECT DETAILS', 'FOR GOVERNMENTS AND DONORS', 'FOR BUSINESS', and 'FOR RESEARCHERS AND MEDIA'. The Windows taskbar is visible at the bottom, showing the Start button, search icon, and several application icons. The system tray in the bottom right corner displays the time as 4:59 PM and the date as 7/27/2016.

¿Necesita ayuda para acceder y navegar en su Retiree Self-Services?

Tutoriales y guías de uso en:

www.iadb.org/RetireeSelfServices

Browsers recomendados:

Internet Explorer para PC/Windows

Safari para Mac/Apple

