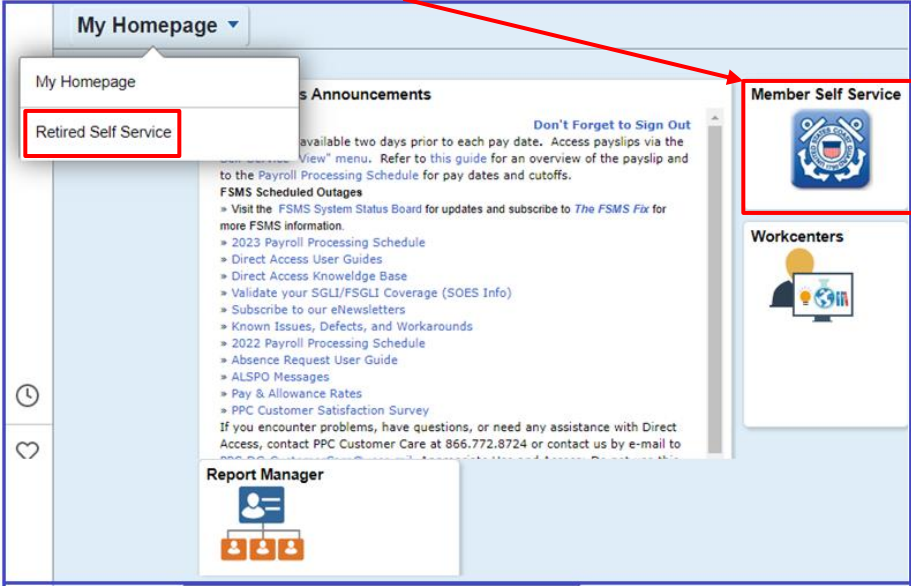


Verification of Pay Award Letter

Introduction This guide provides the procedure to view and print a verification of pay award letter using Retiree Direct-Access Self-Service

Discussion You can use the verification of pay award letter as proof of income for loan applications or other programs which require income verification.

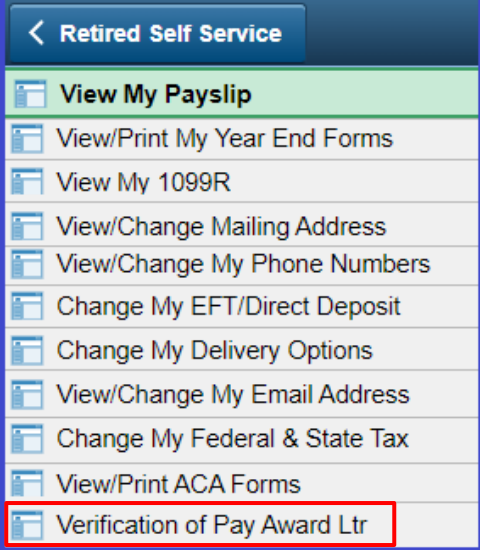
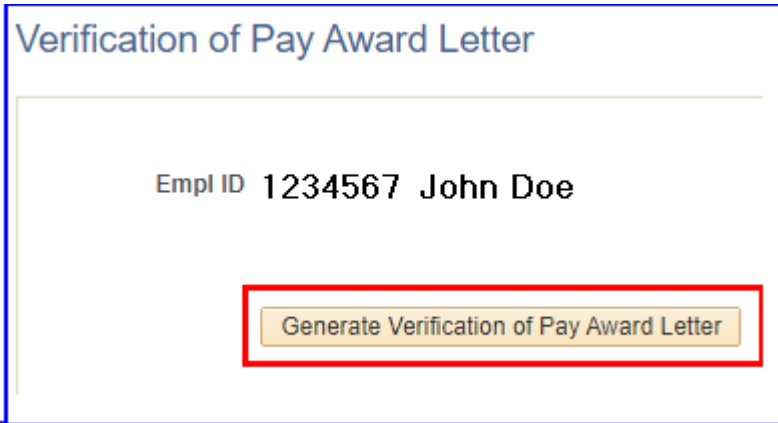
Procedure Follow these steps to generate the verification of pay award letter.

Step	Action
1	<p>Select Retired Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p>  <p>The screenshot shows a web interface with a 'My Homepage' dropdown menu open. The 'Retired Self Service' option is highlighted with a red box. On the right side of the page, there is a 'Member Self Service' tile, also highlighted with a red box. A red arrow points from the 'Retired Self Service' option to the 'Member Self Service' tile. The background of the screenshot shows various announcements and a 'Report Manager' section.</p>
2	

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Verification of Pay Award Letter, Continued

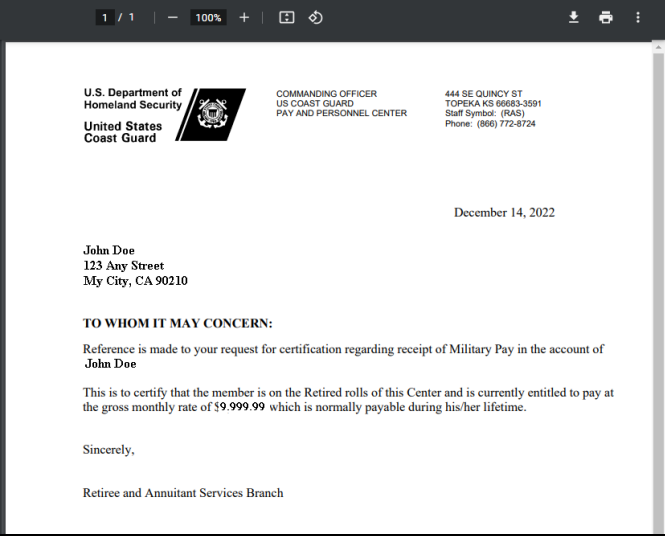
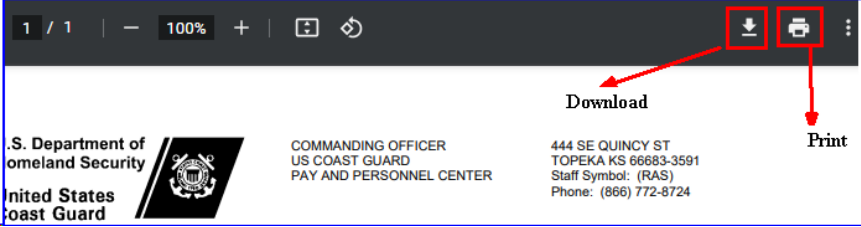
**Procedure
(continued)**

Step	Action
2	<p>Select the Change My Delivery Options option.</p>  <p>The screenshot shows a mobile application interface titled "Retired Self Service". A list of menu items is displayed, including "View My Payslip", "View/Print My Year End Forms", "View My 1099R", "View/Change Mailing Address", "View/Change My Phone Numbers", "Change My EFT/Direct Deposit", "Change My Delivery Options", "View/Change My Email Address", "Change My Federal & State Tax", "View/Print ACA Forms", and "Verification of Pay Award Ltr". The "Verification of Pay Award Ltr" option at the bottom of the list is highlighted with a red rectangular border.</p>
3	<p>The page will change to the Verification of Pay Award Letter page. Click the Generate Verification of Pay Award Letter button.</p>  <p>The screenshot shows a page titled "Verification of Pay Award Letter". Below the title, the text "Empl ID 1234567 John Doe" is displayed. At the bottom of the page, there is a button labeled "Generate Verification of Pay Award Letter", which is highlighted with a red rectangular border.</p>

Continued on next page

Verification of Pay Award Letter, Continued

Procedure (continued)

Step	Action
4	<p>A new page will open with the verification of pay letter displayed. The letter is in Adobe Acrobat (PDF) file format.</p> 
5	<p>Printing/Saving</p> <ul style="list-style-type: none"> • Click the download icon at the top of Adobe Reader window to download and save a copy of the letter to your computer. • Click the printer icon at the top of the Adobe Reader window to print a copy of the letter on your printer.  <p>Close the letter's browser window after printing/saving.</p>
6	<p>Click the House icon in the upper right corner of Direct Access return to the Self Service Menu.</p> 