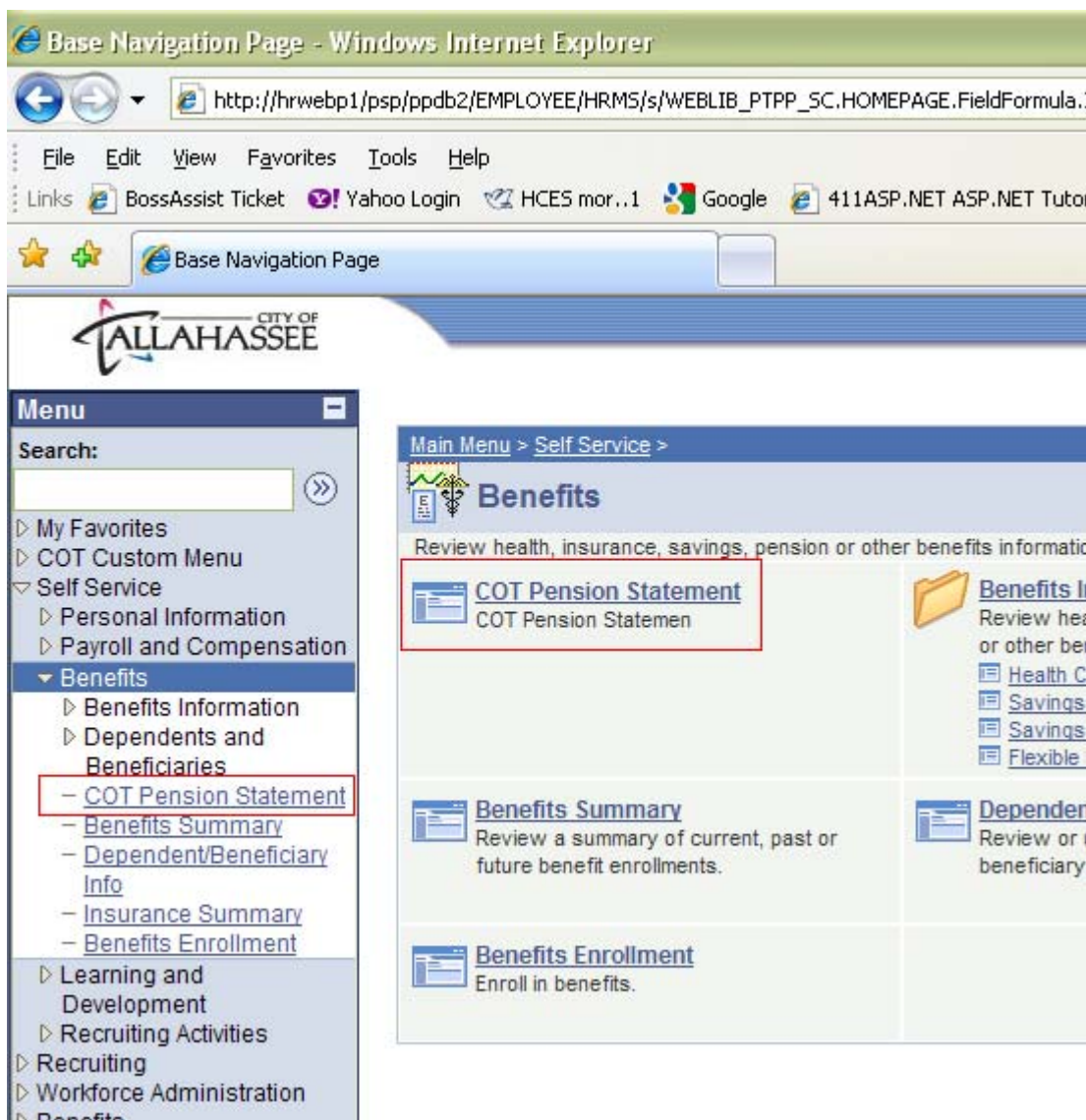


# How to View Your Annual Pension Statement Online

1. [Log on to the PeopleSoft HRMS system](#) with your User ID and Password. (If you do not know your User ID and Password, you can get help by calling ISS Systems One-Stop at 891-8855, Option 2.)
2. Navigate to “Self Service” → “Benefits” → “COT Pension Statement”.



The screenshot shows a web browser window titled "Base Navigation Page - Windows Internet Explorer". The address bar shows the URL: [http://hrwebp1/psppdb2/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula...](http://hrwebp1/psppdb2/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula...). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains "Base Navigation Page".

The main content area displays the City of Tallahassee logo and a navigation menu. The menu is expanded to show the following structure:

- Menu
  - Search:
  - My Favorites
  - COT Custom Menu
  - Self Service
    - Personal Information
    - Payroll and Compensation
    - Benefits
      - Benefits Information
      - Dependents and Beneficiaries
      - COT Pension Statement**
      - Benefits Summary
      - Dependent/Beneficiary Info
      - Insurance Summary
      - Benefits Enrollment
    - Learning and Development
    - Recruiting Activities
    - Recruiting
    - Workforce Administration

The main content area shows the "Benefits" section under "Main Menu > Self Service >". The "Benefits" section includes a description: "Review health, insurance, savings, pension or other benefits information." Below this, there are several links and options:

- COT Pension Statement**  
COT Pension Statemen
- Benefits Information  
Review hea or other be
- Health C
- Savings
- Savings
- Flexible
- Benefits Summary  
Review a summary of current, past or future benefit enrollments.
- Dependent/Beneficiary  
Review or beneficiary
- Benefits Enrollment  
Enroll in benefits.