

# How to print an Income Verification Letter from your Online Member Services (OMS) account

## Step One

Access Online Member Services (OMS) by going to the PERS website:

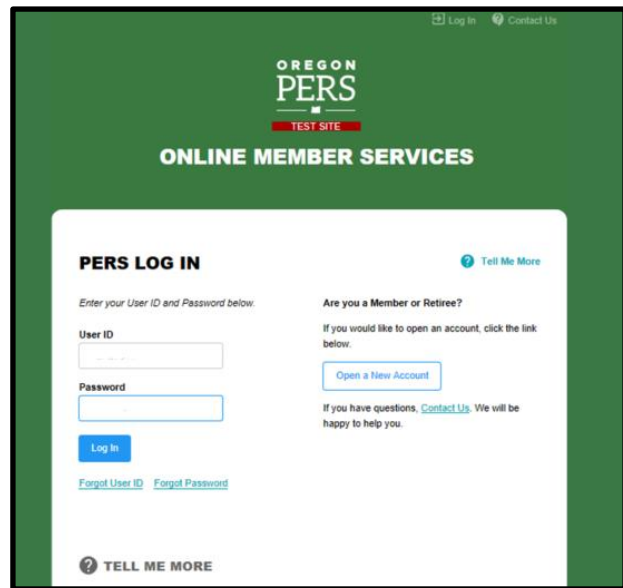
<https://www.oregon.gov/PERS>

Click on the green “OMS Login” button under Online Member Services (OMS)



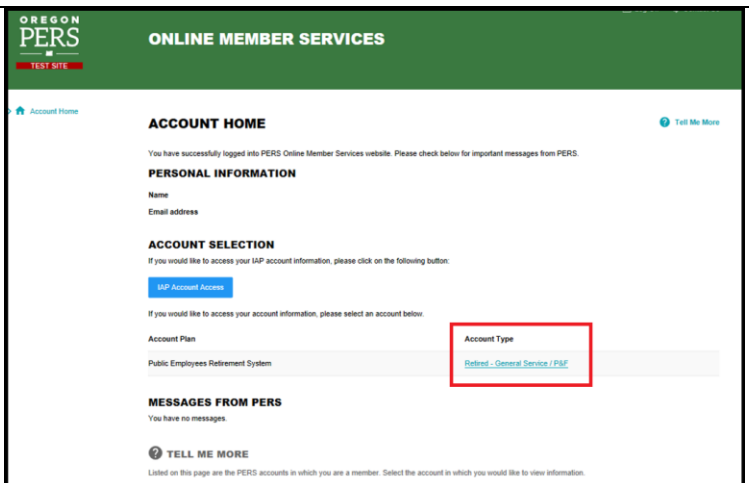
## Step Two

Login to your Online Member Services Account (OMS) by entering your User ID and Password



## Step Three

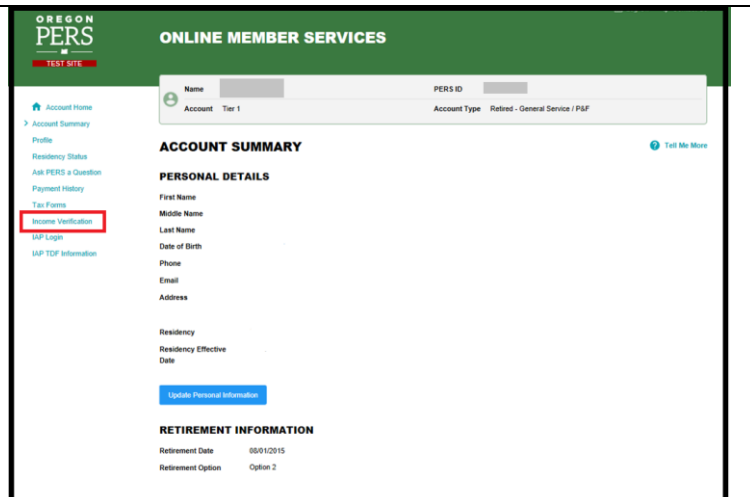
Your “Account Home” page will now appear on the screen. To access your PERS account, click on the “Retired – General Service / P&F” link under “Account Type”. This will now take you to the “Account Summary” page



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## Step Four

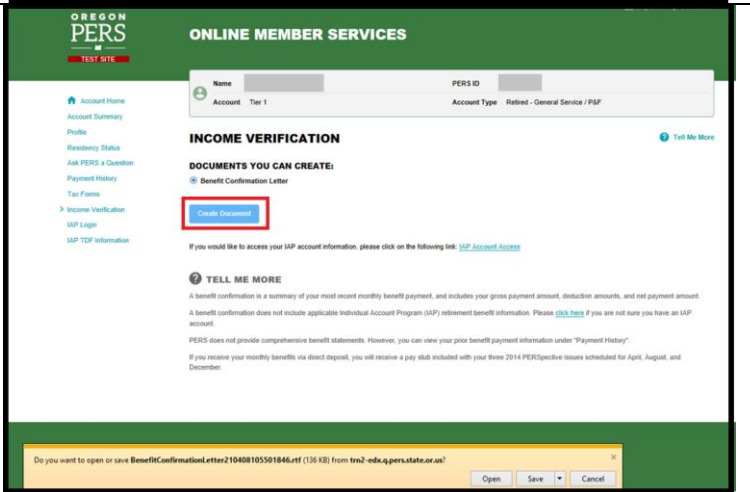
While on the “Account Summary” page, click on the “Income Verification” option on the left-hand side. This will take you to the “Income Verification” page



The screenshot shows the Oregon PERS Online Member Services interface. At the top, it says 'ONLINE MEMBER SERVICES' and 'TEST SITE'. Below that, there's a header with 'Name', 'PERS ID', 'Account Tier 1', and 'Account Type Retired - General Service / P&F'. The main content area is titled 'ACCOUNT SUMMARY' and includes sections for 'PERSONAL DETAILS' (First Name, Middle Name, Last Name, Date of Birth, Phone, Email, Address) and 'RETIREMENT INFORMATION' (Retirement Date: 08/01/2015, Retirement Option: Option 2). On the left-hand side, a navigation menu lists various options, with 'Income Verification' highlighted by a red rectangular box.

## Step Five

Click on the “Create Document” button and follow the prompts to Open or to Save the document in your device



The screenshot shows the Oregon PERS Online Member Services interface on the 'INCOME VERIFICATION' page. The 'Create Document' button is highlighted with a red rectangular box. Below the navigation menu, there's a section titled 'DOCUMENTS YOU CAN CREATE:' with a radio button selected for 'Benefit Confirmation Letter'. A link for 'LAP Account Access' is provided. A 'TELL ME MORE' section contains explanatory text about benefit confirmations. At the bottom of the page, a file download dialog box is open, showing the filename 'BenefitConfirmationLetter210408105501846.rtf (136 KB)' and buttons for 'Open', 'Save', and 'Cancel'.

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## Step Six

Your Benefit Confirmation letter will be produced.



**Oregon**

Kate Brown, Governor

April 8, 2021

Member's name  
Member's mailing address

Public Employees Retirement System  
Headquarters:  
11410 S.W. 68th Parkway, Tigard, OR  
Mailing Address:  
P.O. Box 23700  
Tigard, OR 97281-3700  
(503) 598-7377  
TTY (503) 603-7766  
[www.oregon.gov/pers](http://www.oregon.gov/pers)

PERS ID:  
Benefit Recipient Name  
Effective Retirement Date

### BENEFIT CONFIRMATION

To Whom It May Concern:

Our records show that MEMBER'S NAME is receiving the following monthly benefit from the Oregon Public Employees Retirement System:

**This is a lifetime benefit.**

Gross Benefit  
State Tax - Regular

**Net Benefit**

Sincerely,  
PERS Customer Service