

### **Print paystub instructions**

1. Login to your OMS account (if you have not created your OMS access [click here](#))
2. Click on your account type (example: “Retired – General Service/P&F”)
3. Click on “View Payment History”
4. Click on the appropriate year
5. Click on the “Details” hyperlink for the payment date for the stub you want to print
6. Click on the “Printer-friendly Paystub” button
7. Use the print function on your browser to print the paystub.

### **Print benefit confirmation letter instructions**

The benefit confirmation letter will be based on your last benefit payment information.

1. Login to your OMS account (if you have not created your OMS access [click here](#))
2. Click on your account type (example: “Retired – General Service/P&F”)
3. Click on “Create Benefit Confirmation Letter”
4. Click on the “Create Document” button
5. Use the print function on your browser to print the document.

Note: This functionality may not work for some accounts. If you receive an error message please call PERS Customer Service at 888.320.7377.