



PERA

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INVESTED IN TOMORROW.

RIO Self-Service – How to Access 1099R Forms

1. Upon login to RIO, see Related Links at the bottom of the Current Pension Details screen.

2. Click on the 1099R Forms link to see the years available to view/print, then click on the link for the year needed.

3. Document Created – to view/print the 1099R created, click on the 1099R Form link:

4. The form will open in a new web browser window for viewing/printing. Close the window when done to return to the Document Generation page.
5. To view/print another 1099R Form, click on the Member Home link under “Things to Do...” to return to the Current Pension Details/Related Links page and restart these steps.

