

NAVIGATING U.S. BANK RETIREE PORTAL

Log On to U.S. Bank at <https://portal.innovestsystems.com/usb/usb>

Enter your Username and Password, click “Log In”.

The screenshot shows the login interface with the following elements:

- usbank logo
- Welcome message
- LOGIN (highlighted in yellow) and REGISTER buttons
- This is not my primary device
- USERNAME input field (circled in red)
- FORGOT USERNAME link
- PASSWORD input field (circled in red)
- FORGOT PASSWORD link
- LOG IN button

You will then be brought to the Welcome Screen shown below. You will see your retirement plan name(s) and plan account number(s). Click “Select Plan”.

The screenshot shows the welcome screen with the following elements:

- usbank logo and PROFILE dropdown
- Welcome John Doe, please select your pension plan
- You can easily switch between them at anytime
- Plan Account Number 0000
- CFRS - COMPANY DIRECTED CASH ACCT
- Last Payment Date 02/29/2024
- SELECT PLAN button (circled in red)

On the Main screen, you will have a “Dashboard” tab, a “Payment History” tab and a “Documents” tab.

The “Dashboard” tab shows the next payment to be processed:

The screenshot shows the dashboard with the following elements:

- usbank logo and PROFILE dropdown
- Plan Account Number 9999
- 9999 QA TEST ACCOUNT
- SWITCH PLAN button
- DASHBOARD (circled in red), PAYMENT HISTORY, and DOCUMENTS tabs
- Upcoming Payment: \$100,000.00 On Mar 15 15 days left Gross \$ 100,020.00
- PAYMENT DETAILS button (labeled 1)
- Plan Statement section (labeled 2)
- LIST and CHART buttons (labeled 3)
- Current year to date or prior year: 2019
- Overview table:

Overview	
Gross	\$ 500,100.00
Fed Tax	-\$50.00
State Tax	-\$25.00
Deductions	-\$25.00
Net Amount	\$ 500,000.00

- Disbursement Summary table:

Disbursement Summary	
DOE, JOHN	\$ 500,000.00
ACH:XXX4567	

You can click on the “Payment Details” button which has 2 tabs – “Overview” and “Disbursements”.

The Overview tab contains current information regarding your periodic payment.

- By clicking on the “Details” button in the “Taxes” sections, you will find details regarding your current tax withholding elections.

Payment Details

OVERVIEW DISBURSEMENTS

Net Amount	\$ 100,000.00	Transaction Details
Gross		Payment Date: 03/15/2019
F1	\$ 100,020.00	Tax State: CA
Total	\$ 100,020.00	Pay Frequency: MONTHLY
Taxes		Tax Form Type: 1099-R
Federal	\$ 10.00	Tax Address
State	\$ 5.00	Address: 123 MAIN ST ANYWHERE, MN 55129
Deductions		Country: US
D1	\$ 5.00	
Total	\$ 5.00	

Net Amount
\$ 100,000.00

The “Disbursements” tab contains current information regarding your direct deposit:

Payment Details

OVERVIEW DISBURSEMENTS

Primary Disbursement

\$ 100,000.00

Paid To: DOE, JOHN	Payment Type: ACH
Transit Number: 123456780	Bank Name: PFI
	Account Number: 4567 SHOW

Back on the main screen under the “Dashboard” tab, you can click on “List”:

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Plan Account Number 9999
9999 QA TEST ACCOUNT

DASHBOARD PAYMENT HISTORY DOCUMENTS

Upcoming Payment

\$100,000.00 On Mar 15 15 days left
Gross \$ 100,020.00

Plan Statement

2019

Overview

Gross	\$ 500,100.00
Fed Tax	-\$ 50.00
State Tax	-\$ 25.00
Deductions	-\$ 25.00
Net Amount	\$ 500,000.00

Disbursement Summary

DOE, JOHN	\$ 500,000.00
ACH: X004567	

The “List” provides year to date payment information for the current and prior year.

Current year to date or prior year	
2019	
Overview	Disbursement Summary
Gross	\$ 500,100.00
Fed Tax	-\$ 50.00
State Tax	-\$ 25.00
Deductions	-\$ 25.00
Net Amount	\$ 500,000.00
DOE, JOHN	\$ 500,000.00
ACH:XXX4567	

On the main screen click on the “Payment History” tab.

Payment History

The second tab contains payment history information.

us bank

Plan Account Number 9999

9999 QA TEST ACCOUNT

SWITCH PLAN

DASHBOARD PAYMENT HISTORY DOCUMENTS

Payment History

From: 08/28/2018 To: 02/28/2019

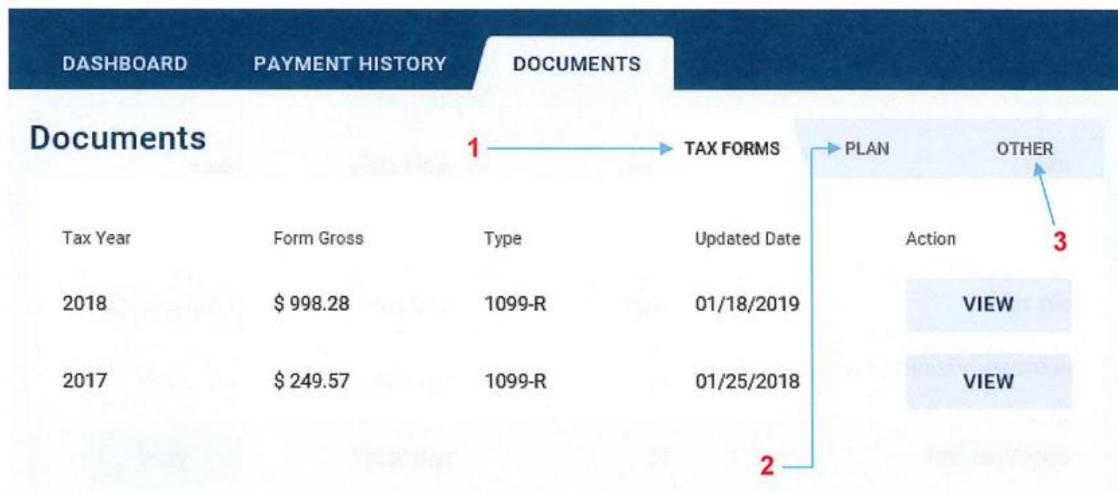
02/15/2019	\$ 100,000.00	2019	DETAILS
02/15/2019	\$ 100,000.00	2019	DETAILS
02/14/2019	\$ 100,000.00	2019	DETAILS
02/14/2019	\$ 100,000.00	2019	DETAILS
01/15/2019	\$ 100,000.00	2019	DETAILS

SHOW DATE RANGE

- The date range defaults to the last 6 months.
- You can search history using the date range fields shown in 1a above and clicking on “Show Date Range” button as shown in 1b above.
- By clicking on the “Details” button (shown in 2 above), a screen will appear with 2 tabs, an “Overview” tab and a “Disbursements” tab.
 - The “Overview” tab shows you details from the selected payment.
 - The “Disbursements” tab shows you your direct deposit information from the selected payment.

On the main screen, click on the “Documents” tab:

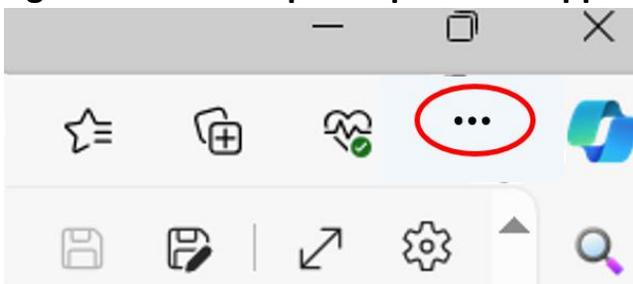
This tab contains annual tax forms for the current and previous year as well as change forms.



Click on the “View” button for the applicable tax year to view and print your tax reporting forms.

Printing forms processes vary with each type of computer. Some of the common ways to print include:

- On your keyboard, hold the “Ctrl” button and at the same time press the letter “P” key. The print command will then open a dialogue box with a “print button” for you to click.
- On your internet browser tool bar, click the 3 horizontal or vertical dots in the upper right corner and a print option will appear as shown below:



The “Other” tab (shown in the “Documents” tab) contains forms that can be completed, printed, signed and mailed or faxed to U.S. Bank to change your address, direct deposit, or tax withholding elections.

You may make changes to your address, direct deposit or tax withholding elections directly on the portal. Please refer to the “User Guide” for instructions.