



**How to Review Benefit Statements Overview**

This Job Aid provides guidance on how to access and review Benefit Statements.

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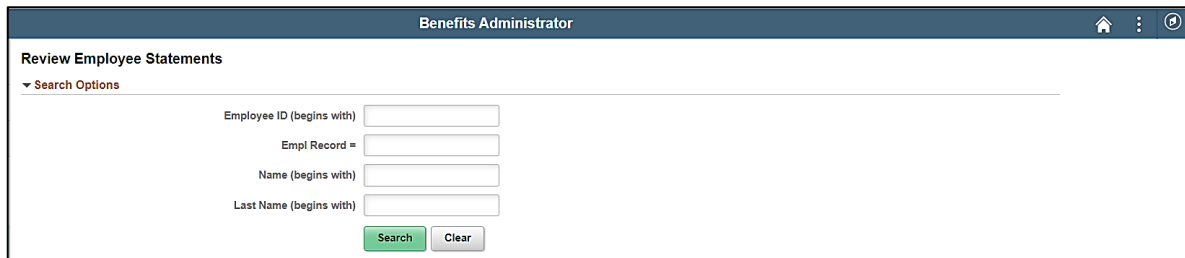
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**How to Review Benefit Statements**

To review an employee's benefit statements, the Agency BA can access the **Review Employee Statements** page.

Step	Action
1.	Navigate to the <b>Review Employee Statements</b> page using the following path: <b>Benefit Administrator Tile &gt; Review Employee Benefits &gt; Review Employee Statements</b>

The **Review Employee Statements Search** page displays.



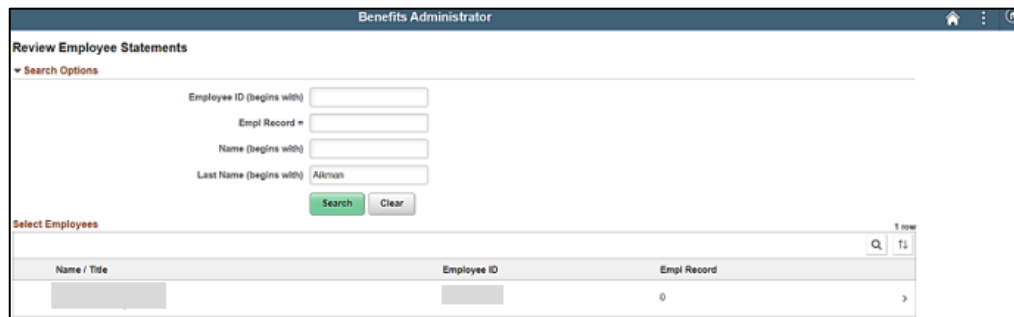
2. Enter the employee's Employee ID in the **Empl ID** field.  
**Note:** Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



3. Click the **Search** button.



The **Review Employee Statement Search** page refreshes with the search results at the bottom of the page.



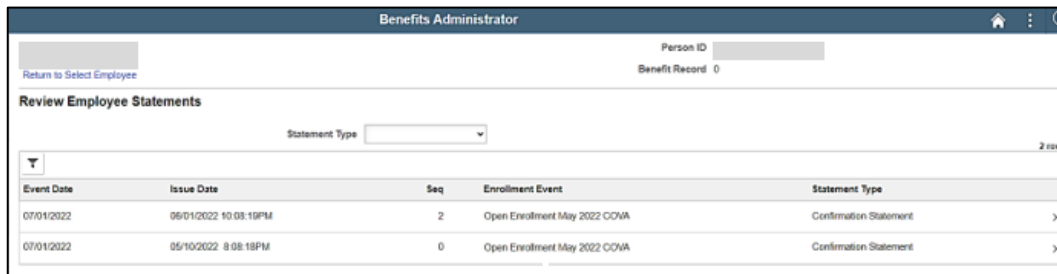
Step	Action
4.	Click the <b>Expand</b> icon for the applicable employee.



The screenshot shows a table titled "Select Employees" with columns for Name / Title, Employee ID, and Empl Record. A red box highlights a right-pointing arrow icon at the end of the first row.

The **Review Employee Statement** refreshes and the employee's individual Benefit Statements display.

**Note:** Optionally, use the **Statement Type** dropdown button to narrow the search results down to a specific type of Benefit Statement. At this time, COVA is only using the "Confirmation Statements" Statement Type.



The screenshot shows the "Review Employee Statements" page. It includes a "Statement Type" dropdown menu and a table with the following data:

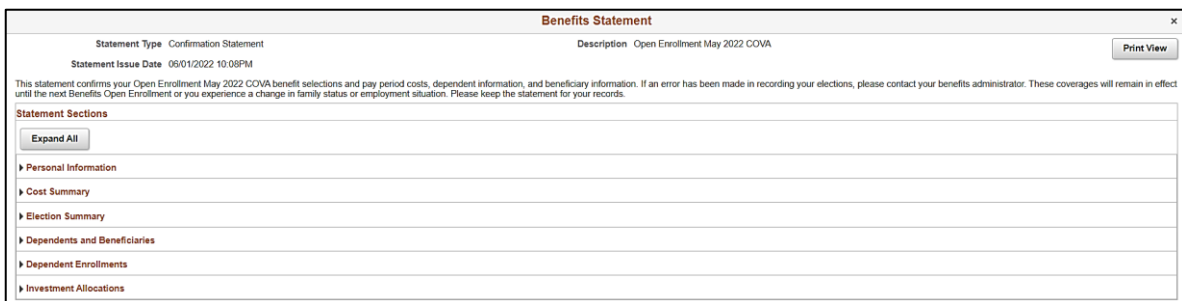
Event Date	Issue Date	Seq	Enrollment Event	Statement Type
07/01/2022	06/01/2022 10:08:18PM	2	Open Enrollment May 2022 COVA	Confirmation Statement
07/01/2022	05/10/2022 8:08:18PM	0	Open Enrollment May 2022 COVA	Confirmation Statement

5.	Click the <b>Expand</b> icon for the specific Benefit Statement that needs to be reviewed.
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This is a close-up of the table from the previous screenshot, showing the right-pointing arrow icon at the end of the first row highlighted with a red box.

The **Benefits Statement** displays for the selected Benefit Statement.



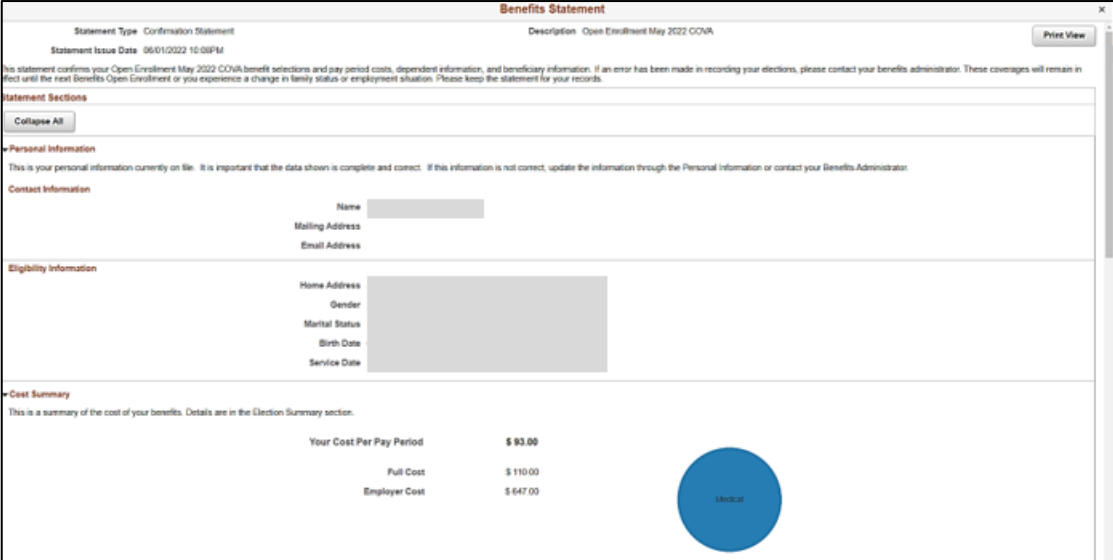


The screenshot shows the "Benefits Statement" page. It displays the statement type as "Confirmation Statement" and the description as "Open Enrollment May 2022 COVA". Below this, there is a section titled "Statement Sections" with an "Expand All" button and several expandable sections:

- Personal Information
- Cost Summary
- Election Summary
- Dependents and Beneficiaries
- Dependent Enrollments
- Investment Allocations

6.	Click the <b>Expand All</b> button to view the detailed information.
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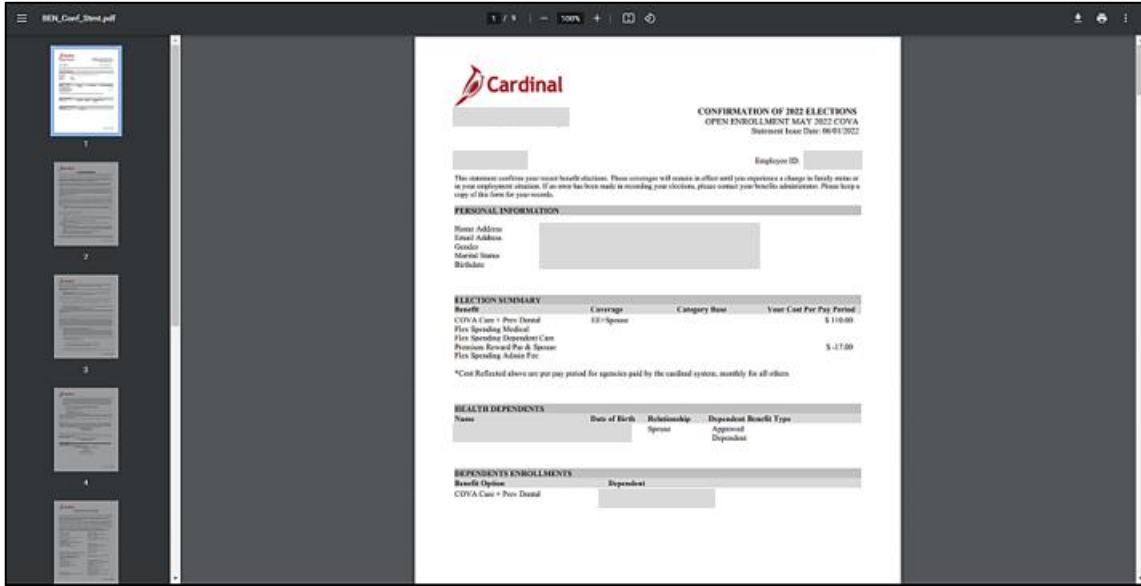


A close-up of the "Expand All" button, which is highlighted with a red box.

Step	Action						
	<p>The <b>Benefits Statement</b> page refreshes with the detailed information.</p>  <p>The screenshot shows a 'Benefits Statement' window with the following sections:</p> <ul style="list-style-type: none"> <li><b>Statement Sections:</b> Includes a 'Collapse All' button.</li> <li><b>Personal Information:</b> A note stating 'This is your personal information currently on file. It is important that the data shown is complete and correct. If this information is not correct, update the information through the Personal Information or contact your Benefits Administrator.'</li> <li><b>Contact Information:</b> Fields for Name, Mailing Address, and Email Address.</li> <li><b>Eligibility Information:</b> Fields for Home Address, Gender, Marital Status, Birth Date, and Service Date.</li> <li><b>Cost Summary:</b> A table summarizing costs: <table border="1" data-bbox="592 808 828 871"> <tr> <td>Your Cost Per Pay Period</td> <td>\$ 93.00</td> </tr> <tr> <td>Full Cost</td> <td>\$ 110.00</td> </tr> <tr> <td>Employer Cost</td> <td>\$ 647.00</td> </tr> </table> </li> </ul>	Your Cost Per Pay Period	\$ 93.00	Full Cost	\$ 110.00	Employer Cost	\$ 647.00
Your Cost Per Pay Period	\$ 93.00						
Full Cost	\$ 110.00						
Employer Cost	\$ 647.00						
	<p>Review the information as needed. Use the vertical scrollbar to scroll down and view all of the information.</p>						
<p>7.</p>	<p>To print the Benefits Statement, click the <b>Print View</b> button.</p> 						

Step	Action
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The Benefits Statement displays as a PDF document in a separate window. If the Benefits Statement does not display, the user may need to allow pop-ups from the website.



8.	Review the statement and print as needed.
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