How to Review Benefit Statements Overview

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

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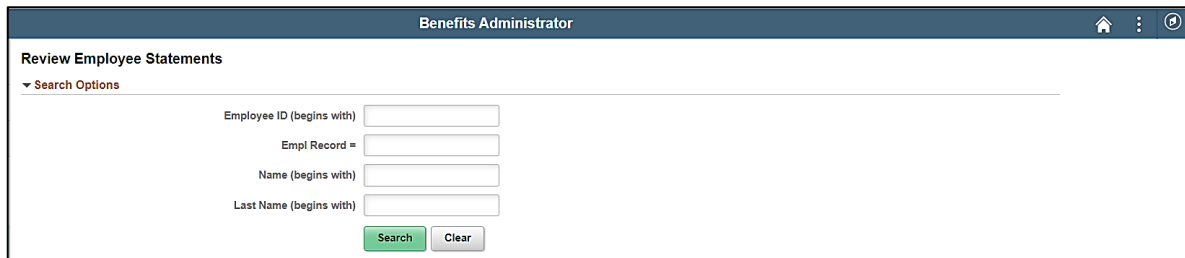## How to Review Benefit Statements

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

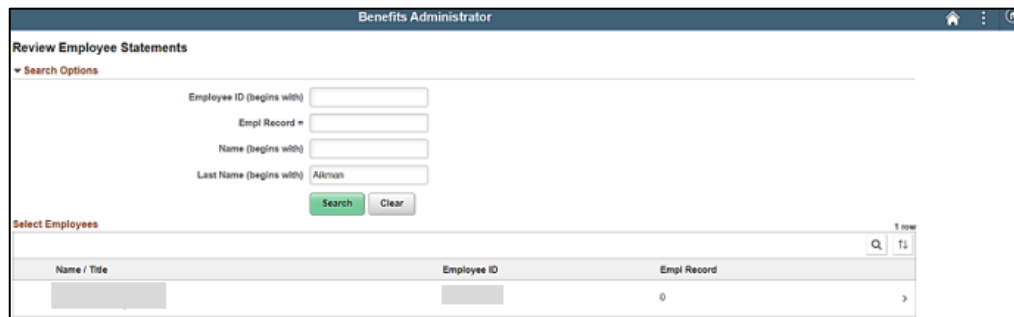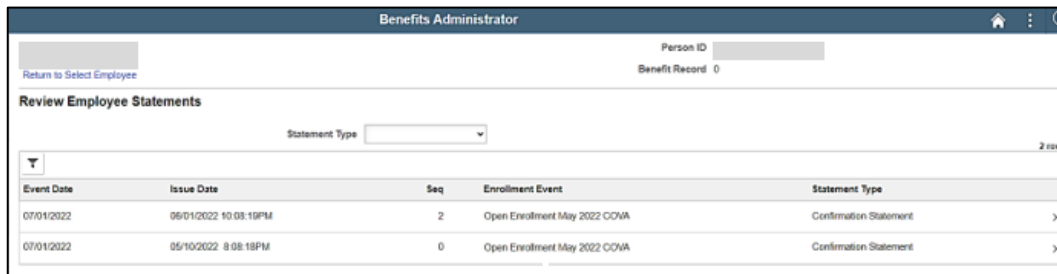| Step	Action
1.	Navigate to the **Review Employee Statements** page using the following path: **Benefit Administrator Tile > Review Employee Benefits > Review Employee Statements**
	The **Review Employee Statements Search** page displays.
2.	Enter the employee's Employee ID in the **Empl ID** field. **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 **Expand** icon for the applicable employee.

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.
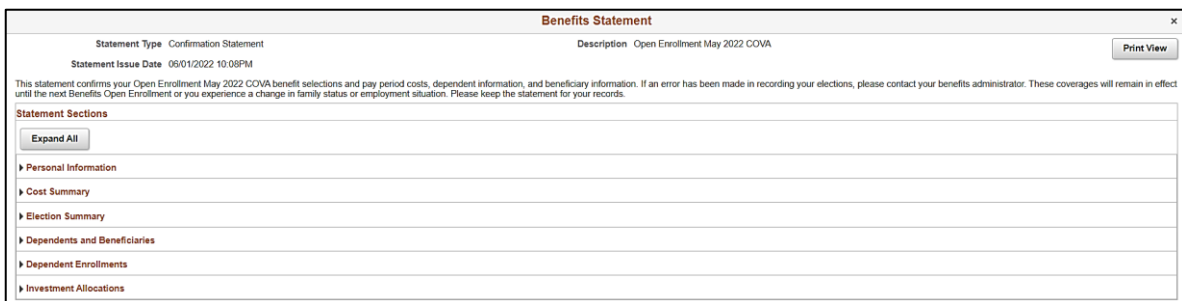
Step	Action
5.	Click the **Expand** icon for the specific Benefit Statement that needs to be reviewed.

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

Step	Action
6.	Click the **Expand All** button to view the detailed information.

Step	Action
	The **Benefits Statement** page refreshes with the detailed information.
ⓘ	Review the information as needed. Use the vertical scrollbar to scroll down and view all of the information.
7.	To print the Benefits Statement, click the **Print View** button. **Print View**
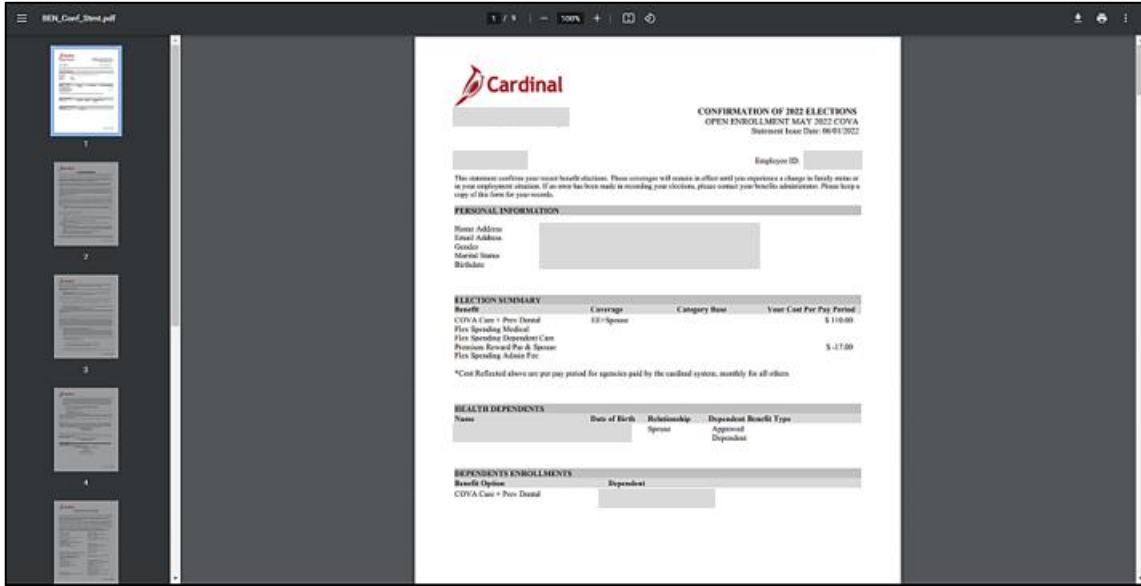
Step	Action
	The Benefits Statement displays as a PDF document in a separate window. If the Benefits Statement does not display, the user may need to allow pop-ups from the website.
8.	Review the statement and print as needed.