



Employee Self-Service Job Aid

ESS How to View Benefits Statements

How to View Benefits Statements Overview

The purpose of this Job Aid is to walk through the process on how to view and print benefits statements through Employee Self Service.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2025	Baseline



Employee Self-Service Job Aid

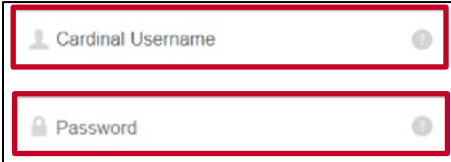
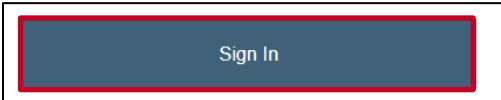
ESS How to View Benefits Statements

Viewing Benefits Statements

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.

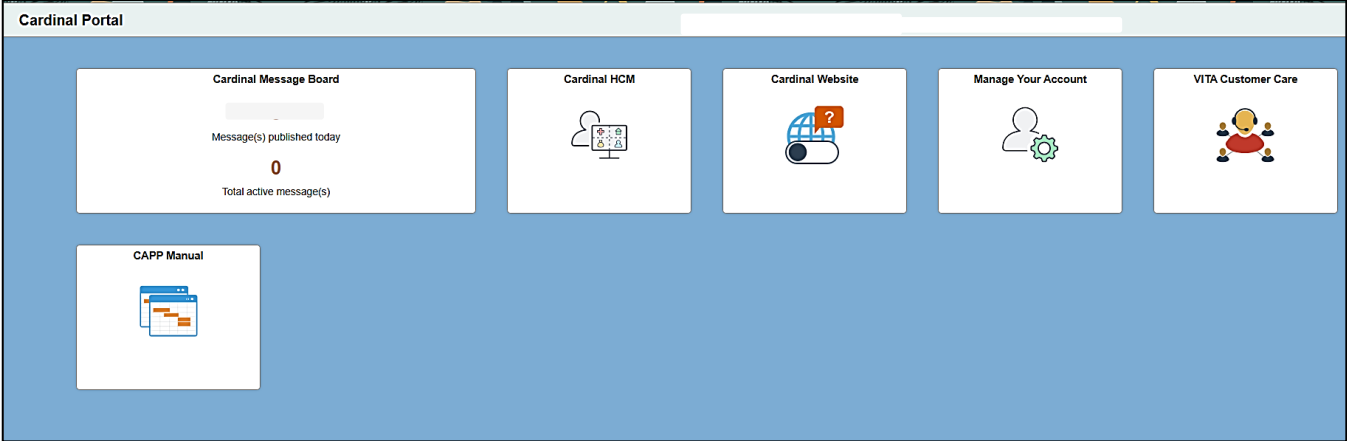
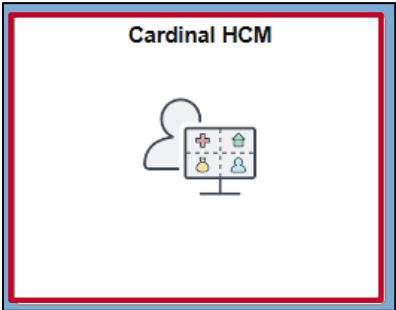
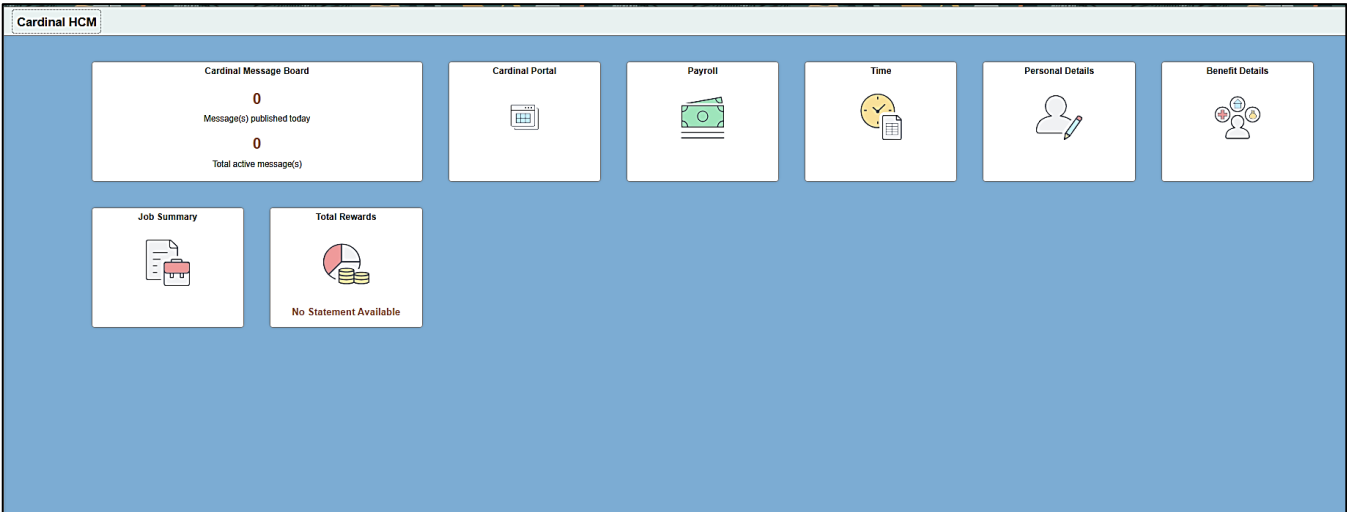


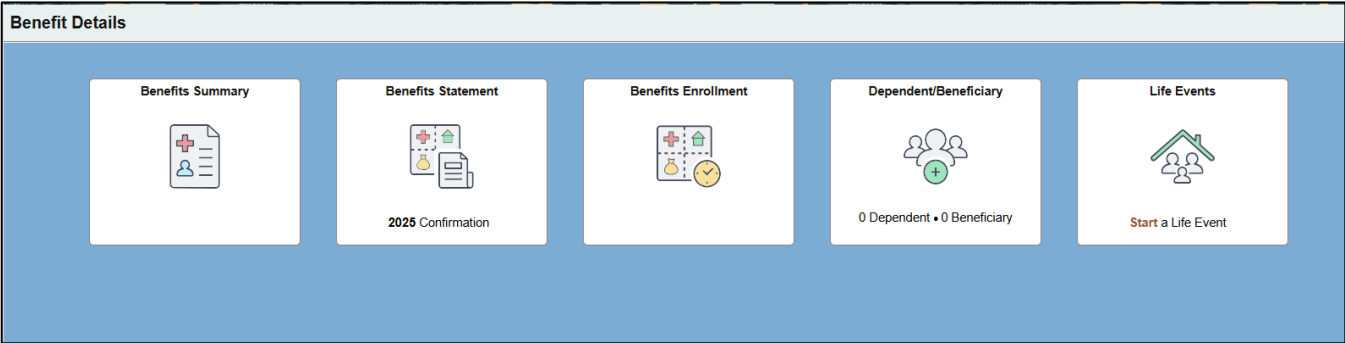
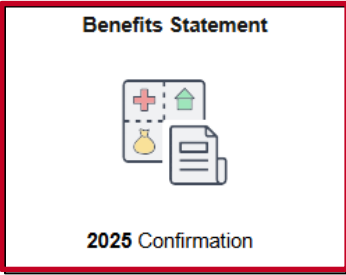
2.	Enter the Employee Username and Password in the Cardinal Username and Password fields. 
3.	Click the Sign In button. 



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Step	Action
	The Cardinal Portal page displays. 
4.	Click the Cardinal HCM tile. 
	The Cardinal HCM Homepage displays. 

Step	Action
	The tiles displayed on the Cardinal HCM Homepage will vary based upon individual security roles and settings.
5.	Click the Benefit Details tile. 
The Benefits Details page displays. 	
6.	Click the Benefits Statement tile. 



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Step	Action
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The **Benefits Statement** page displays.

Benefits Statement

Financial Services Spec II

Filters

Event Year

Enrollment Event

Statement Type

Job Title

Apply

Reset

Benefits Statements

Event Date ^{TL}	Issue Date ^{TL}	Job Title ^{TL}	Enrollment Event ^{TL}	Statement Type ^{TL}	3 rows
07/01/2025	06/15/25 7:11:36AM	Financial Services Spec II	COVA Open Enrollment July 2025	Confirmation Statement	>
12/04/2024	12/11/24 8:02:31PM	Financial Services Spec II	Event Maintenance	Confirmation Statement	>
08/01/2023	08/24/23 4:00:04PM	Health Benefits Only	Event Maintenance	Confirmation Statement	>

7. Filter the list of statements using the using the **Event Year**, **Enrollment Event**, **Statement Type**, and/or **Job Title** dropdown buttons as applicable.

Event Year

Enrollment Event

Statement Type

Job Title

Apply

Reset

8. Click the **Apply** button.

Apply

Reset

A filtered list of Benefits Statements displays.

Benefits Statements

Event Date ^{TL}	Issue Date ^{TL}	Job Title ^{TL}	Enrollment Event ^{TL}	Statement Type ^{TL}	3 rows
07/01/2025	06/15/25 7:11:36AM	Financial Services Spec II	COVA Open Enrollment July 2025	Confirmation Statement	>
12/04/2024	12/11/24 8:02:31PM	Financial Services Spec II	Event Maintenance	Confirmation Statement	>
08/01/2023	08/24/23 4:00:04PM	Health Benefits Only	Event Maintenance	Confirmation Statement	>



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Step	Action												
9.	Click the Expand icon (>) to the far right of the corresponding row to view the applicable statement. <table><tr><td>2025</td><td>06/15/25 7:11:36AM</td><td>Financial Services Spec II</td><td>COVA Open Enrollment July 2025</td><td>Confirmation Statement</td><td>></td></tr><tr><td>2024</td><td>12/11/24 8:02:31PM</td><td>Financial Services Spec II</td><td>Event Maintenance</td><td>Confirmation Statement</td><td>></td></tr></table>	2025	06/15/25 7:11:36AM	Financial Services Spec II	COVA Open Enrollment July 2025	Confirmation Statement	>	2024	12/11/24 8:02:31PM	Financial Services Spec II	Event Maintenance	Confirmation Statement	>
2025	06/15/25 7:11:36AM	Financial Services Spec II	COVA Open Enrollment July 2025	Confirmation Statement	>								
2024	12/11/24 8:02:31PM	Financial Services Spec II	Event Maintenance	Confirmation Statement	>								

The **Benefits Statement** page displays for the applicable statement.

Benefits Statement

Statement Type Confirmation StatementDescription Event MaintenanceEnrollment Effective Date 12/04/2024Statement Issue Date 12/11/2024 8:02PM

Print View

This statement confirms your Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Expand All

> Personal Information

> Cost Summary

> Election Summary

10.	Click the Expand All button to expand all sections or the Individual Section Expand icon (>) to expand an individual section. Expand All
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The page refreshes and the expanded view of the statement displays.

Benefits Statement

Statement Type Confirmation StatementDescription Event MaintenanceEnrollment Effective Date 12/04/2024Statement Issue Date 12/11/2024 8:02PM

Print View

This statement confirms your Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Collapse All

> Personal Information

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.

Contact Information

Name	
Email Address	

> Cost Summary

This is a summary of the cost of your benefits. Details are in the Election Summary section.

Your Cost Annually	\$ 1,872.00
Full Cost	\$ 1,872.00
Employer Cost	\$ 9,396.00

> Election Summary

The following is a summary of your elections. Select the Dependent or Beneficiary hyperlink to view the information associated with each benefit.

Remember: These coverages will remain in effect until the next Benefits Open Enrollment or if you experience a change in family status or employment situation.

Benefit Plan	Coverage Base	Your Cost Annually
COVA Cr+Exp Den+Vision&Hmg	Single	\$ 1,872.00
Flex Spending Medical	Waive	
Flex Spending Dependent Care	Waive	
Flex Spending Admin Fee	Waive	

11.	Review the expanded information on the statement.
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Step	Action
12.	Click the Print View button in the top-right hand corner of the page to generate a PDF version of the statement that can be saved or printed. 

The 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.

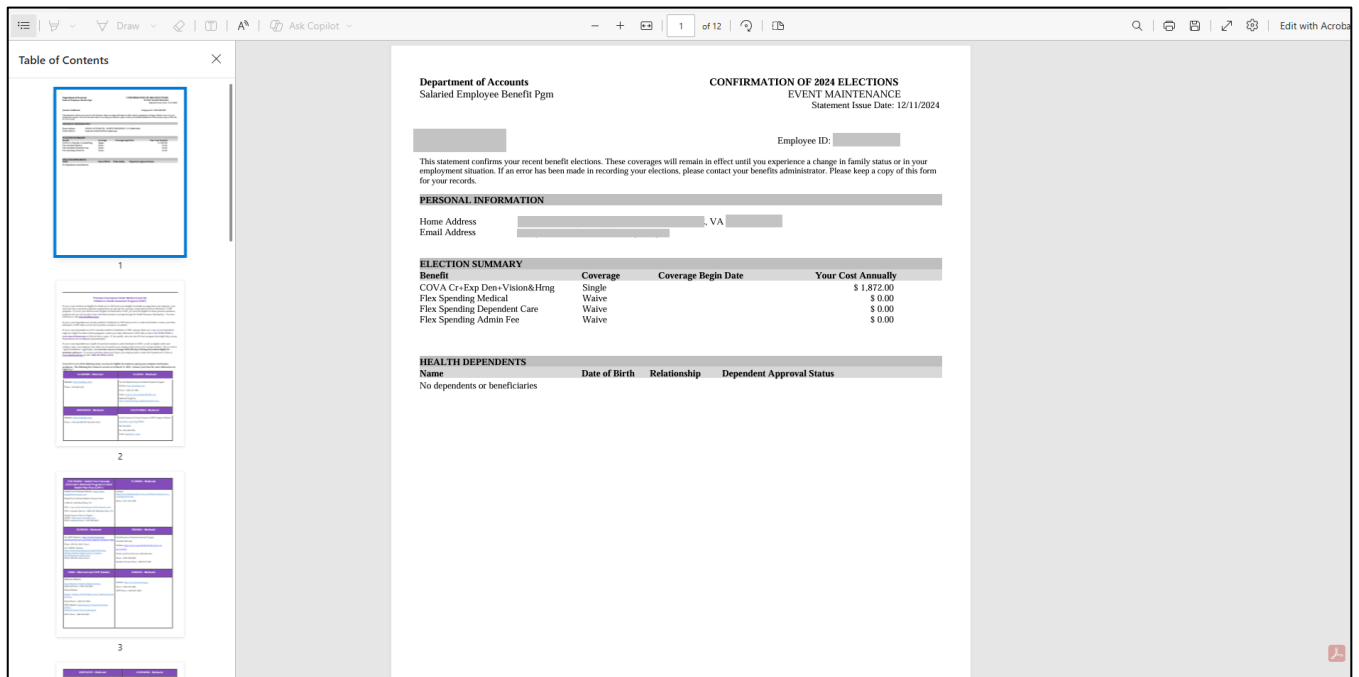


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Department of Accounts
Salaried Employee Benefit Pgm

CONFIRMATION OF 2024 ELECTIONS
EVENT MAINTENANCE
Statement Issue Date: 12/11/2024

Employee ID: [REDACTED]

This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address [REDACTED], VA [REDACTED]
Email Address [REDACTED]

ELECTION SUMMARY

Benefit	Coverage	Coverage Begin Date	Your Cost Annually
COVA Cr+Exp Den+Vision&Hrng	Single		\$ 1,872.00
Flex Spending Medical	Waive		\$ 0.00
Flex Spending Dependent Care	Waive		\$ 0.00
Flex Spending Admin Fee	Waive		\$ 0.00

HEALTH DEPENDENTS

Name	Date of Birth	Relationship	Dependent Approval Status
No dependents or beneficiaries			

13.	Save or print the file as desired. 
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