## 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.

## Table of Contents

## Revision History

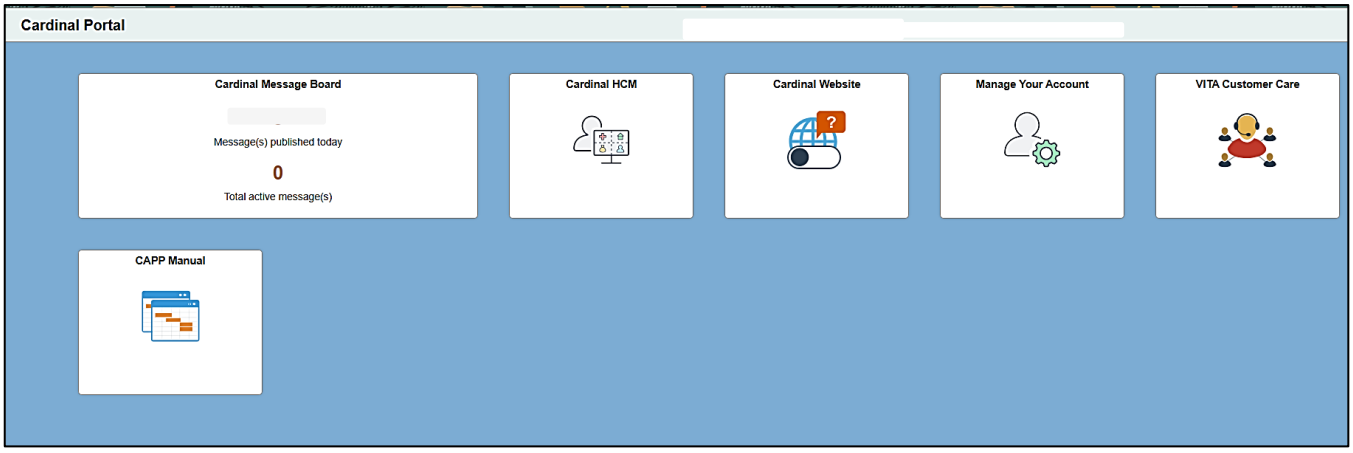
| Revision Date | Summary of Changes |
|---|---|
| 9/1/2026 | Updated to reflect the Cardinal system upgrades. |
| 2/18/2025 | Baseline |

## Viewing Benefits Statements

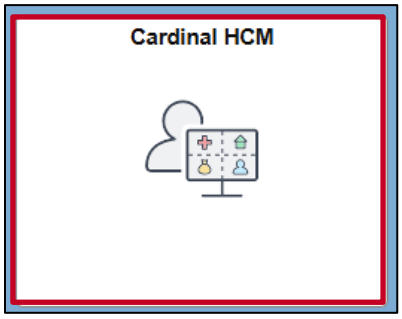
| Step | Action |
|---|---|
| 1. | Log into Cardinal (my.cardinal.virginia.gov). |
| | For more information about Cardinal registration, see the Job Aid titled **Cardinal System Access Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. |
| The **Cardinal Homepage** displays.  | |
| 2. | Enter the Employee Username and Password in the **Cardinal Username** and **Password** fields.   |
| 3. | Click the **Sign In** button.   |

| Step | Action |
|---|---|

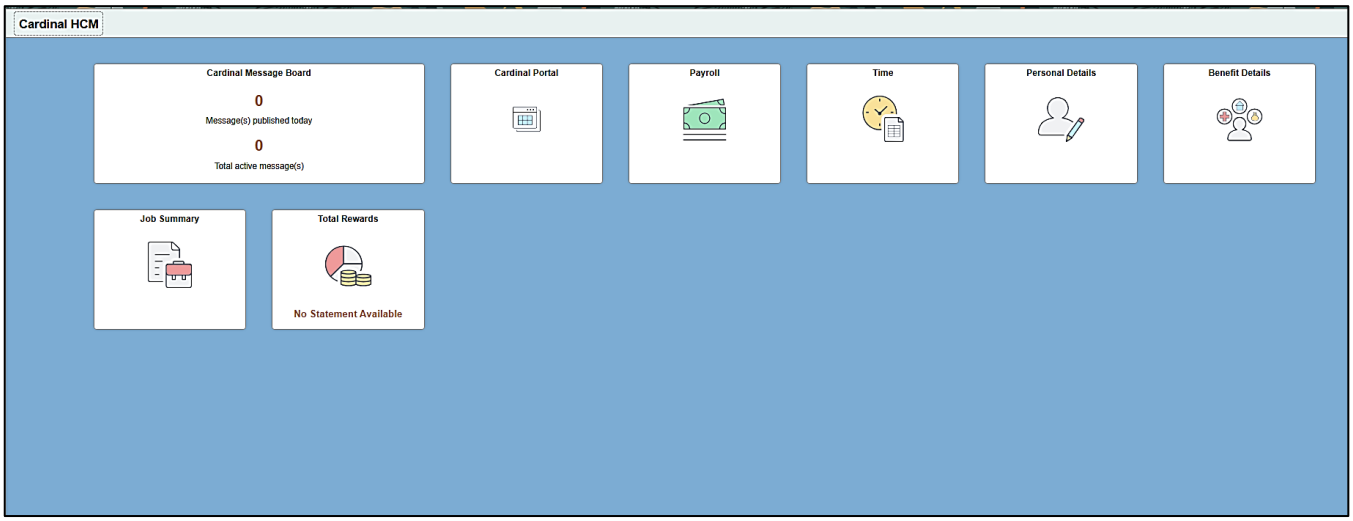
The **Cardinal Portal** page displays.

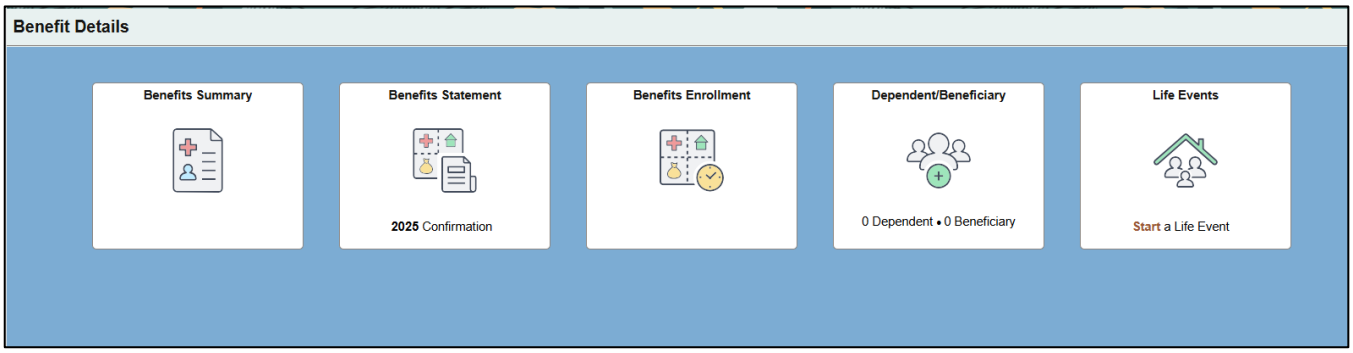
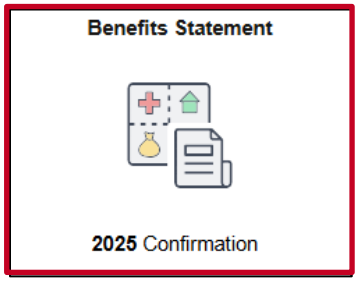



4. Click the **Cardinal HCM** tile.



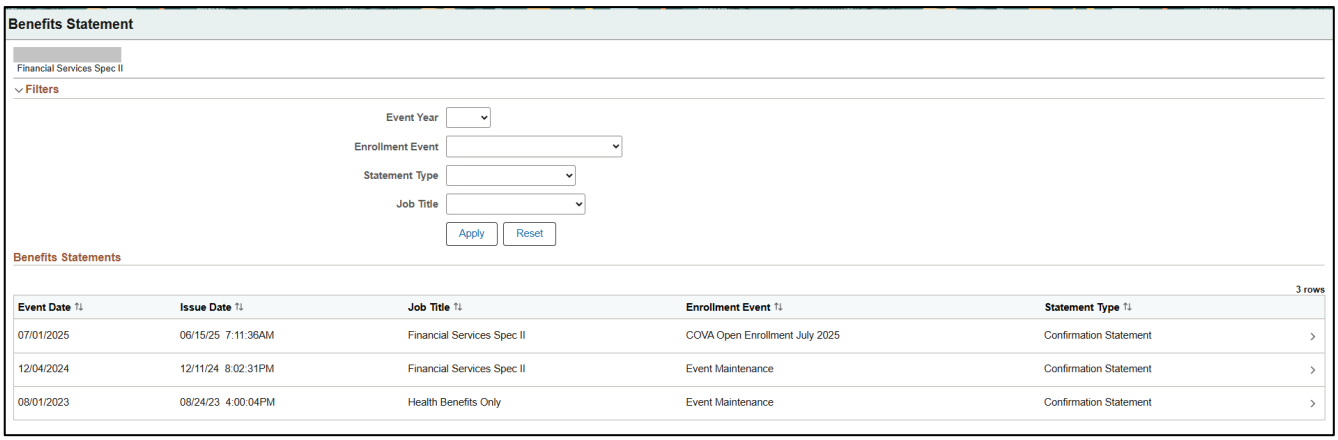

The **Cardinal HCM Homepage** displays.



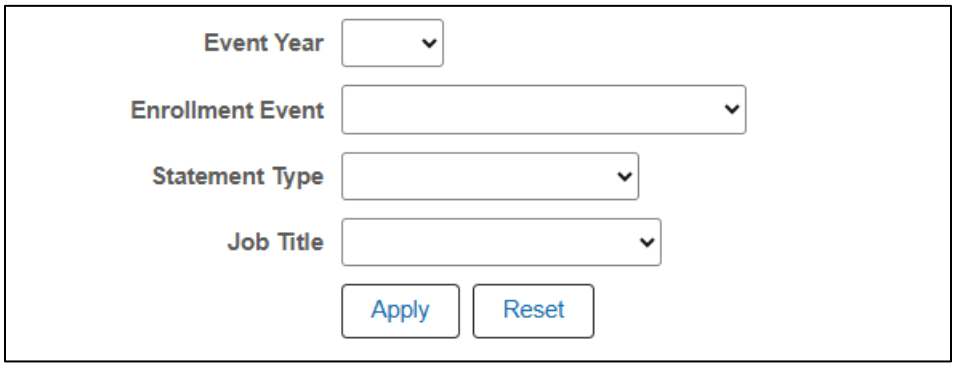
| Step | Action |
|---|---|
| | The tiles displayed on the **Cardinal HCM Homepage** will vary based upon individual security roles and settings. |
| 5. | Click the **Benefit Details** tile.<br>  |
| The **Benefits Details** page displays.<br>  | |
| 6. | Click the **Benefits Statement** tile.<br>  |

| Step | Action |
|---|---|

The **Benefits Statement** page displays.

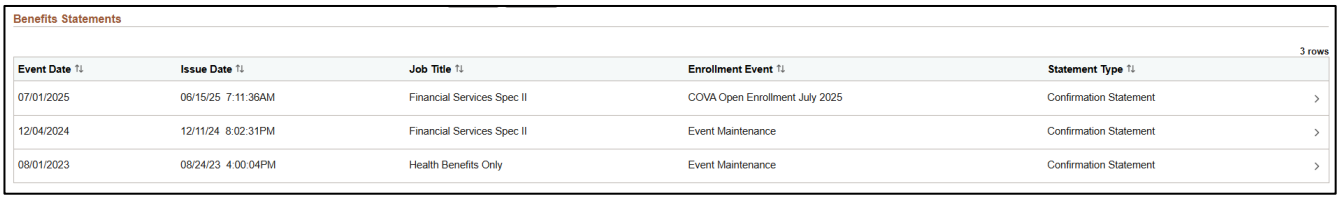



7. Filter the list of statements using the using the **Event Year**, **Enrollment Event**, **Statement Type**, and/or **Job Title** dropdown buttons as applicable.



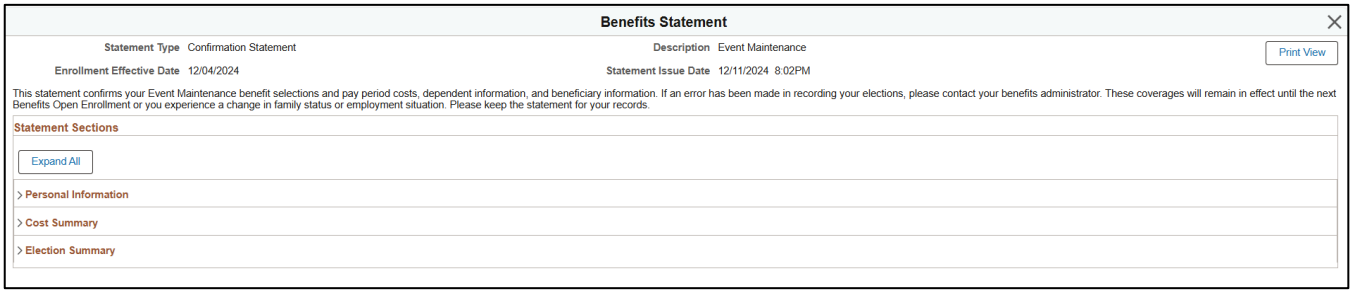

8. Click the **Apply** button.


A filtered list of Benefits Statements displays.



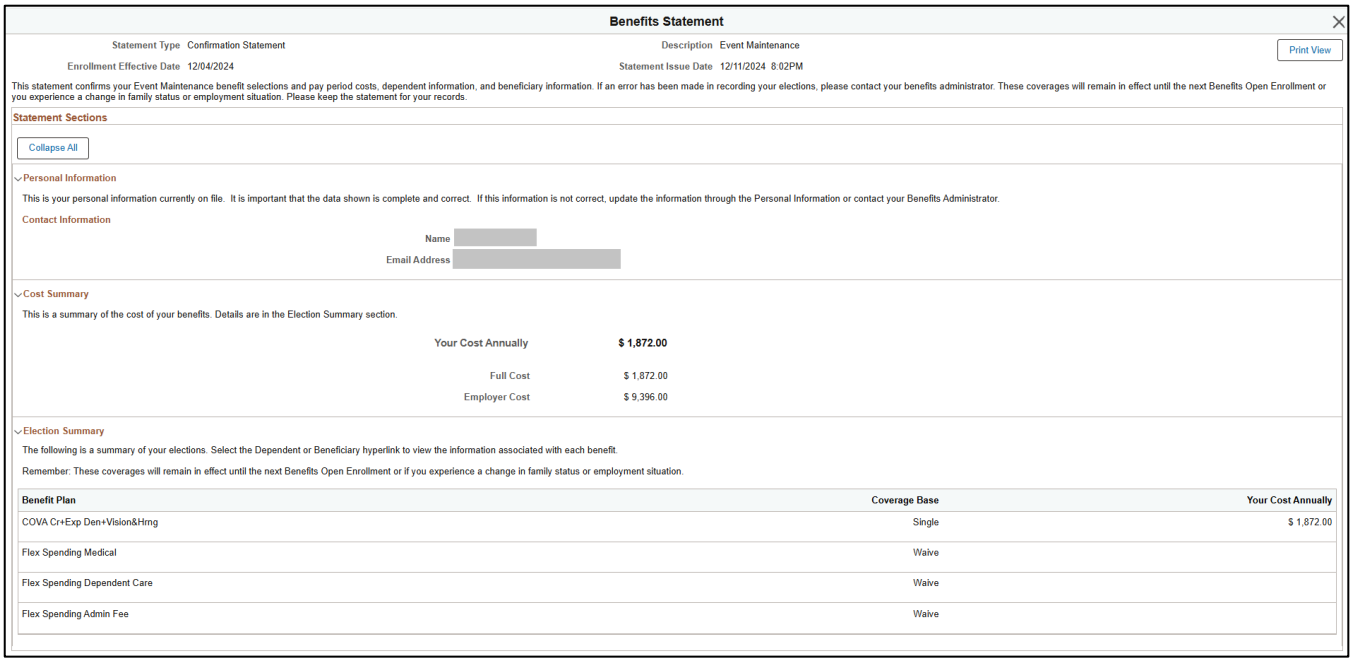
| Step | Action |
|---|---|
| 9. | Click the **Expand** icon (**>**) to the far right of the corresponding row to view the applicable statement. |


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

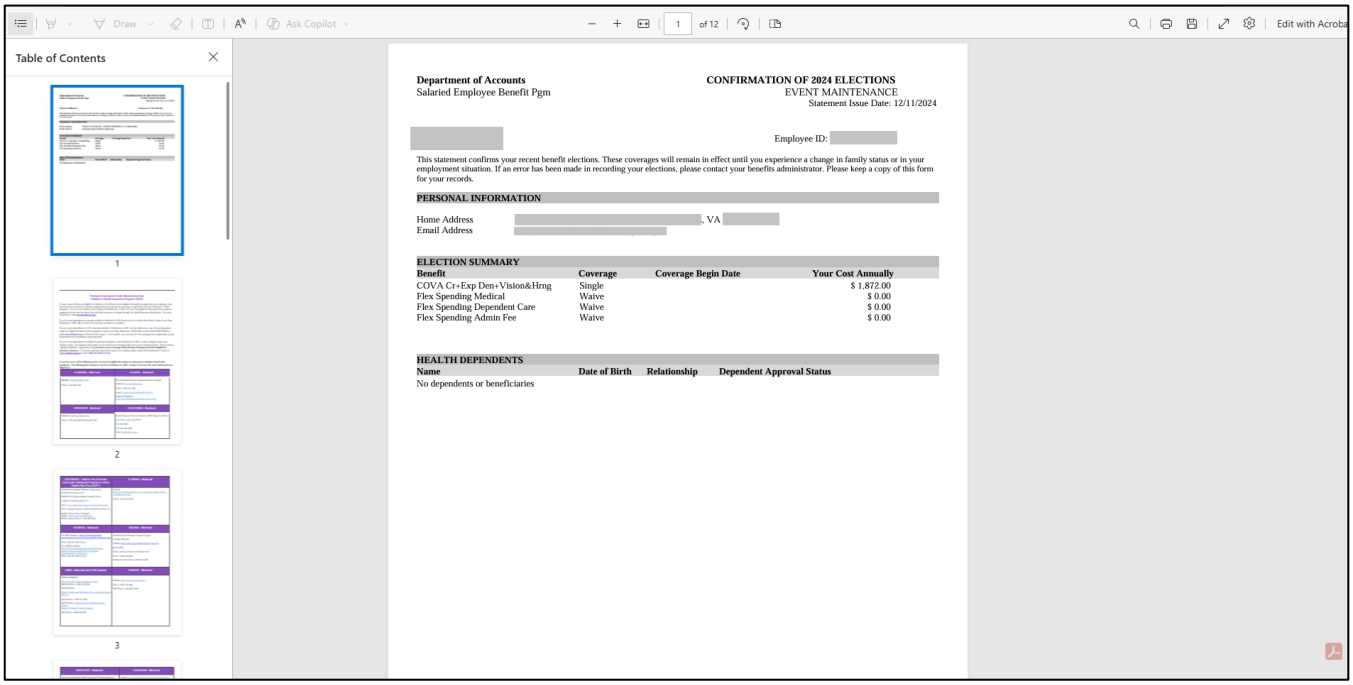



| | |
|---|---|
| 10. | Click the **Expand All** button to expand all sections or the **Individual Section Expand** icon (**>**) to expand an individual section. |


The page refreshes and the expanded view of the statement displays.




| | |
|---|---|
| 11. | Review the expanded information on the statement. |

| 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.<br>  |
| 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.<br>  | |
| 13. | Save or print the file as desired.<br>  |