



Employee Self-Service Job Aid

ESS How to View the Benefits Summary

How to View the Benefits Summary

The purpose of this Job Aid is to walk through the process of how to review the information on the **Benefits Summary** page in Employee Self-Service.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/19/2025	Baseline



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Viewing the Benefits Summary

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 .

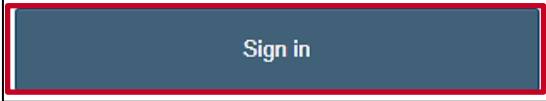
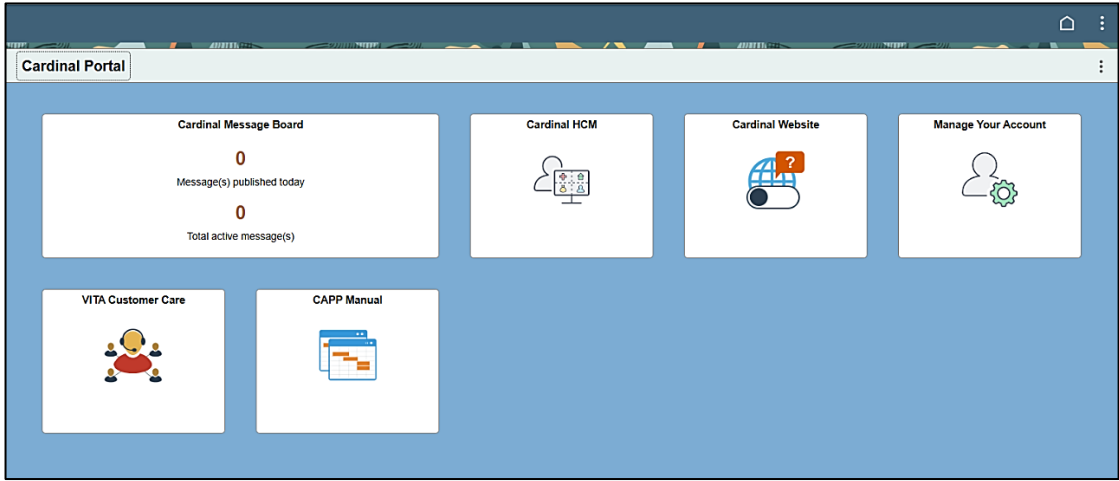
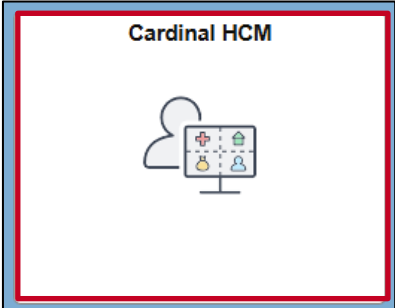
The **Cardinal Homepage** displays.



2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.


Cardinal

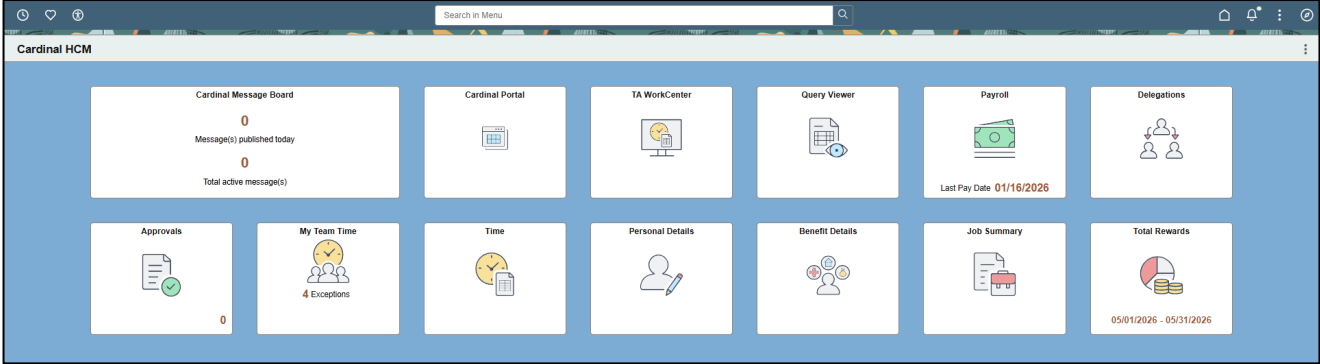
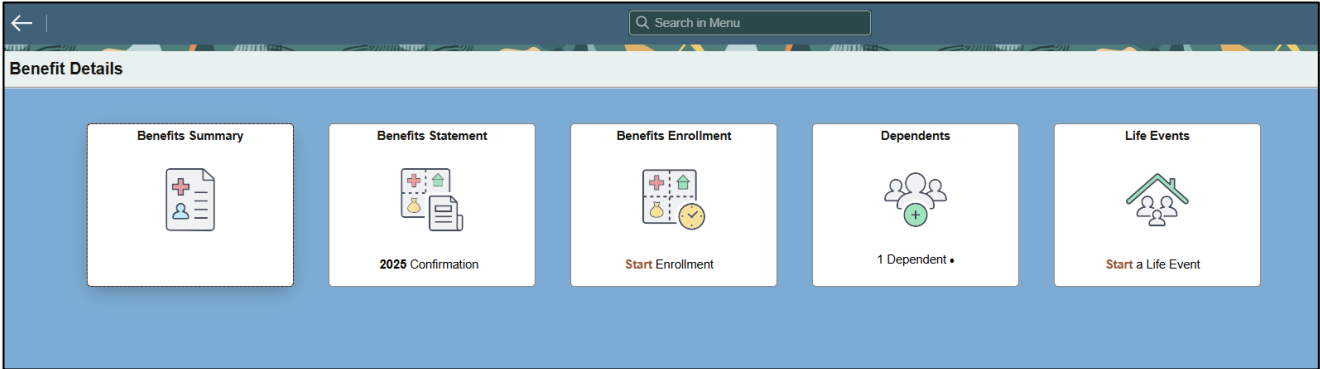
Notice and Warning
This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

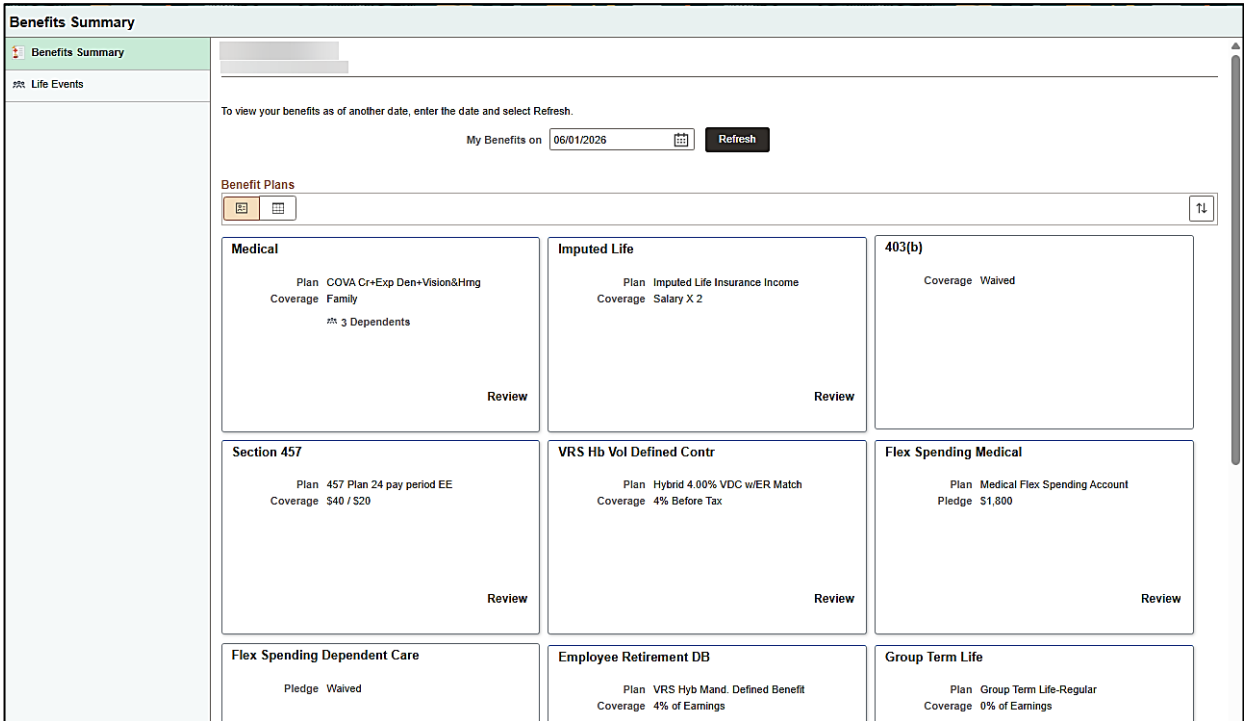
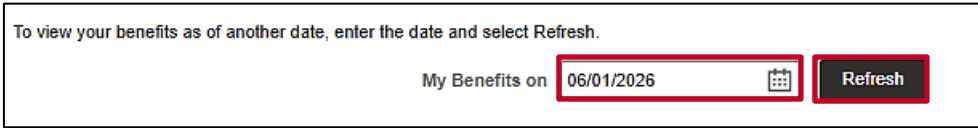
Step	Action
3.	Click the Sign In button. 
	Users may receive a message for additional verification.
The Cardinal Portal page displays. 	
4.	Click the Cardinal HCM tile. 



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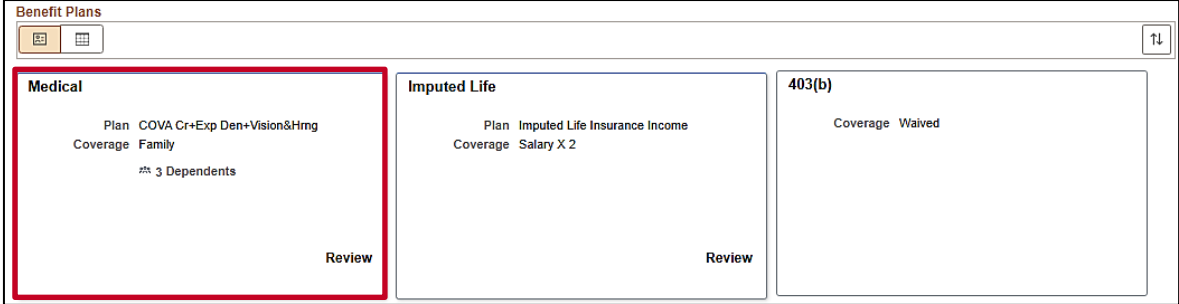
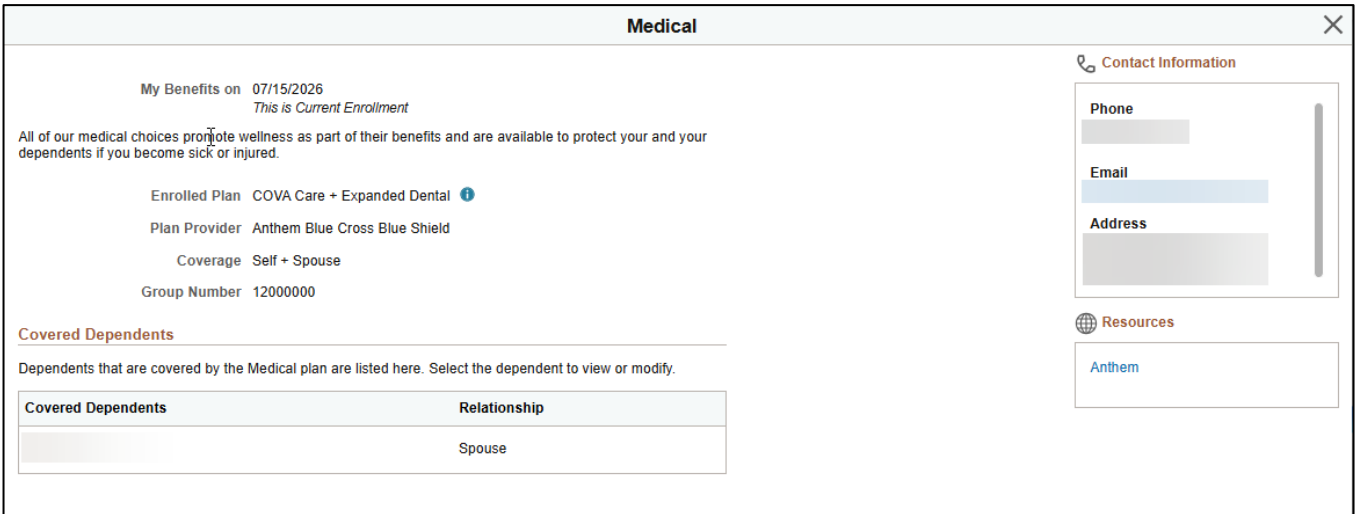
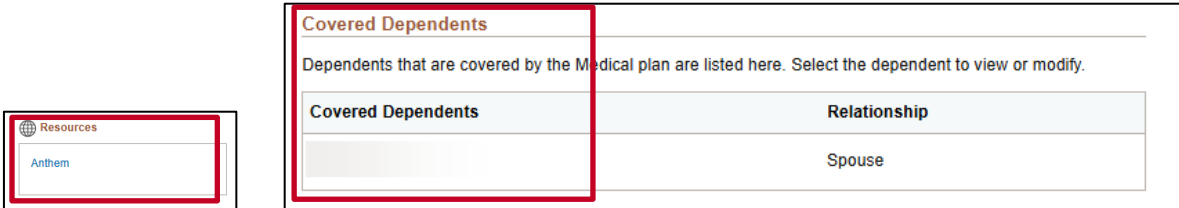
Step	Action
	The Cardinal HCM Homepage displays. 
	The tiles displayed on the Cardinal HCM Homepage for each user will vary based upon individual preferences and security settings.
5.	Click the Benefit Details tile. 
	The Benefit Details page displays. 

Step	Action
6.	Click the Benefits Summary tile. 
	The Benefits Summary page displays. 
7.	The My Benefits on field defaults to the current date and the page displays the current benefit enrollments. To search for historical or future benefit enrollment information, change the as of date using the My Benefits on Calendar icon, and then click the Refresh button. 
8.	Review the summary information as needed.



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9.	Click the corresponding Tile for the desired Benefit Plan (the Medical tile in this example). 
	The Medical page displays with details of the Medical Benefit Plan in which you are enrolled. 
10.	Review the enrollment information as needed.
	The Plan Provider link (Anthem in this example) will open the Vendor Webpage and additional information about the coverage can be reviewed. If the employee had dependents covered in their medical plan, they would be listed in the Covered Dependents section. 
11.	Click the “X” in the top right corner to return to the Benefits Summary page and review additional benefit information as needed. 



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Step	Action
	The Benefits Summary page redispays. Benefits Summary Life Events To view your benefits as of another date, enter the date and select Refresh. My Benefits on 06/01/2026 Refresh Benefit Plans Medical Plan COVA Cr+Exp Den+Vision&Hmg Coverage Family 3 Dependents Review Imputed Life Plan Imputed Life Insurance Income Coverage Salary X 2 Review 403(b) Coverage Waived Section 457 Plan 457 Plan 24 pay period EE Coverage \$40 / \$20 Review VRS Hb Vol Defined Contr Plan Hybrid 4.00% VDC w/ER Match Coverage 4% Before Tax Review Flex Spending Medical Plan Medical Flex Spending Account Pledge \$1,800 Review Flex Spending Dependent Care Pledge Waived Employee Retirement DB Plan VRS Hyb Mand. Defined Benefit Coverage 4% of Earnings Group Term Life Plan Group Term Life-Regular Coverage 0% of Earnings
12.	Repeat these steps to view additional information pertaining to other Benefit Plans.