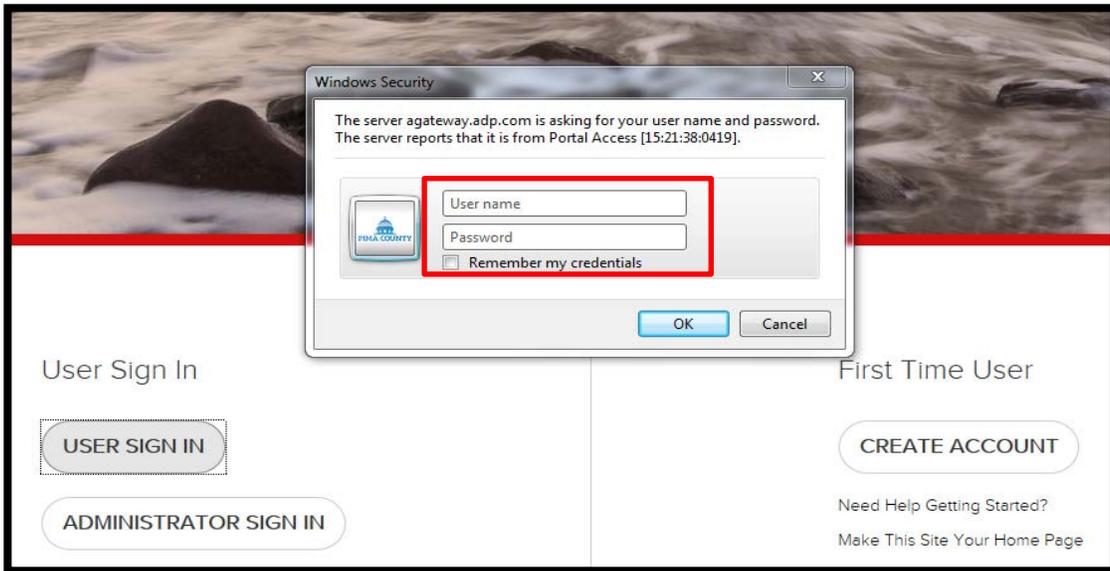


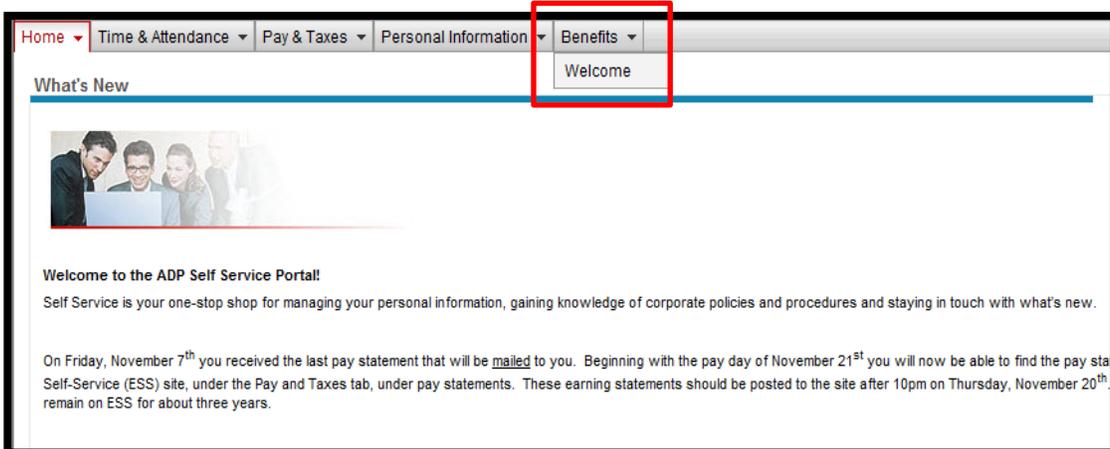
Benefits Verification in the Employee Self-Service Portal (ESS)

You can verify your benefits coverage at any time through the [Employee Self-Service \(ESS\) portal](#). To access the Benefits section, choose the “**Benefits**” tab, click “**Welcome**” and then click the hyperlink “**here**” at the bottom of the text. You need to expand the options by clicking the “+” to the left of “My Information” and then choose “**Current Benefits**”. This will display your current enrollment information including dependent and beneficiary information. To review benefits on a specific date, enter the date in the box next to “Benefits elected as of:” To print this information, save your Current Benefits page as a PDF then select print.

Login to the [Employee Self-Service \(ESS\) portal](#).

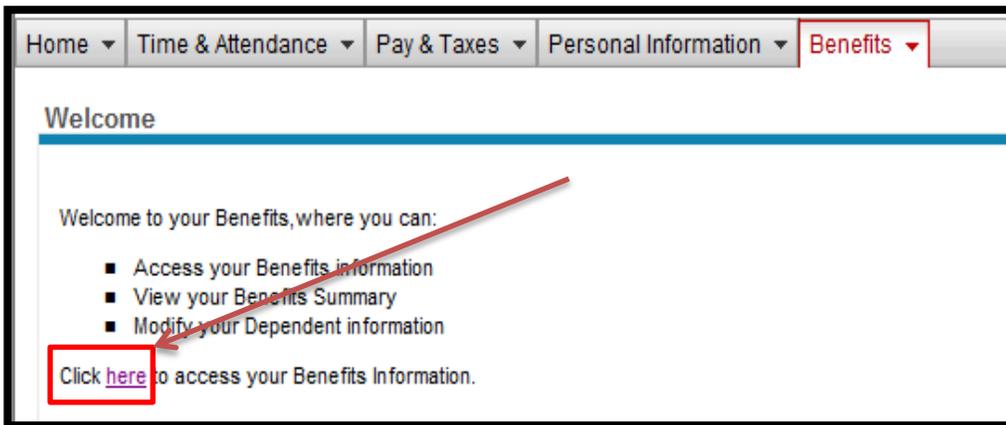


After you login, click on the Benefits Tab and select “**Welcome**”.

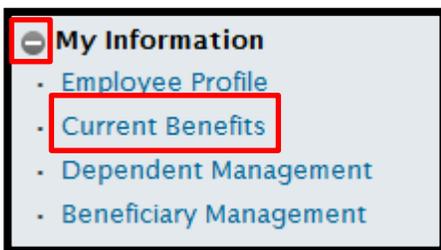


Benefits Verification in the Employee Self-Service Portal (ESS)

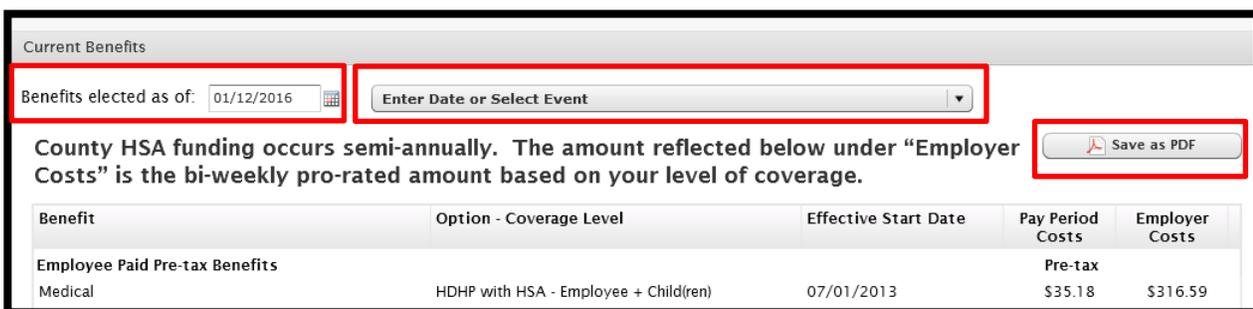
From the next screen, you will click on "[here](#)" to access your Benefits information.



On this next screen, click the "+" to expand "**My Information**". Then click on the subcategory "**Current Benefits**" to display your benefit elections.



To review benefits for a specific date, enter the date of your choice in the box next to "**Benefits elected as of:**" or to view by an event, select from the drop down menu "**Enter Date or Select Event**". If you would like to print this information, click "**Save as PDF**", and then you can print as usual.



Scroll down to view dependent coverage and beneficiary information.

