

The purpose of this job aide is to guide with accessing your Confirmation Statements through PeopleSoft.

Navigation of PeopleSoft.

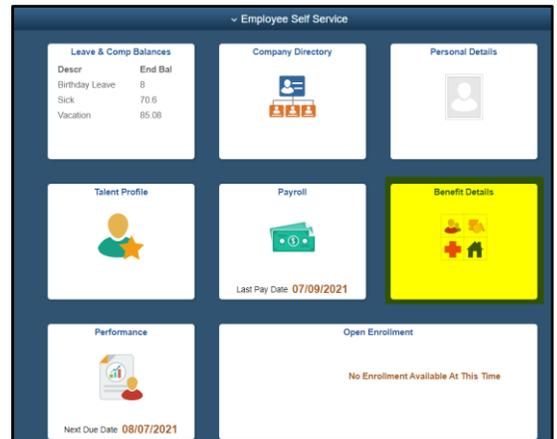
Step 1.

- Open an Internet Browser.
- Navigate to [PeopleSoft Login](#).
- Enter User ID. (Your employee ID with an “E” in front of it)
- Enter Password.
- Select Sign In.



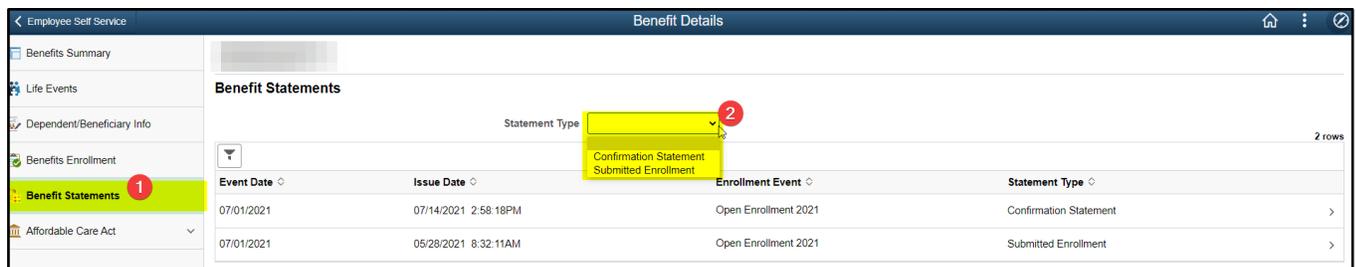
Step 2.

- Once logged in, select the box “Benefit Details”.



Step 3.

- Select “Benefits Statements”.
- Select the Statement Type down arrow and select either “Confirmation Statement” or “Submitted Enrollment”.



Navigation of PeopleSoft.

Step 4.

- Select “Expand All” to assure all of the provided information is correct.
- Select “Print View” to print a copy of your statement.

Benefits Statement

Statement Type: Confirmation Statement Description: Open Enrollment 2021

Enrollment Effective Date: 07/01/2021 Statement Issue Date: 07/14/2021 3:58PM

This statement confirms your Open Enrollment 2021 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

1 Expand All

- ▶ Personal Information
- ▶ Cost Summary
- ▶ Election Summary
- ▶ Dependents and Beneficiaries
- ▶ Beneficiary Designations
- ▶ Investment Allocations

2 Print View