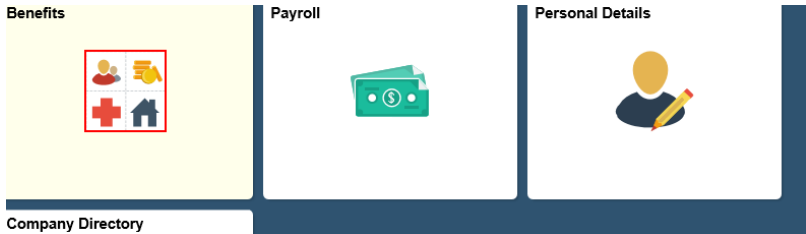
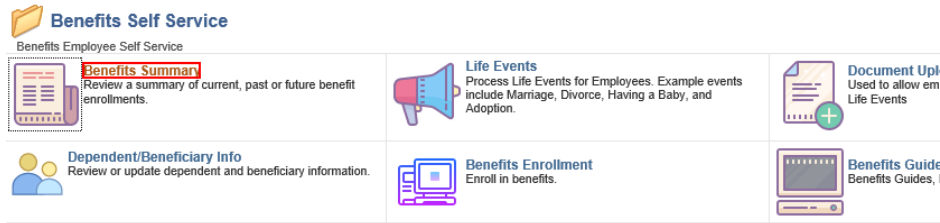




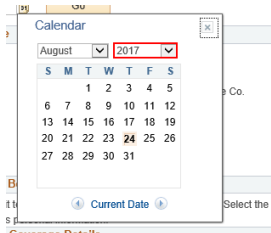
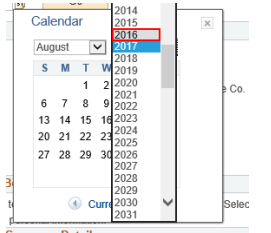
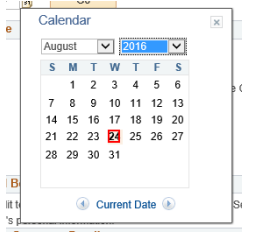
Reviewing Current Allocations

Step	Action
1.	<p>Click the Benefits button.</p> 
2.	<p>The Benefits Self Service page displays. This page is a classic page, not a fluid page.</p> <p>The benefits self service portion of PeopleSoft has not yet been converted to Fluid.</p> <p>This page contains the links that you use to review and manage your benefits information. These links allow you to</p> <ul style="list-style-type: none"> -- Review benefits summary information—to see your current or past benefits elections -- Review and/or edit your Dependent and beneficiary information -- Update your benefits information after you have experienced a qualifying Life Event—marriage, birth of a child, divorce, adoption, etc. -- Enroll in benefits during an open enrollment period and/or at the time of hire -- Upload documents in support of a qualifying life event or dependent verification -- Access benefits guides, forms, and provider links -- Request a CVC Voucher <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>Click the Benefits Summary link.</p> 
4.	<p>The Benefits Summary page displays.</p> <p>The Benefits Summary table lists your elections as of the current date, the date that displays in the date field to the left of the Go button.</p> <p>The table lists the type of benefit, the plan in which You are enrolled, and information about your coverage or participation in a plan.</p>

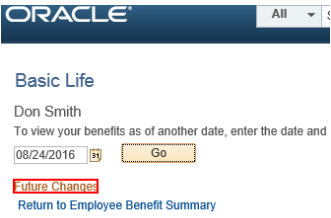
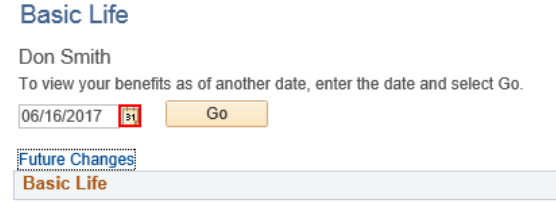

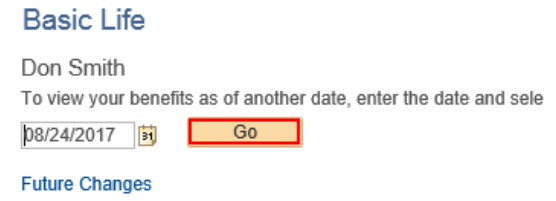


Step	Action												
5.	<p>You have waived coverage for</p> <ul style="list-style-type: none"> -- Dental HMO -- Spouse Life -- Child Life -- Supplemental Life and ADD -- Health Care Savings Account -- Flex Spending Dependent Care -- And Health Saving Account (HSA) 												
6.	<p>If you want to see what your enrollments were for a different date, you can change the date in the date field.</p> <p>When you first enter this page, the date will default to the current date. You can view coverage for past dates as well as future dates.</p>												
7.	<p>Allocations are associated with Life Insurance and Savings plans. you are currently enrolled in three plans with allocations: Basic Life, Section 457 and DC Special Benefits.</p> <p>Note allocations can differ for each plan or can be the same for all plans.</p>												
8.	<p>Click the Basic Life link.</p> <table border="1"> <tbody> <tr> <td>Voluntary Vision Plan</td><td>VSP Voluntary Vision Plan</td></tr> <tr> <td>Dental HMO</td><td></td></tr> <tr> <td>Basic Life</td><td>Basic Life 10000 ER</td></tr> <tr> <td>Spouse Life and AD & D</td><td></td></tr> <tr> <td>Child Life</td><td></td></tr> <tr> <td>Supplemental Life and ADD</td><td></td></tr> </tbody> </table>	Voluntary Vision Plan	VSP Voluntary Vision Plan	Dental HMO		Basic Life	Basic Life 10000 ER	Spouse Life and AD & D		Child Life		Supplemental Life and ADD	
Voluntary Vision Plan	VSP Voluntary Vision Plan												
Dental HMO													
Basic Life	Basic Life 10000 ER												
Spouse Life and AD & D													
Child Life													
Supplemental Life and ADD													
9.	<p>The Basic Life page displays.</p> <p>Your current allocations display in the Covered Beneficiaries section.</p> <p>Currently, you have allocated 33% to your wife and 67% to your child as a primary allocation. you have not made any secondary allocations.</p> <p>To display information for a different date, you can change the date in the date field and click the Go button.</p> <p>For this example, you'll review allocations for one year ago.</p>												
10.	<p>Click the Calendar As Of Date button.</p> <p>Basic Life</p> <p>Don Smith</p> <p>To view your benefits as of another date, enter</p> <p>08/24/2017 </p> <p>Basic Life</p>												



Step	Action
11.	<p>Click the Year drop down list.</p> 
12.	<p>Click the 2016 list item.</p> 
13.	<p>Click the 24 link.</p> 
14.	<p>Click the Go button.</p> <p>Basic Life</p> <p>Don Smith</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p>08/24/2016 Go</p> <p>Basic Life</p> <p>Plan Name Basic Life 10000 ER</p> <p>Plan Provider Delanter Life Insurance Co.</p>
15.	<p>The Basic Life page displays with information that reflects your enrollment for one year ago.</p> <p>This page contains no allocation information. You were not enrolled in a Basic life plan one year ago.</p> <p>The Future Changes link will navigate to the date on which you enrolled in Basic Life.</p> <p>Click this link.</p>



Step	Action
16.	<p>Click the Future Changes link.</p> 
17.	<p>The Basic Life page displays with information for 06/16/2017.</p> <p>You can not edit allocations for a past date.</p> <p>Use the Calendar icon to return to information for the current date.</p>
18.	<p>Click the Calendar As Of Date button.</p> 
19.	<p>Click the Current Date link.</p> 
20.	<p>Click the Go button.</p> 
21.	<p>The Basic Life page now displays information for the current date.</p>
22.	<p>Click the Return to Employee Benefit Summary link.</p> <p>Return to Employee Benefit Summary</p>



Step	Action																					
23.	<p>The Benefits Summary page displays.</p> <p>Check the to be sure the date in the date field is the current date. If it is a different date, either enter the current date or use the Calendar button to select the current date by clicking the Current Date link. Then click the Go button.</p> <p>For this example, benefits elections for the current date are displayed.</p> <p>Now you will review allocations for the Section 457 plan.</p>																					
24.	<p>Click the Section 457 link.</p> <table><tr><td>Basic Life</td><td>Basic Life 10000 ER</td><td>\$10,000</td></tr><tr><td>Spouse Life and AD & D</td><td></td><td>Waived</td></tr><tr><td>Child Life</td><td></td><td>Waived</td></tr><tr><td>Supplemental Life and ADD</td><td></td><td>Waived</td></tr><tr><td>Section 457</td><td>Deferred Comp</td><td>\$75 Before Tax</td></tr><tr><td>DC Special Benefit \$25/\$150</td><td>DC150 Spec Ben</td><td>\$25 Before Tax</td></tr><tr><td>Health Care Spending Account</td><td></td><td>Waived</td></tr></table>	Basic Life	Basic Life 10000 ER	\$10,000	Spouse Life and AD & D		Waived	Child Life		Waived	Supplemental Life and ADD		Waived	Section 457	Deferred Comp	\$75 Before Tax	DC Special Benefit \$25/\$150	DC150 Spec Ben	\$25 Before Tax	Health Care Spending Account		Waived
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DC Special Benefit \$25/\$150	DC150 Spec Ben	\$25 Before Tax																				
Health Care Spending Account		Waived																				
25.	<p>The Section 457 page displays.</p> <p>Your current allocations display in the Covered Beneficiaries section.</p> <p>Currently, you have allocated 100% to your wife. You have not made any secondary allocations.</p> <p>Note: Only beneficiaries who are allocated to receive benefits display in the Covered Beneficiaries section.</p> <p>To return to the Benefits Summary page, click the Return to Employee Benefit Summary link.</p>																					
26.	<p>Click the Return to Employee Benefit Summary link.</p> <table><tr><td colspan="4">personal information.</td></tr><tr><td colspan="4">Coverage Details</td></tr><tr><td>Name</td><td>Relationship to Employee</td><td>Primary Allocation</td><td>Secondary Allocation</td></tr><tr><td>Smith, Mary</td><td>Spouse</td><td>100%</td><td></td></tr></table> <p>Edit</p> <p>Return to Employee Benefit Summary</p>	personal information.				Coverage Details				Name	Relationship to Employee	Primary Allocation	Secondary Allocation	Smith, Mary	Spouse	100%						
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Smith, Mary	Spouse	100%																				
27.	<p>The Benefits Summary page displays</p> <p>Next, you will review DC Special Benefit.</p>																					



Step	Action																		
28.	<p>Click the DC Special Benefit link.</p> <table><tr><td>Spouse Life and AD & D</td><td></td><td>Waived</td></tr><tr><td>Child Life</td><td></td><td>Waived</td></tr><tr><td>Supplemental Life and ADD</td><td></td><td>Waived</td></tr><tr><td>Section 457</td><td>Deferred Comp</td><td>\$75 Before Tax</td></tr><tr><td>DC Special Benefit \$25/\$150</td><td>DC150 Spec Ben</td><td>\$25 Before Tax</td></tr><tr><td>Health Care Spending Account</td><td></td><td>Waived</td></tr></table>	Spouse Life and AD & D		Waived	Child Life		Waived	Supplemental Life and ADD		Waived	Section 457	Deferred Comp	\$75 Before Tax	DC Special Benefit \$25/\$150	DC150 Spec Ben	\$25 Before Tax	Health Care Spending Account		Waived
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Health Care Spending Account		Waived																	
29.	<p>The DC Special Benefit \$25/\$150 page displays.</p> <p>Your current allocations display in the Covered Beneficiaries section.</p> <p>Currently, you have allocated 100% to your wife. You have not made any secondary allocations.</p> <p>Note: Only beneficiaries who are allocated to receive benefits display in the Covered Beneficiaries section.</p>																		
30.	<p>Click the Return to Employee Benefit Summary link.</p> <p>Select Link to change your current beneficiary allocations. Select the beneficiary's name to edit the personal information.</p> <table><tr><th colspan="4">Coverage Details</th></tr><tr><th>Name</th><th>Relationship to Employee</th><th>Primary Allocation</th><th>Secondary Allocation</th></tr><tr><td>Smith, Mary</td><td>Spouse</td><td>100%</td><td></td></tr></table> <p>Edit</p> <p>Return to Employee Benefit Summary</p>	Coverage Details				Name	Relationship to Employee	Primary Allocation	Secondary Allocation	Smith, Mary	Spouse	100%							
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31.	Click the scrollbar.																		
32.	<p>Click the Self Service Home button.</p> <table><tr><td>Health Care Spending Account</td><td></td><td>Waived</td></tr><tr><td>Flex Spending Dependent Care</td><td></td><td>Waived</td></tr><tr><td>Health Savings Account</td><td></td><td>Waived</td></tr><tr><td>CCC Retirement</td><td>RET414</td><td>CCCERA</td></tr></table> <div>Benefits HomeSelf Service Home</div>	Health Care Spending Account		Waived	Flex Spending Dependent Care		Waived	Health Savings Account		Waived	CCC Retirement	RET414	CCCERA						
Health Care Spending Account		Waived																	
Flex Spending Dependent Care		Waived																	
Health Savings Account		Waived																	
CCC Retirement	RET414	CCCERA																	
33.	<p>End of Procedure.</p>																		