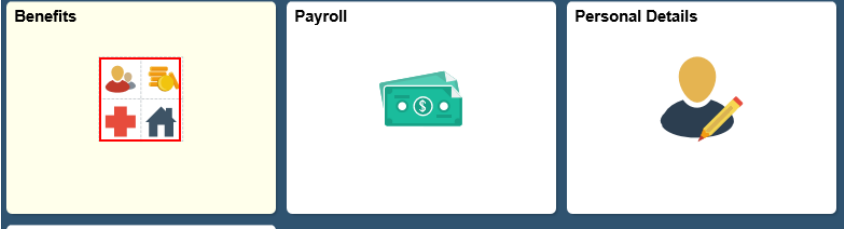

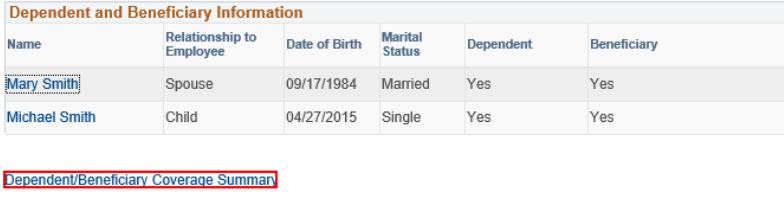
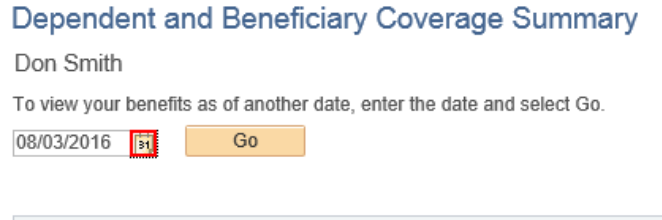
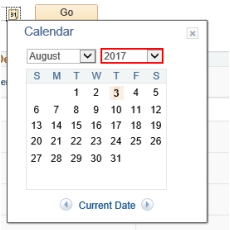




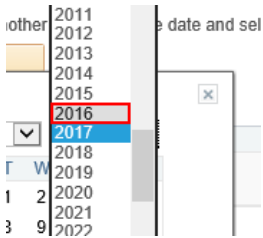
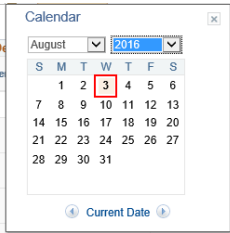
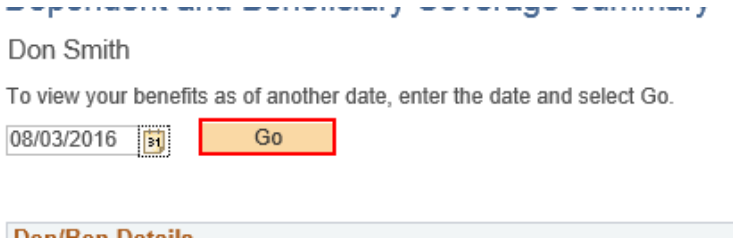
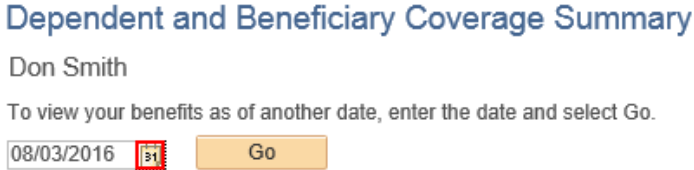
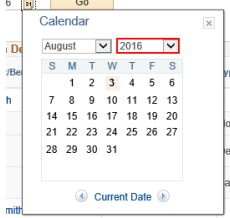
Reviewing Dependent/Beneficiary Coverage Summary

Step	Action
1.	<p>Click the Benefits tile.</p> 
2.	<p>The Benefits Self Service page displays. This page is a classic page, not a fluid page. 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 benefit guides, forms, and provider links <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>You can use the use the Dependent/Beneficiary Info component to view your dependent/beneficiary coverage summary. This summary provides a view of your dependents/beneficiaries and the plans for which they have coverage.</p>
4.	<p>You can use either the Benefit Summary component or the Dependent/Beneficiary Info component to edit a dependent/beneficiary's information.</p> <p>You edit this information on the Dependent/Beneficiary Personal Information page.</p>
5.	<p>Click the Dependent/Beneficiary Info link.</p> 

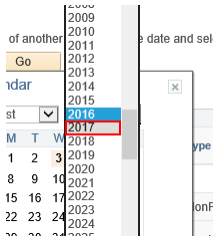
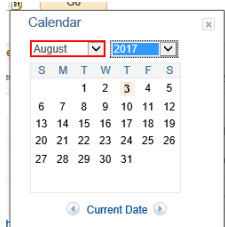
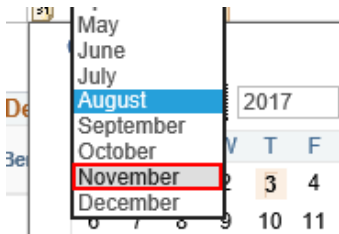
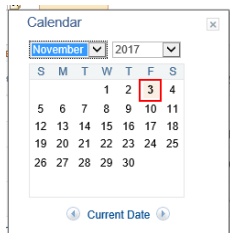
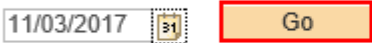


Step	Action
6.	<p>The Dependent and Beneficiary Information page displays.</p> <p>The Dependent and Beneficiary Grid lists all your dependents and beneficiaries, whether or not they are covered under your current benefits elections.</p>
7.	<p>Click the Dependent/Beneficiary Coverage Summary link.</p> 
8.	<p>The Dependent and Beneficiary Coverage Summary page displays.</p> <p>Your current coverage summary displays.</p>
9.	<p>The date field defaults to the current date. You can view coverage for past and/or future dates. Enter or use the calendar button to select a date in the date field and then click the Go button. The Dep/Ben Details table will change to reflect the date you select.</p> <p>For this example, You will review your coverage summary for one year ago and then for three months from now.</p>
10.	<p>Click the Choose a date button.</p> 
11.	<p>Click the Year drop down list.</p> 


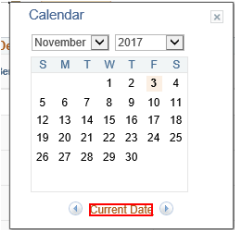
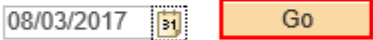



Step	Action
12.	<p>Click the 2016 list item.</p> 
13.	<p>Click the 3 date.</p> 
14.	<p>Click the Go button.</p> 
15.	<p>The Dep/Ben Details table reflects your elections one year ago.</p> <p>Next you'll look at your elections for three months from today</p>
16.	<p>Click the Choose a date button.</p> 
17.	<p>Click the Year drop down list.</p> 



Step	Action
18.	Click the 2017 list item. 
19.	Click the Month drop down list. 
20.	Click the November list item. 
21.	Click the 3 date. 
22.	The date field now displays three months from today.
23.	Click the Go button. <p>To view your benefits as of another date, enter the date and select Go.</p> 
24.	The Dep/Ben Details table reflects your elections for three months from today. Now, you will display your current coverage. Use the calendar button and click the Current Date link.



Step	Action
25.	<p>Click the Choose a date button.</p> <p>To view your benefits as of another date, enter the date and select Go.</p> 
26.	<p>Click the Current Date link.</p> 
27.	<p>Click the Go button.</p> <p>To view your benefits as of another date, enter the date and select Go.</p> 
28.	<p>The Dep/Ben Details table reflects your current elections.</p> <p>All information on this table is presented in view only mode. You cannot use this page to edit dependent/beneficiary information or coverages.</p> <p>Notice, this table presents information for Mary, your spouse. She is covered under your medical, dental, vision, basic life, Section 457 and DC Special Benefits plans.</p> <p>And for Michael, your child. He is covered under your medical, dental, and basic life plans.</p>
29.	<p>The names in the Dependent/Beneficiary column are links. Clicking this enables you to view the Dependent/Beneficiary Personal Information page.</p> <p>For this example, You will not use these links.</p>
30.	<p>Click the Self Service Home button.</p> 
31.	<p>End of Procedure.</p>

