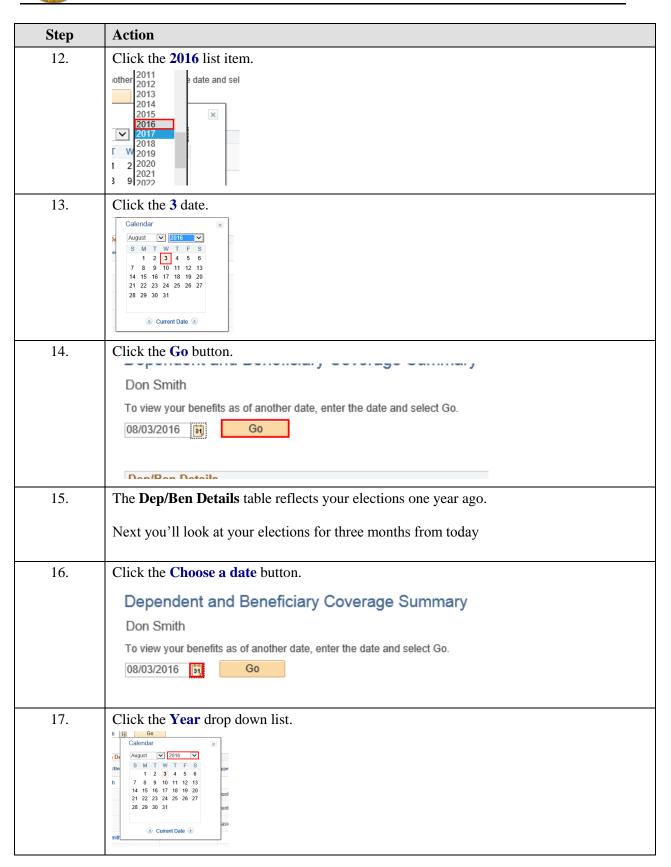


Reviewing Dependent/Beneficiary Coverage Summary

Step	Action						
1.	Click the Benefits tile.						
	Benefits Payroll Personal Details						
2.	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. This page contains the links that you use to review and manage your benefits information. These links allow you to 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 Each of these links is covered in topics in Employee Self Service training.						
3.	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.						
4.	You can use either the Benefit Summary component or the Dependent/Beneficiary Info component to edit a dependent/beneficiary's information. You edit this information on the Dependent/Beneficiary Personal Information page.						
5.	Click the Dependent/Beneficiary Info link. Benefits Self Service Benefits Self Service Benefits Summary Review a summary of current, past or future benefit enrollments. Life Events Process Life Events for Employe include Marriage, Divorce, Having Adoption. Dependent/Beneficiary Info Review or update dependent and beneficiary information. Benefits Seminary Process Life Events for Employer include Marriage, Divorce, Having Adoption. Benefits Seminary Process Life Events for Employer include Marriage, Divorce, Having Adoption. Benefits Seminary Process Life Events for Employer include Marriage, Divorce, Having Adoption. Benefits Seminary Process Life Events for Employer include Marriage, Divorce, Having Adoption. Benefits Seminary Process Life Events for Employer include Marriage, Divorce, Having Adoption.						



Step	Action						
6.	The Dependent and Beneficiary Information page displays. The Dependent and Beneficiary Grid lists all your dependents and beneficiaries, whether or not they are covered under your current benefits elections.						
7.	Click the Dependent/Beneficiary Coverage Summary link.						
	тионтаноп.	F		-, -,	ug	<i>y</i>	
	Dependent and B	eneficiary Inform	nation	Marital			
	Name	Employee	Date of Birth	Marital Status	Dependent	Beneficiary	
	Mary Smith	Spouse	09/17/1984	Married	Yes	Yes	
	Michael Smith	Child	04/27/2015	Single	Yes	Yes	
	Dependent/Beneficia	ry Coverage Summa	ary				
8.	The Dependent and Beneficiary Coverage Summary page displays.						splays.
	Your current	coverage	summary	displa	ys.		
9.	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. For this example, You will review your coverage summary for one year ago and then for three months from now.						
10.	Click the Ch	oose a dat	e button.				
	Dependent and Beneficiary Coverage Summary Don Smith To view your benefits as of another date, enter the date and select Go.						
		Go	outer date, v	ontor the t	auto una solo	or 00.	
	00/03/2010	34					
11.	Click the Ye Go Calendar August V 2017 S M T W T F 1 2 3 4 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25 27 28 29 30 31	S 5 5 12 19 926	wn list.				



Step	Action
18.	Click the 2017 list item. 2009
19.	Click the Month drop down list. S
20.	Click the November list item. May June July August September October V T F November December 0 7 8 9 10 11
21.	Click the 3 date. Calendar Wovember 2017
22.	The date field now displays three months from today.
23.	Click the Go button. To view your benefits as of another date, enter the date and select Go. 11/03/2017 Go
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.	Click the Choose a date button.						
	To view your benefits as of another date, enter the date and select Go.						
	11/03/2017 Go						
26.	Click the Cymnest Deta link						
20.	Click the Current Date link.						
	November 2 2017 V S M T W T F S						
	1 2 3 4 5 6 7 8 9 10 11						
	12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
	© Eurent Date ®						
27.	Click the Go button.						
	To view your benefits as of another date, enter the date and select Go.						
	08/03/2017 🛐 Go						
28.	The Dep/Ben Details table reflects your current elections.						
20.							
	All information on this table is presented in view only mode. You cannot use this page to edit dependent/beneficiary information or coverages.						
	cut dependent beneficiary information of coverages.						
	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.						
	inedical, dental, vision, basic ine, section 437 and be special beliefits plans.						
	And for Michael, your child. He is covered under your medical, dental, and basic life						
29.	plans. The names in the Dependent/Beneficiary column are links. Clicking this enables you to						
29.	view the Dependent/Beneficiary Personal Information page.						
20	For this example, You will not use these links. Click the Self Service Home button.						
30.	Viichael Smith Child						
	NonPERS Medical						
	Dental PP0						
	Basic Life						
	Benefits Home Self Service Home						
31.	End of Procedure.						

