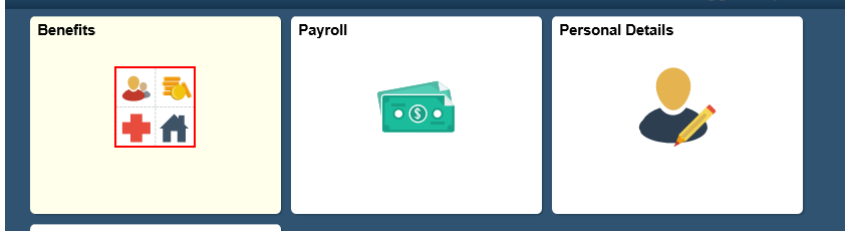
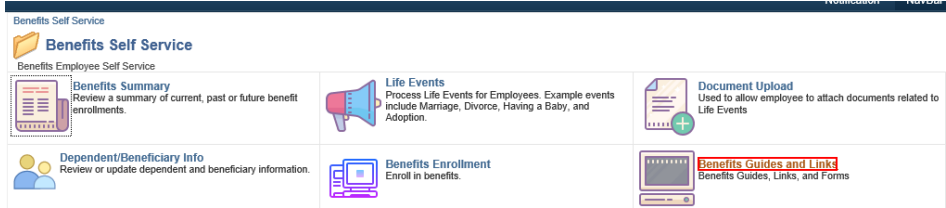
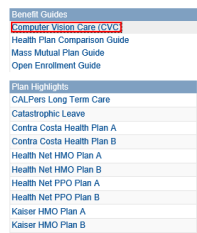

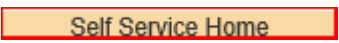




Viewing Benefit Plan Guides, Forms, and Provider Links

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. 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-- View benefit 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 Guides and Links link.</p> 



Step	Action
4.	<p>The Benefits Reference Materials and Forms page displays.</p> <p>This page contains several sections:</p> <p>Benefit Guides Plan Highlights Provider Links Benefit Forms Other Helpful Links</p> <p>Each of the items under these headers is a link that will take you to provider web sites or documents that can help you understand your benefits options or to gain access to benefits forms. It is a good idea to rearview information on this page before making decisions about which benefit plans to select.</p> <p>These links will open the web sites and/or documents in new browser tabs.</p>
5.	Click the scrollbar.
6.	Click the scrollbar.
7.	For this example, you will open the Computer Vision Care link.
8.	<p>Click the Computer Vision Care (CVC) link.</p> 
9.	<p>The link opened a page on the Contra Costa County web site related to the CVC program. You can use the links on this page to explore this program further.</p> <p>For this example, you will not explore further. You will close this tab.</p>
10.	<p>Click the Close Tab button.</p> 
11.	Click the scrollbar.
12.	<p>Click the Self Service Home button.</p> 
13.	End of Procedure.