Topic Overview

The purpose of this Job Aid is to walk through the process on how to view and print benefit statements through Employee Self Service.
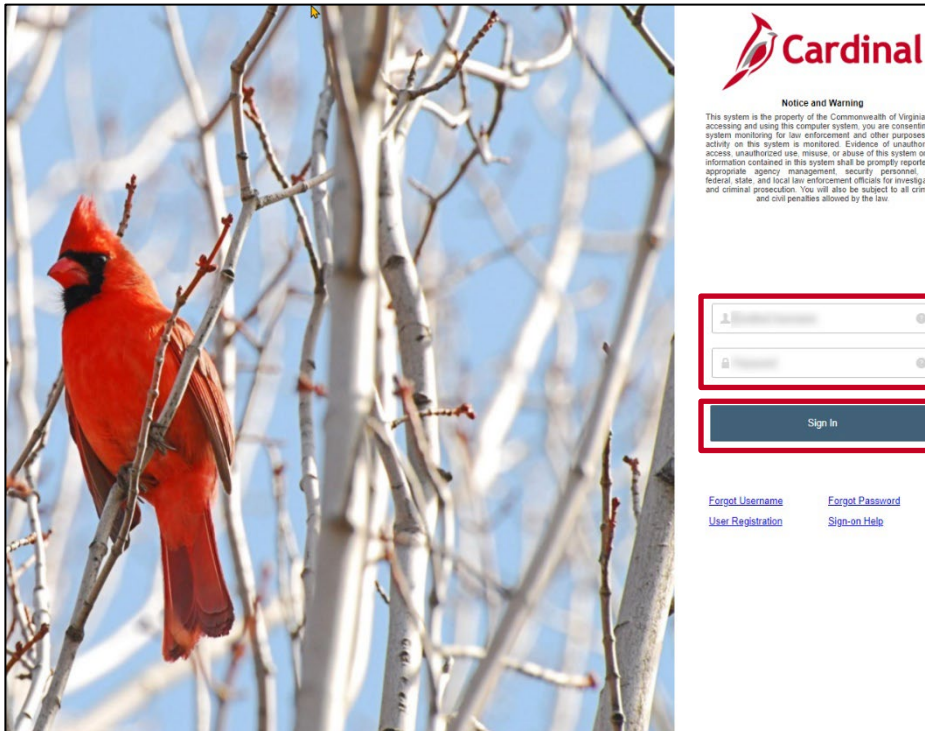
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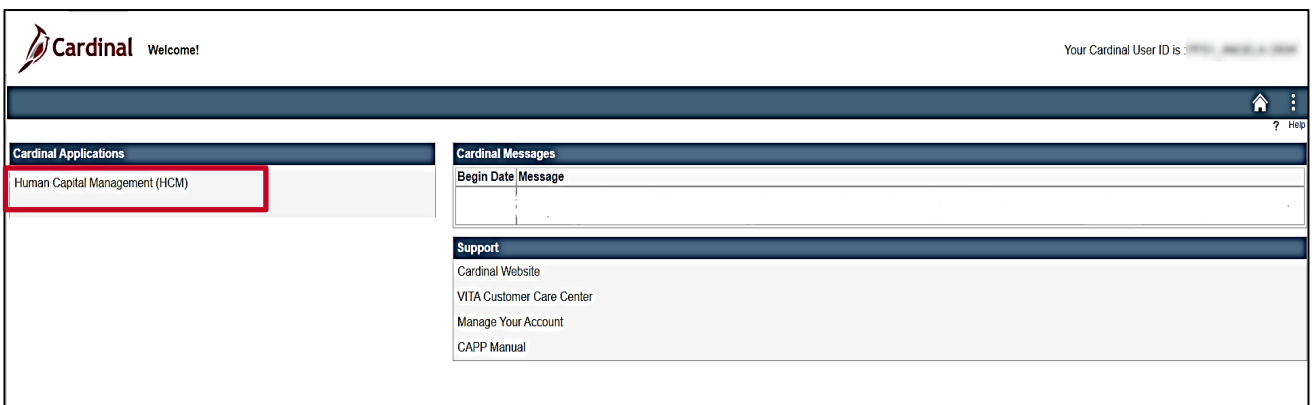## Viewing Benefits Statements

1. Log into Cardinal (my.cardinal.virginia.gov).

    Note: For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
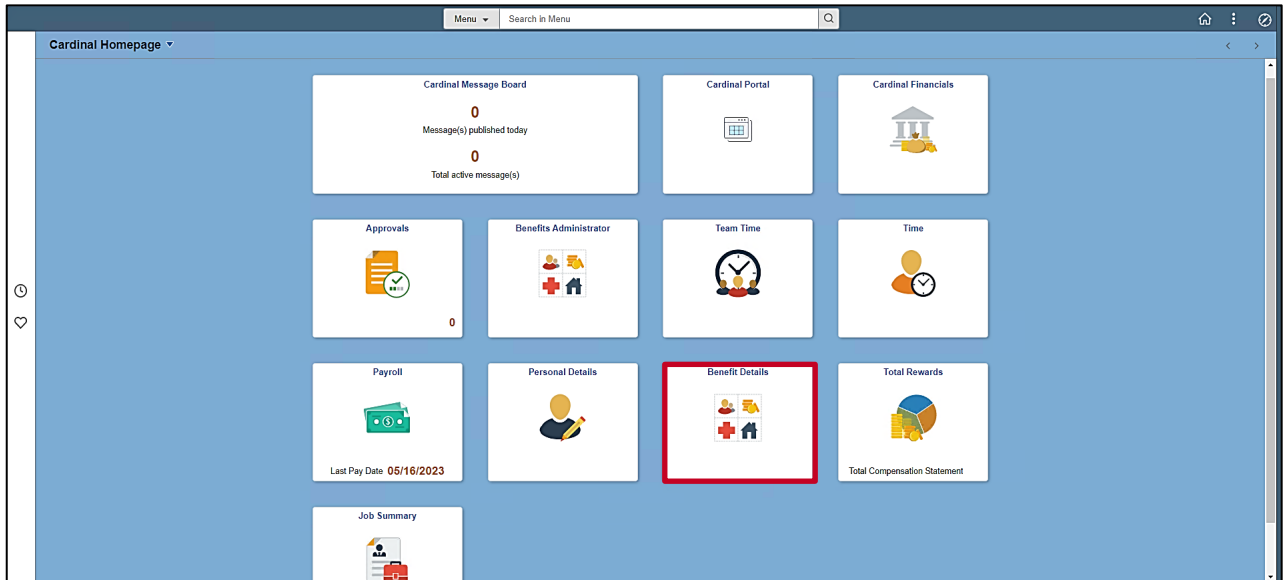

2. Enter your **User ID** and **Password**.

3. Click the **Sign In** button.

The **Portal Welcome** page displays.

4. Click the **Human Capital Management** link.

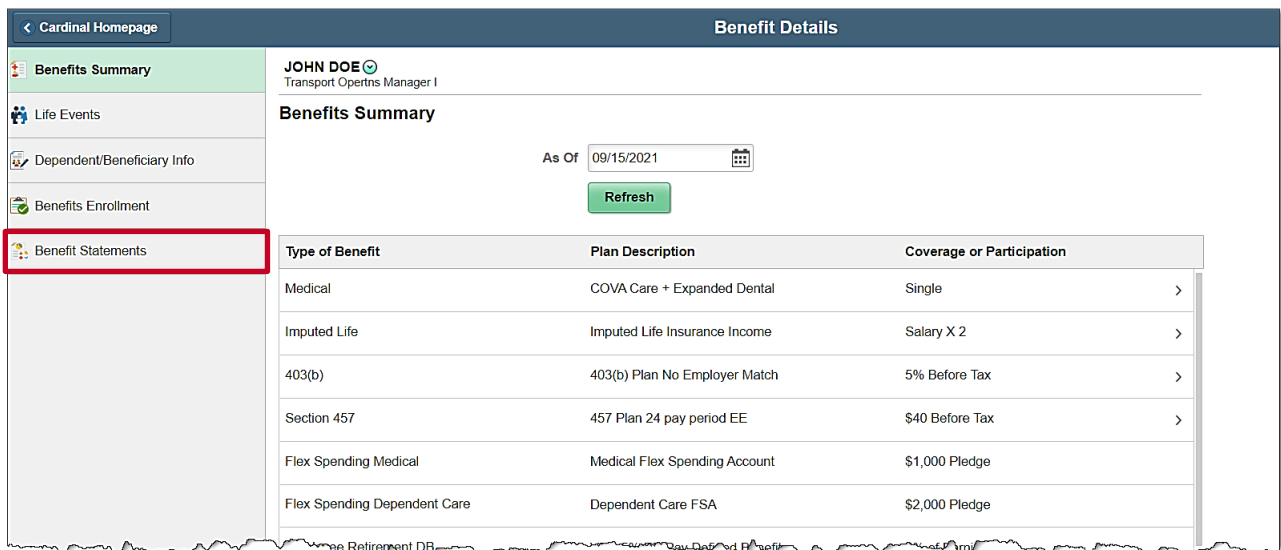5. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.

Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.
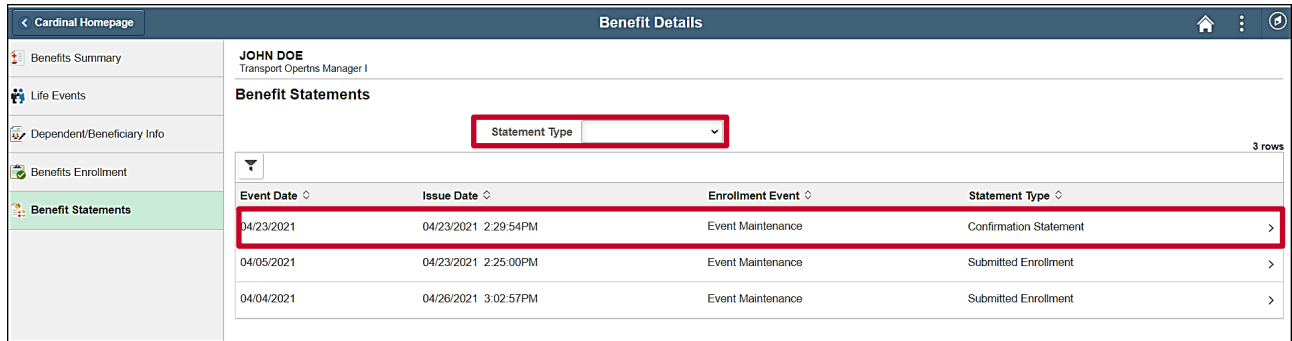
6. Click the **Benefit Details** tile.

The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.

7. Click the **Benefit Statements** tab.
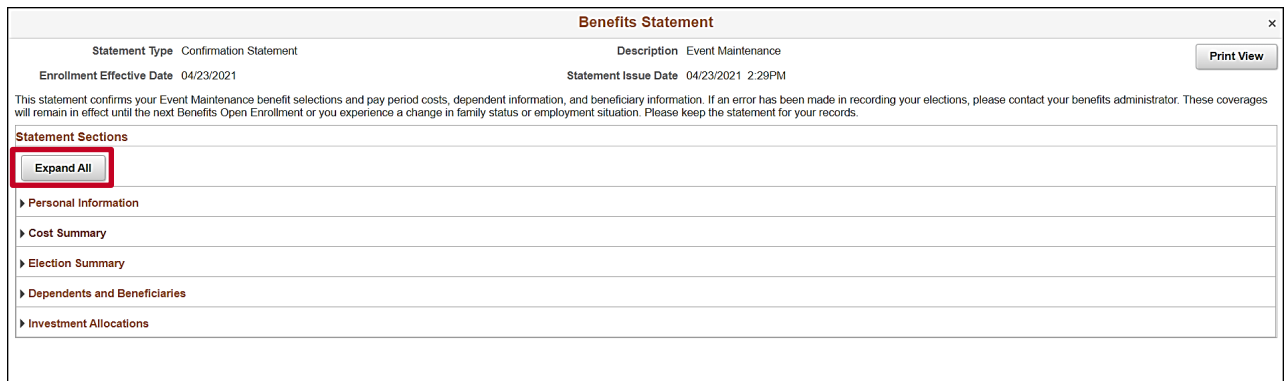
The **Benefit Statements** page displays.

8. Select the applicable statement type using the **Statement Type** dropdown button.

    Note: The **Statement Type** field dropdown menu contains "Submitted Enrollment" statements and "Confirmation Statements".

9. Click the **Expand** icon (**>**) to the far right of the corresponding row to view the applicable statement.

The **Benefits Statement** page displays for the applicable statement.

10. Click the **Expand All** button to expand all sections or the **Individual Section Expand** icon (**>**) to expand an individual section.

The page refreshes and the expanded view of the statement displays.

11. Review the expanded information on the statement.

12. Click the **Print View** button in the top-right hand corner of the page to generate a PDF version of the Confirmation Statement that can be saved or printed.

The **Print View** of the statement displays in a separate window.

13. Save or print the file as desired.