

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.

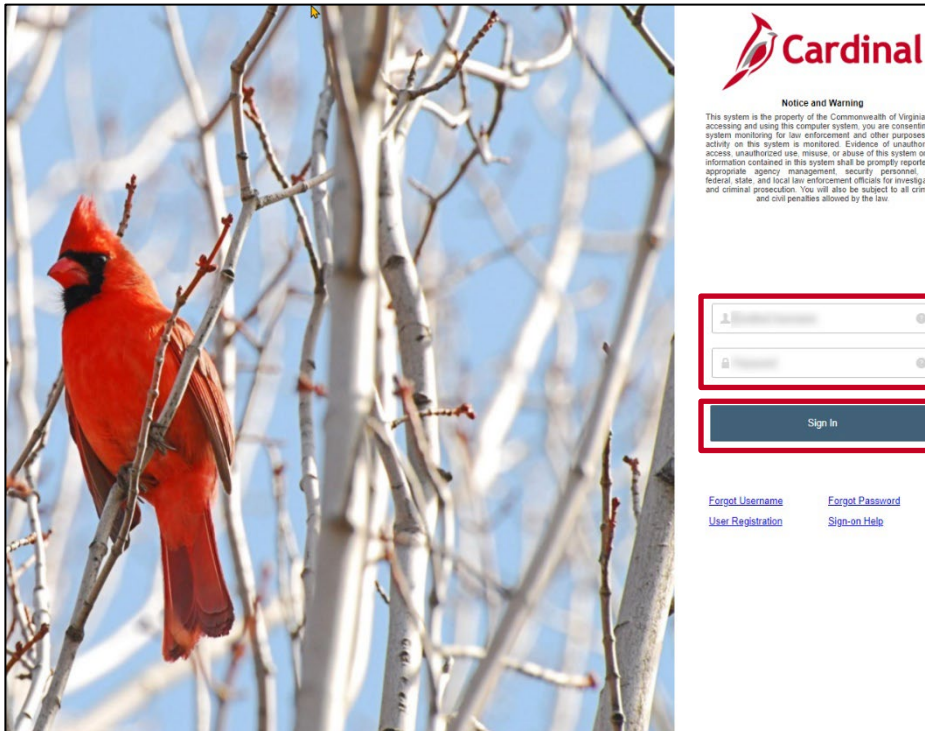
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Viewing Benefits Statements

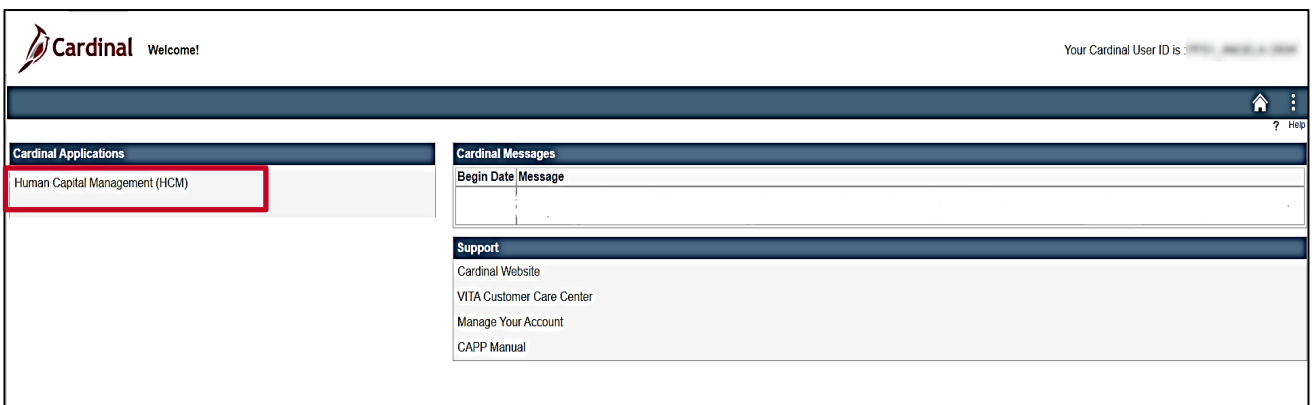
1. Log into Cardinal (my.cardinal.virginia.gov).

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**.



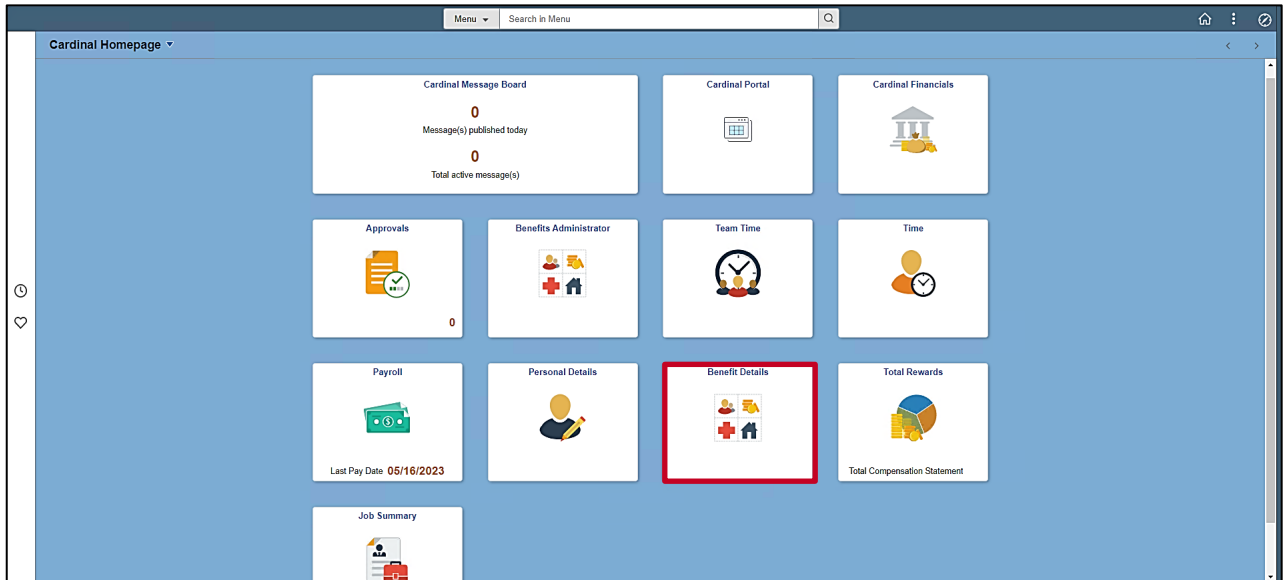
2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

The **Portal Welcome** page displays.



4. Click the **Human Capital Management** link.
5. Navigate to the **Cardinal Homepage**.

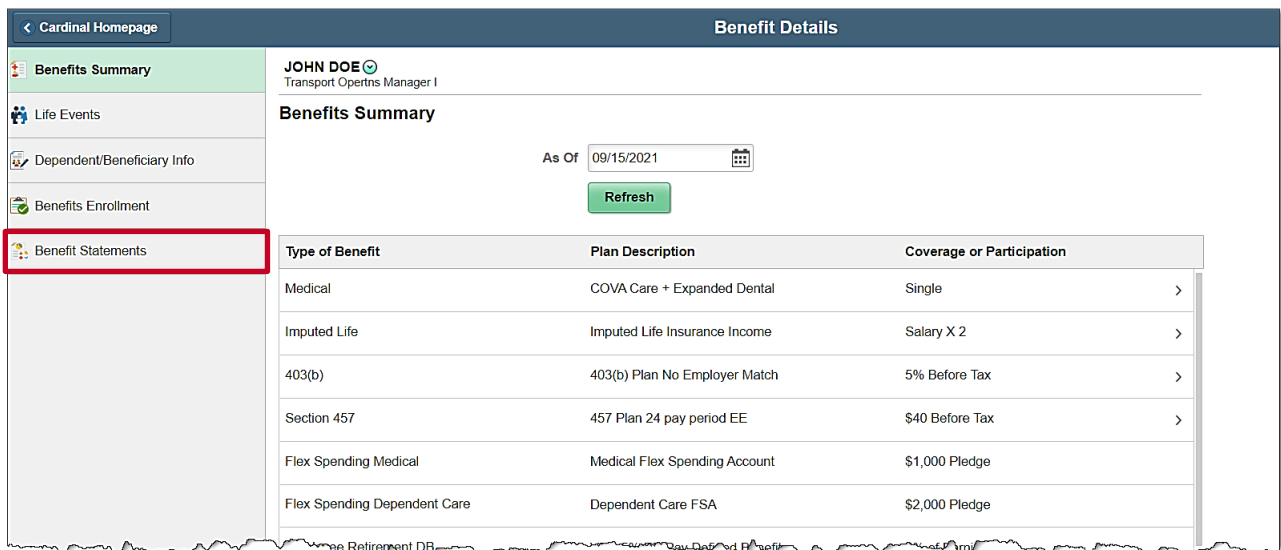
The **Cardinal Homepage** displays.



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

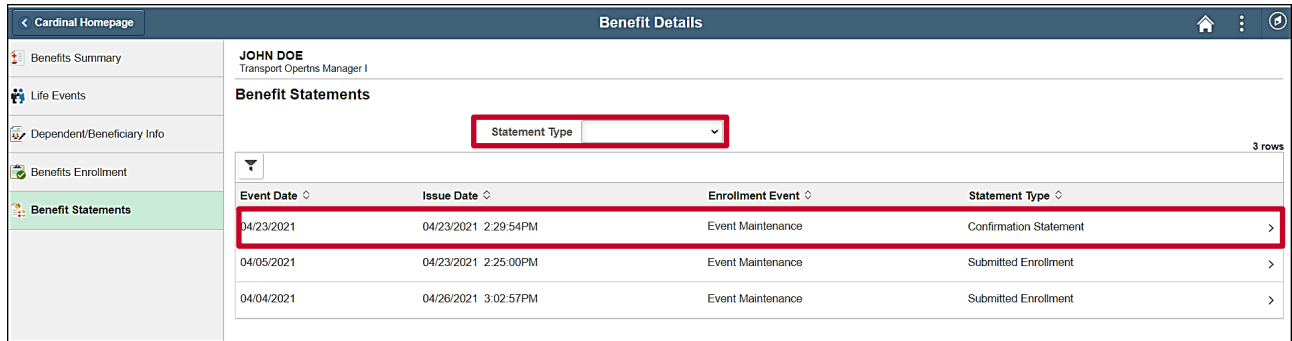
- Click the **Benefit Details** tile.

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



- Click the **Benefit Statements** tab.

The **Benefit Statements** page displays.



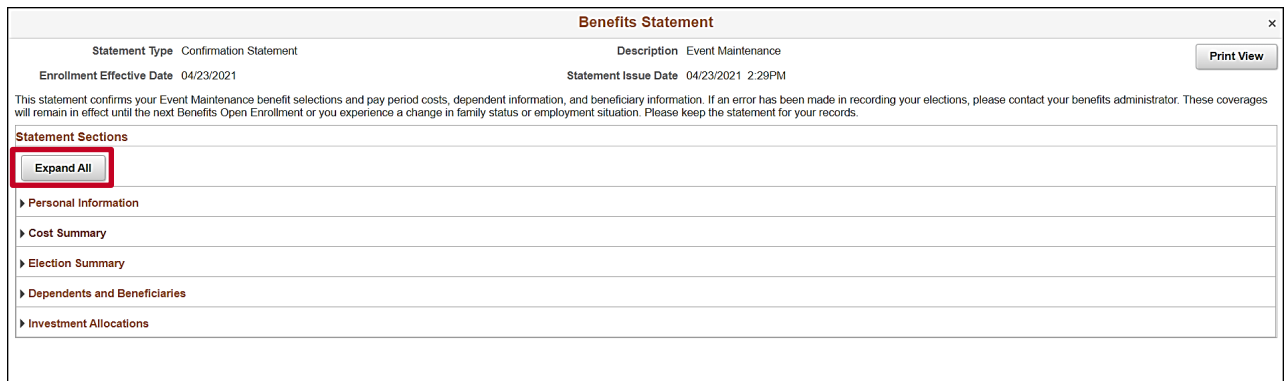
Event Date	Issue Date	Enrollment Event	Statement Type
04/23/2021	04/23/2021 2:29:54PM	Event Maintenance	Confirmation Statement
04/05/2021	04/23/2021 2:25:00PM	Event Maintenance	Submitted Enrollment
04/04/2021	04/26/2021 3:02:57PM	Event Maintenance	Submitted Enrollment

- 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”.

- 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.



Statement Type Confirmation Statement **Description** Event Maintenance **Print View**

Enrollment Effective Date 04/23/2021 **Statement Issue Date** 04/23/2021 2:29PM

This statement confirms your Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Expand All

- Personal Information
- Cost Summary
- Election Summary
- Dependents and Beneficiaries
- Investment Allocations

- 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.

Benefits Statement

Statement Type: Confirmation Statement Description: Event Maintenance Print View

Enrollment Effective Date: 04/23/2021 Statement Issue Date: 04/23/2021 2:29PM

This statement confirms your Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

▼ **Personal Information**

This is your personal information currently on file. It is important that the data shown is complete and correct. If this information is not correct, update the information through the Personal Information or contact your Benefits Administrator.

Contact Information

Name: JOHN DOE

Mailing Address:

Email Address: noemail@virginia.gov

Eligibility Information

Home Address: 100 MAIN ST., RICHMOND, VA 24381-3618

Gender: Male

Marital Status: Unknown

Birth Date: 04/08/1958

Service Date: 11/06/2011

▼ **Cost Summary**

This is a summary of the cost of your benefits. Details are in the Election Summary section.

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.

BEN_Conf_Stmt.pdf 1 / 9 100% [Icons]

1

2

3



Cardinal

VA Dept of Transportation
Salaried Employee Benefit Pgm

CONFIRMATION OF 2021 ELECTIONS
EVENT MAINTENANCE
Statement Issue Date: 04/23/2021
Enrollment Effective Date: 04/23/2021

JOHN DOE Employee ID: 00049759900

This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address: 100 MAIN ST., RICHMOND, VA 24381-3618
Email Address: noemail@virginia.gov
Gender: Male
Marital Status: Unknown
Birthdate: 1958-04-08

ELECTION SUMMARY			
Benefit	Coverage	Category Base	Your Cost Per Pay Period
COVA Care + Expanded Dental	Single		\$ 62.50
Medical Flex Spending Account		\$ 1,000.00	\$ 250.00
Dependent Care FSA		\$ 2,000.00	\$ 500.00
Premium Reward Par Only			\$ -8.50
Flex Spending Admin Fee			\$ 2.10

*Cost Reflected above are per pay period for agencies paid by the cardinal system, monthly for all others

13. Save or print the file as desired.