Employee Self-Service Job Aid

ESS_ How to View Benefit Statements

How to View Benefit Statements 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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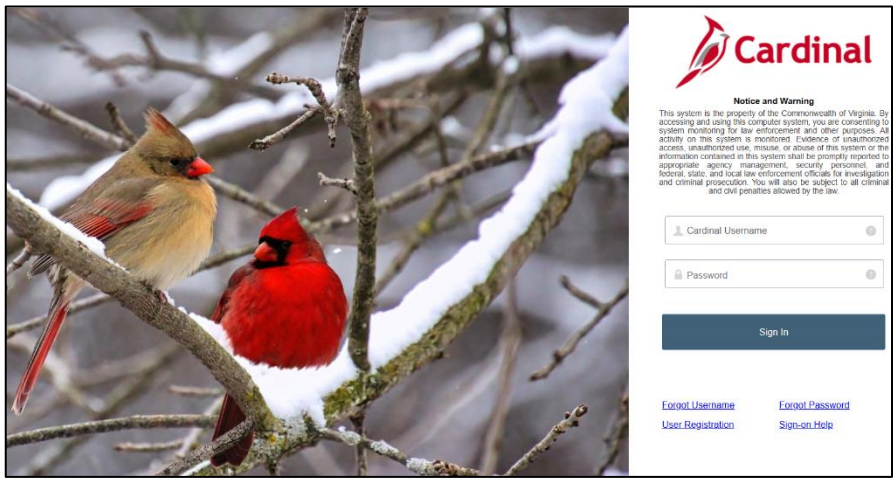
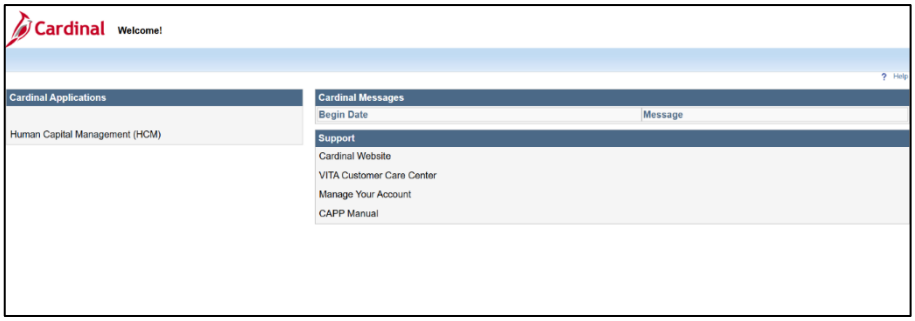
Revision History

Revision Date	Summary of Changes
2/18/2025	Baseline

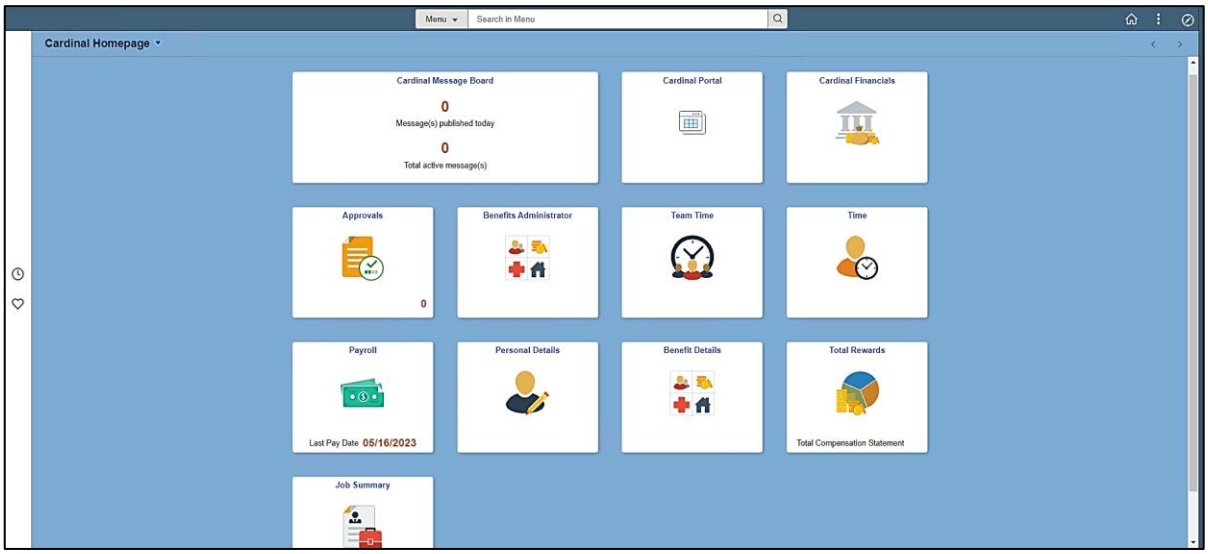
Viewing Benefits Statements

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	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**.
The **Cardinal Homepage** displays. 	
2.	Enter the Employee Username and Password in the **Cardinal Username** and **Password** field.
3.	Click the **Sign In** button.

Step	Action
	The **Portal Welcome** page displays.



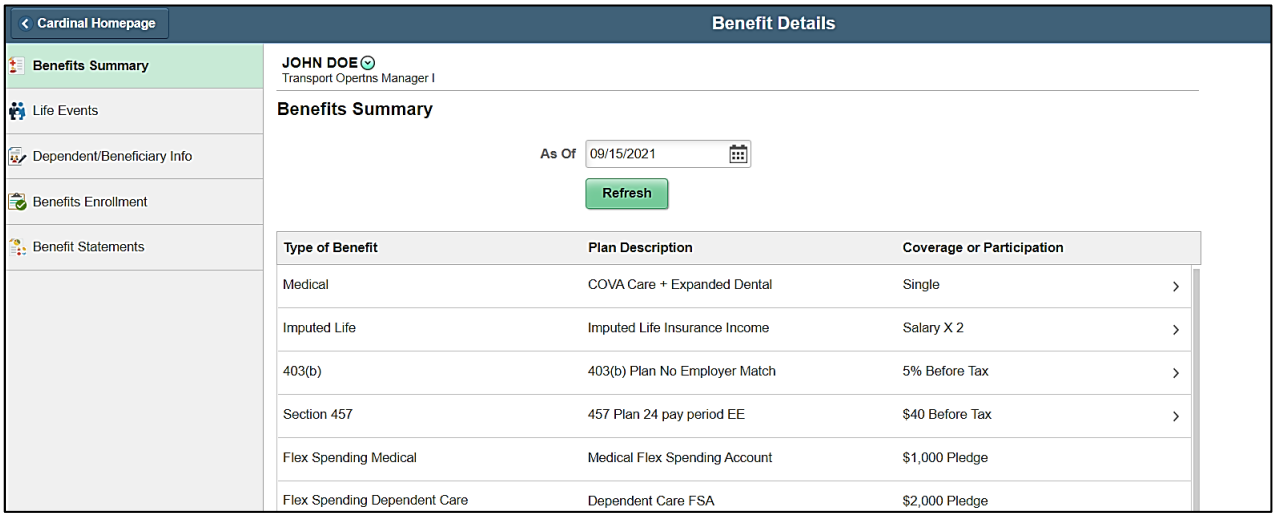
4.	Click the **Human Capital Management** link. Human Capital Management (HCM)
	The **Cardinal Homepage** displays.



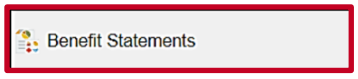
	The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	Click the **Benefit Details** tile.

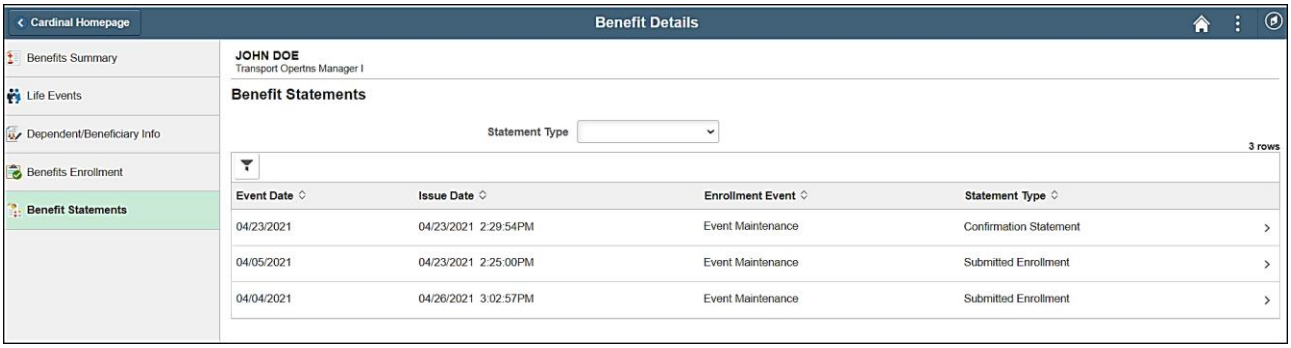
The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.

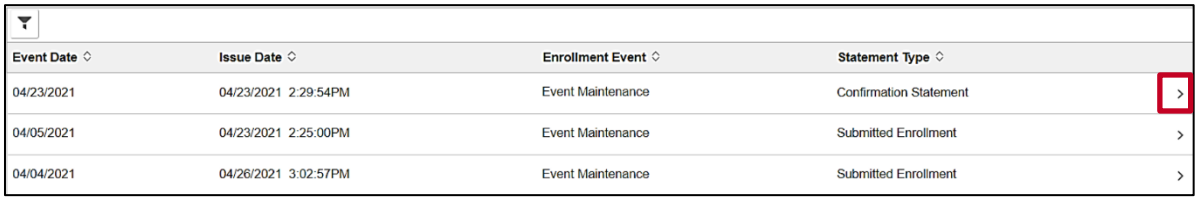
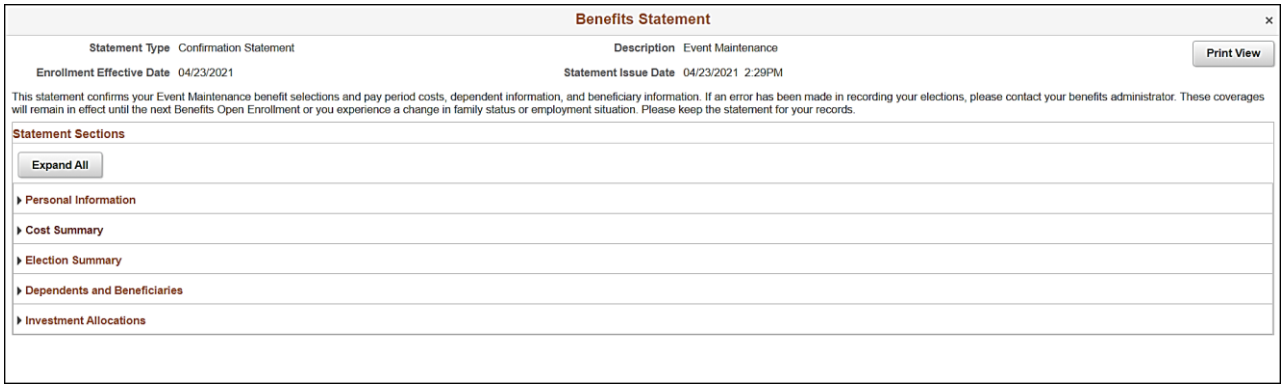


6.	Click the **Benefit Statements** tab.

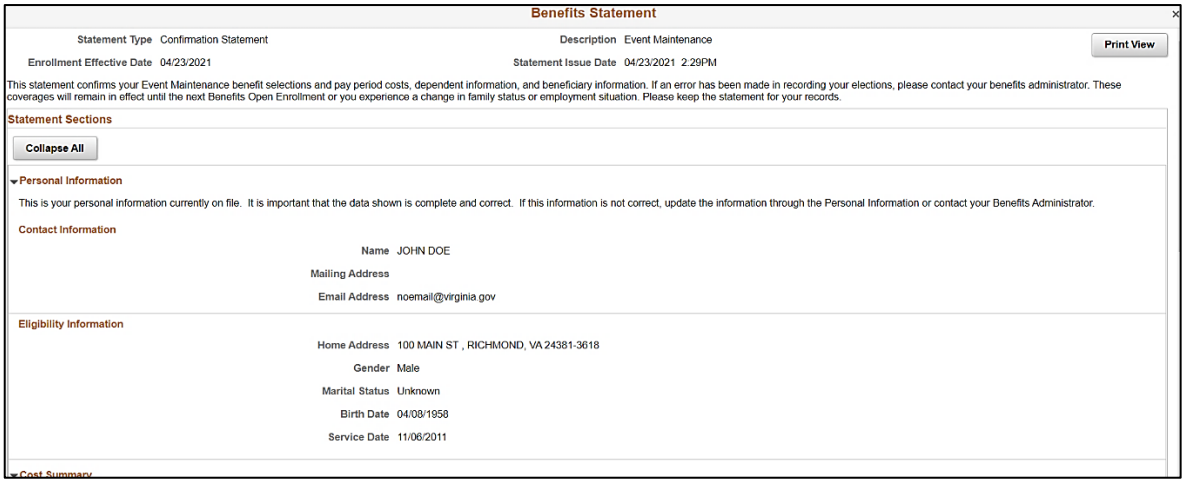


The **Benefit Statements** page displays.



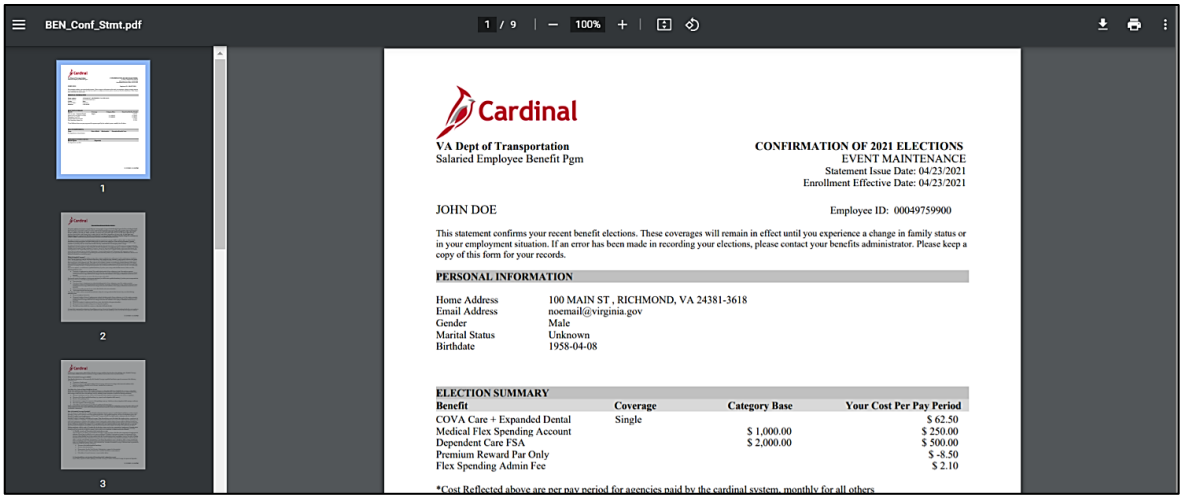
Step	Action
7.	Select the applicable statement type using the **Statement Type** dropdown button.
	The **Statement Type** field dropdown menu contains “Submitted Enrollment” statements and “Confirmation Statements”.
8.	Click the **Expand** icon (**>**) to the far right of the corresponding row to view the applicable statement. 
The **Benefits Statement** page displays for the applicable statement. 	
9.	Click the **Expand All** button to expand all sections or the **Individual Section Expand** icon (**>**) to expand an individual section.

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



10.	Review the expanded information on the statement.
11.	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.



12.	Save or print the file as desired.