TLC Reviewing the Health Benefits Page Overview

This Job Aid provides guidance on how to access and review the **Health Benefits** page. The **Health Benefits** page is used to review the health plan enrollments for an employee. On this page, the Benefits Administrator can review current enrollments, historical enrollments, and future dated enrollments. The enrolled dependents are also available for review on this page as applicable.

Note: Enrollments cannot be created or updated using this page. All enrollments and enrollment changes must be processed with a Benefit Event in Cardinal.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
2/18/2026	Baseline.

Reviewing the Health Benefits Page

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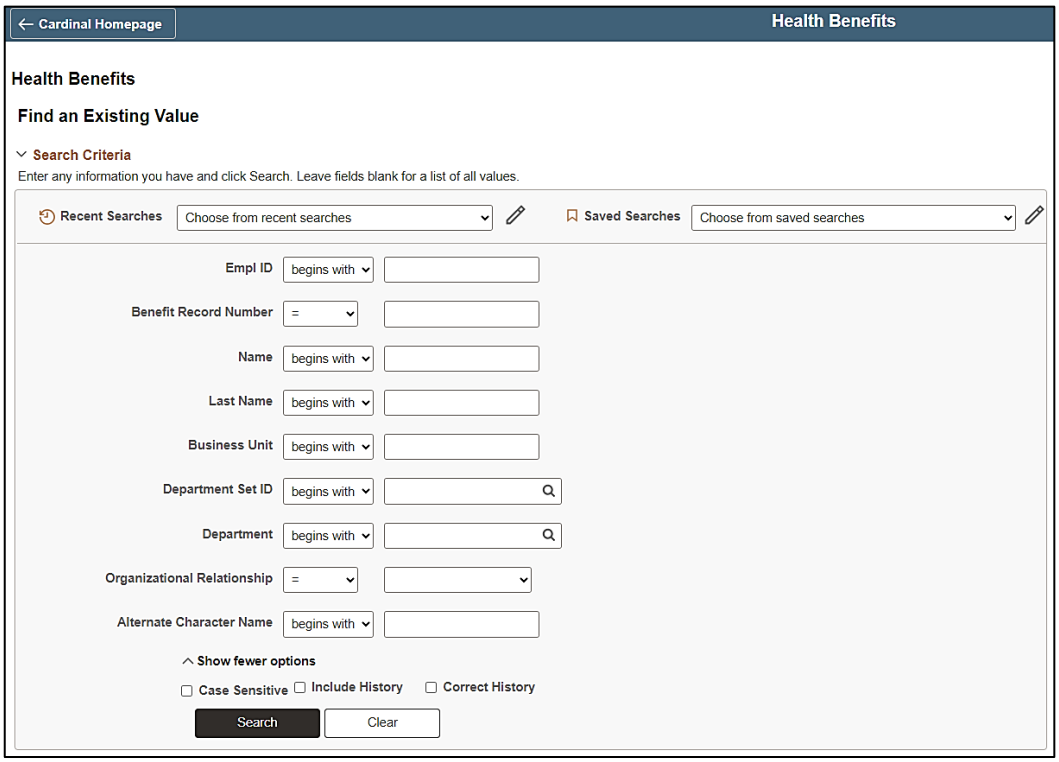
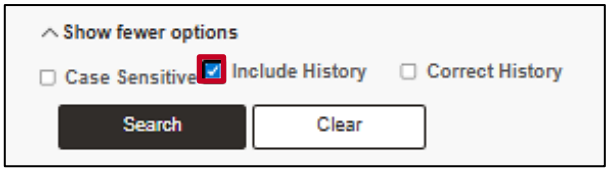
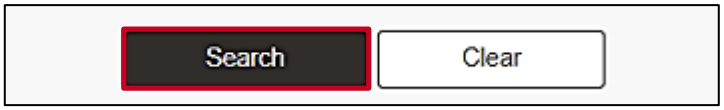
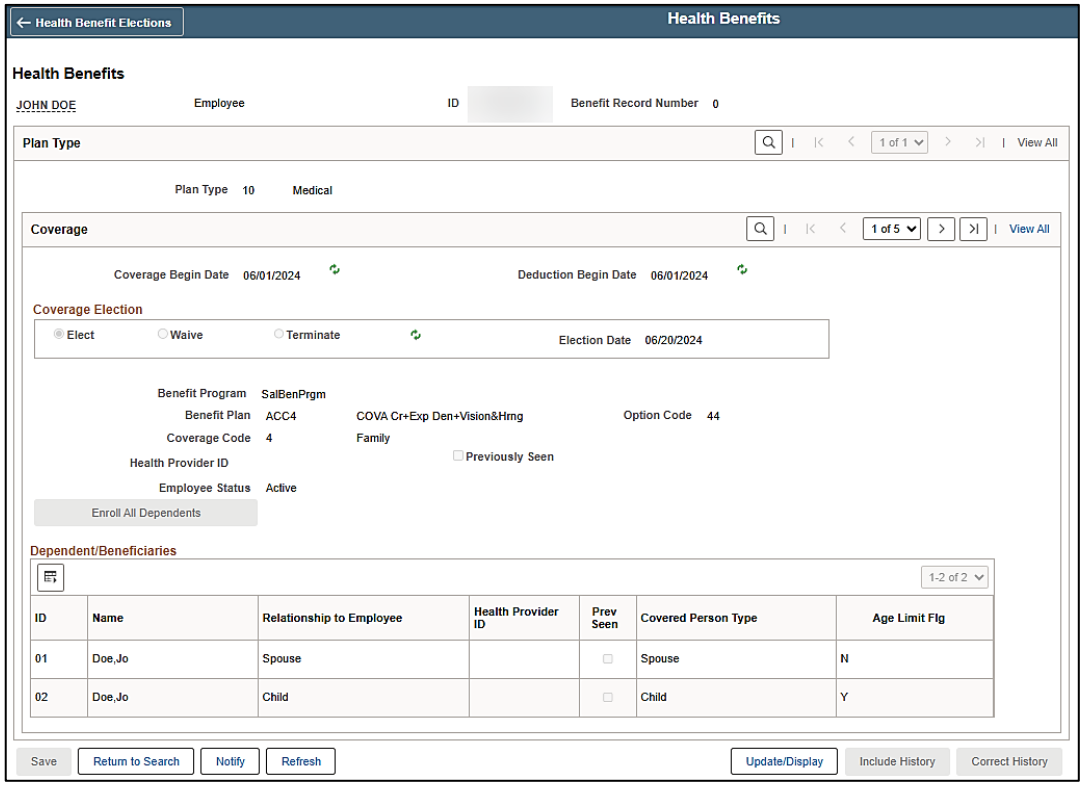
Note: Enrollments cannot be created or updated using this page. All enrollments and enrollment changes must be processed with a Benefit Event in Cardinal.

Step	Action
1.	Navigate to the **Health Benefits** page using the following path: **NavBar > Menu > Benefits > Enroll in Benefits > Health Benefits**
The **Health Benefits Find an Existing Value** page displays.  	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

Step	Action
3.	Click the **Include History** checkbox. 
4.	Click the **Search** button. 

The **Health Benefits** page displays with the most recently entered coverage for the employee displayed by default.



The **Health Benefits** page displays the current, future, and historical coverage for the employee and any dependents as applicable. The **View All** link can be used to view all rows of coverage data.