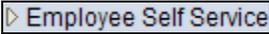
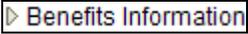


Benefits Summary

Step	Action
1.	Click the Employee Self Service link. 
2.	Click the Benefits link.
3.	Click the Benefits Summary link.
4.	The Benefits Summary page appears. Benefits available to Case Western Reserve University employees are listed on this screen.
5.	The Plan Description and Coverage or Participation information is displayed for every benefit. If the employee has chosen to waive a benefit, then the Coverage or Participation column will list <i>Waived</i> .
6.	To view more information about a benefit, click on the blue underlined hyperlink in the Type of Benefit column. 
7.	The Medical screen will appear with information on Plan Name, Plan Provider, Coverage, Group Number , and how to contact the provider.
8.	Click the Return to Employee Benefit Summary link. 
9.	To view benefits information from a previous time period, enter the date and click the Go button.
10.	Another way to view benefits information is through the Benefits Information group summaries. Click the Benefits Information link. 
11.	The Benefits Information group contains Health Care, Savings, and Flexible Spending Summaries. Click the Health Care Summary link. 
12.	Medical, Dental, and Vision benefits summaries appear. Click on any link to view a more in-depth view of particular benefits information. Click the Benefits Home link. 
13.	The Benefits Home screen is just another way for you to access the Benefits Summaries that were viewed through the Benefits menu.
14.	If you have dependents enrolled on your benefits coverage, then you can look up their information, plan and coverage under the Dependent and Beneficiary Personal Information and Coverage Summary . To make any changes to this information contact the Benefits Administration at 368-6781.

Step	Action
15.	This completes the Benefits Summary process via the Employee Self Service. End of Procedure.