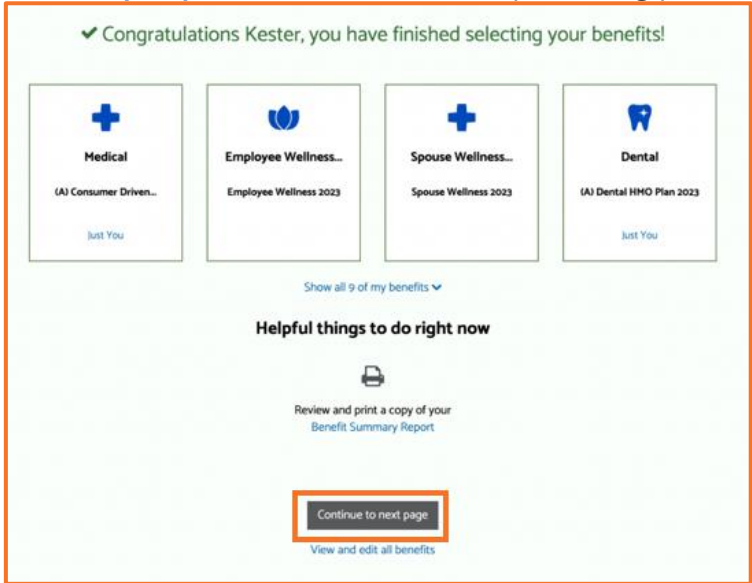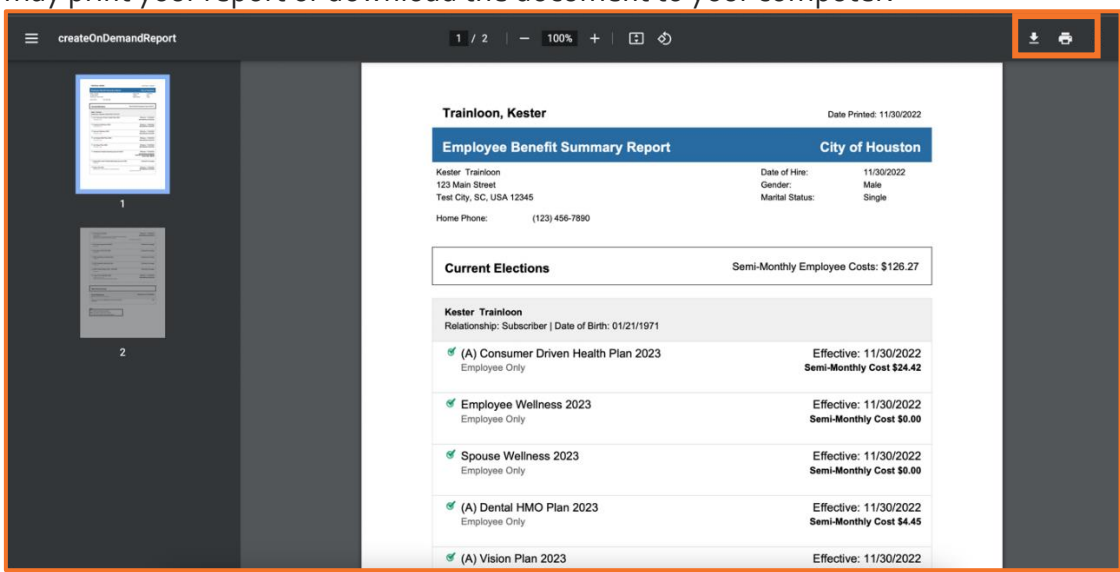## How to View and Print your Employee Benefit Summary Report
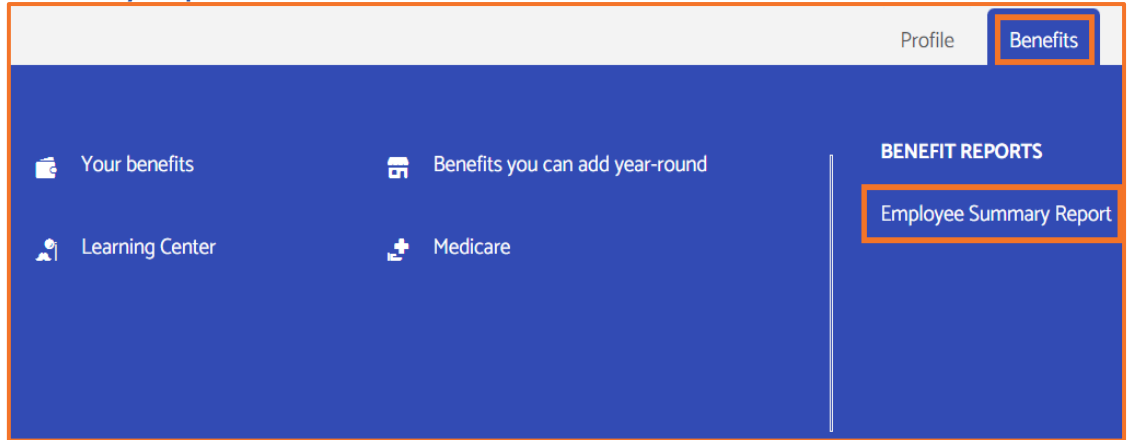
After enrolling in benefits, you can view and print your Employee Benefit Summary report. This can be done after enrollment or from the home screen. Please follow the steps below to view and print your benefit summary report.

Step #		Procedure
1		To review or print a copy of your Employee Benefit Summary, click the **Benefit Summary Report** link after successfully selecting your benefits.
2		Your **Employee Benefit Summary** will open in another window. From this view, you may print your report or download the document to your computer.

3		If you want to print your Employee Benefit Summary Report from the home screen, click the **Benefits** link on the home page. Under Benefit Reports, click **Employee Summary Report**.
4		Your Employee Benefit Summary will open in another window. From this view, you may print your report or download the document to your computer.