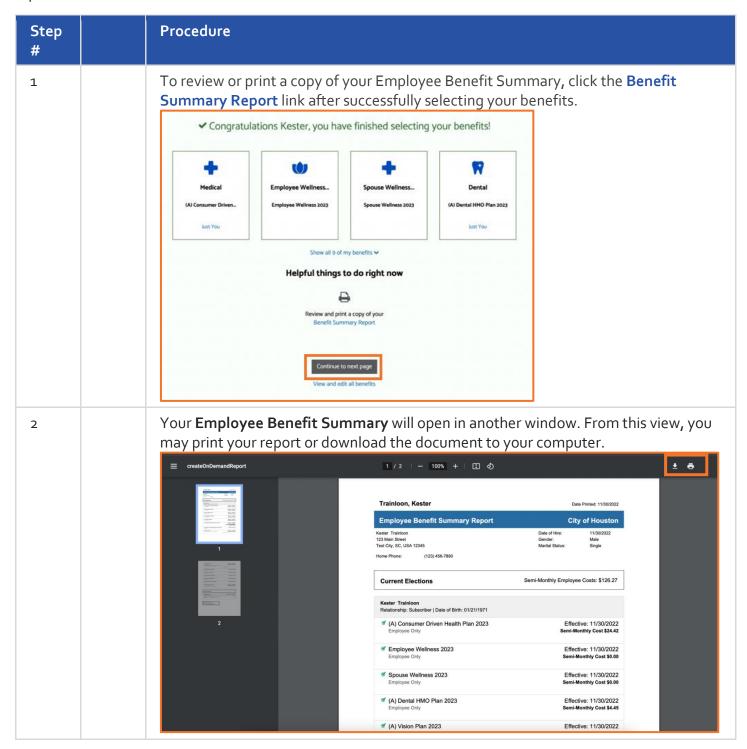




How to View and Print your Benefit Summary Report

After enrolling in benefits, you can view and print your 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.



Benefitplace





If you want to print your Employee Benefit Summary Report from the home screen, 3 click the Benefits link on the home page. Under Benefit Reports, click Employee **Summary Report.** Benefits Profile **BENEFIT REPORTS** Your benefits Benefits you can add year-round **Employee Summary Report Learning Center** Medicare Your Employee Benefit Summary will open in another window. From this view, you 4 may print your report or download the document to your computer. ± 6 = createOnDemandReport 1 / 2 | - 100% + | 🖸 🜖 Trainloon, Kester Date Printed: 11/30/2022 Employee Benefit Summary Report City of Houston Kester Trainloon 123 Main Street Date of Hire: Gender: 11/30/2022 Test City, SC, USA 12345 (123) 456-7890 Home Phone: Semi-Monthly Employee Costs: \$126.27 **Current Elections** Kester Trainloon Relationship: Subscriber | Date of Birth: 01/21/1971 Effective: 11/30/2022 Semi-Monthly Cost \$24.42 Effective: 11/30/2022 Effective: 11/30/2022 Spouse Wellness 2023 Semi-Monthly Cost \$0.00 Effective: 11/30/2022 Semi-Monthly Cost \$4.45 (A) Dental HMO Plan 2023

Effective: 11/30/2022