



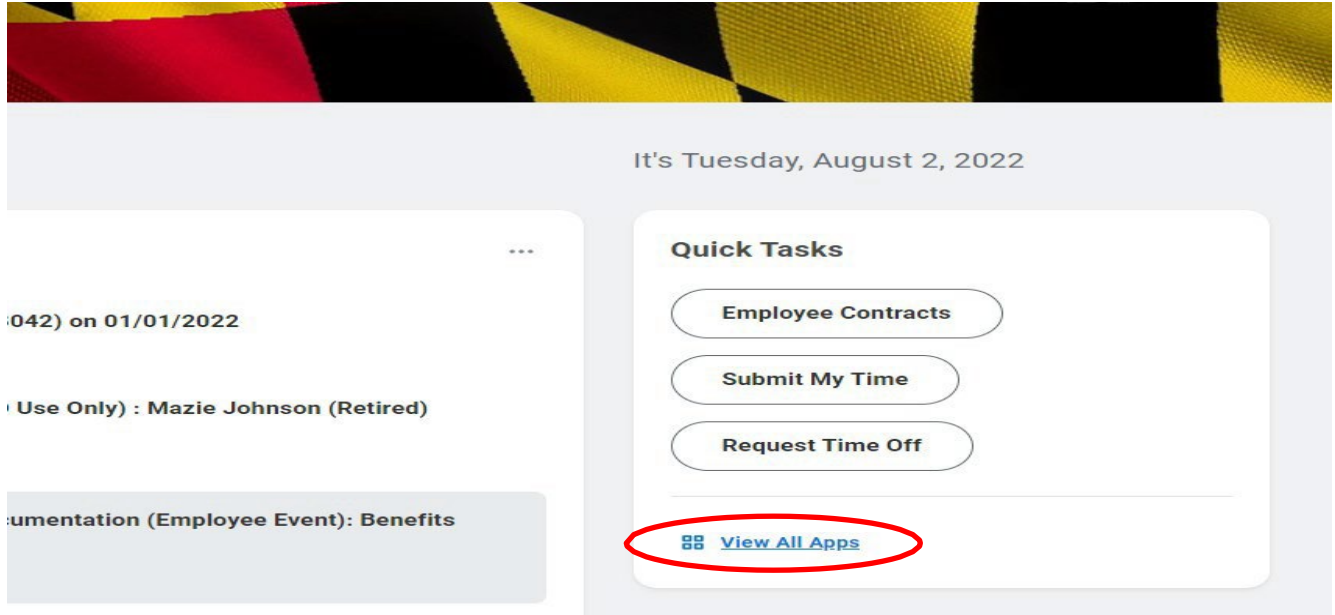
Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

View Your Employee/Retiree and Dependent Benefits Information

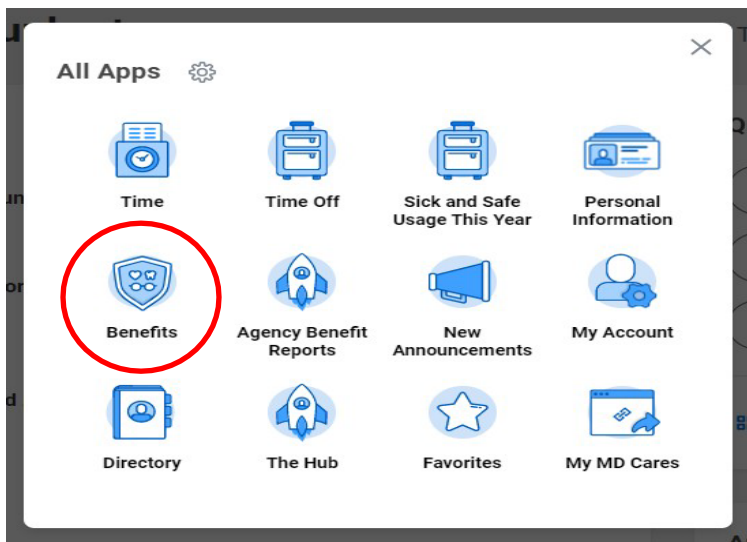
Use this procedure to view your employee benefits and your dependent benefit elections, if applicable.

Procedure:

1. From the SPS Home Page Click View All Apps



2. Click the Benefits App





Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

3. In the View section, click the Benefit Elections button

<p>Change</p> <p>Benefits</p> <p>Dependents</p>	<p>External Links</p> <p>Benefits Help Center</p> <p>Employee Health Benefits</p> <p>CareFirst</p> <p>Kaiser Permanente</p> <p>United Healthcare</p> <p>CVS Caremark</p> <p>Delta Dental</p> <p>United Concordia Dental</p> <p>P&A Group</p> <p>Securian Life Insurance Co</p> <p>MetLife</p>
<p>View</p> <p>Benefit Elections</p> <p>Benefit Elections as of Date</p>	<p>Current Cost</p> <p>291.92</p>



Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

4. View your benefit elections



On this page, you can view your benefit elections and any dependents that are currently enrolled. Details such as the benefit plan, date the coverage begins, date deductions began and coverage level are listed.

On the right side of the table, the employee cost and employer contribution per month is listed for each plan.

Benefit Elections

Shailene Woodley - E (W1000082) Actions

Current Benefit Elections and Costs 4 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Emp.
Medical - CareFirst BCBS EPO (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		^
Prescription - Drug - (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		
Dental - Delta Dental DHMO (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		
AD&D - Securian (Employee + Family)	01/01/2018	01/01/2018	\$200,000	\$200,000.00	Jay Woodley - E Kyle Woodley - E		
Total:							v



Information: You may need to scroll down to view all of your benefit elections.



Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

5. Click the link for the dependent to view additional information about the dependent.



Note that there may be several dependents listed if more than one is covered.

Benefit Elections

Shailene Woodley - E (W1000082) [Actions](#)

Current Benefit Elections and Costs 4 items

	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$176.98	\$1,002.92
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$90.14	\$360.58
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$19.20	\$19.22
18	01/01/2018	\$200,000	\$200,000.00	Jay Woodley - E Kyle Woodley - E		\$5.60	
Total:						\$291.92	\$1,382.72



View Dependent

Dependent ID B1000082-209

Related to Worker [Shailene Woodley - E \(W1000082\)](#)

Relationship Child

Inactive Date (empty)

Date of Birth 11/10/1994

Age 23 years, 11 months, 2 days

Gender Female

Citizenship Status (empty)

Full-time Student

Student Status Start Date (empty)

Student Status End Date (empty)

Disabled

Legal Name	Contact Information	National IDs	Additional Government IDs
Country	United States of America		
Prefix	(empty)		
First Name	Jay		
Middle Name	(empty)		
Last Name	Woodley - E		
Suffix	(empty)		

6. View the information and then click the **Contact Information** tab.



Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

7. Click the **Contact Information** tab.

View Dependent

Legal Name	Contact Information	National IDs	Additional Government IDs
Effective Date	10/09/2018		
Country	United States of America		
Enter Western Script	Yes		
Search Address	(empty)		
Address Line 1	712 Baltimore Boulevard		
Address Line 2	(empty)		
City	Baltimore City		
State	Maryland		
Postal Code	21201		
County	Baltimore		
Usage			
Type	Home		
Primary Work			
Primary Home	Yes		
Use For	(empty)		
Visibility	(empty)		
Comments	(empty)		



Information on this tab includes any contact information such as the dependent's address.

8. View the information and then click the **National IDs** tab.



Title: View Your Employee/Retiree and Dependent Benefits Information
Functional Area: Benefits Administration
Role: Employees

View Dependent

Dependent ID B1000082-209
Related to Worker Shailene Woodley - E (W1000082)
Relationship Child
Inactive Date (empty)
Date of Birth 11/10/1994
Age 23 years, 11 months, 2 days
Gender Female
Citizenship Status (empty)
Full-time Student
Student Status Start Date (empty)
Student Status End Date (empty)
Disabled

Legal Name Contact Information **National IDs** Additional Government IDs

National IDs 1 item

Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Ver
United States of America	Social Security Number (SSN)	888-12-1234						

9. Click the **National IDs** tab.



Information on this screen includes the **National ID Type** (social security number) or Individual Tax Identification Number for foreign nationals.

10. The System Task is complete.