How to Review Benefit Statements Overview

This Job Aid provides guidance on how to access and review Benefit Statements.

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Revision History

Revision Date	Summary of Changes
2/8/2025	Baseline



How to Review Benefit Statements

To review an employee's Benefit Statements, the Agency BA can access the **Review Employee Statements** page.

Step	Action
1.	Navigate to the Review Employee Statements page using the following path:
	Benefit Administrator Tile > Review Employee Benefits > Review Employee Statements
The Re	view Employee Statements Search page displays.
	Benefits Administrator
	Review Employee Statements
	Search Options Employee ID (begins with) Empl Record = Name (begins with) Last Name (begins with)
	Search Clear
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. Empl ID begins with
3.	Click the Search button.
The Re page.	view Employee Statement Search page refreshes with the search results at the bottom of the
	Benefits Administrator r r
	Search Options Employse ID (begins with) Employee ID (begins with)
	Name (begins with)
	Last Name (begins with) Airman Search Clear
	Select Employees
	Name / Tide Employee ID Empl Record



Step	Action			
4.	Click the Expand icon	for the applicable employe	e.	traw Q 11
	Name / Title	Employee ID	Empl Record	

The Review Employee Statement refreshes and the employee's individual Benefit Statements display.

Note: Optionally, use the **Statement Type** dropdown button to narrow the search results down to a specific type of Benefit Statement. At this time, COVA is only using the "Confirmation Statements" Statement Type.

		Benefits Admini	istrator		Â	: @
Return to Select Employ	yee		Person ID Benefit Record			
Review Employee	e Statements					
	Statement Ty	pe	•			2 rows
т						
Event Date	Issue Date	Seq	Enrollment Event	Statement Type		
07/01/2022	06/01/2022 10:08:10PM	2	Open Enrollment May 2022 COVA	Confirmation Statement		>
07/01/2022	05/10/2022 8:08:18PM	0	Open Enrollment May 2022 COVA	Confirmation Statement		>

5.

Click the **Expand** icon for the specific Benefit Statement that needs to be reviewed.

T					
Event Date	Issue Date	Seq	Enrolment Event	Statement Type	
07/01/2022	06/01/2022 10:08:19PM	2	Open Enrollment May 2022 COVA	Confirmation Statement	-
07/01/2022	05/10/2022 8:08:18PM	٥	Open Enrollment May 2022 COVA	Confirmation Statement	>

The **Benefits Statement** displays for the selected Benefit Statement.

		Benefits Statement	×		
Statement Type	Confirmation Statement	Description Open Enrollment May 2022 COVA	Print View		
Statement Issue Date	06/01/2022 10:08PM				
This statement confirms your Open E until the next Benefits Open Enrollme	nrollment May 2022 COVA benefit selections and pay pe nt or you experience a change in family status or employ	eriod costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. TI yment situation. Please keep the statement for your records.	hese coverages will remain in effect		
Statement Sections					
Expand All					
Personal Information					
Cost Summary					
Election Summary	Election Summary Dependents and Beneficiaries				
Dependents and Beneficiaries					
Dependent Enrollments					
Investment Allocations					
Click the Ex	nand All button t	o view the detailed information.			
Expand Al	i i				



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			Benefits Statemer	nt		×
	Statement Type Confirmation Statement		Description Op	en Enrollment May 2022 COVA		Print View
	Statement Issue Date 06/01/2022 10:00PM					
	his statement confirms your Open Envolment May 2022 COVA benefit selections and pay period o fect until the next Benefits Open Envolment or you experience a change in family status or employ	osts, dependent informa ment situation. Please I	stion, and beneficiary information. I keep the statement for your record	If an error has been made in recording your elections is.	, please contact your benefits administrator. These cov	erages will remain in
	statement Sections					
	Collapse All					
	Personal Information					
	This is your personal information currently on file. It is important that the data shown is complete	and correct. If this infor	mation is not correct, update the in	nformation through the Personal Information or conta	ct your Benefits Administrator.	
	Contact Information					
	Name					
	Mailing Address					
	Email Address					
	Eligibility Information Home Address					
	Gender					
	Marital Status					
	Birth Date -					
	Service Date					
	This is a summary of the cost of your benefits. Details are in the Election Summary section. Your Cost Per I	Pay Period Full Cost sployer Cost	\$ 93.00 \$ 110.00 \$ 647.00			
	eview the information as need formation.	led. Us	se the vert	ical scrollbar to	scroll down and	view all of the
Т	o print the Benefits Statement	, click tl	he Print V	iew button.		



Step Action

The Benefits Statement displays as a PDF document in a separate window. If the Benefits Statement does not display, the user may need to allow pop-ups from the website.

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	FERSIVAL INCOMITION Band Addres Grado Katana Utana Badadar	
	ELECTORY SCHOOL	
	*Cost Refreshed down are pay pay of for spaces paid by the condited system, searchly for all others HE.ALTHEDEPENDENTS Name Bound First Robustion State St	
	BEZYSDESYS SYNOLLSERYTS Basedi Opine COYA Cas + Pere Daniel	
Review the statement	and print as needed.	U