Topic Overview

The purpose of this Job Aid is to walk through the process on how to review the information on the **Benefits Summary** page in Employee Self-Service.
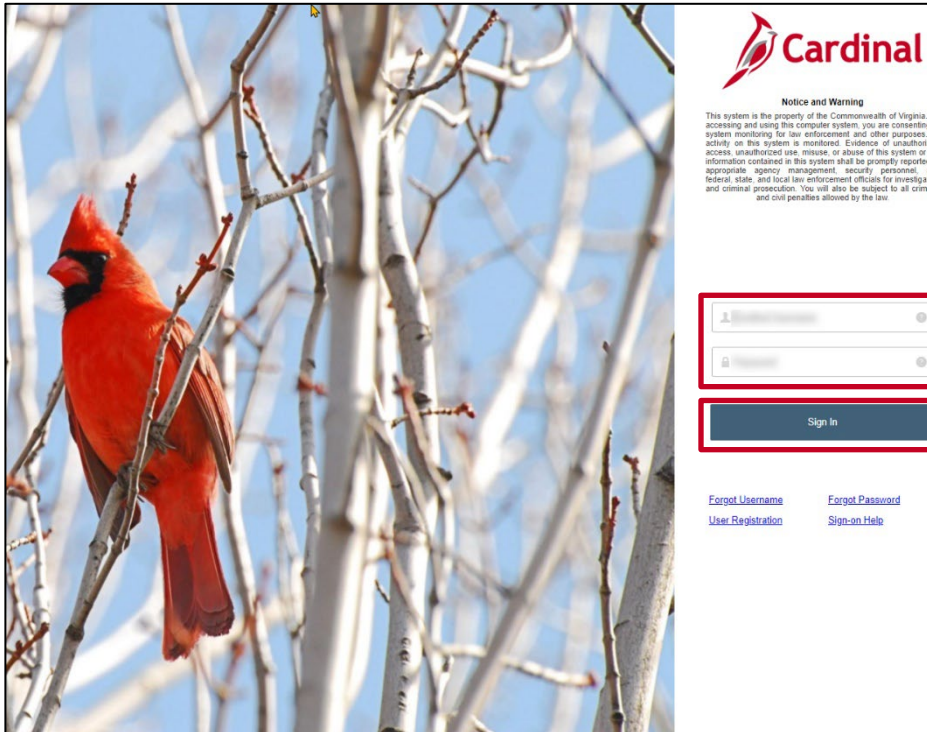
## Table of Contents

Viewing the Benefits Summary

1. Log into Cardinal (my.cardinal.virginia.gov).

   Note: For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
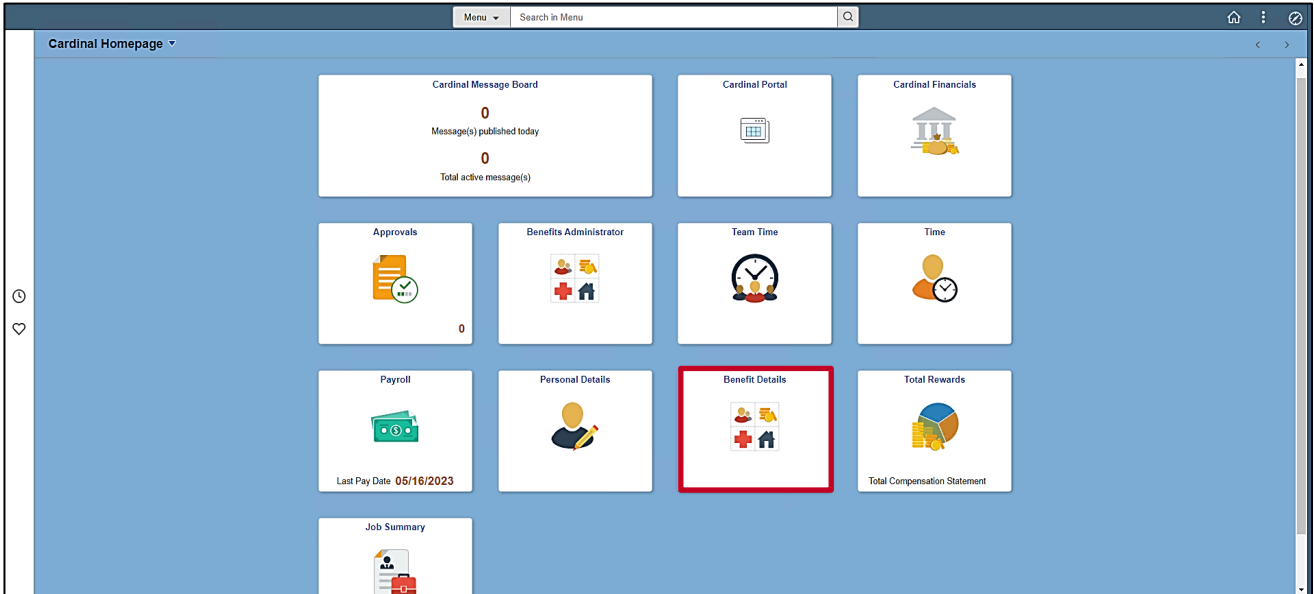

2. Enter your **User ID** and **Password**.

3. Click the **Sign In** button.

The **Portal Welcome** page displays.
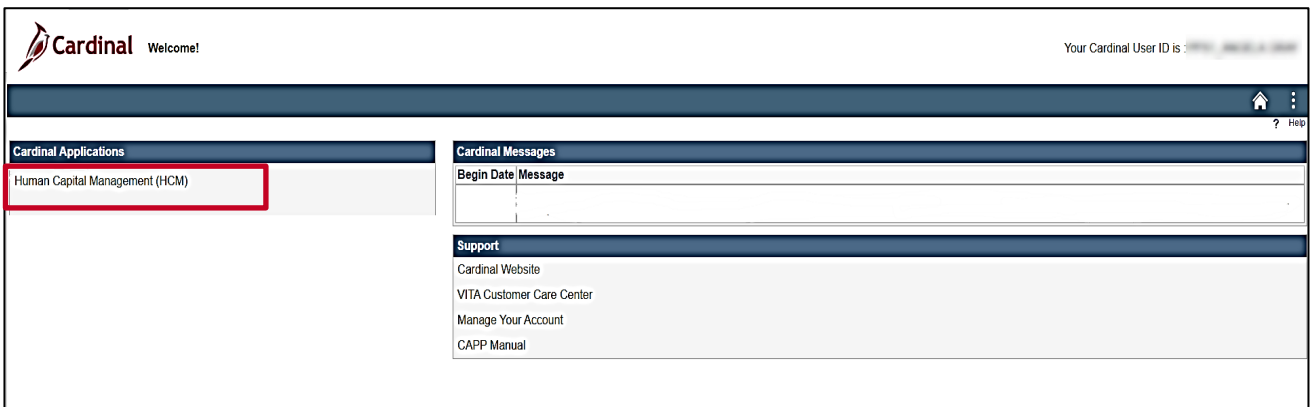
4. Click the **Human Capital Management** link.

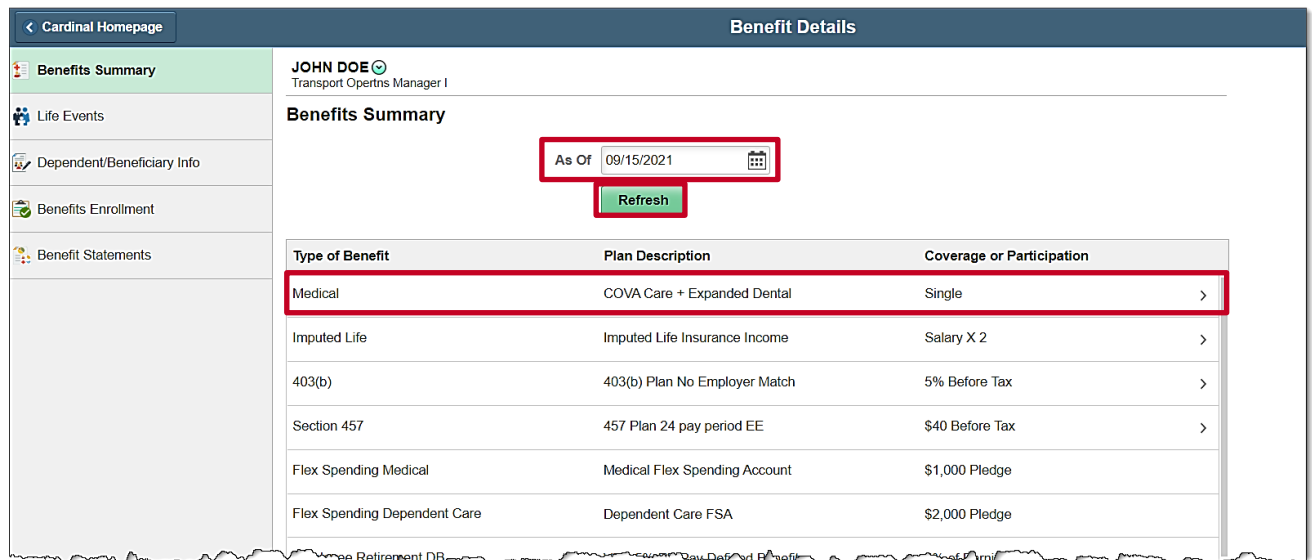5. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.

Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.

6.   Click the **Benefit Details** tile.

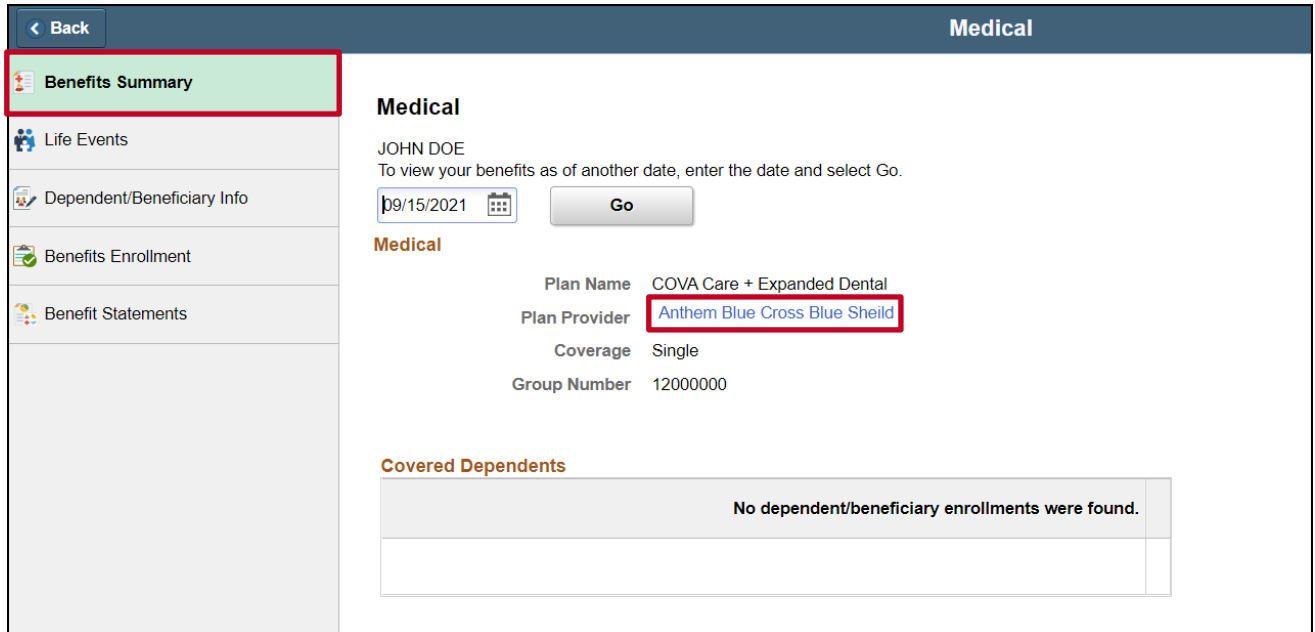The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.

7.   The **As Of** field defaults to the current date and the page displays the current benefit enrollments. To search for historical or future benefit enrollment information, change the as of date using the **As Of Calendar** icon, then click the **Refresh** button.

8.   Review the summary information as needed.

9. The corresponding **Expand** icon (**>**) to the far right of the row provides additional detail for each certain types of benefits listed. Click the corresponding **Expand** icon (**>**) for the desired Benefit Plan (Medical in this example).

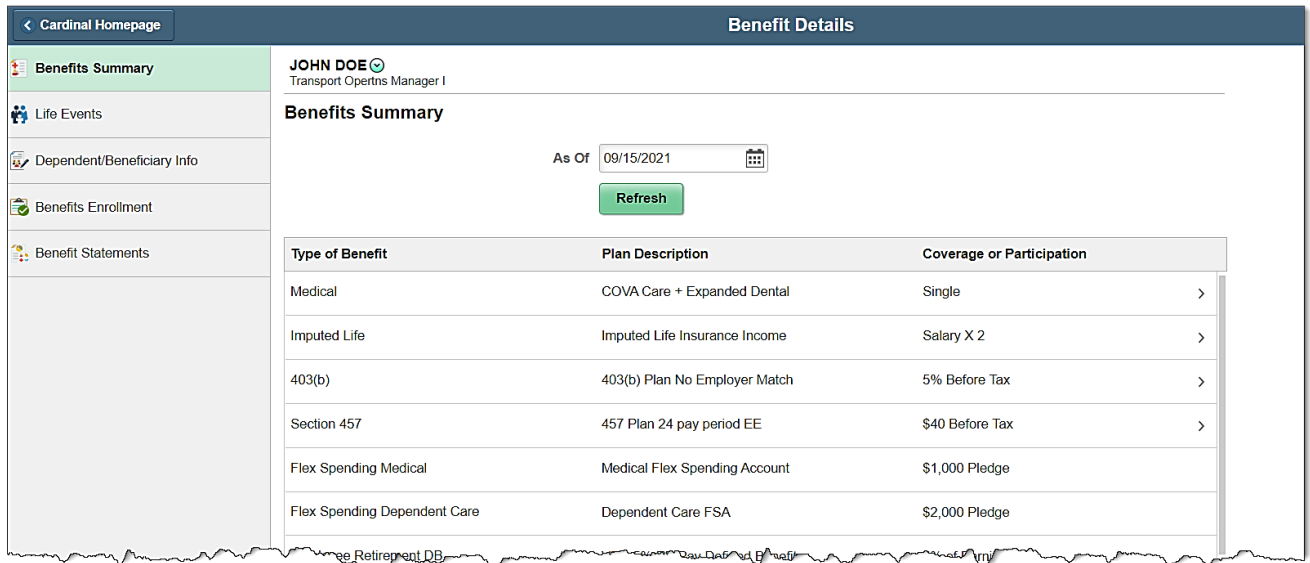The **Medical** page displays details of the Medical Benefit Plan you are enrolled in.

‹ Back	Medical
📋 **Benefits Summary**	**Medical**
👥 Life Events	JOHN DOE
🖼 Dependent/Beneficiary Info	To view your benefits as of another date, enter the date and select Go.
📗 Benefits Enrollment	09/15/2021 📅 **Go**
📊 Benefit Statements	**Medical**
	Plan Name COVA Care + Expanded Dental
	Plan Provider Anthem Blue Cross Blue Sheild
	Coverage Single
	Group Number 12000000
	Covered Dependents
	No dependent/beneficiary enrollments were found.

10. Review the enrollment information as needed.

   Note: The **Plan Provider** link will open the Vendor Webpage and additional information about the coverage can be reviewed. If the employee had dependents covered in their medical plan, they would be available for review in the **Covered Dependents** section.

11. Click the **Benefits Summary** list item to return to the **Benefits Summary** page and review additional benefit information as needed.

Cardinal

The **Benefits Summary** page displays.

	Benefit Details	
‹ Cardinal Homepage		

Benefits Summary
Life Events
Dependent/Beneficiary Info
Benefits Enrollment
Benefit Statements

JOHN DOE ⊙
Transport Opertns Manager I

Benefits Summary

As Of 09/15/2021 📅

[Refresh]

Type of Benefit	Plan Description	Coverage or Participation	
Medical	COVA Care + Expanded Dental	Single	›
Imputed Life	Imputed Life Insurance Income	Salary X 2	›
403(b)	403(b) Plan No Employer Match	5% Before Tax	›
Section 457	457 Plan 24 pay period EE	$40 Before Tax	›
Flex Spending Medical	Medical Flex Spending Account	$1,000 Pledge	
Flex Spending Dependent Care	Dependent Care FSA	$2,000 Pledge	

12. Repeat these steps to view additional information pertaining to other Benefit Plans.