FIO-03 My Benefits

View My Benefits Tutorial Video

Purpose

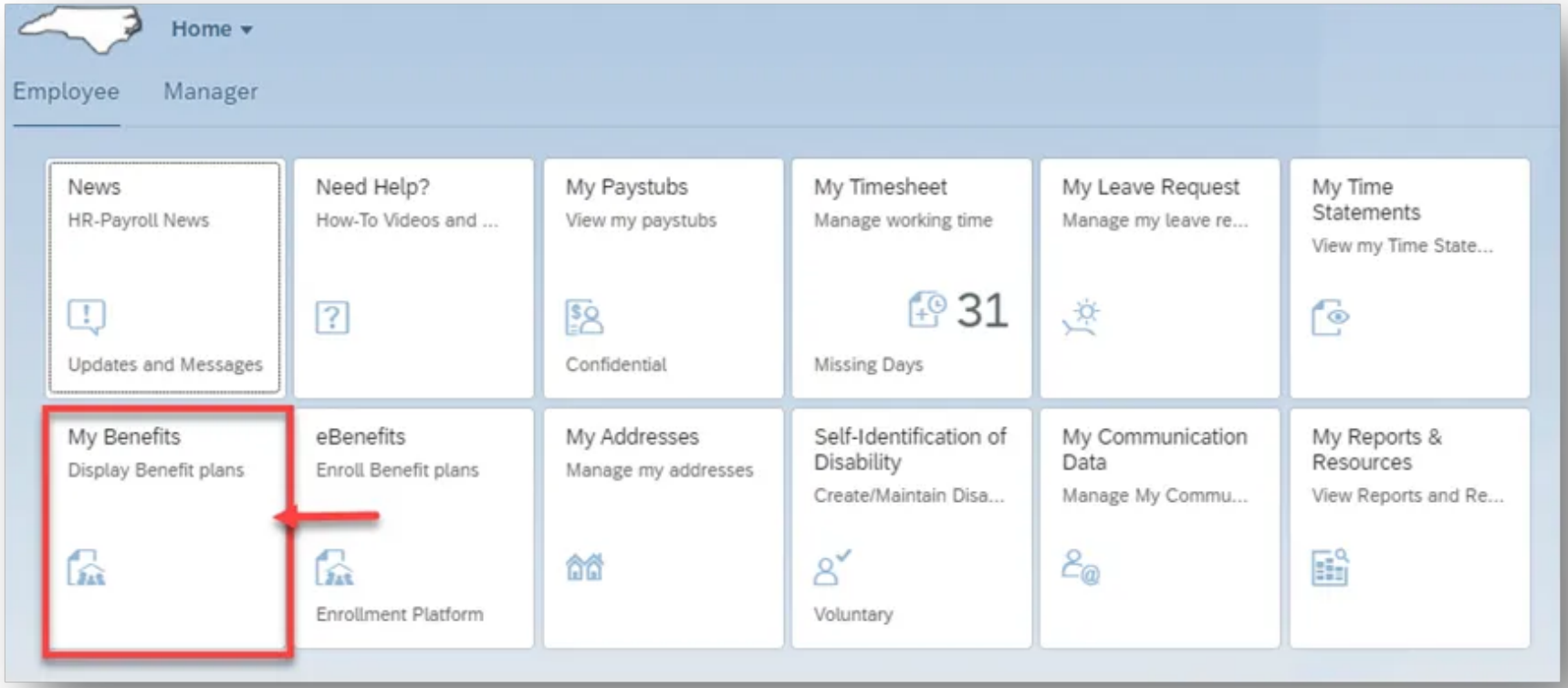
The purpose of this Business Process Procedure is to explain how to view benefits within the Fiori My Benefits application.

Step by Step for My Benefits

There are 14 steps to complete this process.

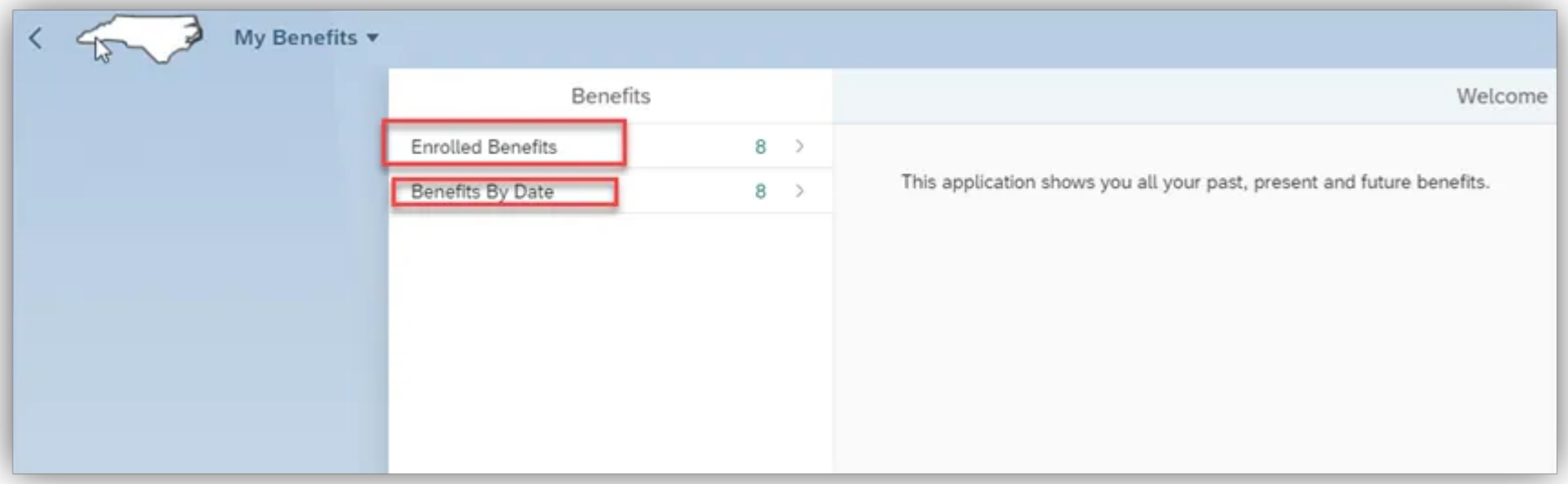
Step 1. To check your Benefits anytime, click on **My Benefits**.

Image



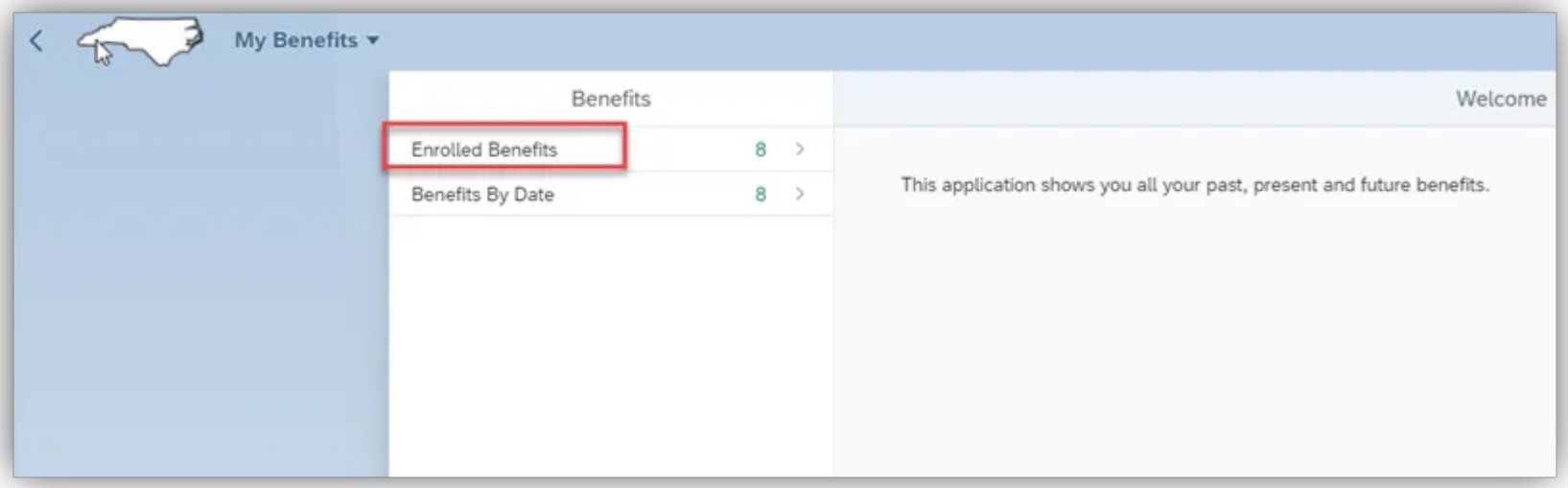
Step 2. Once you are on the My Benefits screen, it will refresh and then display **Enrolled Benefits** as well as **Benefits by Date**.

Image



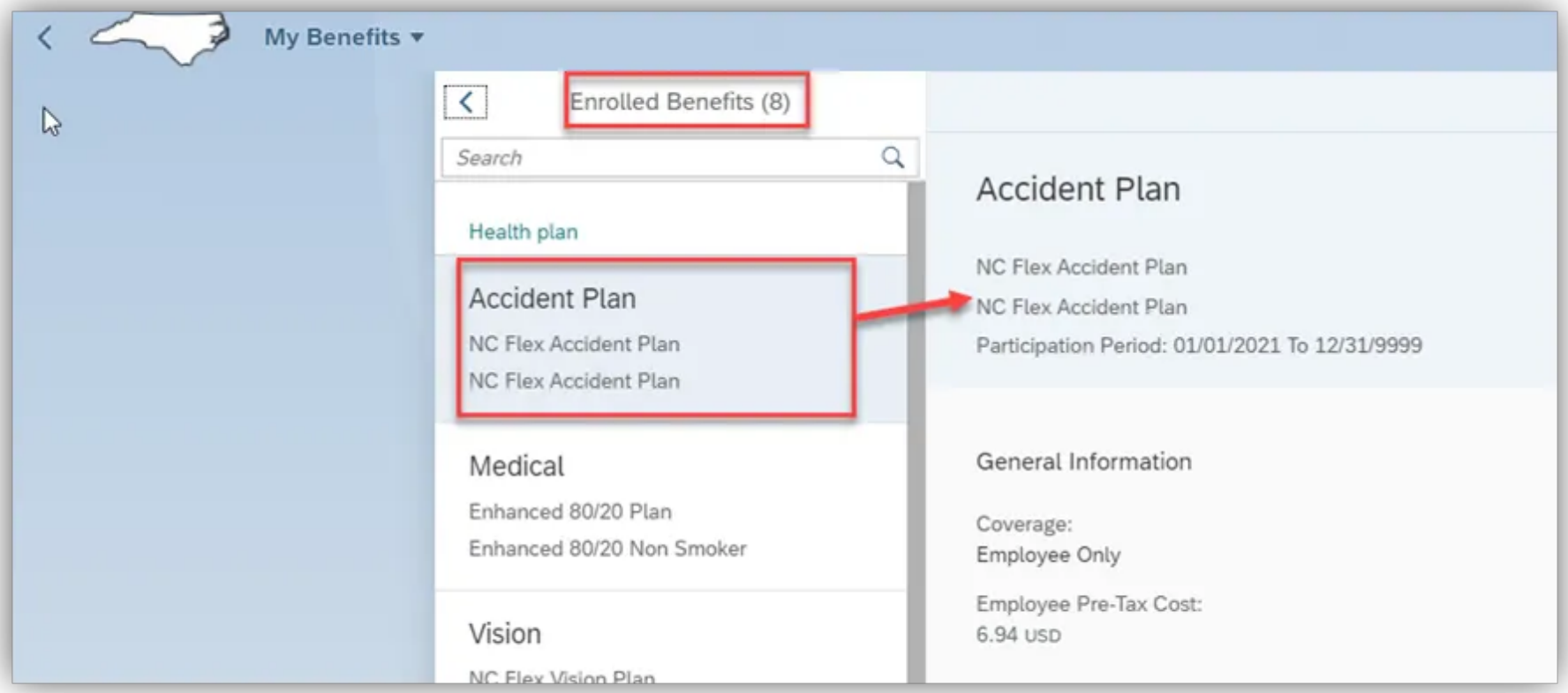
Step 3. To see the benefits in which you are currently enrolled, click on **Enrolled Benefits**.

Image



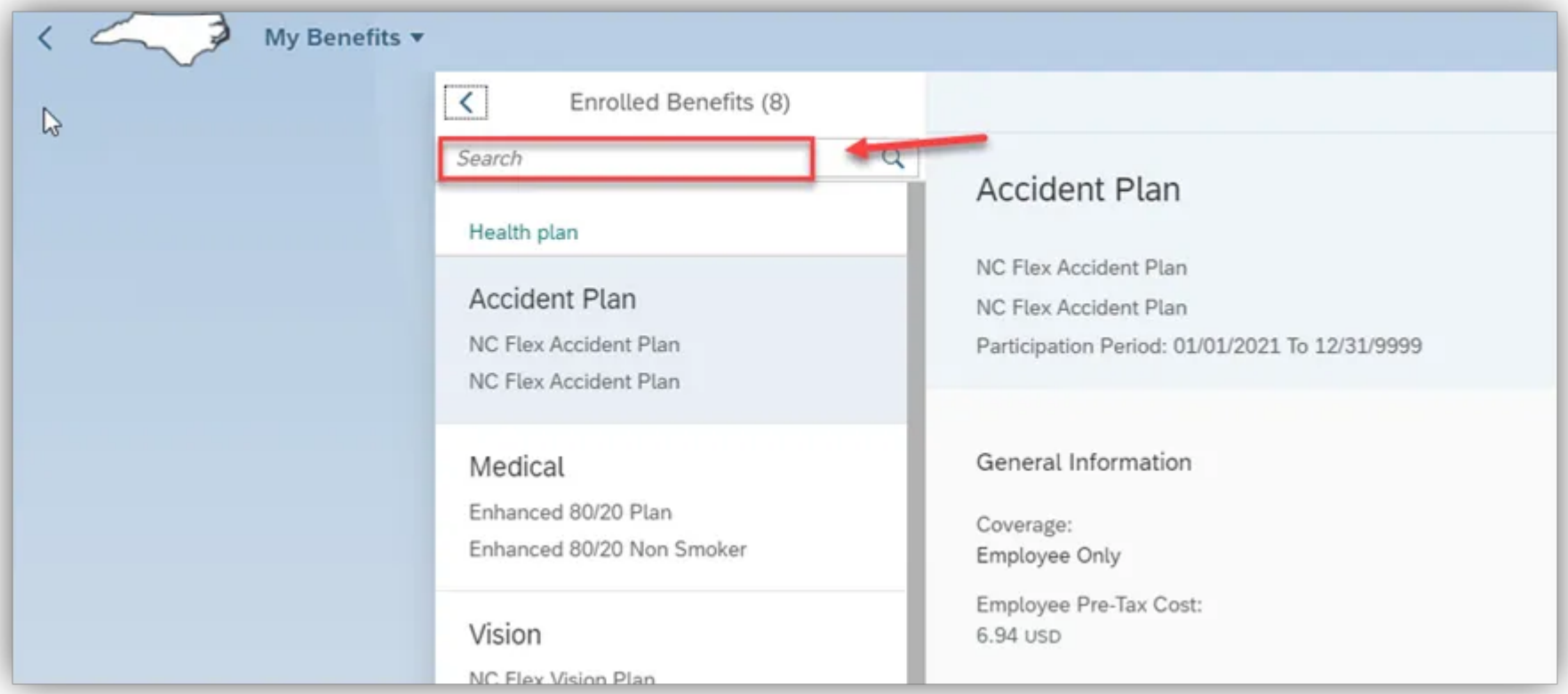
Step 4. You can click on any of the plans in the left-hand pane to see the details in the right-hand pane.

Image



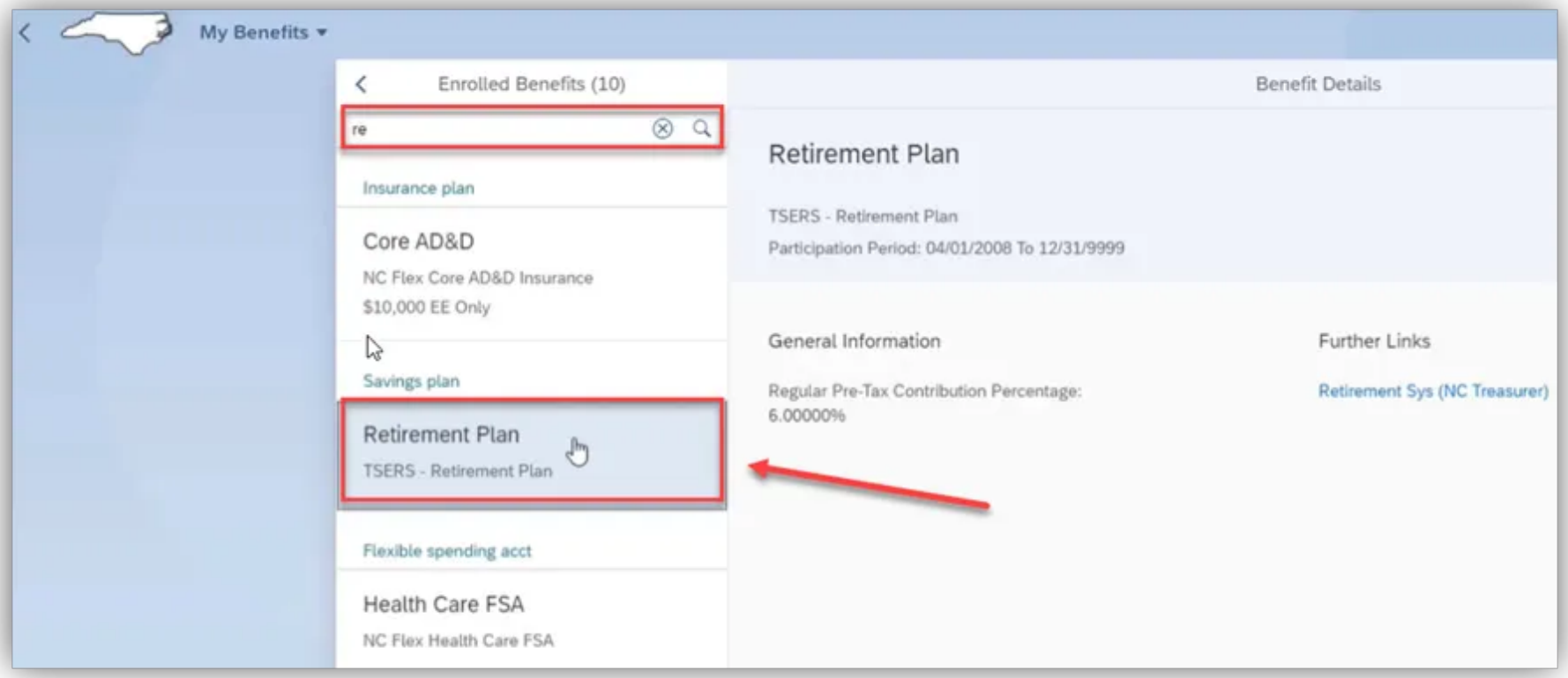
Step 5. If you want to search for a plan, use the **Search Window**.

Image



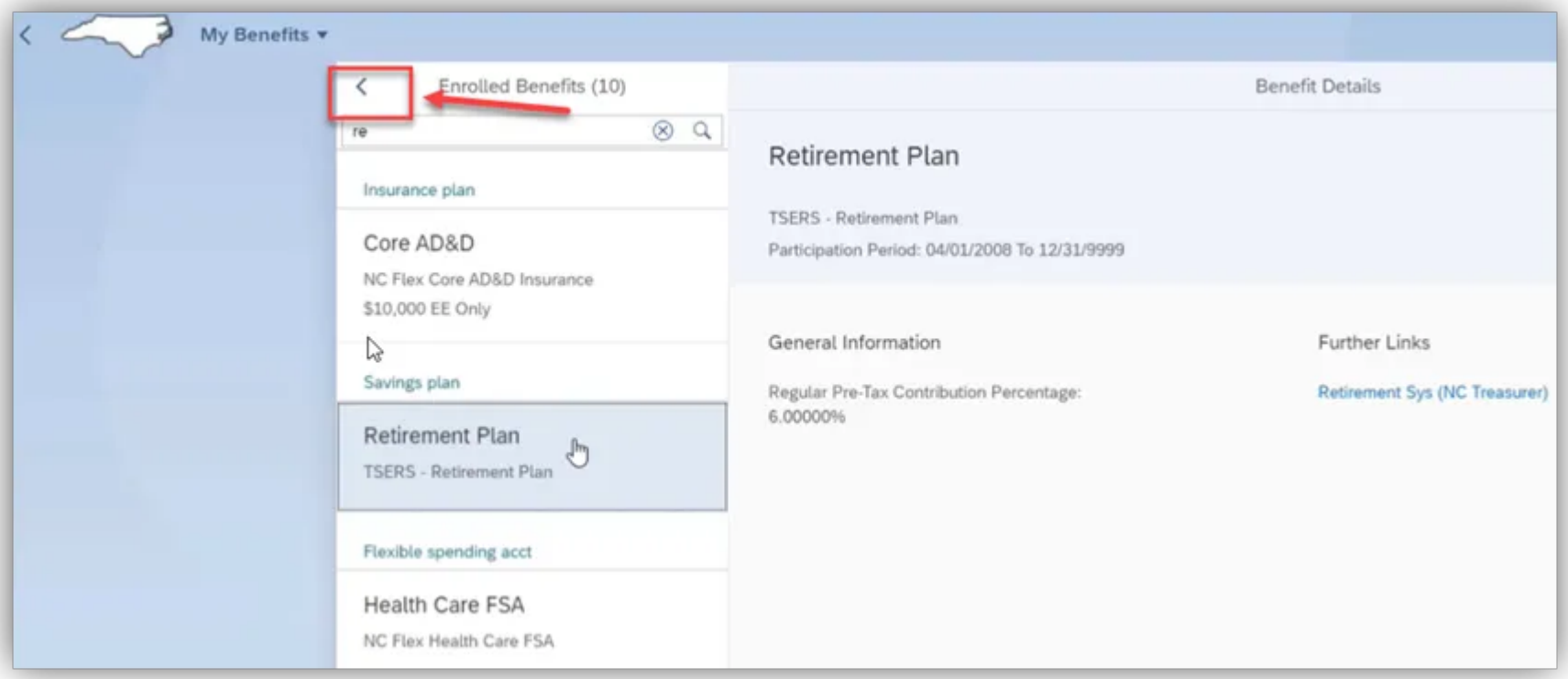
Step 6. Just a couple of characters will probably find what you are looking for-- example, search for **Retirement plan**.

Image



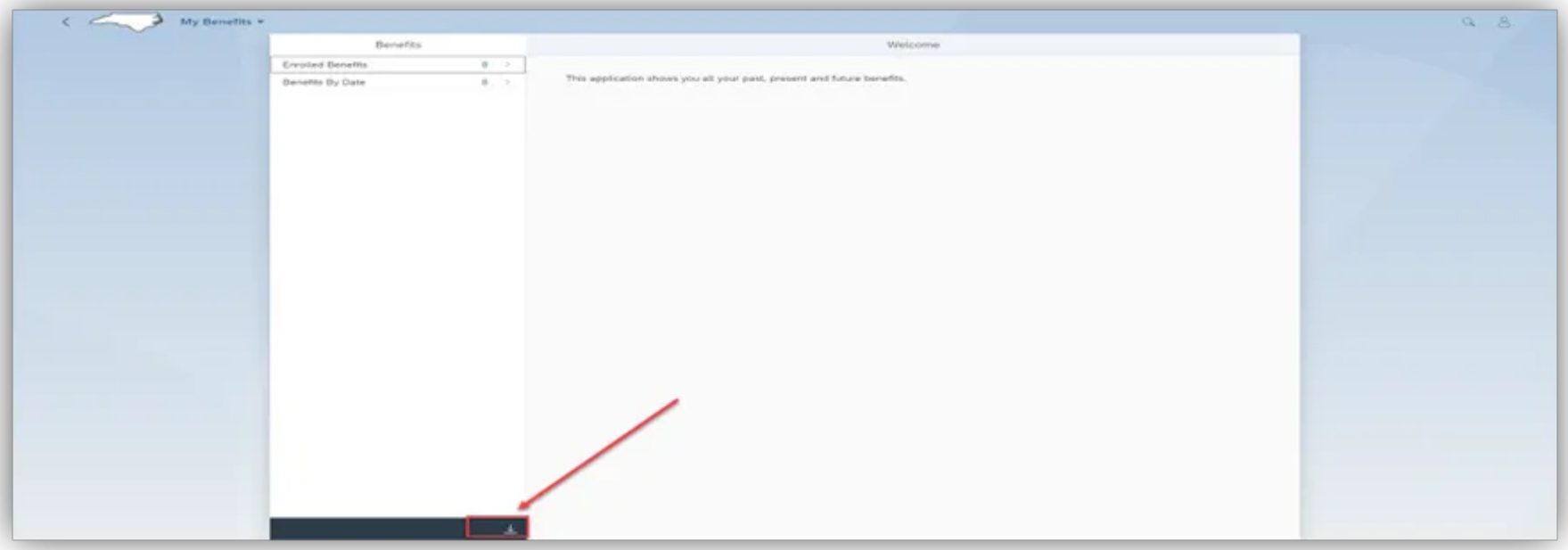
Step 7. When finished, click the arrow at the top of the search window to go back to the main benefits screen.

Image



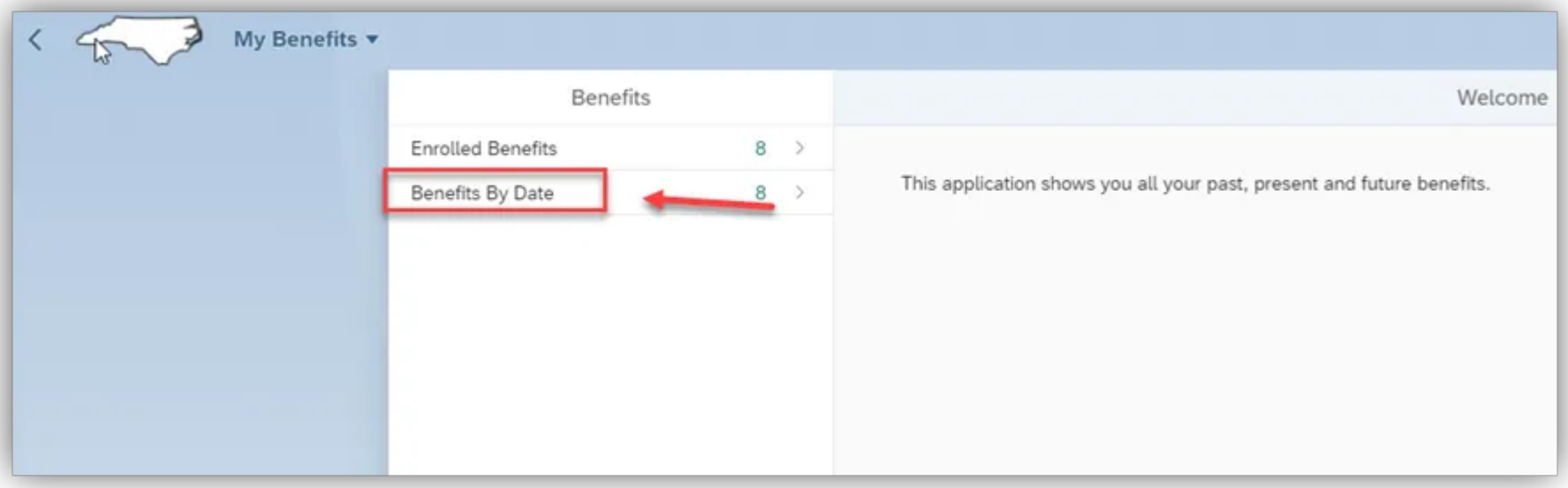
Step 8. To download a PDF report of your **Enrolled Benefits**, click on the download arrow at the bottom of the screen.

Image



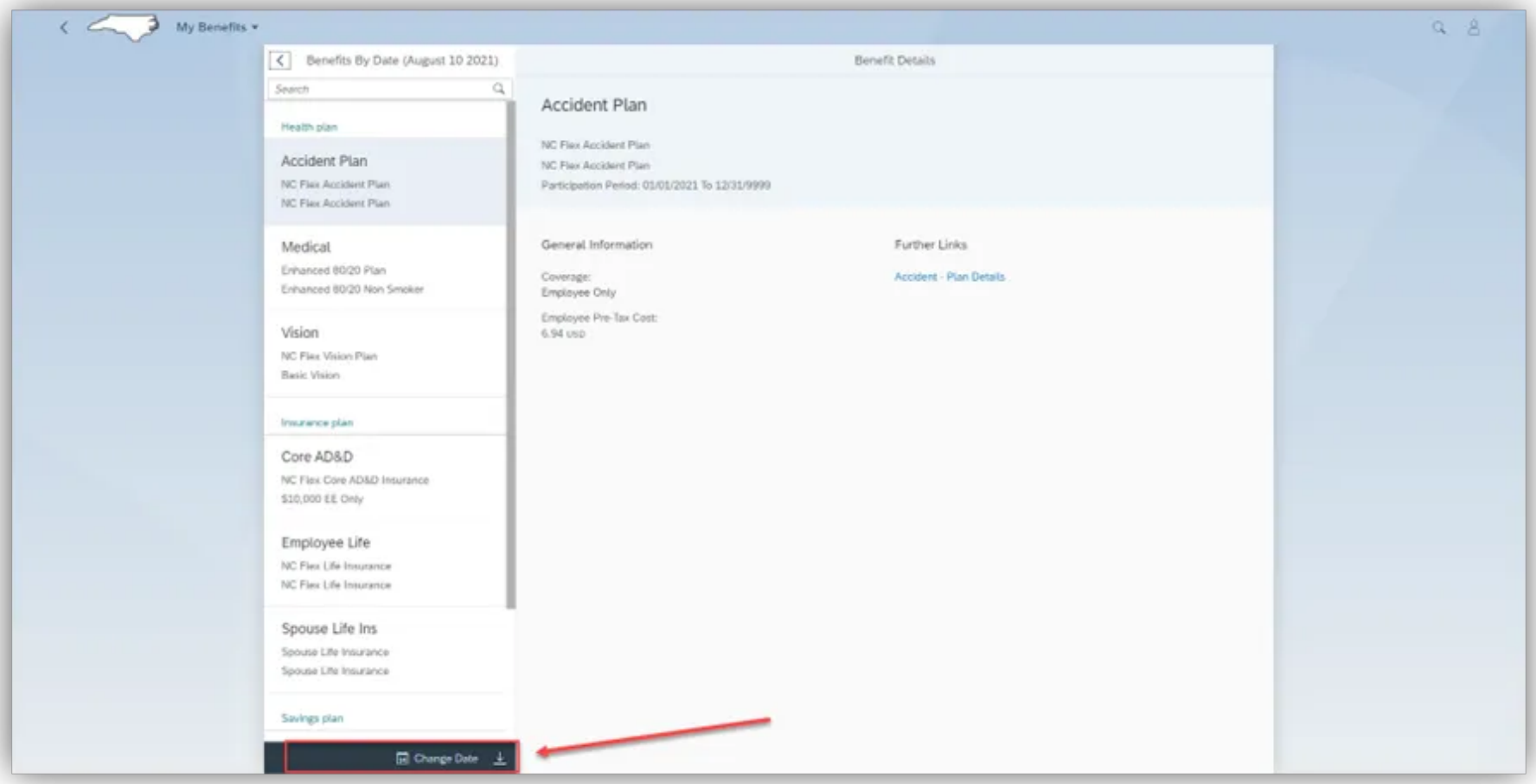
Step 9. To review your benefits on a particular date, click on **Benefits by Date**.

Image



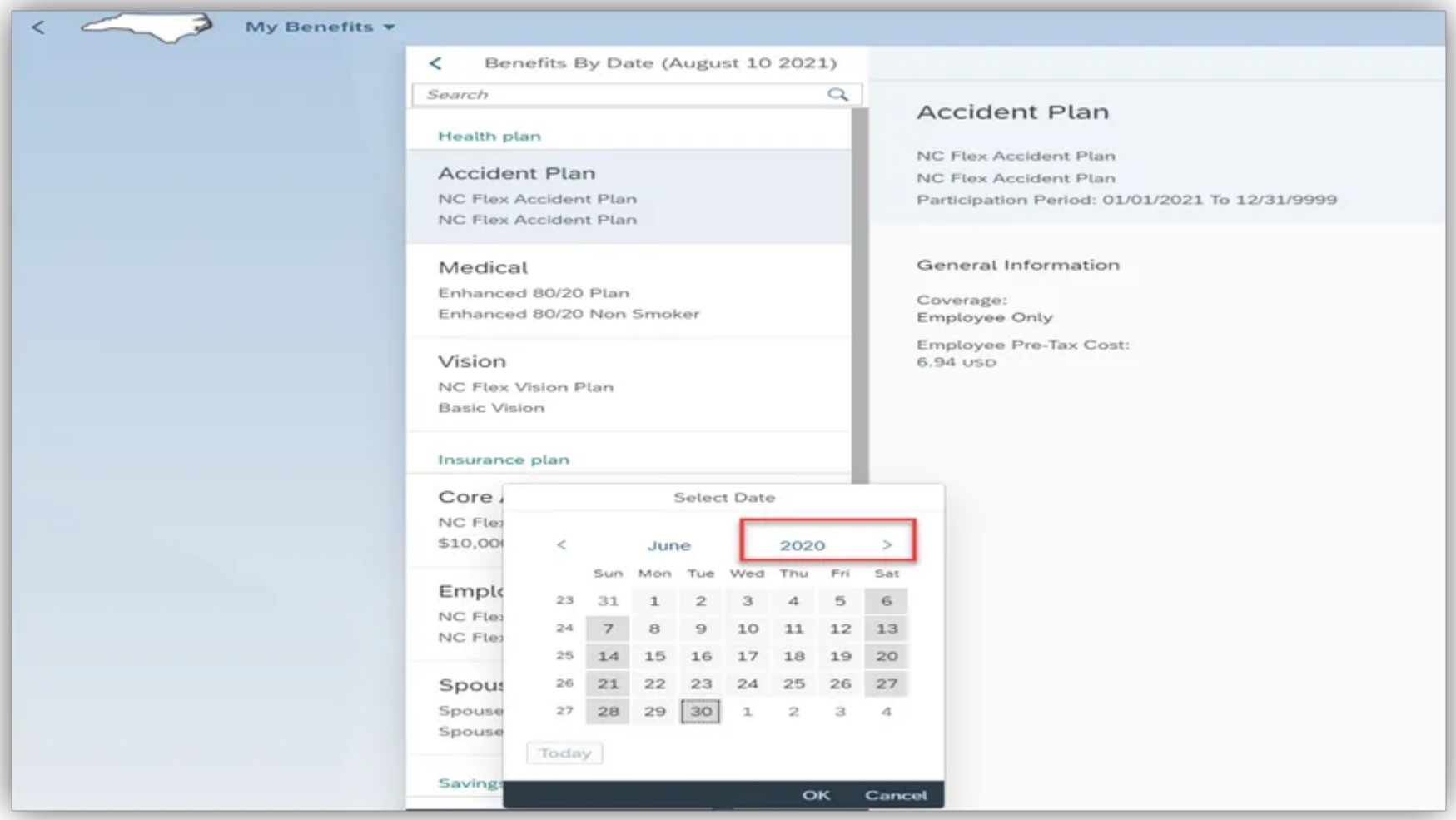
Step 10. Click on **Change Date**.

Image



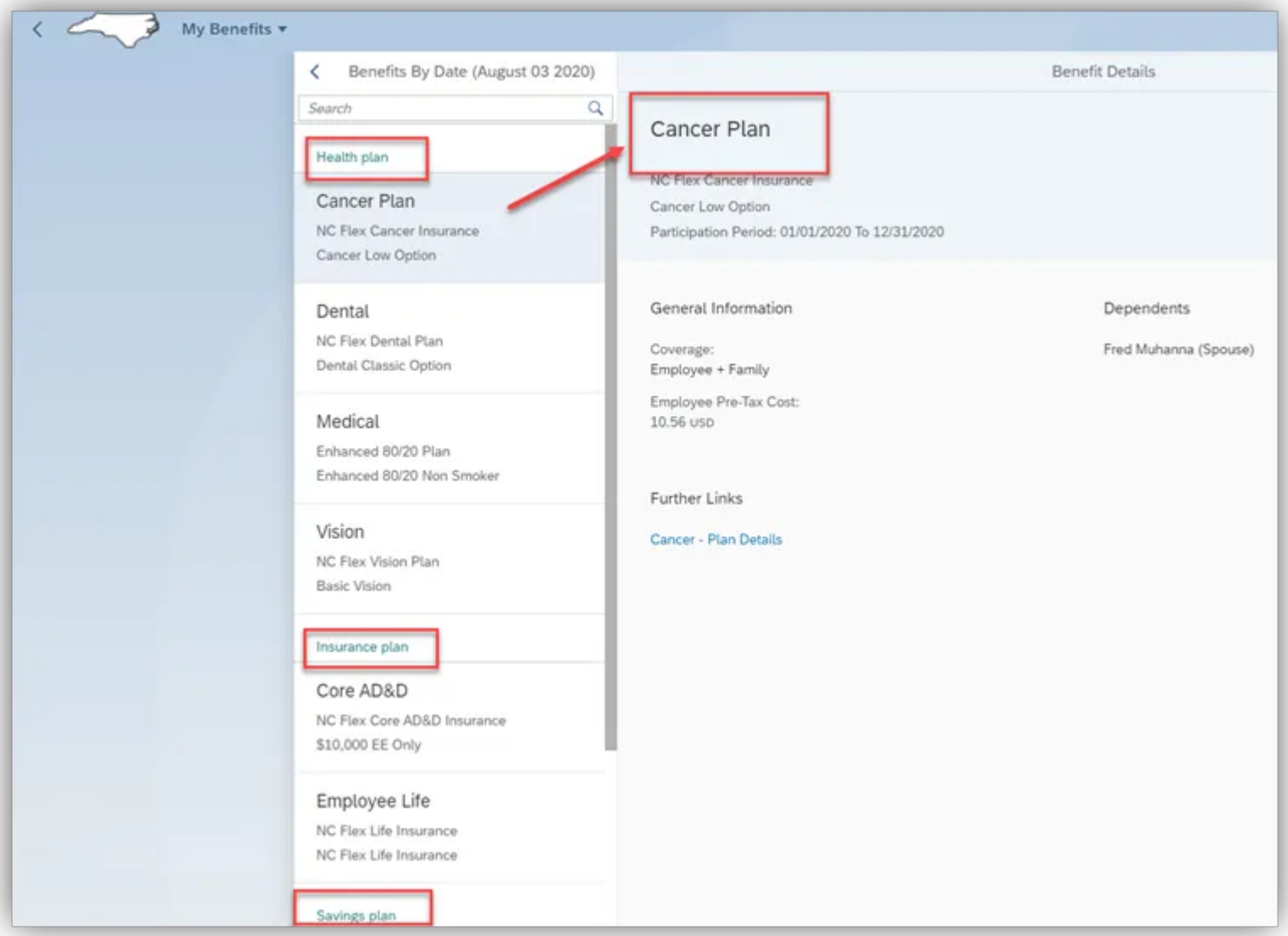
Step 11. Choose the date you want to look for, i.e., choose a date from last year.

Image



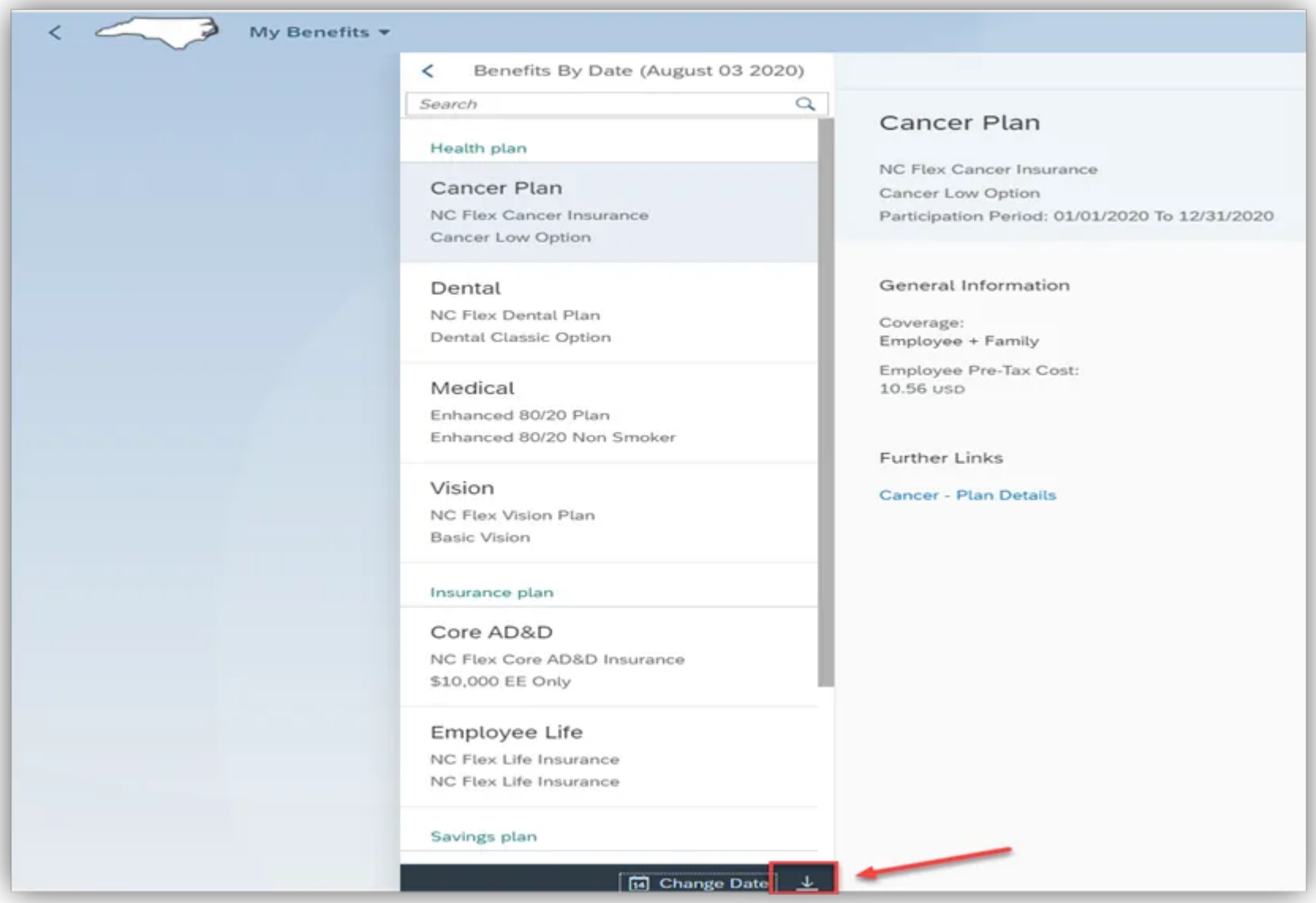
Step 12. When the screen refreshes, it will display the benefits that you were enrolled in as of the date you selected.

Image



Step 13. You can **download the report** of that date by clicking on the **download arrow**.

Image



Step 14. To navigate to the Benefits home page, click on **My Benefits** and click on **Home**.

Image



First Published

Tue, 03/08/2022

Last Updated

Tue, 10/07/2025

Printable PDF