



MY BENEFITS

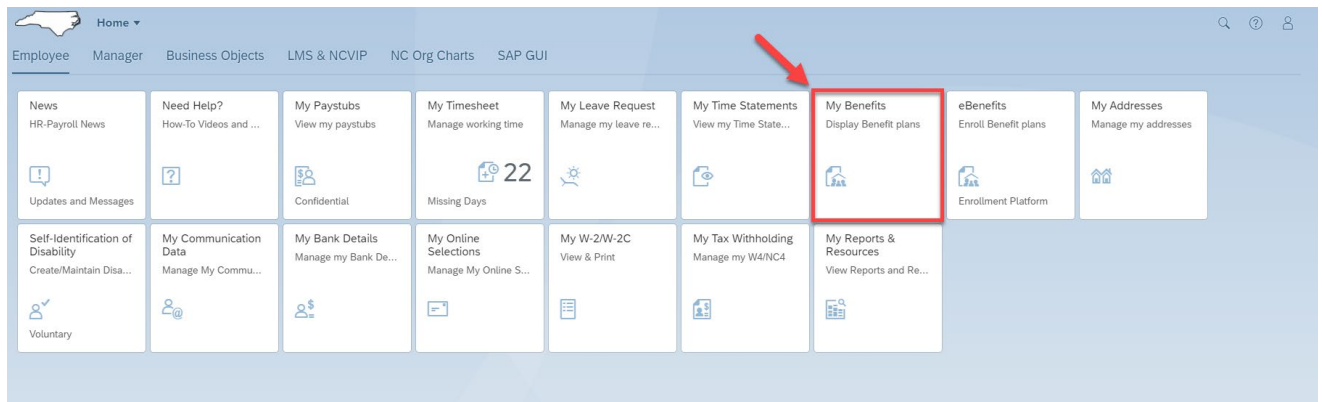
FIO-03 | BUSINESS PROCESS PROCEDURE



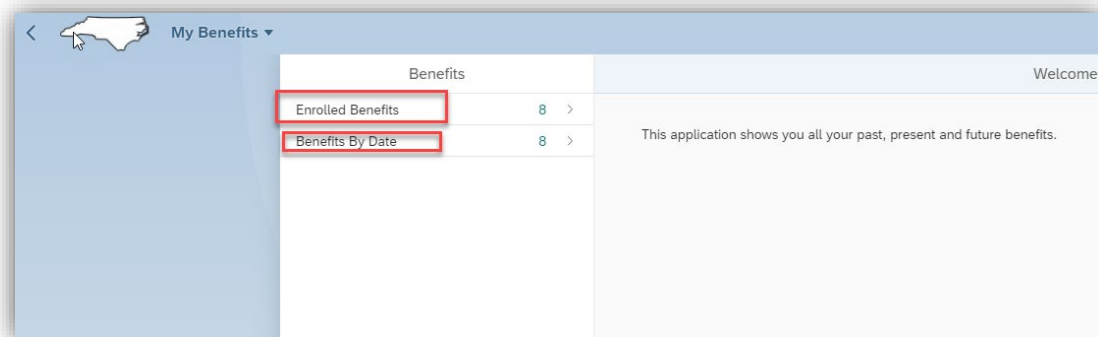
The purpose of this Business Process Procedure is to explain how to view benefits within the Fiori “My Benefits” application.

Step by step for My Benefits

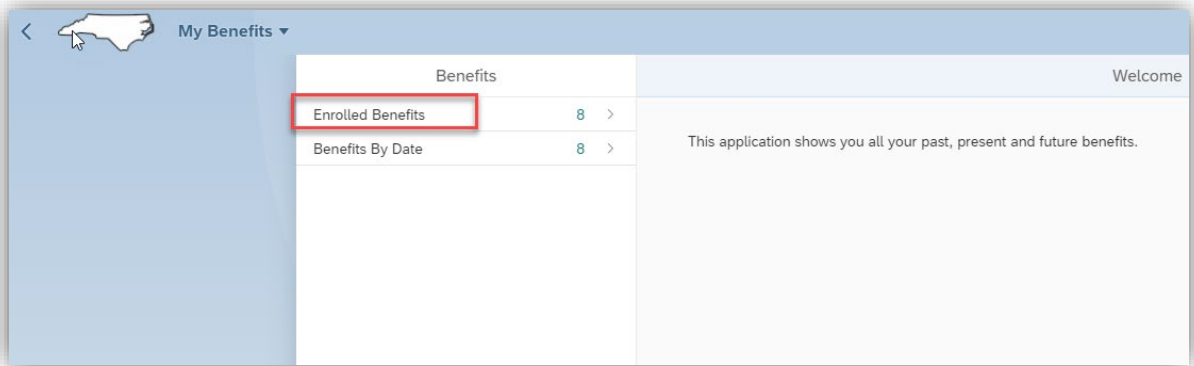
1. To check your Benefits anytime, click on “My Benefits”



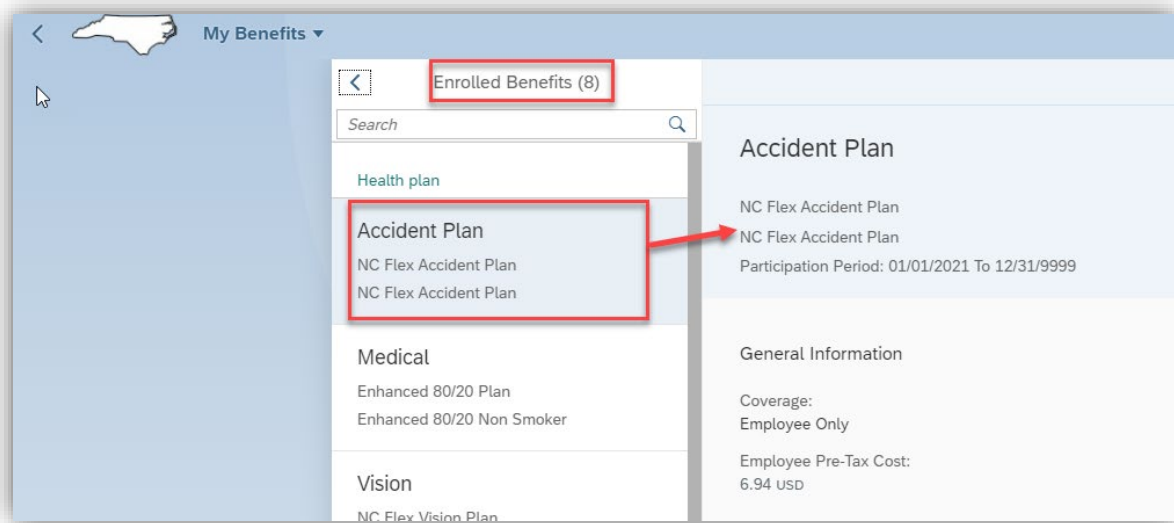
2. Once you are on the “My Benefits” screen, it will refresh and then display “Enrolled Benefits” as well as “Benefits by Date.”



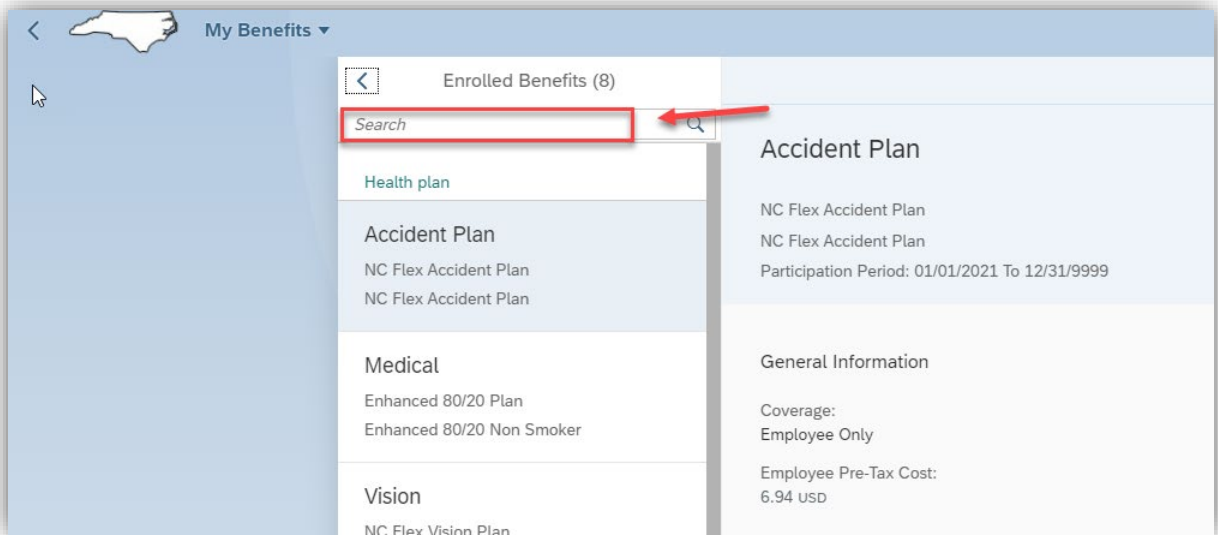
3. To see the benefits in which you are Currently enrolled, click on “Enrolled Benefits.”



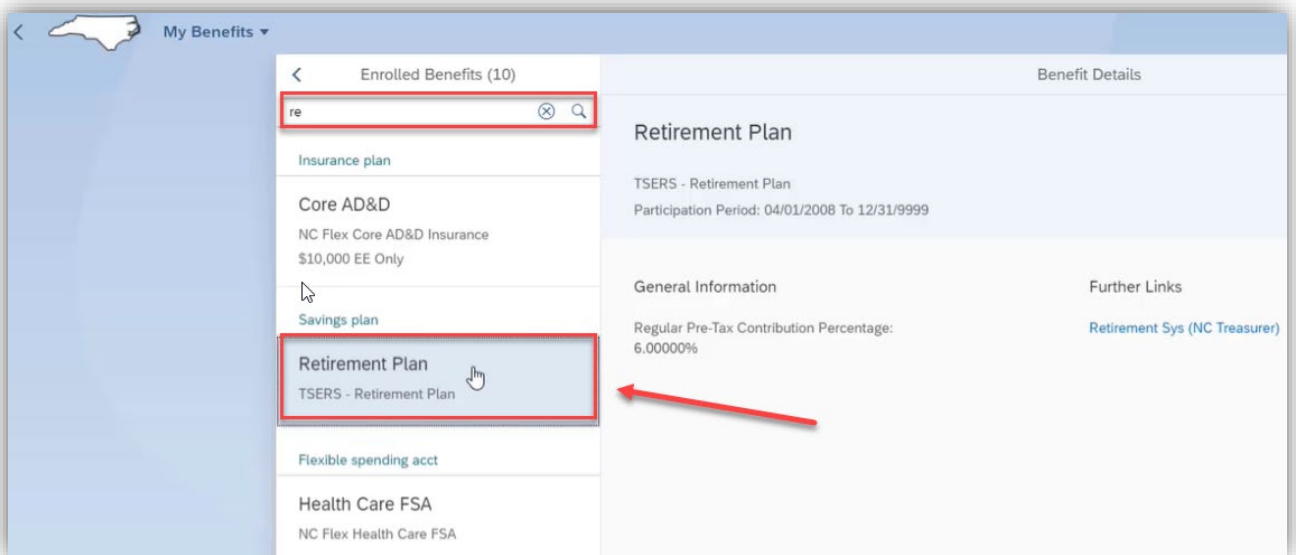
4. You can click on any of the plans in the left-hand pane to see the details in the right-hand pane.



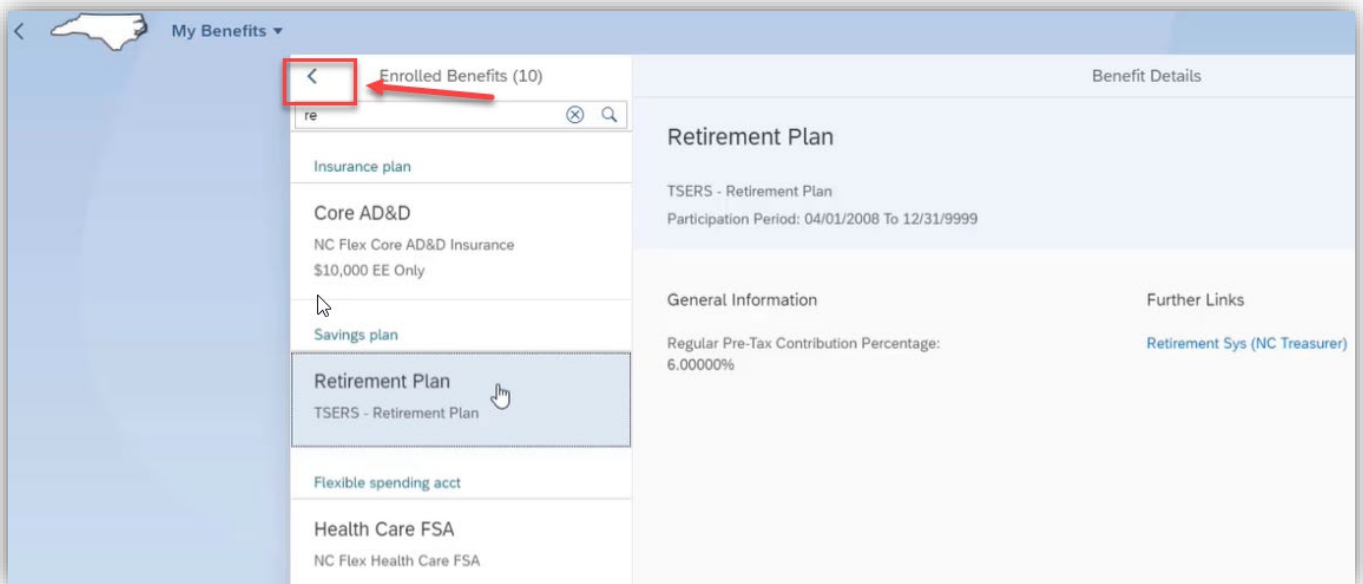
- If you want to search for a plan, use the “**Search Window.**”



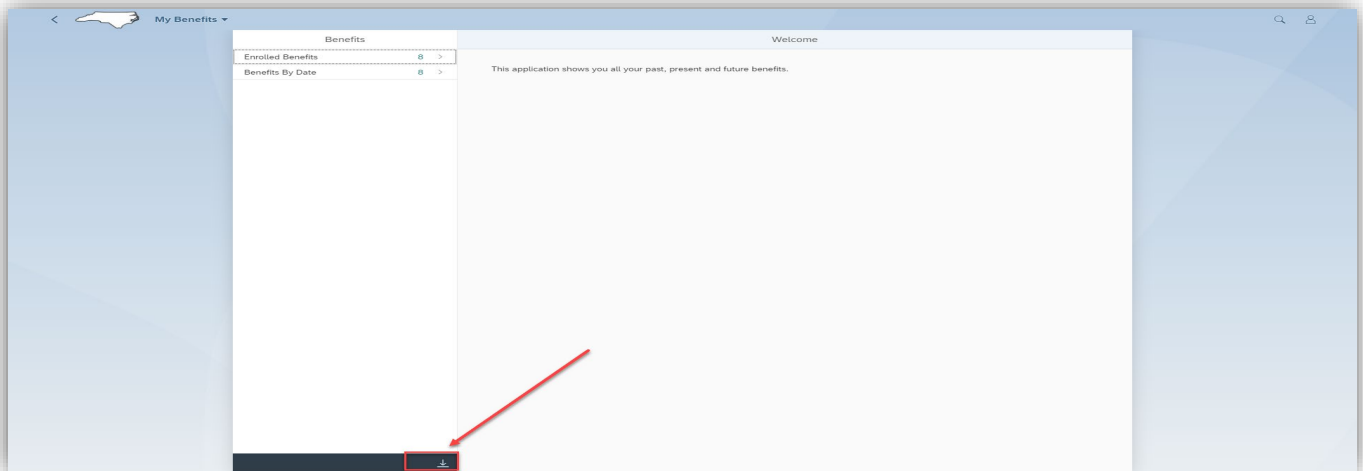
- Just a couple of characters will probably find what you are looking for-- for example, search for “**Retirement plan.**”



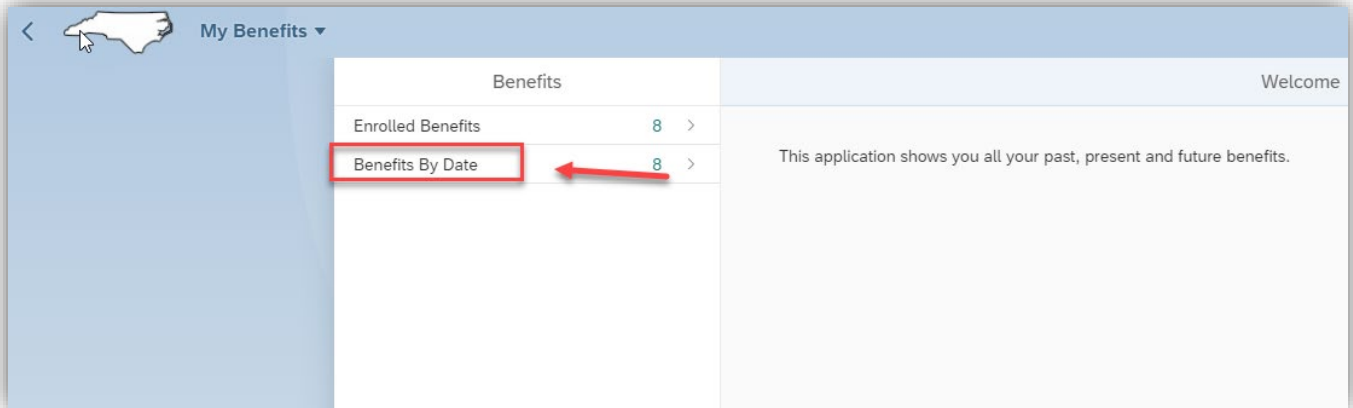
- When finished, click the arrow at the top of the search window to go back to the main benefits screen.



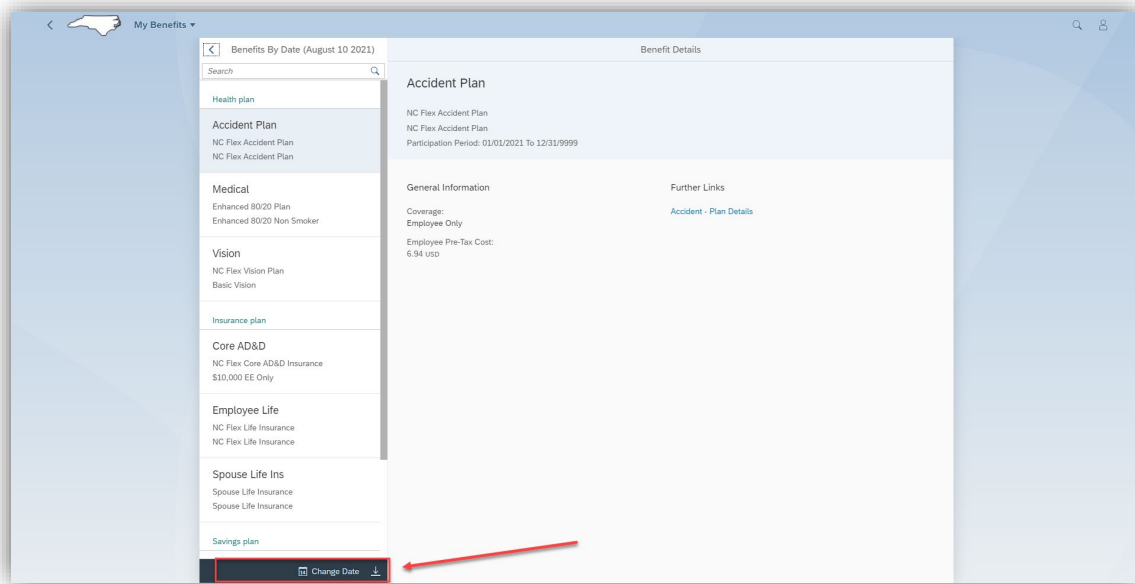
- To download a PDF report of your **“Enrolled Benefits,”** click on the download arrow at the bottom of the screen.



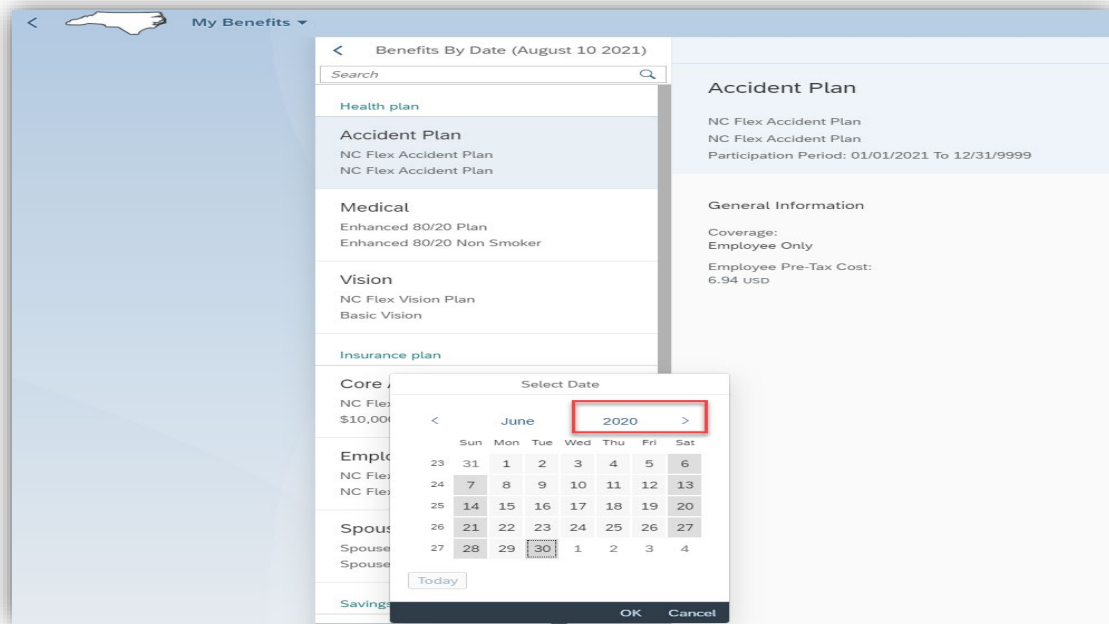
9. To review your benefits on a particular date, click on **“Benefits by Date.”**



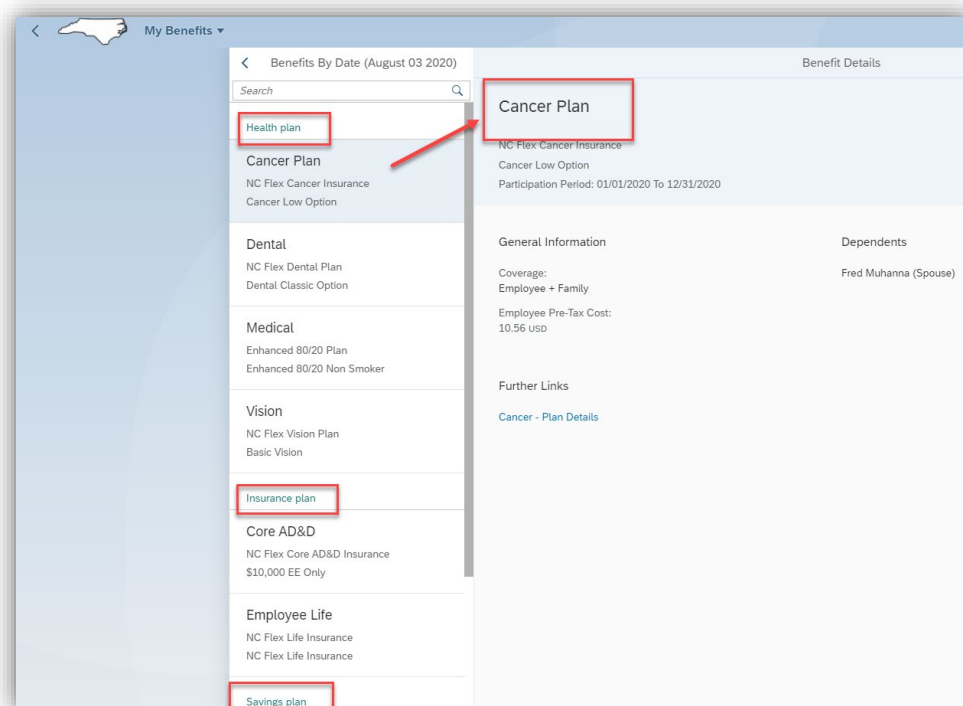
10. Click on **“Change Date.”**



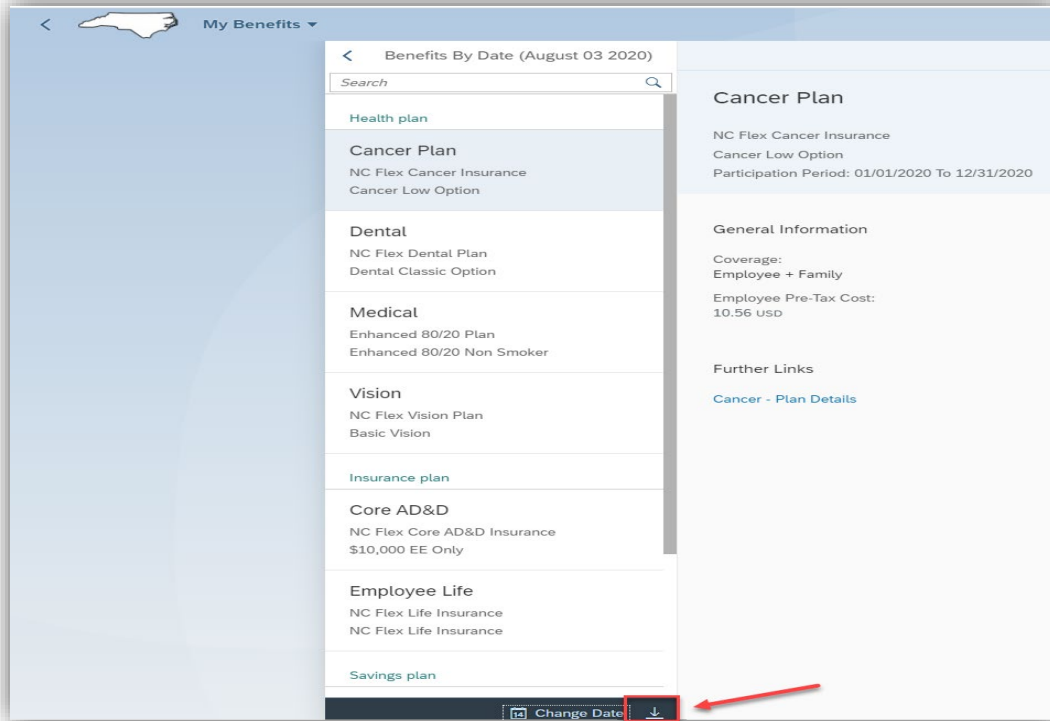
11. Choose the date you want to look for, i.e., choose a date from last year.



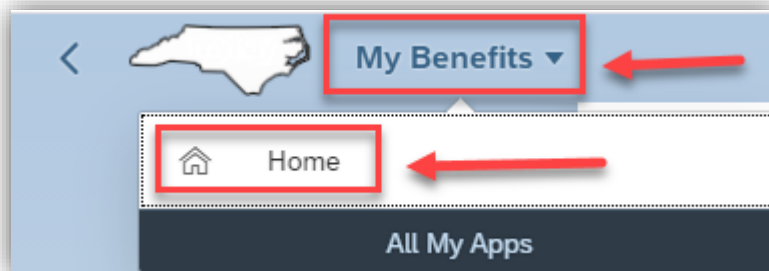
12. When the screen refreshes, it will display the benefits that you were enrolled in as of the date you selected.



13. You can “download the report” of that date by clicking on the “download arrow.”



14. To navigate to the Benefits home page, click on “My Benefits” and click on “Home.”



Change Record

- 8/16/21 – Initial creation of BPP – Mayuri Surati