

**Benefits—View Current Enrollments Using Bear Trax**

*All Employees*

**Introduction**

**Purpose:**

The purpose of this task is:

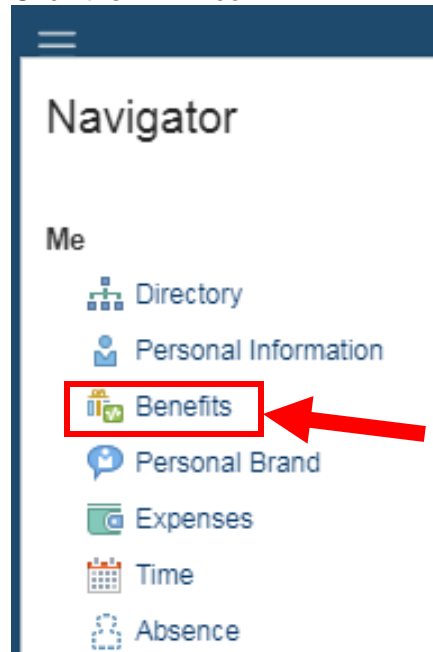
- To view current enrollments and future benefits,
- To view biweekly costs, and
- To view, print or save your full benefits report.

**How to**

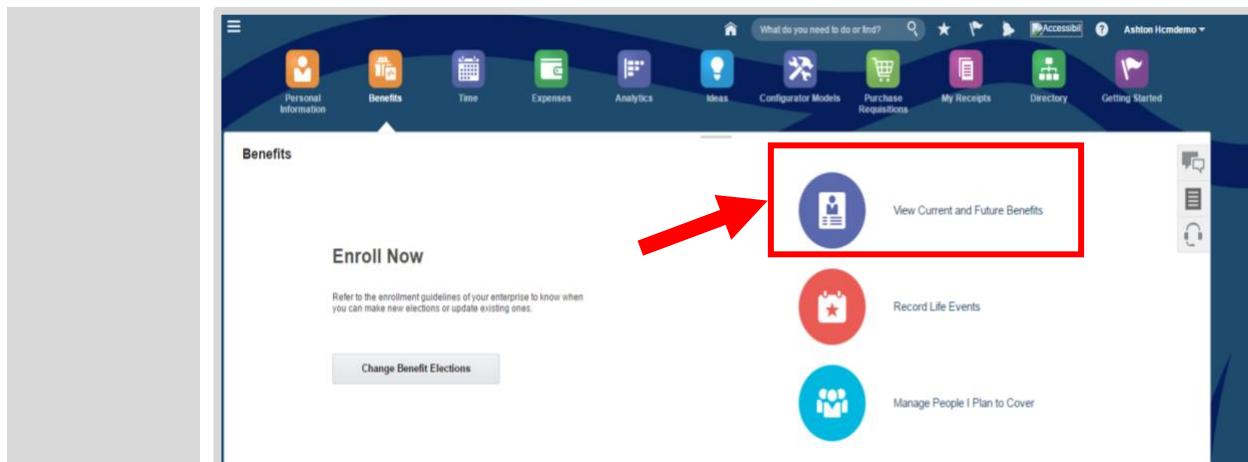
**Access:**

Go to the [Home Screen](#) by clicking the  icon.

Click the  icon.



Under “Me,” click “Benefits.” This will take you to the Benefits screen.



From this screen, you can view your current and future benefits.

**Helpful Hints:**

Be sure to keep in mind that...

- Future benefits can be reviewed after open enrollment and before January 1.
- You can see the costs per pay period for your current enrollments.
- You can print (download) a report from this screen of all your current enrollments and future benefits

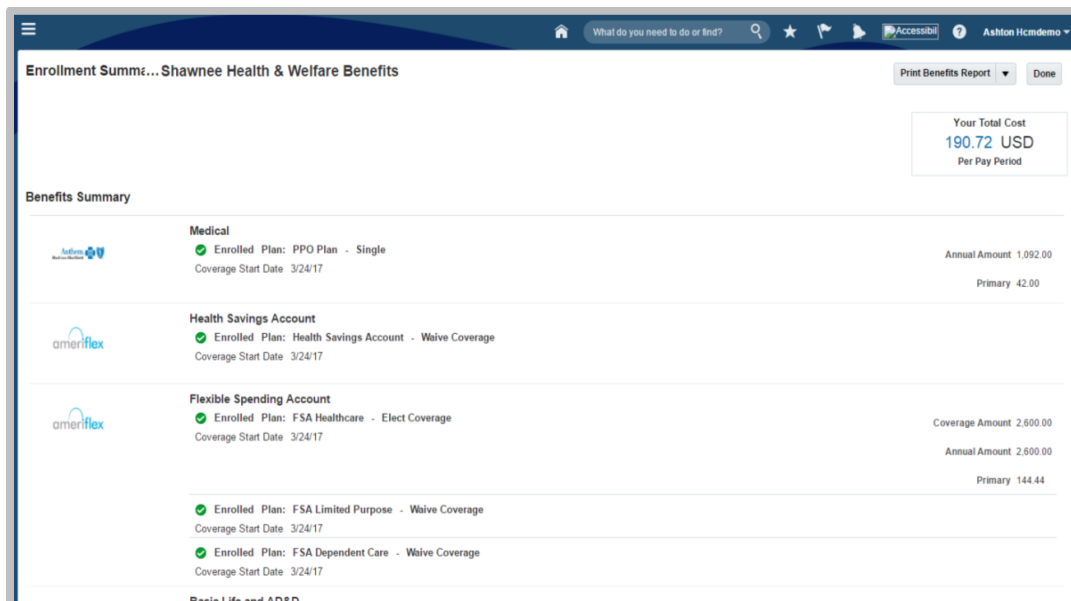
**Procedure:**

Complete the following steps to view/download and print a report for your current enrollments:

**View Current Enrollments and Future Benefits Information**

Follow these steps to view current benefit enrollments and future benefits information:

1. Click “View Current and Future Benefits.”



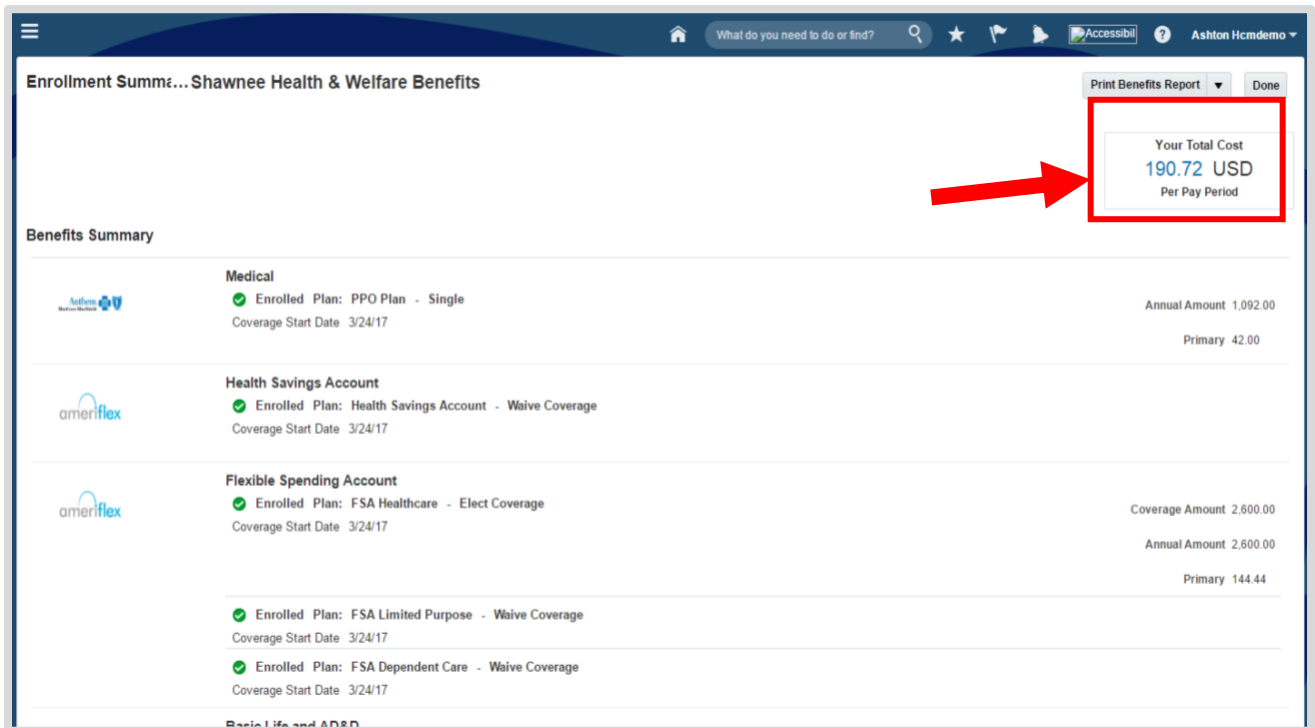
- While on the Current Enrollments page, you can view all information regarding your current enrollments and future benefits.

If you want to...	Then...	Go To
View your Total Cost per Pay Period	View the note on the top-right corner of the page	<a href="#">Section 1</a>
View, Save, and Print your Benefits Report	Click the button that says "Print Benefits Report" to view your Benefits Report, print or save it.	<a href="#">Section 2</a>

**View your Total Cost per Pay Period**

Follow these steps to view total benefits cost per pay period:

1. From the Benefits homepage, click “View Current and Future Benefits.”
2. View the top right corner of the page. This section displays your current cost per biweekly pay period in USD (United States Dollars).



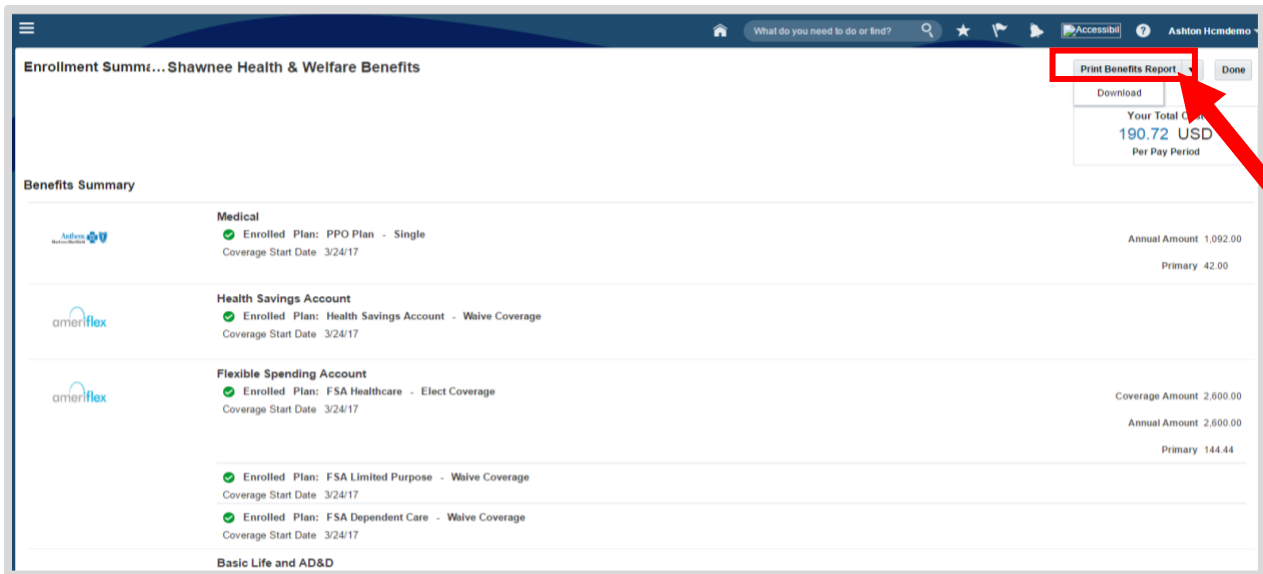
The screenshot shows the 'Enrollment Summary' page for Shawnee Health & Welfare Benefits. In the top right corner, there is a box containing the text: 'Your Total Cost 190.72 USD Per Pay Period'. A red arrow points to this box. Below this, the 'Benefits Summary' section lists several plans:

Plan Name	Enrollment Status	Coverage Start Date	Annual Amount	Primary Amount
Medical (Aetna)	Enrolled Plan: PPO Plan - Single	3/24/17	1,092.00	42.00
Health Savings Account (ameriflex)	Enrolled Plan: Health Savings Account - Waive Coverage	3/24/17	-	-
Flexible Spending Account (ameriflex)	Enrolled Plan: FSA Healthcare - Elect Coverage	3/24/17	2,600.00	144.44
FSA Limited Purpose	Enrolled Plan: FSA Limited Purpose - Waive Coverage	3/24/17	-	-
FSA Dependent Care	Enrolled Plan: FSA Dependent Care - Waive Coverage	3/24/17	-	-

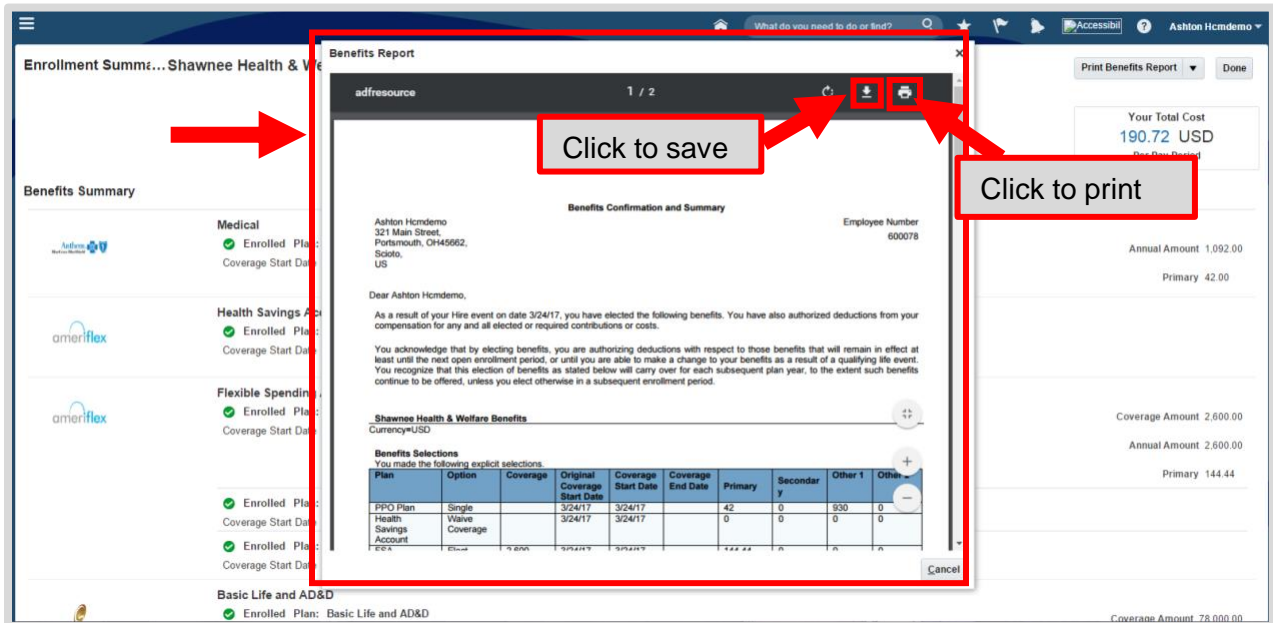
## View, Save, or Print your Benefits Report

Follow these steps to view, save or print your benefits report:

1. Click the “Print Benefits Report” button on the top-right corner of the screen.



- a. A new window will pop up, displaying the PDF file of your benefits report.



2. To Save this file:
  - a. Click the arrow icon to download it.
  
3. To Print this file:
  - a. Click the “printer” icon.
  - b. Follow the commands issued by your system dialog for printing.
  
4. To exit, click the “x” at the top right of the popup window.

### Final Notes

By following these steps, you have successfully viewed, saved or printed information about your current or future benefits, or your benefit report.