

## Benefits—View Current Enrollments Using Bear Trax


*All Employees*

### Introduction

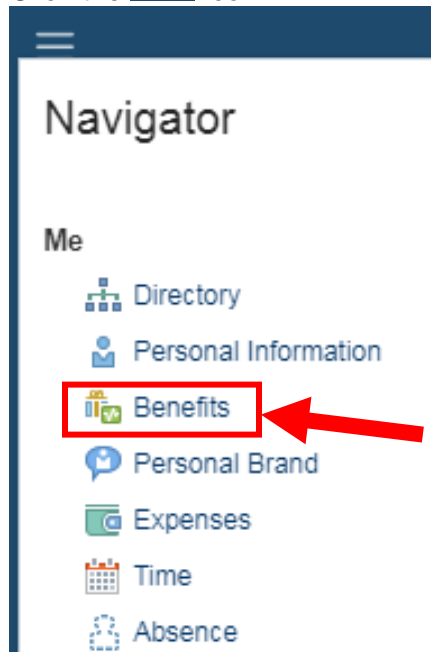
**Purpose:** The purpose of this task is:

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

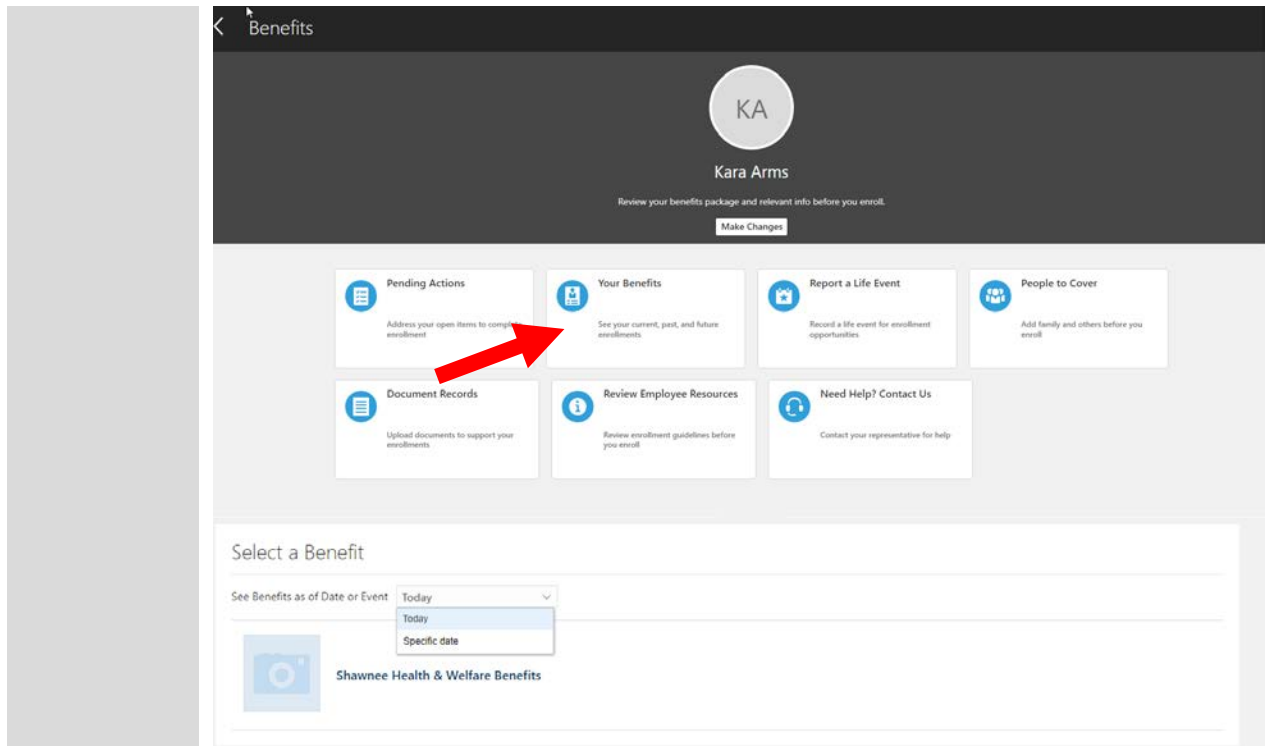
**How to Access:**

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...

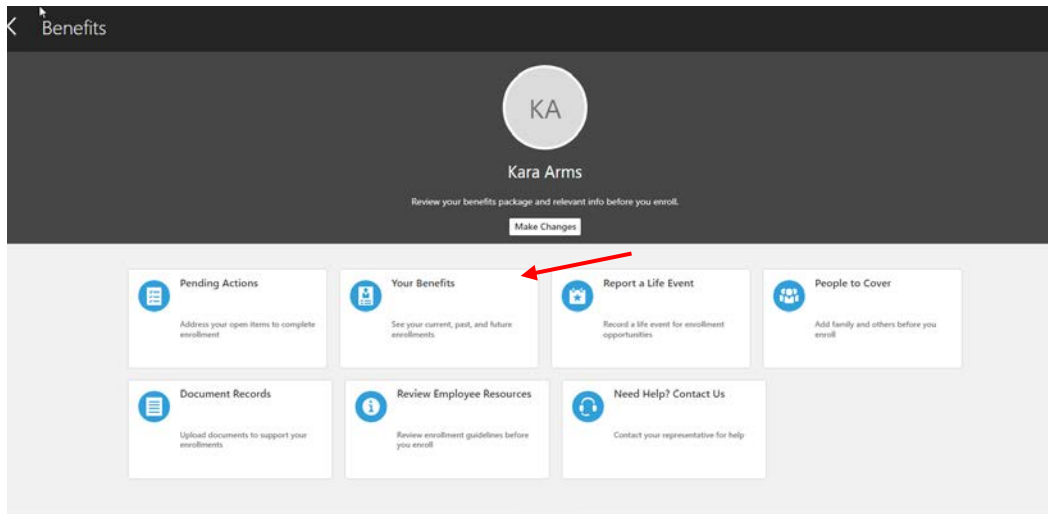
- **Future benefits can be reviewed after open enrollment and before January 1.**
- **You can see the costs per pay period for your current enrollments.**
- **You can print (download) a report from this screen of all your current enrollments and future benefits**

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

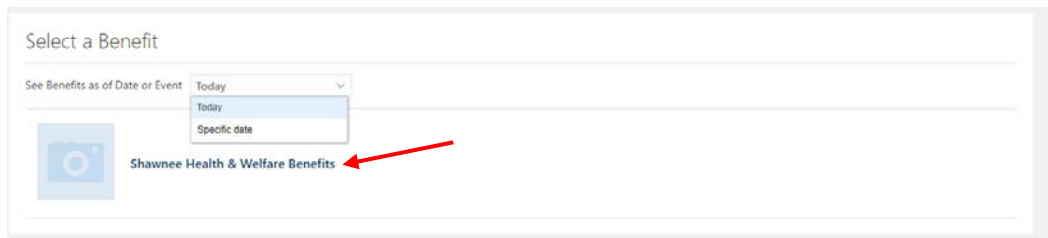
### View Current Enrollments and Future Benefits Information

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

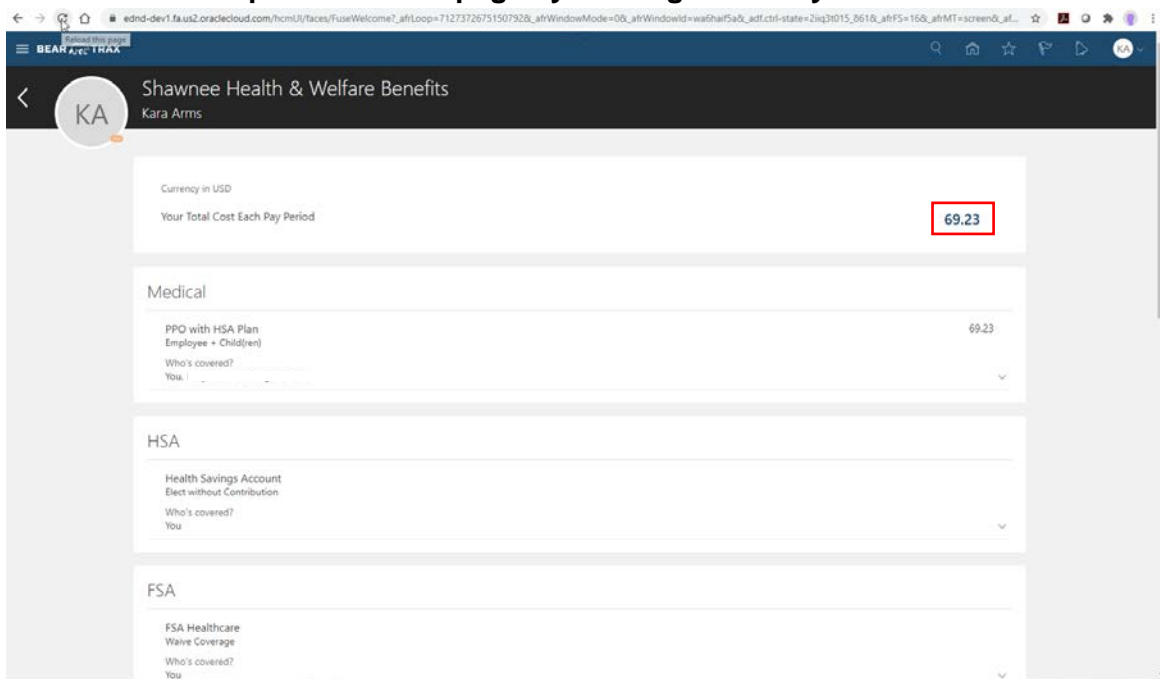
1. **Click “Your Benefits.”**



2. You can view current benefits by selecting “Today” or past/future enrollments by selecting “Specific date” and entering the date.
3. Click “Shawnee Health & Welfare Benefits”



4. You can view your elections and see your total in the top right hand corner.
5. You can print/save this page by clicking Print on your web browser.



**Final Notes**

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