

## **Understanding Your Benefits Summary**

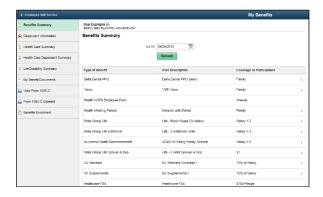


This job aid provides information about how to access and understand your online Benefits Summaries.

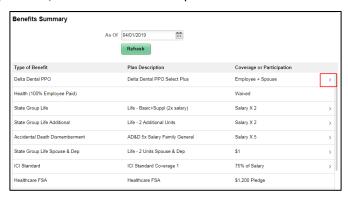
### **Benefits Summary**

Your online Benefits Summary provides enrollment information about all your benefit plans.

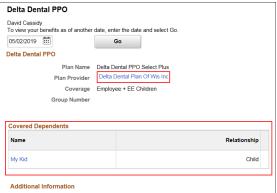
- 1. Log in to Employee Self Service: <a href="https://ess.wi.gov">https://ess.wi.gov</a>.
- 2. Click on the **My Benefits Tile** on the Employee Self Service Homepage. Several summaries are available in the Navigation Collection.
- 3. Your Benefits Summary as of today will automatically appear on the page.



- 4. If you want to look at your benefits as of a different date, enter that date on the top of the page. Click **Refresh**.
- 5. All benefit elections as of the date on the page will be listed. Click on the arrow at the far right for more information about the plan and/or a list of covered dependents.



6. You will see the dependents covered under the benefit plan. You can also click on the **Plan Provider Link** to go to the provider's website.



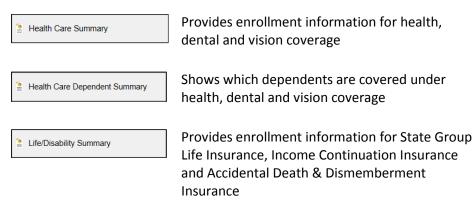


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#### Additional Benefit Summaries

There are additional benefit summaries available that include information about a subset of your benefits and summarize your covered dependents. Click on the summary page to access the information.



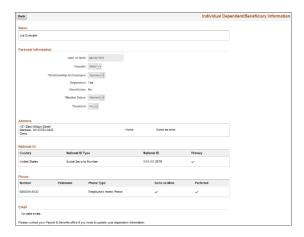
**Reminder:** beneficiary information is NOT stored in STAR.

## **Reviewing Dependent Information**

1. Click on the **Dependent Information** page to see all dependents. Your dependent list includes all current and formerly covered dependents.



2. Click anywhere in the box with the dependent's name to see additional details.



3. If you see the information is incorrect, please contact your Payroll & Benefit office to make corrections.