Please email any questions or concerns to
Benefits@ClevelandMetroSchools.org.

View Existing Benefits Elections

From the Benefits worklet:

1. Under **View**, click **Benefit Elections**.

2. The screen will display current Benefit Elections.

Print Benefits Statement

From the Home page:

3. Click the **Profile Icon** in the top right corner. From there, click **View Profile**.

4. Click **Actions** - located beneath name, ID number and job title.

5. Select **Benefits** > **View My Benefit Statement**.

6. Click ☰ to select the required **Benefit Event** to view and print. Click **OK**.

7. Review the displayed information, and click **Print**.

8. *Note:* The selected Benefit Event displays as an Adobe PDF document, which you can save or print.