

Viewing Your Benefits Summary

As a State employee, you can view your current, past and future benefits in Employee Self Service.

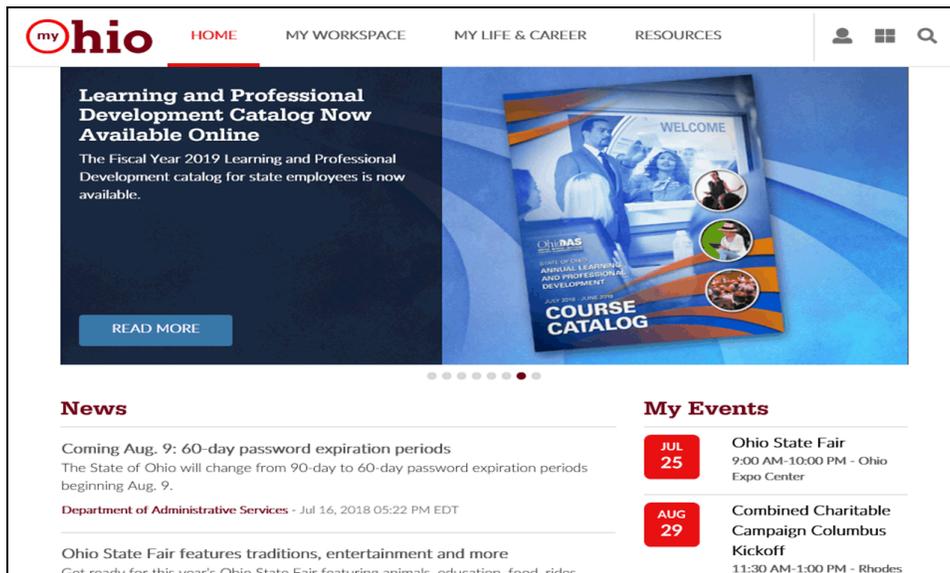
Some benefits terms which may be new to you:

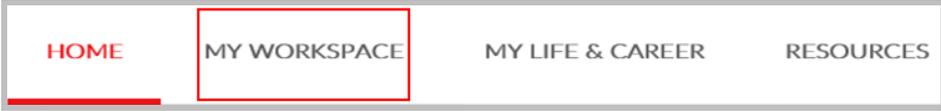
Benefits Plan is the compensation that your employer (the State of Ohio) provides for you other than your salary or wages. The main piece of your benefits plan (and the piece covered in this job aid) is your health insurance coverage.

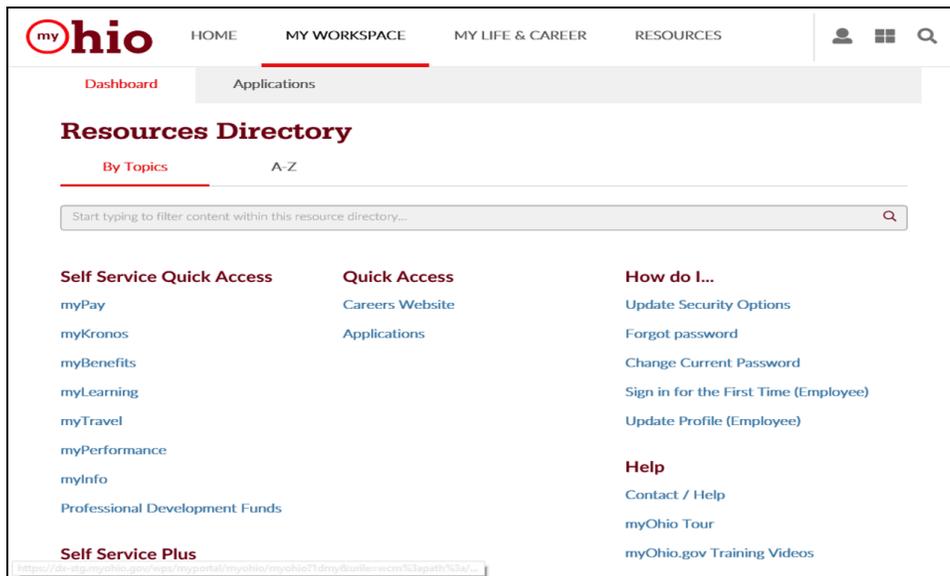
Enrollment means to sign up for your insurance plan. You can make different types of insurance changes during different types of enrollment. Enrollment only takes place as a result of a life event (birth, adoption, or marital status change), a job status change, or once a year during Open Enrollment.

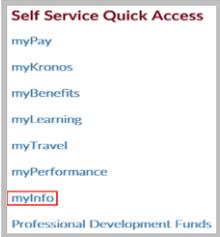
Open Enrollment is a time period in which you can make changes to your insurance plan. Open Enrollment takes place once a year in the spring.

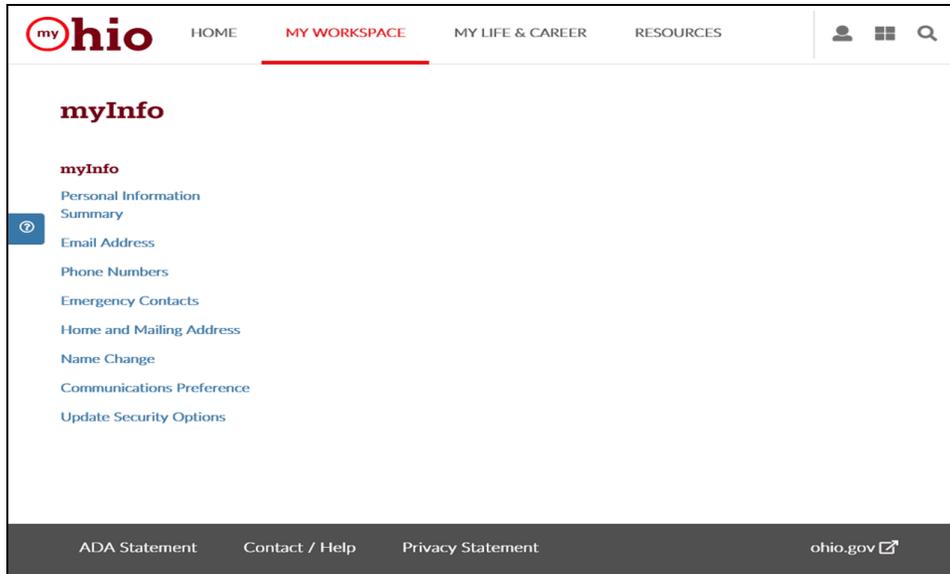
Dependents are people covered by your insurance plan. To view the detailed eligibility and documentation requirements for all dependents, please go to das.ohio.gov/benefits and click on the link for Eligibility Requirements. If you have any question about who qualifies as your dependent, please contact your agency human resources office or the DAS Employee Benefits Management team at 1-800-409-1205, Option 2.



Step	Action
1.	<p>Log in to myOhio.gov.</p> <p>From the navigation tabs at the top of the page navigate using MY WORKSPACE.</p> <p>Click the MY WORKSPACE tab.</p> 



Step	Action
2.	<p>The Resources Directory page displays. From the Self Service Quick Access section select the myInfo item to navigate to the desired activity.</p> <p>Click the myInfo list item.</p> 



Step	Action
3.	<p>The myInfo page displays. From the myInfo section select the Personal Information Summary item to navigate to the desired activity.</p> <p>Click the Personal Information Summary list item.</p>

myInfo

- Personal Information Summary
- Email Address
- Phone Numbers
- Emergency Contacts
- Home and Mailing Address
- Name Change
- Communications Preference
- Update Security Options

Personal Information Summary

BUCKEYE NAKIA [Expand All](#) [Collapse All](#)

▼ **Name**
 BUCKEYE NAKIA
[Change name](#)

▼ **Home/Mailing Addresses**

Address Type	Status	As Of	Country	Address
Home	Current	07/22/2012	USA	100 Main St Pickerington, OH 43147

[Change home/mailing addresses](#)

▼ **Phone Numbers**

Phone Type	Phone Number	Preferred
Business	5016433304	<input checked="" type="checkbox"/>

[Change phone numbers](#)

▼ **Emergency Contacts**

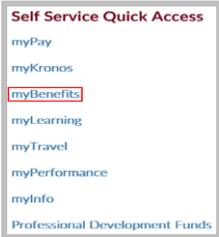
Name	Relationship to Employee

[Change emergency contacts](#)

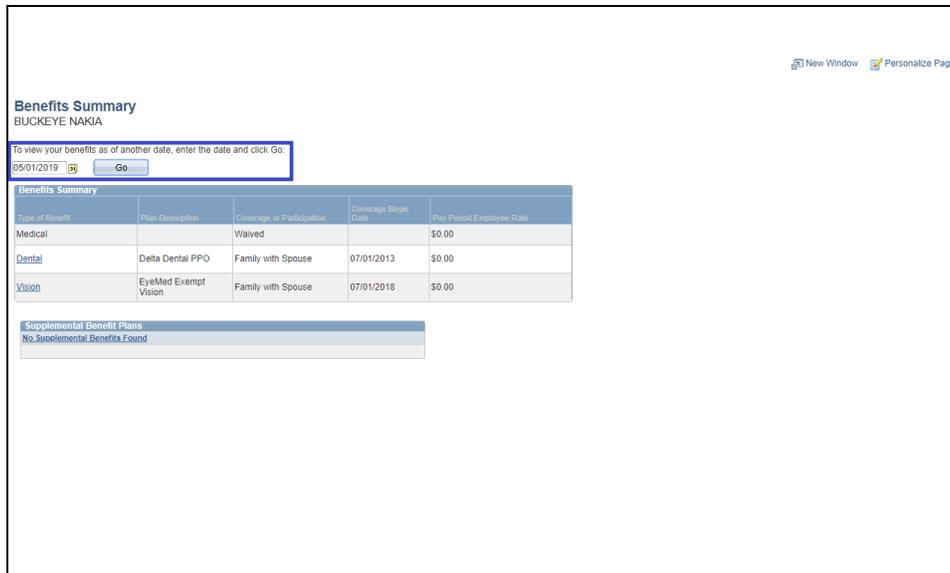
▼ **Email Addresses**

Step	Action
4.	<p>The Personal Information Summary page displays. Review the information on this page for accuracy. Make corrections using the corresponding button.</p> <p>This would include:</p> <ul style="list-style-type: none"> Name Home/Mailing Address Phone Numbers(s) Email Address(es) Emergency Contacts <p>You cannot change your Marital Status or any other data point on this page; please contact your human resources office if the information is incorrect.</p> <p>Scroll down the page to see the various sections.</p>
5.	<p>After reviewing the Personal Information Summary navigate to review the Benefits Summary.</p>



Step	Action
6.	<p>From the navigation tabs at the top of the page navigate using MY WORKSPACE.</p> <p>Click the MY WORKSPACE tab.</p> 
7.	<p>The Resources Directory page displays. From the Self Service Quick Access section select the myBenefits item to navigate to the desired activity.</p> <p>Click the myBenefits list item.</p> 

Step	Action
8.	<p>The myBenefits page displays. From the General section select the Benefits Summary item to navigate to the desired activity in OAKS.</p> <p>Click the Benefits Summary list item.</p> 



Step	Action
9.	<p>The Benefits Summary page opens.</p> <p>The page displays the summary based on the current date. Instructions on the page are given to see your summary as of a different date.</p> <p>Review this page to understand your current benefit elections.</p>

New Window Personalize Page

Benefits Summary
BUCKEYE NAKIA

To view your benefits as of another date, enter the date and click Go:

05/01/2019

Type of Benefit	Plan Description	Coverage or Participation	Coverage Begin Date	Day Pinned Employee Rate
Medical		Waived		\$0.00
Dental	Delta Dental PPO	Family with Spouse	07/01/2013	\$0.00
Vision	EyeMed Exempt Vision	Family with Spouse	07/01/2018	\$0.00

Supplemental Benefit Plans
No Supplemental Benefits Found

Step	Action
10.	To view detail of a benefit type, select the desired benefit plan (medical, dental, vision) by clicking the link in the Type of Benefit column. Note: In this example, the Medical benefit is not represented as a link as coverage was waived.
11.	End of Procedure.