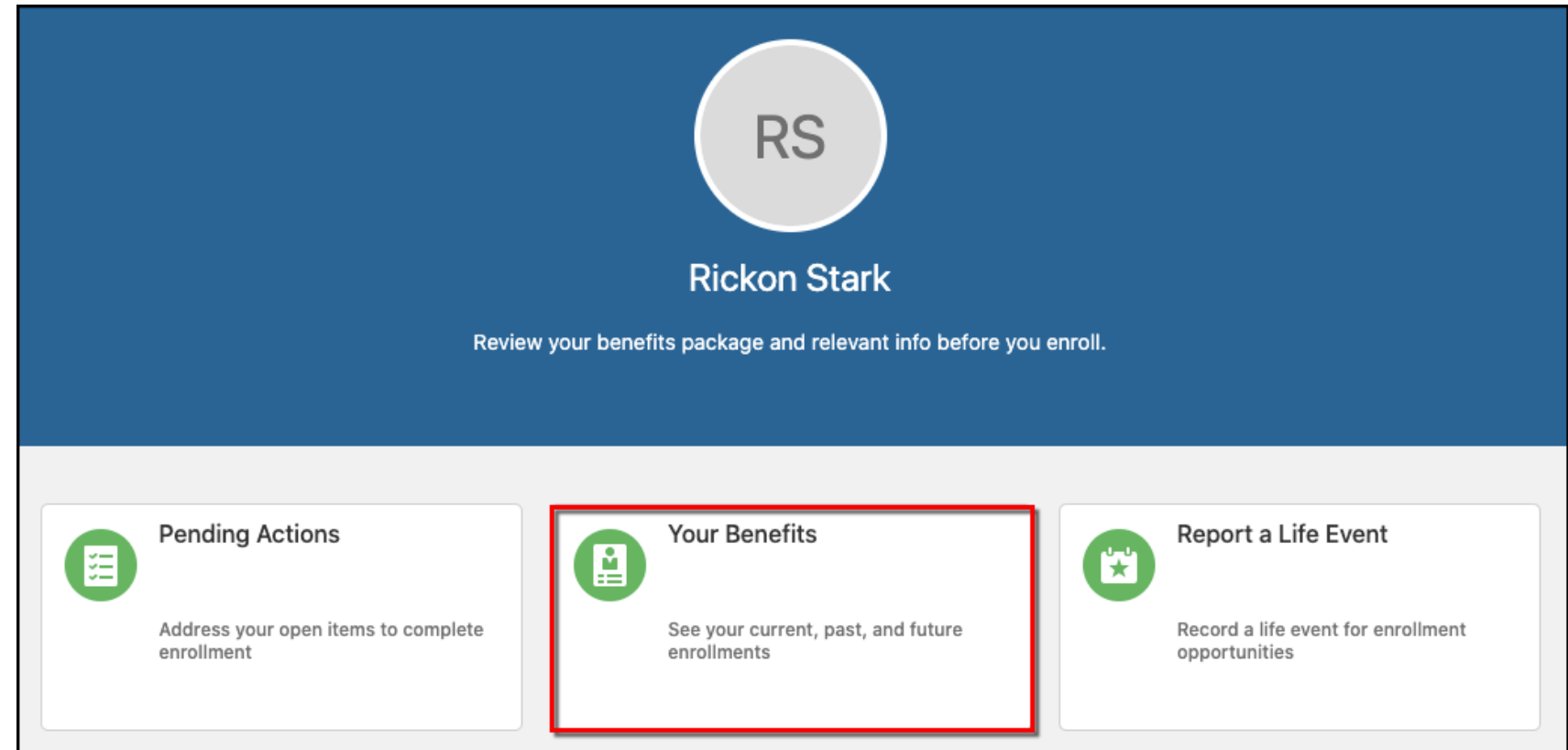


1. Select **Me** to display your employee functions.
2. Click the **Benefits** icon.

The screenshot displays the ESS portal interface. At the top, there is a navigation bar with the following tabs: **Me**, Sales, Tools, and Others. The **Me** tab is highlighted with a red box. Below the navigation bar, the interface is divided into two main sections: **QUICK ACTIONS** and **APPS**. The **QUICK ACTIONS** section contains a vertical list of icons and labels: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The **APPS** section contains a grid of icons and labels: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, **Benefits** (highlighted with a red box), Current Jobs, and Wellness. A red arrow points from the **Me** tab to the **Benefits** icon.

3. Click the **Your Benefits** tile.

The dashboard for Rickon Stark features a dark blue header with a grey circular profile picture containing the initials 'RS'. Below the name 'Rickon Stark' is the instruction 'Review your benefits package and relevant info before you enroll.' The main content area is light grey and contains three white tiles. The 'Your Benefits' tile is highlighted with a red border. Each tile includes a green circular icon, a title, and a brief description.

Pending Actions
Address your open items to complete enrollment

Your Benefits
See your current, past, and future enrollments

Report a Life Event
Record a life event for enrollment opportunities

Note: You can view your benefits as of the current date or select the dropdown arrow to choose a different date.


4. Click the **CMHA Benefits Program** link.

The screenshot shows a web interface titled 'My Benefits' for 'Rickon Stark'. Below the title is a section 'Select a Benefit'. Underneath, there is a label 'See Benefits as of Date or Event' followed by a dropdown menu currently set to 'Today'. A red box highlights the dropdown menu. Below this, another red box highlights a card for the 'CMHA Benefits Program'. The card features the 'Community MENTAL HEALTH' logo on the left, which includes a circular arrow icon and the text 'CLINTON - EATON - INGHAM' below it. To the right of the logo, the text 'CMHA Benefits Program' is displayed.

My Benefits
Rickon Stark

Select a Benefit

See Benefits as of Date or Event

 **CMHA Benefits Program**
CLINTON - EATON - INGHAM

CMHA Benefits Program

Rickon Stark

Currency in USD

Your Total Cost Each Pay Period

213.00

Dental

Delta Dental
Single

0.00

Who's covered?
You



Vision

VSP Vision
Single

0.00

Who's covered?
You



Buyout-Buydown Medical and Dental

Buyout Medical
Single

193.00

Who's covered?

5. View your benefit selections.

End of Procedure