The purpose of this job aide is to guide with accessing your Confirmation Statements through PeopleSoft.

**Navigation of PeopleSoft.**

**Step 1.**
- Open an Internet Browser.
- Navigate to PeopleSoft Login.
- Enter User ID. (Your employee ID with an “E” in front of it)
- Enter Password.
- Select Sign In.

**Step 2.**
- Once logged in, select the box “Benefit Details”.

**Step 3.**
- Select “Benefits Statements”.
- Select the Statement Type down arrow and select either “Confirmation Statement” or “Submitted Enrollment”.

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Confirmation Statement

Navigation of PeopleSoft.

Step 4.

- Select “Expand All” to assure all of the provided information is correct.
- Select “Print View” to print a copy of your statement.