Viewing your Confirmation Notice is quick and easy! Simply follow these steps after logging in:

1. Click on **Communication Center** located in the black navigation bar at the top, right of the home page.

| | COMMUNICATION CENTER NOTIFICATIONS BY ACCOUNT CONTACT US LOGOUT |
|-----------------------|---|
| HI MICKEY | EUTA SUTA |
| Home | |
| MICKEY, here are some | e things you need to do next: |

2. Click on the ConfirmationStatementActiveAE.pdf hyperlink to download your Confirmation Notice.



3. Check your download folder for a PDF of your Open Enrollment Confirmation Notice.

IMPORTANT:

• Upon logging into the Member Portal, your homepage will reflect your current enrollment, not changes made during Open Enrollment. Follow the steps on page one to view your Confirmation Notice and confirm your Open Enrollment changes.

| MY BENEFITS \$103.10 YOUR TOTAL PER-PAY COST | \$103.10 Your pre-tax per- pay deductions | \$0.00 YOUR POS DEDUCTIO | ST-TAX PER-PAY |
|--|---|---------------------------------------|------------------|
| Benefits | Coverage | Options | Coverage Details |
| Medical | EUTF HM Standard (Including Chiro |) Kaiser Medical Rx) w/ | Family |
| Prescription Drug | No Cover | age | No Coverage |
| Dental | EUTF Den | tal | Family |
| Vision | EUTF Visio | n | Family |
| Premium Conversion Plan | Enrolled | | Enrolled |
| View Benefits Selections | | | Quick Actions |

• If you have been employed with multiple employers (e.g. State of Hawaii, City and County of Honolulu, Counties, etc.), the Member Portal home page may not default to your current employer. To ensure you are viewing the correct employment record, select **Employment** on the black navigation bar at the top of the home page and select your current employer:

