

# Employee Enrollment Summary

Employees are provided a summary when they complete benefit selection during enrollment and summaries of current and open enrollment are available from benefits in the left navigation bar.

## Procedure:

From Employee Dashboard (if enrollment is open)


The screenshot shows the EASE Employee Dashboard for Jeremy Morgan. The top navigation bar includes the EASE logo and the user's name 'Jeremy' with a dropdown arrow. The left sidebar contains links for Dashboard, Profile, Benefits, and Documents. The main content area features a green banner for 'Open Enrollment' with a 'Manage Enrollment' button. Below the banner is a 'Compensation Statement' section with a 'View' button.

### 1. Click **Start** or **Manage Enrollment**.

- When reaching **Summary** in the left navigation bar, a **Benefit Summary** is available.

The screenshot shows the 'Benefit Summary' page in the EASE system. The top navigation bar includes 'The Sample Company' and 'Benefits Enrollment'. The left sidebar shows a list of steps: Profile, Dependents, Documents, Medicare, Benefits, Coverage, Health, Summary (highlighted), Sign Forms, and Finish. The main content area displays the 'Benefit Summary' for Medical coverage, including the plan name 'Anthem BCBS', the cost '\$40.67 Per Pay Period (Semi-Monthly)', and the effective date '3/1/2019'. A 'Continue' button is visible at the bottom right. An important note states: 'Important: You must sign your forms in order to submit your elections.' A 'Need Help? Get Support' link is also present.

2. If outside enrollment, click **Benefits** from the left navigation bar.
3. View **Benefit Information (Open Enrollment)**.

 Jeremy ▾

Jeremy Morgan  
DJ

Dashboard


Profile

**Benefits**

Documents

### Benefits Information (Open Enrollment)

Plan

**Medical**  
Carrier: Anthem BCBS  
Plan: Blue Shield Silver 70 PPO 2000/45 + Child Dental  
Effective Date: 3/1/2019  
 [SBC](#)

Coverage Details

**Enrolled:**  
Jeremy Morgan  
  
**Waived:**  
Kelly Morgan

Cost Details


\$40.67, Pre-Tax

Total Employee Cost Per Pay Period (Semi-Monthly)

\$40.67, Pre-Tax

[View Current Enrollment](#)

4. To see current enrollment Information, click **View Current Enrollment**.
  - If employee is a new hire or was not previously eligible, **No benefit elections have been found** displays.

 Jeremy ▾

Jeremy Morgan  
DJ

Dashboard

Profile

**Benefits**

Documents

No benefit elections have been found

**End of Procedure**